

Transaction Detail Report

FIS Reports

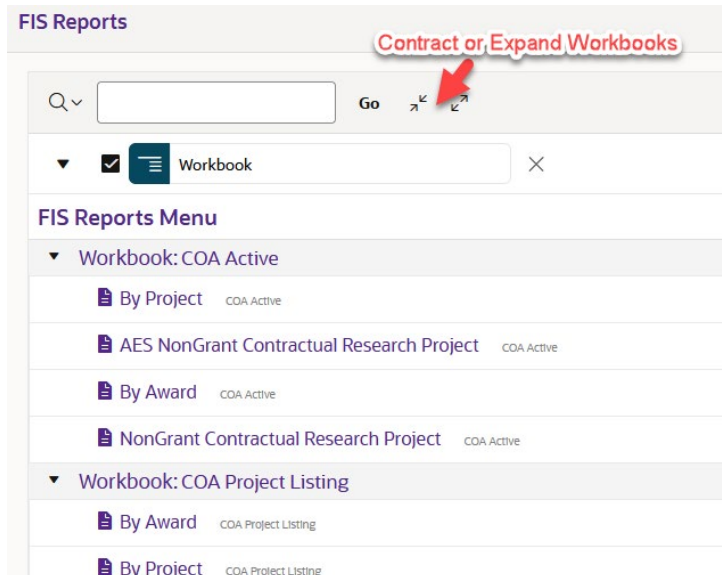
The following is provided to assist users in conveniently accessing the FIS Reports.

1. Process:

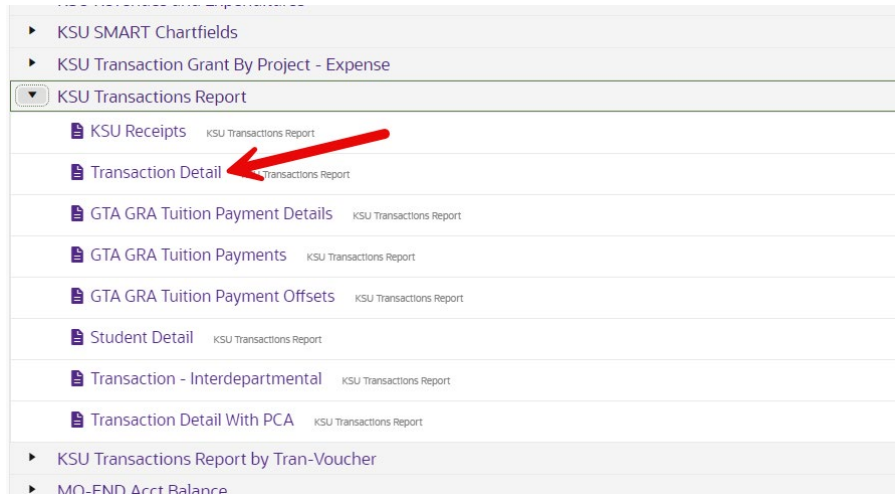
- a. Log in to FIS (<https://fis.ksu.edu>) using your eID and password.



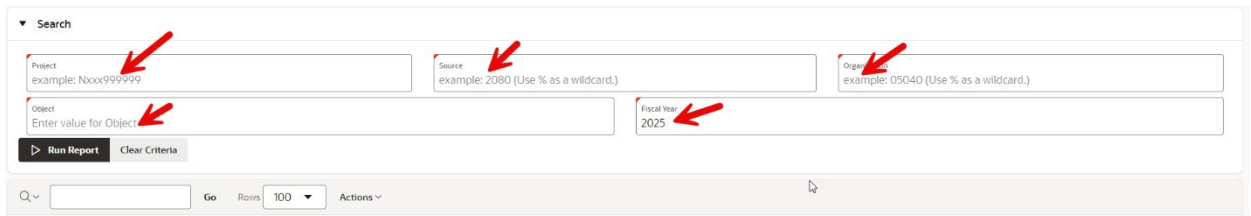
- b. You will then be brought to the Oracle Applications Home Page where you will see the KSU FIS User hyperlink. Click on it to expand it. Now select the 'Reports' link from within the choices provided.
- c. Once you have selected Reports, you will be taken to the 'Workbook' listing where you will be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



- d. Scroll down and find the ‘KSU Transactions Report’ title. If in the compressed format, click on the arrow to the far left which will then show the single worksheet ‘Transaction Detail’.



- e. Click on the link for ‘Transaction Detail’ to open the worksheet.
- f. The search parameters are displayed at the top. Enter the Project, Source, Organization, Object code, and change the Fiscal Year (if other than the current year is desired). The wildcard is the percent character (%). Click on the ‘Run Report’ button.

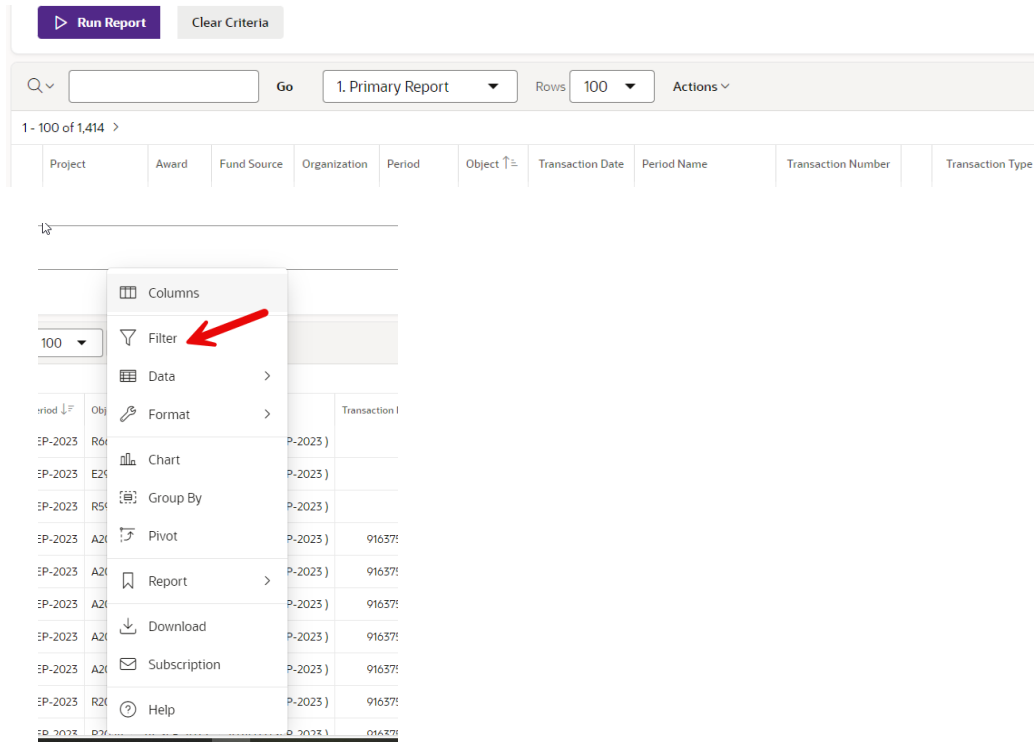


- g. A listing of all the transactions generated ‘year to date’ for the parameters you have entered is displayed.

The search results table displays the following data:

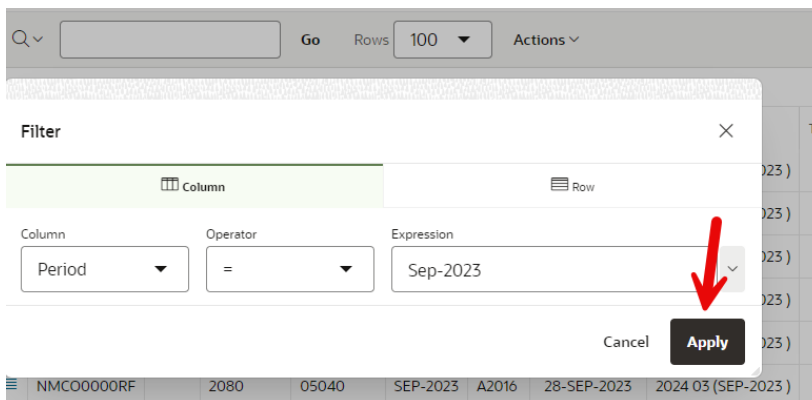
Project	Award	Fund Source	Organization	Period	Object	Transaction Date	Period Name	Transaction Number	Transaction Type	Voucher Number	User Number	Description	ENC Number	FY	Amount	Creation Date
GZGCRFUND	BG5995	2080	05040	JUL-2023	A1320	18-JUL-2023	2024 01 (JUL-2023)	142959	Receivable			VE0184/GDE0007998 INTEREST			\$4.39	18-JUL-2023
GZGCRFUND	BG5995	2080	05040	SEP-2023	A1320	12-SEP-2023	2024 03 (SEP-2023)	3285501	CASH	51023255		A20-0100-5002 REFUND			-\$2,25779	12-SEP-2023
GZGCRFUND	BG5995	2080	05040	JUN-2024	A1320	17-JUN-2024	2024 12 (JUN-2024)	3421167	CASH	51024169		VE0184/GDE0007998 INTEREST			-\$4.39	17-JUN-2024
GZGCRFUND	BG5995	2080	05040	JUN-2024	A1320	18-JUN-2024	2024 12 (JUN-2024)	3421167	CASH	51024169		VE0184/GDE0007998 INTEREST			\$4.39	18-JUN-2024
GZGCRFUND	BG5995	2080	05040	JUN-2024	A1320	18-JUN-2024	2024 12 (JUN-2024)	3421560	CASH	52413322		VE0184/GDE0007998 INTEREST			-\$4.39	18-JUN-2024
NMCO0000RF		2080	05040	JUL-2023	A2010	30-JUN-2023	2024 01 (JUL-2023)	9008065	GMSASTUDENT	35672377	3864	Miscellaneous Transaction			-\$50.00	03-JUL-2023

- h. Since this example is for FY 2024, you will see all months for 2024 year to date. To filter the data to one specific month, you can set a filter.
- i. Clicking on **Actions**, we will get another dialog box that allows you to filter on any column.

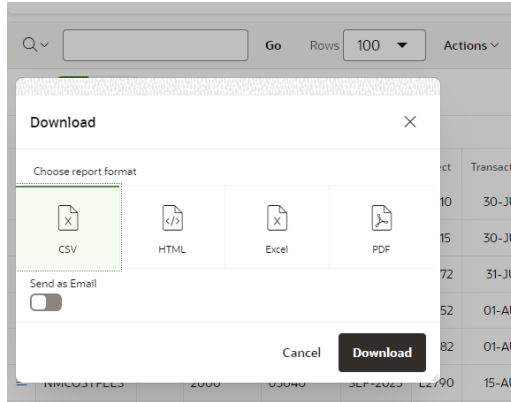


- j. Selecting 'Filter' will bring up another dialog box where you can select the filter parameters.

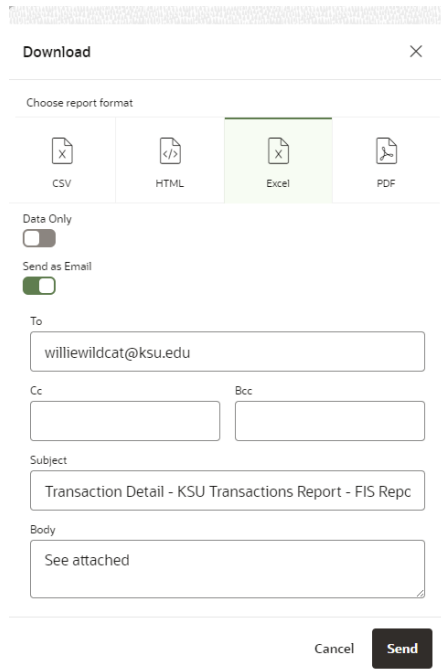
Using the drop-down arrows in each field, you see a list of items (Column will show you the column names that are available; Operator gives you the equal/not equal/like/not like and many other options; and finally, Expression is your search value). Note that the expression is case sensitive, for example Sep-2023 is not the same as SEP-2023. The former will give you no results in this example. Click Apply.



- k. If you desire to print out the report, you must first download it – go back to ‘Actions’ and select download from the dialog box. Here you can choose between CSV, Excel, PDF. **Please note that if your search result returns more than 75,000 rows you may struggle to export the data.**



- l. 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.



- m. 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.

The image shows a 'Subscription' dialog box with the following fields and options:

- Choose report format:** Four buttons for CSV, HTML, Excel (selected), and PDF.
- Data Only:** A toggle switch that is currently turned off.
- Email Address:** A text input field containing 'williewildcat@ksu.edu'.
- Subject:** A text input field containing 'Transaction Detail'.
- Frequency:** A dropdown menu set to 'Weekly'.
- Skip if No Data Found:** A toggle switch that is currently turned on.
- Starting From:** A date and time picker set to '31-JUL-2024 10:16:29 AM'.
- Ending:** A date and time picker set to '28-FEB-2025 10:17:00 AM'.
- Buttons:** 'Cancel' and 'Apply' buttons at the bottom right.