

KSU Revenue and Expenditures Reports

FIS Reports

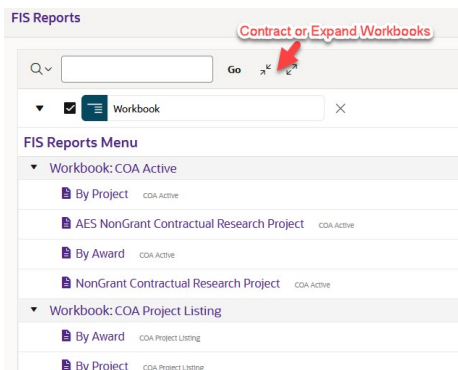
The following is provided to assist users in conveniently accessing the FIS Reports.

1. Process:

- a. Log in to FIS (<https://fis.ksu.edu>) using your eID and password.



- b. You will then be brought to the Oracle Applications Home Page where you will see the KSU FIS User hyperlink. Click on it to expand it. Now select the 'Reports' link from within the choices provided.
- c. Once you have selected Reports, you will be taken to the 'Workbook' listing where you will be able to view the listing in two ways: collapsed or expanded.



- d. Scroll down and find the ‘KSU Revenues and Expenditures’ title. If in the compressed format, click on the arrow to the far left which will then show the available worksheets.

A screenshot of a dropdown menu titled 'KSU Revenues and Expenditures'. The menu is expanded to show five options, each with a document icon and a label: 'Revenue and Expense Cash-Basis by PCA', 'Revenue and Expense Cash-Basis', 'Revenue and Expense -- Accrual Basis', 'Expense - By Award', and 'Revenue and Expense -- Accrual Basis by PCA'. Each option also has a smaller text label to its right, all of which are 'KSU Revenues and Expenditures'.

Click on the link for ‘Revenue and Expense Cash-Basis’ to open the worksheet. (Most departments work on a cash basis, if you work on an accrual basis, click on that link instead.)

- e. This now opens the search parameters listing. You will need to enter the Project, Source, Organization, Fiscal Year (if other than the current fiscal year) and then the Period Name. The wildcard is the percent key (%) and can be used within the Project, Source and Organization boxes but do NOT use for all three. Make sure at least one of these has a definite entry. The Period Name field is also a drop-down box which shows the individual months for the noted Fiscal Year. Click on the ‘Run Report’ button.

A screenshot of a search form titled 'Search'. It contains five input fields: 'Project' (example: Nxxx999999), 'Source' (example: 1200 (Use % as a wildcard)), 'Organization' (example: 05040 (Use % as a wildcard.)), 'Fiscal Year' (2025), and 'Period Name' (AUG-2024). Below the fields are two buttons: 'Run Report' and 'Clear Criteria'.

- f. Now you should get a listing of the Revenue & Expenditures based on your search parameters.

The screenshot shows a search interface with the following criteria: Project %, Source %, Organization 05040, Fiscal Year 2024, and Period Name JUN-2024. The 'Run Report' button is highlighted. Below the search bar, the report is titled '1. Primary Report' and shows '1 - 114 of 114' rows. The table below displays expenditure data with columns for Type, Expenditure Category, Object, Current Period, YTD, ITD, Encumbrance, and ITD-ENC.

Type	Expenditure Category	Object	Current Period	YTD	ITD	Encumbrance	ITD-ENC
Expenditure	E1000 USS SALARIES	E1010 USS REGULAR	\$21,014.16	\$382,144.67	\$382,144.67	\$0.00	\$382,144.67
Expenditure	E1000 USS SALARIES	E1015 USS OVERTIME	\$106.57	\$1,037.91	\$1,037.91	\$0.00	\$1,037.91
Expenditure	E1000 USS SALARIES	E1014 USS HOLIDAY	\$112.92	\$14,236.72	\$14,236.72	\$0.00	\$14,236.72
Expenditure	E1000 USS SALARIES	E1016 USS LONGEVITY	\$0.00	\$5,500.00	\$5,500.00	\$0.00	\$5,500.00
Expenditure	E1000 USS SALARIES	E1017 USS HOL GT BASE	\$0.00	\$2,424.59	\$2,424.59	\$0.00	\$2,424.59
		E1000 USS SALARIES - Subtotal	\$22,235.65	\$405,343.89	\$405,343.89	\$0.00	\$405,343.89
Expenditure	E1050 USS BENEFITS	E1076 USS SL RA	\$160.10	\$3,064.28	\$3,064.28	\$0.00	\$3,064.28

- g. Now you will see columns for the period (since the example is for FY 2024, you will see all months for 2024 year to date in a drop down).

Column data are:

- a. Current Period: Month to date for the month you are showing. In this case displaying June 2024.
 - b. YTD (Year to Date): Everything done this Fiscal year up to the date of the report.
 - c. ITD (Inception to Date): Like YTD, this is everything that has happened this Fiscal Year PLUS everything that has happened in Grant accounts since they began. So, it is Non-Grant YTD plus Grant data since the grant(s) began.
 - d. Encumbrance: If you have funds encumbered for some reason, they will be shown here.
 - e. ITD + Enc: Total amount of all Non-Grant and Grant plus encumbrances.
- h. The Revenue & Expenditures Report has two versions: Primary Report and the Detail Report.

The screenshot shows the same search interface as above, but with a dropdown menu open for the report selection. The menu options are 'Default', '1. Primary Report', and '2. R&E Cash-Basis Detail'. The '1. Primary Report' option is currently selected. Below the menu, the table header is visible, showing 'Type', 'Expenditure Category', and 'Object'.

Type	Expenditure Category	Object
Expenditure	E1000 USS SALARIES	E1010 USS REGULAR

- i. The Primary Report is summarized by Expenditure Category and Object Code with subtotals on Expenditure Category. In the example below, you see some example subtotals for E1000 (USS Salaries) and E1050 (USS Benefits).

Type	Expenditure Category	Object	Current Period	YTD	ITD	Encumbrance	ITD+ENC
Expenditure	E1000 USS SALARIES	E1010 USS REGULAR	\$21,014.16	\$382,144.67	\$382,144.67	\$0.00	\$382,144.67
Expenditure	E1000 USS SALARIES	E1015 USS OVERTIME	\$106.57	\$1,037.91	\$1,037.91	\$0.00	\$1,037.91
Expenditure	E1000 USS SALARIES	E1014 USS HOLIDAY	\$1,112.92	\$14,236.72	\$14,236.72	\$0.00	\$14,236.72
Expenditure	E1000 USS SALARIES	E1016 USS LONGEVITY	\$0.00	\$5,500.00	\$5,500.00	\$0.00	\$5,500.00
Expenditure	E1000 USS SALARIES	E1017 USS HOL GT BASE	\$0.00	\$2,424.59	\$2,424.59	\$0.00	\$2,424.59
		E1000 USS SALARIES - Subtotal	\$22,233.65	\$405,343.89	\$405,343.89	\$0.00	\$405,343.89
Expenditure	E1050 USS BENEFITS	E1076 USS SL RA	\$160.10	\$5,064.28	\$5,064.28	\$0.00	\$5,064.28
Expenditure	E1050 USS BENEFITS	E1081 USS KPERS	\$3,017.08	\$53,688.76	\$53,688.76	\$0.00	\$53,688.76
Expenditure	E1050 USS BENEFITS	E1090 USS OASDI	\$1,280.59	\$23,792.53	\$23,792.53	\$0.00	\$23,792.53
Expenditure	E1050 USS BENEFITS	E1091 USS FICA	\$299.50	\$5,564.41	\$5,564.41	\$0.00	\$5,564.41
Expenditure	E1050 USS BENEFITS	E1095 USS GHI NON DEPEND	\$4,025.82	\$65,711.21	\$65,711.21	\$0.00	\$65,711.21
Expenditure	E1050 USS BENEFITS	E1097 USS WRK COMP	\$64.25	\$1,171.40	\$1,171.40	\$0.00	\$1,171.40
		E1050 USS BENEFITS - Subtotal	\$8,847.34	\$152,992.59	\$152,992.59	\$0.00	\$152,992.59

- ii. Switching to the Detail Report, the Project, Fund Source, Organization, and Object are now displayed. The report is still inserting a subtotal for E1000 (USS Salaries) but you can see that the individual projects, fund sources, and organization details are listed. This report may be useful if you are using a wildcard (%) in your search parameters.

Q < Go 2, R&E Cash-Basis Detail Rows 1000 Actions >

Object Type, Expenditure Category Type = Totals#...

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Type: Expenditure, Expenditure Category: E1000 USS SALARIES

Project	Fund Source	Organization	Object	Current Period	YTD	ITD	Encumbrance	ITD+ENC
NMAFPROJEC	2000	05040	E1010 USS REGULAR	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
NMCSALARY	0003	05040	E1010 USS REGULAR	\$17,854.95	\$359,340.46	\$359,340.46	\$0.00	\$359,340.46
NMCSALARY	2080	05040	E1010 USS REGULAR	\$3,179.21	\$42,004.21	\$42,004.21	\$0.00	\$42,004.21
NMCSALARY	0003	05040	E1015 USS OVERTIME	\$106.57	\$1,037.91	\$1,037.91	\$0.00	\$1,037.91
NMCSALARY	0003	05040	E1014 USS HOLIDAY	\$945.59	\$12,730.76	\$12,730.76	\$0.00	\$12,730.76
NMCSALARY	2080	05040	E1014 USS HOLIDAY	\$167.33	\$1,505.96	\$1,505.96	\$0.00	\$1,505.96
NMCSALARY	0003	05040	E1016 USS LONGEVITY	\$0.00	\$4,500.00	\$4,500.00	\$0.00	\$4,500.00
NMCSALARY	2080	05040	E1016 USS LONGEVITY	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
NMCSALARY	0003	05040	E1017 USS HOL GT BASE	\$0.00	\$2,424.59	\$2,424.59	\$0.00	\$2,424.59
				\$22,233.65	\$405,343.89	\$405,343.89	\$0.00	\$405,343.89

- i. To export a report, click on the **Actions** menu and select **Download**. Multiple formats will be presented:
 - i. CSV: an unformatted Excel file
 - ii. HTML: a formatted web page that you can open in your browser
 - iii. Excel: a formatted Excel spreadsheet
 - iv. PDF: a formatted PDF ideal for printing
- j. One new feature of the new reports is that you can email the report output or set a subscription to have it emailed on a recurring basis. To email the results, click on the **Actions** menu and then the **Download** link. From there, choose your report format (Excel, PDF, etc) and then select the **Send as Email** option. Fill out the email address and review the Subject/Body and click **Send**.

Download [X]

Choose report format

CSV
 HTML
 Excel
 PDF

Data Only

Send as Email

To:

Cc:

Bcc:

Subject:

Body:

Cancel **Send**

- k. If you wish to set a recurring email, click on the Actions menu and then **Subscription**. Fill out the email address, email subject, frequency, and date range and then click Apply. You can set a daily/weekly/monthly frequency. If you wish to disable a subscription, simply go back in to Subscription and click the Delete button.

Subscription [X]

Choose report format

CSV
 HTML
 Excel
 PDF

Data Only

Email Address:

Subject:

Frequency:

Skip if No Data Found

Starting From:

Ending:

Cancel **Apply**