

New FIS Reports

Additional Functionality

The following guide provides detailed information on how to use the new FIS Reporting System.

1. Filtering

- a. There are two ways to filter information.
 - i. Option 1: After running the report, click on a column header to see the available options. In the example below, the **Voucher Number** column was selected.

	Transaction Number		Transaction Type	Voucher Number	User Number	Description
2024)	9526349	≡	GMSASTUDENT	↑≡ ↓≡ ☒		iscellaneous Tr
2024)	9528049	≡	GMSASTUDENT	Q Filter...		iscellaneous Tr
2024)	9528372	≡	GMSASTUDENT	J3672636		iscellaneous Tr
2024)	9530051	≡	GMSASTUDENT	J3672637		iscellaneous Tr
2024)	9531720	≡	GMSASTUDENT	J3672638		iscellaneous Tr
2024)	9533454	≡	GMSASTUDENT	J3672639		iscellaneous Tr

Select a value from the pop-up list to display the selected filter. In the example below, voucher number J3672636 was selected.


Q

Go

1. Primary Report

▼

☒



Voucher Number = 'J3672636'

×

1 - 4 of 4

	Project	Award	Fund Source	Organization	Period	Object ↑≡	Tr
≡	NZAS000001		2000	00000	JUL-2024	A2003	21

Click the filter to make changes. In the example below, the Operator value was changed to != to mean **Not Equal**. Click the Apply button.

Q

Go


1. Primary Report

Rows 100

Actions

▼

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Voucher Number != 'J3672636'

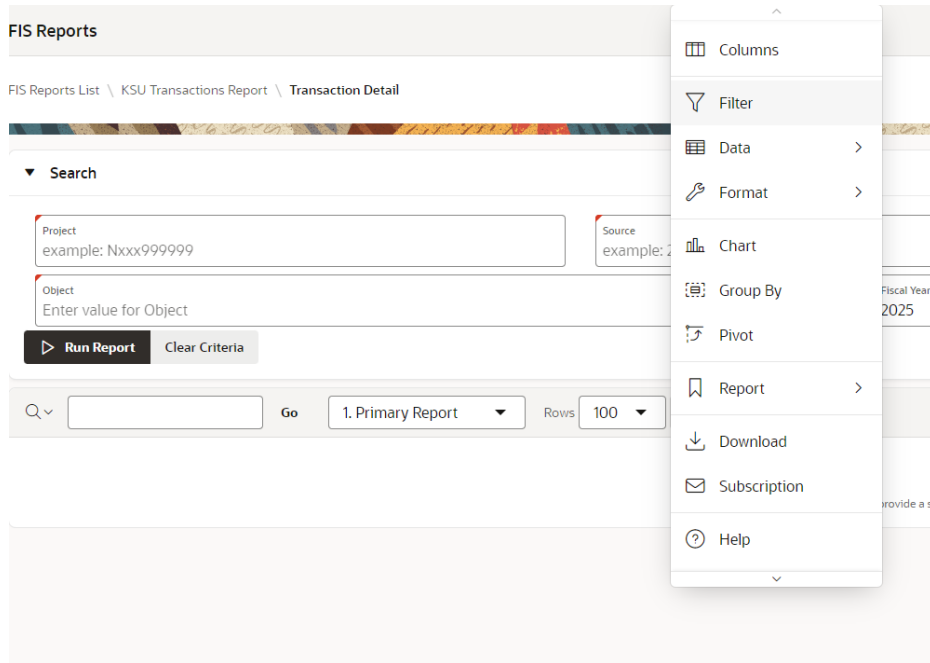
×

1 - 8 of 8

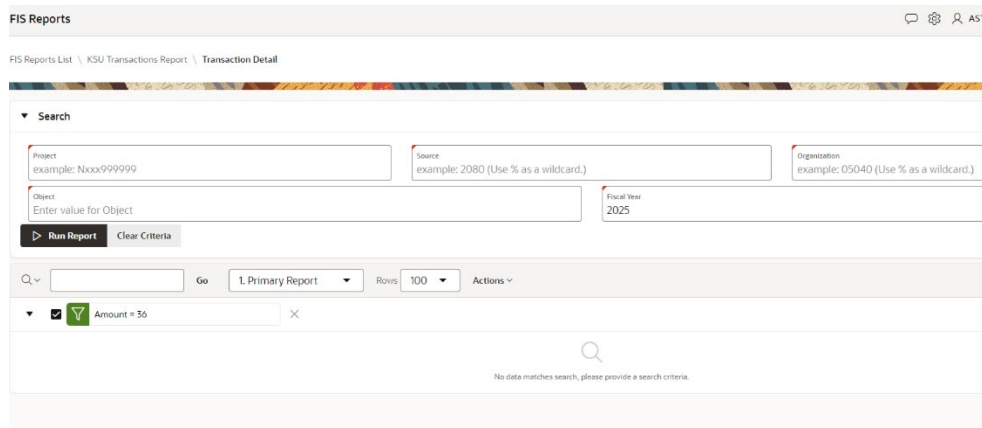
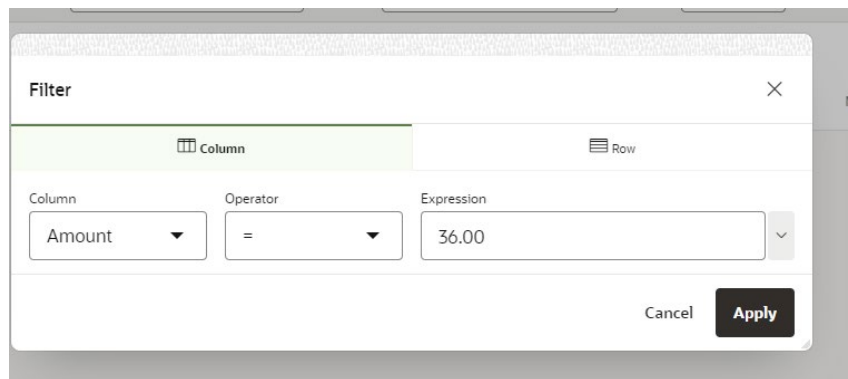
	Project	Award	Fund Source	Organization	Period	Object ↑≡	Transaction Date	Period Name
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All vouchers that are Not Equal to J3672636 are displayed.

- ii. Option 2: To set a filter prior to running the report, click on the **Actions** menu and select **Filter**.



The example below, the filter is set to search for all transactions that equal \$36.00.



Enter additional parameters (such as project, fund source, organization, etc.) and click the **Run Report** button to further refine the search results.

Search

Project % Source % Organization %

Object % Fiscal Year 2024

Run Report Clear Criteria

Q > Go 1. Primary Report Rows 100 Actions >

▼ ☒ Amount = 36 X

1 - 100 of 481 >

Project	Award	Fund Source	Organization	Period	Object T %	Transaction Date	Period Name	Transaction Number	Transaction Type	Voucher Number	User Number	Description	ENC Number	FY	Amount	Creation Date
GAG5005785	AR9790	1340	10080	JUN-2024	A1360	30-JUN-2024	2024 12 (JUN-2024)		Revenue			Journal Import Created			\$36.00	04-JUN-2024
NHEACOLFEE		2000	55010	JUL-2023	B2000	01-JUL-2023	2024 01 (JUL-2023)	20230731090200	Budget - Original			Journal Import Created			\$36.00	31-JUL-2023
NKPOPRKSAL		2080	70030	JAN-2024	E1012	25-DEC-2023	2024 07 (JAN-2024)		GOLD	V5112006	V5112006	USS SHIFT			\$36.00	12-JAN-2024
NKPOPRKSAL		2080	70030	MAY-2024	E1012	11-MAY-2024	2024 11 (MAY-2024)		GOLD	V5205006	V5205006	USS SHIFT			\$36.00	22-MAY-2024
NKPOPRKSAL		2080	70030	JUN-2024	E1012	08-JUN-2024	2024 12 (JUN-2024)		GOLD	V5206005	V5206005	USS SHIFT			\$36.00	14-JUN-2024
NHEAGPICAB		2000	55010	NOV-2023	E1016	28-OCT-2023	2024 05 (NOV-2023)		GOLD	V5110006	V5110006	USS LONGEVITY			\$36.00	08-NOV-2023

In the example above, all transactions for \$36.00 in fiscal year 2024 are displayed. Additional filters can be added to other fields to narrow the results even further.

b. Filtering on multiple values

- i. For example, you may want to filter on two different fund sources at once. Set the **Operator** to **in** and then input your values with a comma separating them. In this example we are returning all transactions from fund sources 2000 and 2080.

Filter X

Column Row

Column Operator Expression

Fund Source in 2000,2080

Cancel Delete **Apply**

2. Grouping

- a. Grouping allows similar sets of items to be collapsed and subtotaled. For example, a listing of all transactions on object code E3510 (Gasoline) can be grouped by transaction type.
- i. Run the desired report. The **Transaction Detail** is used in the example below.

FIS Reports

FIS Reports List \ KSU Transactions Report \ Transaction Detail

▼ Search

Project %
Object E3510

Source %
Fiscal Year 2024

Organization %

▶ Run Report Clear Criteria

Qv Go 1. Primary Report Rows 100 Actions

1 - 100 of 13,877 >

Project	Award	Fund Source	Organization	Period	Object	Transaction Date	Period Name	Transaction Number	Transaction Type	Voucher Number	User Number	Description
GEGLO04603	BG5677	2080	45190	MAY-2024	E3510	05-JUN-2018	2024 11 (MAY-2024)	2371460	GMSAPMTTRF	V9675029	1817894	Miscellaneous
NEMNRESFEE		2080	45130	MAY-2024	E3510	05-JUN-2018	2024 11 (MAY-2024)	2371460	GMSAPMTTRF	V9675029	1817894	Miscellaneous
GAFR200063	BF0186	1340	10290	MAR-2024	E3510	01-JUL-2020	2024 09 (MAR-2024)	2362534	GMSAEFORMS	V1670216	2048782	Miscellaneous
GAFR006924	BH0238	1340	10290	MAR-2024	E3510	01-JUL-2020	2024 09 (MAR-2024)	2362534	GMSAEFORMS	V1670216	2048782	Miscellaneous
GAFR200063	BF0186	1340	10290	MAR-2024	E3510	02-JUL-2020	2024 09 (MAR-2024)	2362522	GMSAPMTTRF	V1042370	2050545	Miscellaneous
GAFR006924	BH0238	1340	10290	MAR-2024	E3510	02-JUL-2020	2024 09 (MAR-2024)	2362522	GMSAPMTTRF	V1042370	2050545	Miscellaneous
GAFR200065	BF0188	1340	10290	MAR-2024	E3510	25-JUL-2020	2024 09 (MAR-2024)	2362461	GMSAPMTTRF	V1042521	2056872	Miscellaneous
GAFR006927	BH0241	1340	10290	MAR-2024	E3510	25-JUL-2020	2024 09 (MAR-2024)	2362461	GMSAPMTTRF	V1042521	2056872	Miscellaneous

- ii. Click on the **Actions** menu and select **Group By**

Qv Go 1. Primary Report Rows 100 Action

Group By

1 Transaction Type

Add Group By Column

Functions Column Label Format Mask Sum

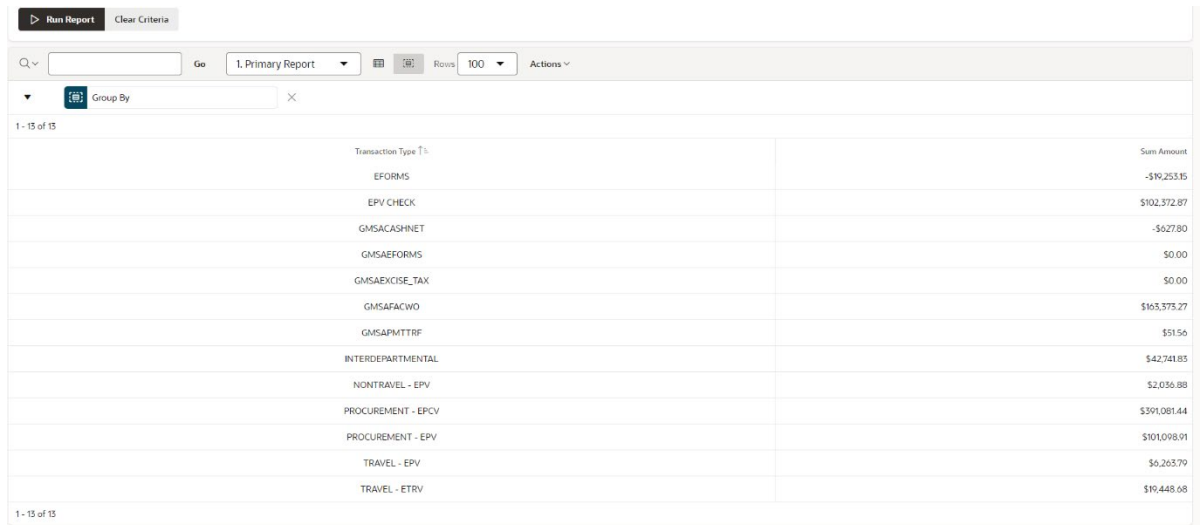
1 Sum Amount FML999G9

Add Function

Cancel Apply

The example above shows the data will be grouped by **Transaction Type** and will calculate the Sum of the Amount column. The Format Mask is set to display as \$1,234.56. Click the **Apply** button.

- iii. In the example below, the data is grouped (subtotaled) by Transaction Type to show how much was processed via Cashnet, payment transfer, interfund, procurement, travel reimbursement, etc.



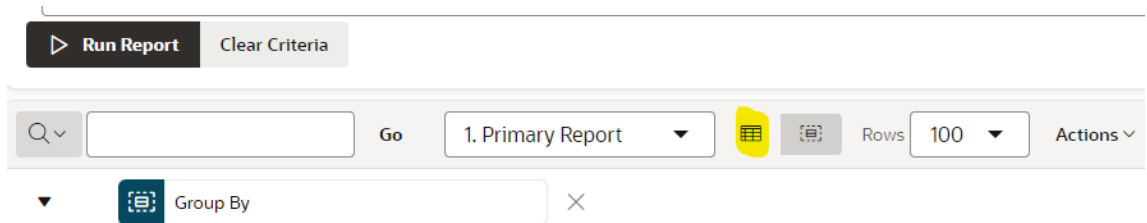
The screenshot shows a report interface with a 'Run Report' button and a 'Clear Criteria' button. Below the buttons is a search bar with a magnifying glass icon and a 'Go' button. To the right of the search bar is a dropdown menu set to '1. Primary Report'. Further right are icons for a grid, a list, and a print icon, followed by a 'Rows' dropdown set to '100' and an 'Actions' dropdown. Below this is a 'Group By' button with a grid icon and a close 'X' button. The main table displays 13 rows of data, grouped by Transaction Type. The first row is 'EFORMS' with a sum amount of -\$19,253.15. The second row is 'EPV CHECK' with a sum amount of \$102,372.87. The third row is 'GMSACASHNET' with a sum amount of -\$627.80. The fourth row is 'GMSAEFORMS' with a sum amount of \$0.00. The fifth row is 'GMSAEKIOSE_TAX' with a sum amount of \$0.00. The sixth row is 'GMSAFACWO' with a sum amount of \$163,375.27. The seventh row is 'GMSAFMTTRF' with a sum amount of \$51.56. The eighth row is 'INTERDEPARTMENTAL' with a sum amount of \$42,741.85. The ninth row is 'NONTRAVEL - EPV' with a sum amount of \$2,036.88. The tenth row is 'PROCUREMENT - EPCV' with a sum amount of \$391,081.44. The eleventh row is 'PROCUREMENT - EPV' with a sum amount of \$101,098.91. The twelfth row is 'TRAVEL - EPV' with a sum amount of \$6,265.79. The thirteenth row is 'TRAVEL - ETRV' with a sum amount of \$10,448.68. The table has a 'Transaction Type' column and a 'Sum Amount' column. The first row is highlighted in blue.

Transaction Type	Sum Amount
EFORMS	-\$19,253.15
EPV CHECK	\$102,372.87
GMSACASHNET	-\$627.80
GMSAEFORMS	\$0.00
GMSAEKIOSE_TAX	\$0.00
GMSAFACWO	\$163,375.27
GMSAFMTTRF	\$51.56
INTERDEPARTMENTAL	\$42,741.85
NONTRAVEL - EPV	\$2,036.88
PROCUREMENT - EPCV	\$391,081.44
PROCUREMENT - EPV	\$101,098.91
TRAVEL - EPV	\$6,265.79
TRAVEL - ETRV	\$10,448.68

- iv. Remove the grouping by clicking the **X**.



- v. Or toggle between the grouped and ungrouped views by clicking the view button.



3. Highlighting

- a. It may be useful to highlight rows that meet certain conditions.
 - i. Click the **Actions** menu, select **Format**, and then select **Highlight**. In the example below, highlighting will be applied to rows with negative amounts because the condition at the bottom for Amount is set to be less than 0. Select **Background Color** to change the highlight color if desired.

Highlight

Sequence

10

Name

Highlight Negative

Highlight Type

Row

Enabled

☒

Highlight Style

Background Color

● #fff5ce

Text Color

○

Preview

Aa

Highlight Condition

Column

Amount

Operator

<

Expression

0

Cancel

Apply

ii. All amounts that are less than 0 are highlighted.

Go

1. Primary Report

Rows: 100

Actions

Highlight Negative

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
GEGL004603	BG5677	2080	45190	MAY-2024	E3510	05-JUN-2018	2024 11 (MAY-2024)	2371460	GMSAPMTTRF	V9675029	1817894	Miscellaneous Transaction			-\$116.90	09-MAY-2024
NEMNRESFEE		2080	45190	MAY-2024	E3510	05-JUN-2018	2024 11 (MAY-2024)	2371460	GMSAPMTTRF	V9675029	1817894	Miscellaneous Transaction			\$116.90	09-MAY-2024
GAFR200063	BF0186	1340	10290	MAR-2024	E3510	01-JUL-2020	2024 09 (MAR-2024)	2362534	GMSAEFORMS	V1670216	2048782	Miscellaneous Transaction			\$18718	28-MAR-2024
GAFR006924	BH0238	1340	10290	MAR-2024	E3510	01-JUL-2020	2024 09 (MAR-2024)	2362534	GMSAEFORMS	V1670216	2048782	Miscellaneous Transaction			-\$18718	28-MAR-2024
GAFR200063	BF0186	1340	10290	MAR-2024	E3510	02-JUL-2020	2024 09 (MAR-2024)	2362522	GMSAPMTTRF	V1042370	2050545	Miscellaneous Transaction			\$56.49	29-MAR-2024
GAFR006924	BH0238	1340	10290	MAR-2024	E3510	02-JUL-2020	2024 09 (MAR-2024)	2362522	GMSAPMTTRF	V1042370	2050545	Miscellaneous Transaction			-\$56.49	29-MAR-2024

iii. Disable highlighting by either unchecking the checkbox on the left. Permanently remove highlighting by clicking the X.

Highlight Negative

X

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
GEGL004603	BG5677	2080	45190	MAY-2024	E3510	05-JUN-2018	2024 11 (MAY-2024)	2371460	GMSAPMTTRF	V9675029	1817894	Miscellaneous Transaction			-\$116.90	09-MAY-2024
NEMNRESFEE		2080	45190	MAY-2024	E3510	05-JUN-2018	2024 11 (MAY-2024)	2371460	GMSAPMTTRF	V9675029	1817894	Miscellaneous Transaction			\$116.90	09-MAY-2024
GAFR200063	BF0186	1340	10290	MAR-2024	E3510	01-JUL-2020	2024 09 (MAR-2024)	2362534	GMSAEFORMS	V1670216	2048782	Miscellaneous Transaction			\$18718	28-MAR-2024
GAFR006924	BH0238	1340	10290	MAR-2024	E3510	01-JUL-2020	2024 09 (MAR-2024)	2362534	GMSAEFORMS	V1670216	2048782	Miscellaneous Transaction			-\$18718	28-MAR-2024
GAFR200063	BF0186	1340	10290	MAR-2024	E3510	02-JUL-2020	2024 09 (MAR-2024)	2362522	GMSAPMTTRF	V1042370	2050545	Miscellaneous Transaction			\$56.49	29-MAR-2024
GAFR006924	BH0238	1340	10290	MAR-2024	E3510	02-JUL-2020	2024 09 (MAR-2024)	2362522	GMSAPMTTRF	V1042370	2050545	Miscellaneous Transaction			-\$56.49	29-MAR-2024

4. Pivot Tables

- a. Similar to grouping, Pivot Tables can be created by clicking the **Actions** menu and selecting **Pivot**.
 - i. In the example below, a pivot table using Transaction Type and Period Name quickly provides the subtotals for each period on each transaction type.

Pivot ✕

Pivot Columns

1 Transaction Type ▼

2 - Select Pivot Column - ▼

Add Pivot Column

Row Columns

1 Period Name ▼

2 - Select Row Column - ▼

Add Row Column

Functions **Column** **Label** **Format Mask** **Sum**

1 Sum ▼ Amount ▼ FML999G ▼ ☒

2 - Select Fun ▼ - Select Co ▼ ▼ ☐

Add Function

Cancel Delete **Apply**

- ii. Click the **Apply** button to display the pivot table. In the example below, **Period Name** has also been sorted so the periods are in chronological order.

Pivot ✕

1 - 12 of 12

	EFORMS	EPV CHECK	GMSACASHNET	GMSAEFORMS	GMSAEXCISE_TAX	GMSAFACWIO	GMSAPMTTRF	INTERDEPARTMENTAL	NONTRAVEL - EPV	PROCUREMENT - EPCV	PROCUREMENT - EPV	TRAVEL - EPV	TRAVEL - ETRV
Period Name ↑	Sum Amount	Sum Amount	Sum Amount	Sum Amount	Sum Amount	Sum Amount	Sum Amount	Sum Amount	Sum Amount	Sum Amount	Sum Amount	Sum Amount	Sum Amount
2024 01 (JUL-2023)		\$10,999.64			\$0.00	\$11,585.14	\$0.00	\$1,856.05		\$40,306.89			\$1999.56
2024 02 (AUG-2023)		\$10,249.67			\$0.00	\$16,480.04	\$0.00	\$1,656.78		\$38,103.50			\$3,684.25
2024 03 (SEP-2023)		\$13,203.83	-\$145.60		\$0.00		\$0.00	\$3,009.03		\$45,338.22			\$3,187.69
2024 04 (OCT-2023)	-\$8.40	\$4,569.96	-\$16.00	\$0.00	\$0.00	\$36,195.99	\$0.00	\$103.07		\$57,230.11			\$3,792.27
2024 05 (NOV-2023)		\$7,101.99			\$0.00	\$10,986.61	\$0.00	\$5,929.92		\$30,434.55			\$3,586.80
2024 06 (DEC-2023)		\$1,910.74			\$0.00	\$14,116.88	\$0.00	\$1,983.44		\$39,251.19			\$1,871.92
2024 07 (JAN-2024)		\$3,231.84	-\$408.30	\$0.00	\$0.00		\$0.00	\$1,902.15		\$19,252.60			\$249.97
2024 08 (FEB-2024)	-\$12,857.80	\$1,696.18	-\$52.90		\$0.00		\$0.00	\$0.00		\$13,739.51			\$1,076.22
2024 09 (MAR-2024)	-\$6.00	\$7,697.61		\$0.00	\$0.00	\$11,689.49	\$0.00	\$8,277.83		\$40,327.72	\$114.41		
2024 10 (APR-2024)	\$0.00	\$2,083.40		\$0.00	\$0.00	\$37,078.12	\$0.00	\$2,018.81	\$617.55	\$39,509.56	\$3,066.38	\$154.78	
2024 11 (MAY-2024)	-\$47.52	\$30,442.18			\$0.00	\$12,588.83	\$51.56	\$9,545.42	\$652.75	\$21,598.22	\$23,236.84	\$1,226.91	
2024 12 (JUN-2024)	-\$6,333.43	\$9,185.83	-\$5.00			\$12,652.17	\$0.00	\$6,479.33	\$786.58	\$5,989.37	\$74,681.28	\$4,882.10	

1 - 12 of 12

- iii. Switch the view back to the detailed transactions by clicking the View Report button. Delete the Pivot by clicking the **X** or edit the Pivot settings by clicking on the word **Pivot**.

Q Go 1. Primary Report Rows 100 Actions

▼ **Pivot** ✕

- iv. With the launch of the Concur travel and expense management system in February 2024, there are now some very similar transaction types. A listing of transaction types is below.

System	Transaction Method	Transaction Type
eForms	eForms Travel Reimbursement	TRAVEL – ETRV
eForms	eForms Procurement Voucher	PROCUREMENT – EPCV
Concur	Concur Travel Reimbursement	TRAVEL – EPV
Concur	Concur Procurement Card	PROCUREMENT – EPV
Concur	Concur NonTravel	NONTRAVEL - EPV

For a complete list of transaction types and descriptions, please refer to the following web page: <https://www.k-state.edu/finsvcs/systems/fis/fis-transaction-types.html>