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.
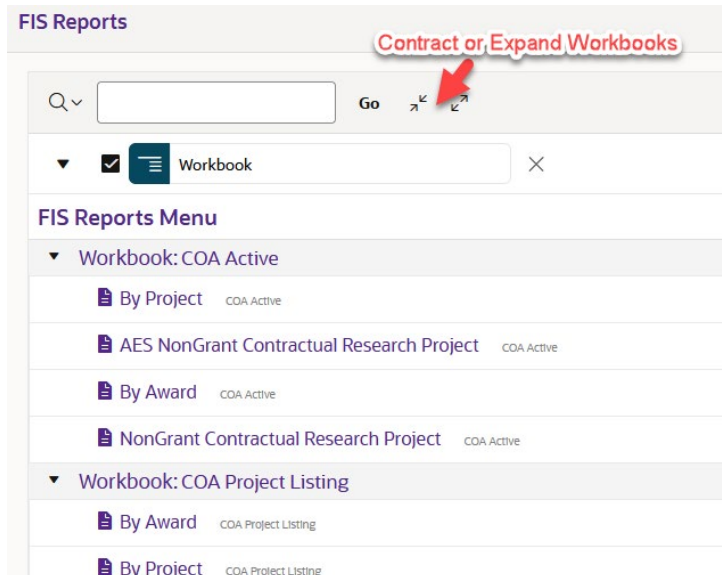
d. Scroll down and find the 'KSU Transactions Report' title. If in the compressed format, click on the arrow to the far left which will then show the single worksheet 'Transaction Detail'.
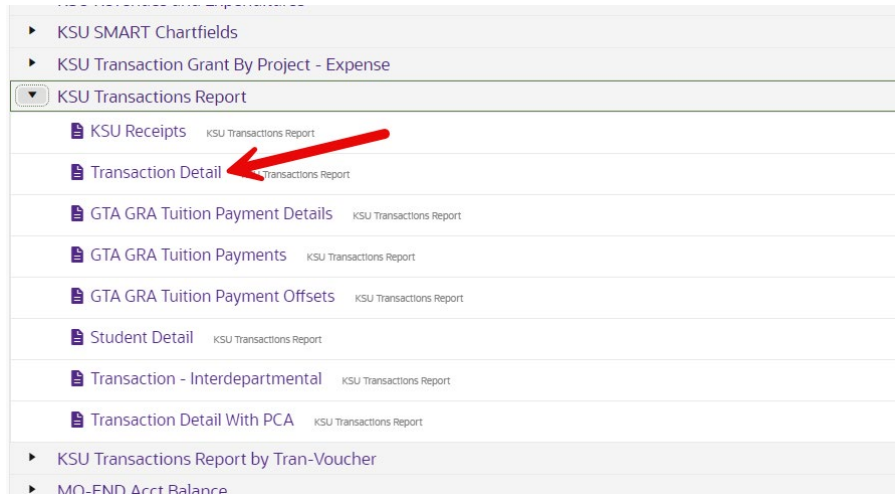
e. Click on the link for 'Transaction Detail' to open the worksheet.

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.
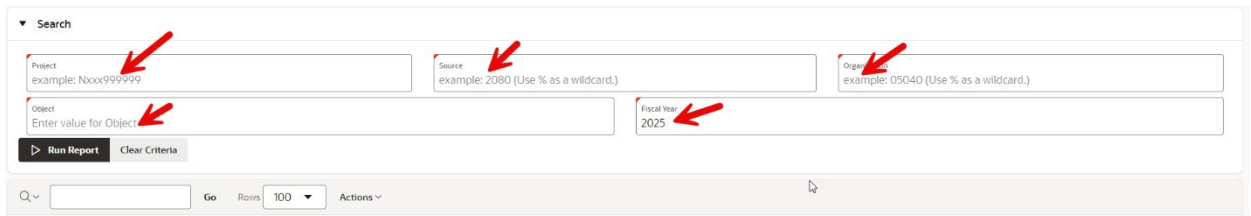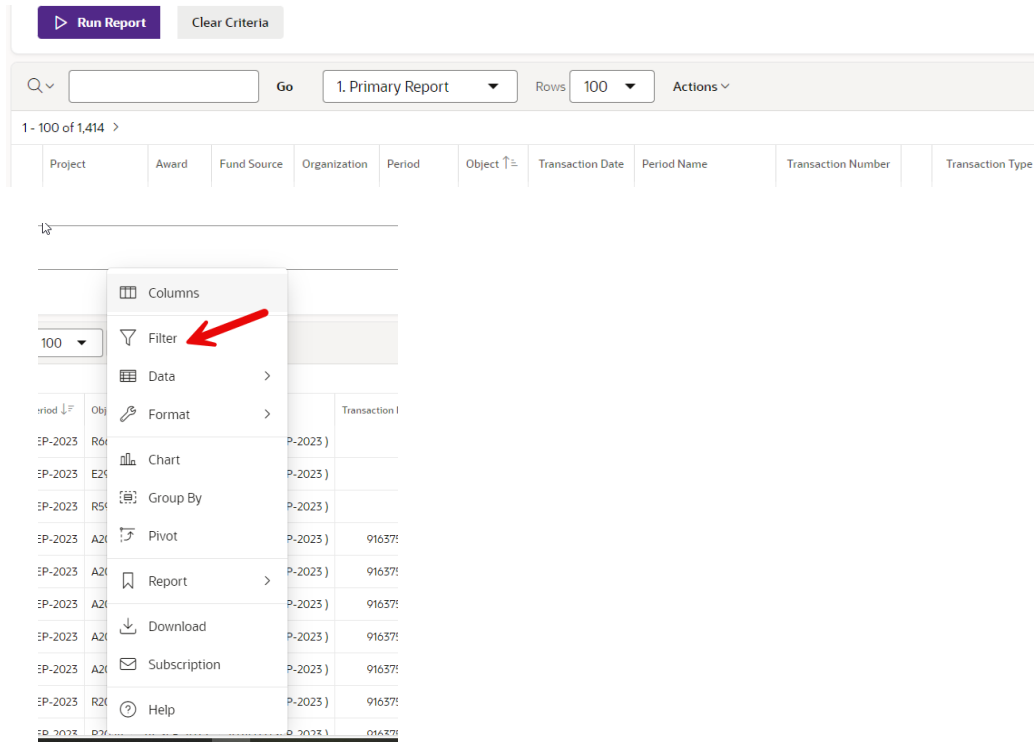

g. A listing of all the transactions generated 'year to date' for the parameters you have entered is displayed.

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.
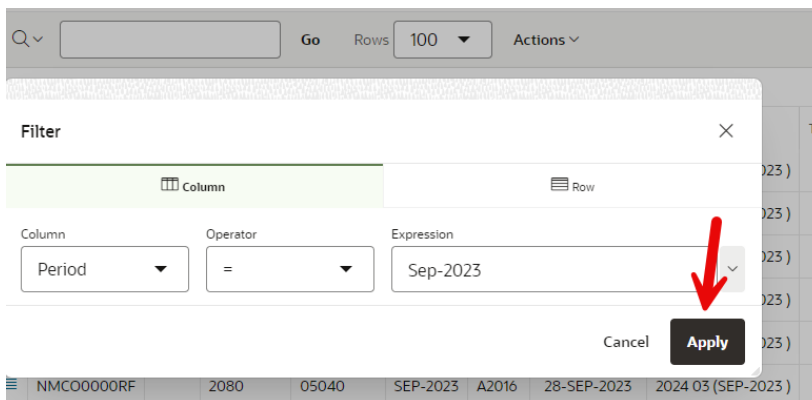
k. If you desire to print out the report, you must first download it – go back to 'Actions' and select download from the dialog box. Here you can choose between CSV, Excel, PDF. **Please note that if your search result returns more than 75,000 rows you may struggle to export the data.**
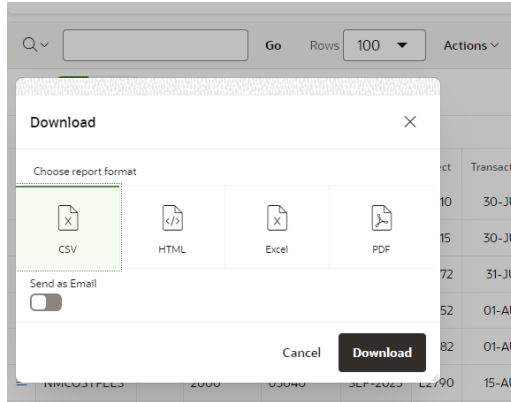
l. One new feature of the new reports is that you can email the report output or set a subscription to have it emailed on a recurring basis. To email the results, click on the Actions menu and then the **Download** link. From there, choose your report format (Excel, PDF, etc) and then select the **Send as Email** option. Fill out the email address and review the Subject/Body and click Send.
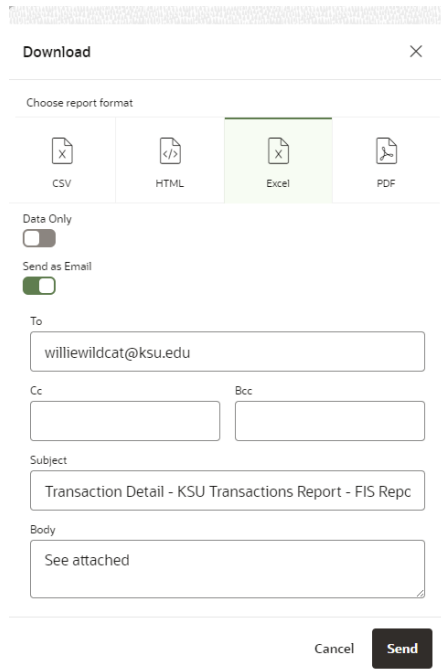
m. If you wish to set a recurring email, click on the Actions menu and then **Subscription**. Fill out the email address, email subject, frequency, and date range and then click Apply. You can set a daily/weekly/monthly frequency. If you wish to disable a subscription, simply go back in to Subscription and click the Delete button.