

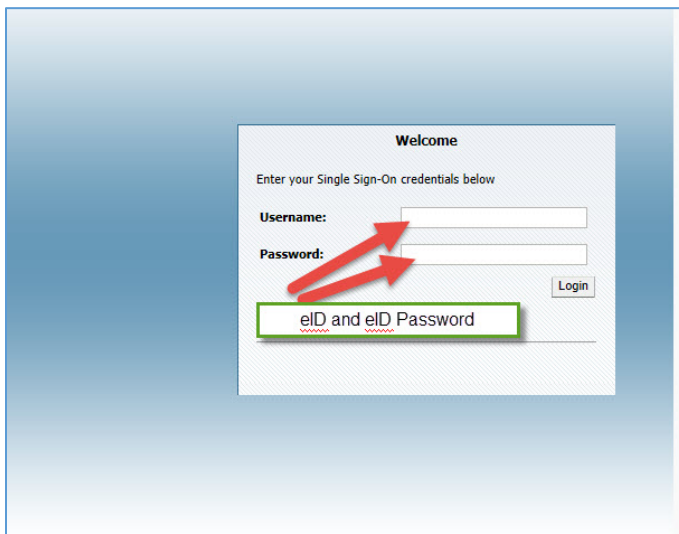
# New Month-End Reports

## Discoverer Viewer

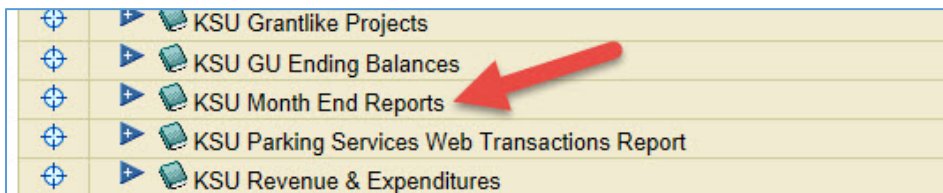
Starting December 1, 2016, the FIS Month-End reports will be accessible in a different way. This change becomes effective with the November 2016 reports. The previous method of accessing the Month End reports (K-State eReports) will no longer be available as of January 1, 2017. The following is provided to assist users in conveniently accessing the reports through Discoverer.

### 1. Process:

- a. First you need to log into FIS using your eID and eID 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. Find the report 'KSU Month End Reports'. Click on either the plus sign or the Focus button on the left of the screen for that report. There will be a single worksheet option provided (Month-End Report). Click on that.



- d. This now opens up the search parameter listing where you will put in the fiscal year (i.e. 2017) and then enter your organization's five-character Org number (i.e. 05040). Click on 'Go'.

**KSU Month End Reports - Month-End Report**  
Last run Tuesday, November 22, 2016 10:31:34 AM CDT

**Worksheets**  
Month-End Report

**Parameters Needed**  
Select values for the following parameters.  
\* Indicates required field

\* Fiscal Year   
Fiscal Year (Use % as a wildcard.)

Organization   
Organization (e.g. 05040) (Use % as a wildcard.)

- e. Now you should get a listing of all the reports generated for the fiscal year you entered. Click on the BLUE ARROW next to the 'NON-GRANT' or 'GRANT' button for the Period you are wanting.

**Parameters**  
Select values for the following parameters.  
\* Indicates required field

\* Fiscal Year   
Fiscal Year (Use % as a wildcard.)

Organization   
Organization (e.g. 05040) (Use % as a wildcard.)

**Table**  
**Tools** [Layout](#) [Format](#) [Stoplight](#) [Sort](#) [Rows and Columns](#)

Page 1 of 1

Page Items Fiscal Year 2016 Org 05040

Period	NON_GRANT	GRANT
JUL-2015	NON_GRANT	GRANT
AUG-2015	NON_GRANT	GRANT

Go to page: 1 of 1

- f. Another drop down shows up simply stating the report – click on it and you should be taken to the report for that month and type.

The screenshot shows a report interface with a table. At the top, there is a 'Tools' menu with options: Layout, Format, Spotlight, Sort, and Rows and Columns. Below the menu is a page indicator 'Page 1 of 1'. Underneath, there are two dropdown menus: 'Fiscal Year' set to '2016' and 'Org' set to '05040'. The table has three columns: 'Period', 'NON\_GRANT', and 'GRANT'. The rows are 'JUL-2015' and 'AUG-2015'. The 'JUL-2015' row has 'NON\_GRANT PDF' selected under the 'NON\_GRANT' column. A red arrow points to this selection. At the bottom, there is a 'Go to page:' field with '1' and a 'Gg' button.

Period	NON_GRANT	GRANT
JUL-2015	NON_GRANT PDF	GRANT
AUG-2015	NON_GRANT	GRANT

2. At this time your report will be brought up. The month-end reports will still be PDF documents. Each month and each type of report (Grant/Non-Grant) are separate documents.