FIS DECISION SUPPORT
AN OVERVIEW
WHAT IS DS AND HOW CAN IT HELP YOU?

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Welcome to FIS Decision Support (DS)!

- What is FIS DS and What’s It Used For?
- Operating Hours
- Access/Logging In
- Home Page Tour
- How to Process a Query (Entering Search Criteria, Running Query, and Reviewing Results)
- Additional Query Options
- Recommended Query for New Users
- Help Resources
What is FIS DS?

- FIS DS is the reporting component of the UC Davis financial system
  - FIS DS contains fully-approved financial and reference data from the Kuali Financial System (KFS), our current campus financial system, and DaFIS, our previous financial system
  - FIS DS also contains transaction information from:
    - UCD e-procurement system (“UCD Buy,” “Aggie Buy”)
    - Procurement Cards (“Purchasing Card”)
    - University Travel System (“MyTravel”, “Aggie Travel”)
    - Department recharge units that feed charges directly into DS
What is FIS DS?

- FIS DS is the reporting component of the UC Davis financial system
  - Data is available from when DaFIS went live in July 1997 to the present
  - Data is available in **pre-defined queries** that are used to generate reports
    - More than 400 reports that can be run in FIS DS, but most of you won’t use anywhere close to that many!
What isn’t FIS DS?

- FIS DS is **not** a transaction processing environment; it’s where the transactions that have been fully approved appear.

- Transactions that have been canceled do NOT appear in FIS DS; if a KFS user disapproves or cancels a document, it won’t appear in FIS DS.
What is FIS DS Used For?

- It can be used to run a report of everything your department purchased last year (Commodities Purchased Log (KFS) (365))
  - If you create Requisitions in KFS, you can use this report to assist with future commodity code searches
  - You can also use this report to see if there are repetitive commodity purchases that could be better sourced on a Purchase Agreement
- Look up when a check was issued to a vendor and when the vendor cashed the check (Check Lookup (KFS) (387))
- Get asset information on the computer you use at your desk (Equipment Inventory Listing (KFS) (375))
- Retrieve a list of all financial activity for your accounts last month (Transaction Listing (2))
- And so much more!
When is FIS DS Available?

- Hours of operation for FIS DS are 6am - 10pm, Monday through Friday and 6 am - 8 pm, Saturday
  - Sundays are reserved for system maintenance

- Reports are generally updated by 8:00am Monday through Saturday.
  - All fully approved financial transactions from the previous business day will generally appear in DS by 8:00am
  - Keep in mind that transactions approved today won’t appear until the next business day in FIS DS
  - If reports aren’t updated, there will be an advisory message on the DS Home Page indicating what reports are affected
Accessing FIS DS: Default Access Users

- **KFS Users** are granted FIS DS Access automatically
  
  - These users are granted **Default Access** which allows viewing of the majority of FIS DS queries and account information, with the exception of **Hospital (Chart H)** accounts and some **Dean’s Office** accounts
  
  - If you need access to **Chart H** accounts, contact the UCDMC Accounting Department; contact your Dean’s Office if you need access to **Dean’s Office** accounts
  
  - Access to **Payroll Expense Reports** requires department pre-approval; this ensures that only those staff who have a business need for payroll detail can view it; access instructions are on our website at afs.ucdavis.edu/systems/fis/index.html
Accessing FIS DS: Principal Investigators

- **Principal Investigators** are granted FIS DS Access automatically for purposes of completing the **PI Ledger Review**
  
  - PIs do **not** need to be set up as a **KFS User**
  
  - PIs will only be able to view the information on the accounts for which they are assigned as a **PI**
Accessing FIS DS: Non-KFS Users

- **Non-KFS Users** can be set up with **DS Only Access** (set up for access to only specific accounts, departments)
  - More information is on our website
  - This type of access is generally for employees who don’t have a business need to create any financial transactions
  - A **DS Only Access Manager** in the employee’s organization can set them up with DS Only access
  - PIs do not need to be set up with **DS Only Access**
Logging In to FIS DS

- Log in at https://fisds.ucdavis.edu

- University login ID and Kerberos passphrase are required for logging in

- If you are already logged in to KFS, you can also access FIS DS by clicking on the Decision Support tab at the top of your KFS screen; this will take you to a screen of the most-commonly run queries broken down by category (Purchasing, Accounts Payable, etc.)
FIS DS Home Page Tour

Need help with FIS Decision Support? Try our help page. Additional resources are available on the FIS web site.
FIS DS Home Page Tour

Data in **Open** fiscal periods is subject to change until the period closes.

**Fiscal Period** information identifies current **open** fiscal period and previously **closed** period.

Note: Fiscal Periods approximate the calendar months but each fiscal period continues into the following month by a few days to allow for completing business from previous month.
FIS DS Home Page Tour

Users have the option to save “favorite” queries to their home page (My Query List) and also save queries with pre-saved parameters (My Saved Queries).

My Scheduled Queries is a folder that contains queries that you can set up to email reports to you automatically.

Query Jump allows you to type in the number of the query to go directly to that query.
FIS DS Home Page Tour

User Options allows users to change the way queries are listed (alphabetically or by report #) and indicate if they want report results to open in a new browser window.

Administer DSOnly User Access is a folder only seen by users that have the ability to create DS Only users.
FIS DS Home Page Tour

Need a Query? – Start Here! is a folder of the most-frequently-run queries that can be a great resource for new users to check out!
Tip! After completing this training, you should spend time checking out the folders that pertain to the work you are doing. For example, if you use the Accounts Receivable documents in KFS, you might want to review the queries available in the Accounts Receivable KFS folder!

Queries are available in folders broken down by functional area/category.

Some folders/reports contain the term KFS. These reports are specifically designed to retrieve KFS data. Folders and reports that don’t have a corresponding KFS folder/report, such as General Ledger, can be used to retrieve both KFS and DaFIS data.
FIS DS Home Page Tour

FIS Web Applications is a folder of other online systems managed by Accounting & Financial Services, including Effort Commitment and Cost Share Tracking.

Need help with FIS Decision Support? Try our help page. Additional resources are available on the FIS web site.
Let’s Run a Query!

In this example, we’ll click on **General Ledger** to access the reports that contain transactions that have posted to the General Ledger, which is the official “repository” of all the university’s financial activity.
Let’s Run a Query!

Each query is assigned its own unique **query number**; this is the number that you can enter in the **Query Jump** box on the Home Page to go directly to the query.

Clicking on the **?** icon provides more information on what the query is designed for.
Let’s Run the Transaction Listing!

- **My Saved Queries**
- **My Query List**
- **User Options**
- **My Scheduled Queries**
- **Administer DSOnly User Access**

### General Ledger Review
- MyProjections

### Budget Reports
- Encumbrance Reports
- Fund Source Summary Reports
- Ledger Review
- Managerial Reports
- Object Group Reports
- Object Reports
- Project Reports
- Self-Supporting Unit Reports
- Sub Account Reports
- Transaction Listing Reports

<table>
<thead>
<tr>
<th>(348) Account Activity Summary</th>
<th>(178) SFGT Fund Balance Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Balance Summary</td>
<td>(349) Summary Sources and Uses of Funds</td>
</tr>
<tr>
<td>(344) Credit Card Transaction Detail</td>
<td>(20) Summary of Object Balances by Org</td>
</tr>
<tr>
<td>(273) Expense by Principal Investigator</td>
<td>(157) Summary of Object Expenditures by Org</td>
</tr>
<tr>
<td>(265) Extramural Overdrafts</td>
<td>(268) Summary of PI Expenditures by Org.</td>
</tr>
<tr>
<td>(286) Gift Distribution by Document</td>
<td>(234) Summary of Sub-Object Expenditures</td>
</tr>
<tr>
<td>(199) Object Code Summary by SFGT</td>
<td>(413) Tracking Number Ledger for Multi Ranges</td>
</tr>
<tr>
<td>(256) Object Expenditures by Fiscal Year</td>
<td>(2) Transaction Listing</td>
</tr>
<tr>
<td>(95) Plant Control Account Summary</td>
<td>(278) YTD Balance Summary</td>
</tr>
<tr>
<td>(296) Recharge Unit Federal Billing</td>
<td></td>
</tr>
</tbody>
</table>

Clicking the **Transaction Listing (2)** link opens the query on your screen.
Let’s Run the Transaction Listing!

Key at top of query identifies required field indicator and wildcards
Entering Search Criteria

Enter your desired search criteria on query; in this case, we’re searching for transactions for **January** of the **Current** year for Organization Code **ACCT**

If you are unsure what to enter in a search field, click on the **magnifying glass** icon to perform a search to locate data that you can use in your search.
Let’s Process Our Query!

Output Format for most queries includes HTML, best format for viewing on your computer browser, Rich Text Format, which returns your report in a Word document, or Spreadsheet, which returns your results in an Excel spreadsheet.

When you are ready to run your query and generate your report, click the Process Query button.
Let's Talk Output!

<table>
<thead>
<tr>
<th>Fiscal Period:</th>
<th>January, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart:</td>
<td>3</td>
</tr>
<tr>
<td>Account:</td>
<td>6620060</td>
</tr>
<tr>
<td>Award #:</td>
<td>A&amp;FS: PENDING REIMBURSEMENT</td>
</tr>
<tr>
<td>Organization:</td>
<td>ACAO</td>
</tr>
<tr>
<td>Account Manager:</td>
<td>JANAVAR</td>
</tr>
<tr>
<td>OP Account:</td>
<td>662008</td>
</tr>
<tr>
<td>Object:</td>
<td>SUB3</td>
</tr>
<tr>
<td>Consolidation:</td>
<td>Object Consolidation</td>
</tr>
<tr>
<td>Grouped By:</td>
<td>Object Consolidation</td>
</tr>
<tr>
<td>Sorted By:</td>
<td>Post Date</td>
</tr>
</tbody>
</table>

**Appropriated:** Money allocated to account  
**Expended:** $ spent/debited from account  
**Encumbered:** $ committed, but not yet spent  
**CR = Credit**

**Posted Date** indicates the date the transaction posted to the ledger

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<table>
<thead>
<tr>
<th>Doc Type</th>
<th>Tracking #</th>
<th>Reference</th>
<th>Transaction Description</th>
<th>Posted Date</th>
<th>Approp</th>
<th>Expended</th>
<th>Encumb</th>
</tr>
</thead>
<tbody>
<tr>
<td>IB</td>
<td>A2089</td>
<td>ACCOUNTING FINANCIAL SERVICES</td>
<td>Balance Forward</td>
<td>26-Jan-16</td>
<td>4,794.18</td>
<td>26.00</td>
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<tr>
<td>GEC</td>
<td>112999</td>
<td>ED-210112999; TES-Mulick Expense Tra...</td>
<td>20-Jan-10</td>
<td>2,521.84</td>
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<tr>
<td>GEC</td>
<td>113680</td>
<td>Temporary Employment Services</td>
<td>31-Jan-16</td>
<td>2,000.00</td>
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<tr>
<td>GEC</td>
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<td>Temporary Employment Services</td>
<td>31-Jan-16</td>
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<tr>
<td>GLIB</td>
<td>2220134</td>
<td>FS-M2220134: Distribute 167A charge</td>
<td>01-Feb-10</td>
<td>188.00</td>
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<tr>
<td>GLIB</td>
<td>2220134</td>
<td>01-38842821: Distribute 167A alarm charge</td>
<td>01-Feb-10</td>
<td>25.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Posted Date** indicates the date the transaction posted to the ledger

Click on the **Doc Type** to get more details on the transaction; in many cases, this will open the KFS document that created the transaction
Other Query Options

- **Obtain Criteria from Prior Query**: See last 10 sets of search criteria you used to run query, and use them in current query if desired.

- **Set Current Criteria as Default**: Click this button to save your search criteria as your “defaults” that will appear the next time you access the query.

- **Add to My Query List**: Click this button to save the query to your My Query List folder on your DS Home Page.

The additional options are available in the upper right corner of each query.
Other Query Options

• **Save Query Criteria:** Save the query with various parameters pre-set; these Saved Queries will appear in your *My Saved Queries* folder on your DS *Home Page*. Helpful if you run the same query multiple times per month for different staff; Save the query with the parameters pre-set for each of your staff!
Other Query Options

- **Schedule This Query:** Click this button if you want to have a report emailed to you; select a **day(s) of the week, specific date, or each month** after the **ledgers close** for the previous fiscal period; great option for busy employees who don’t always have a chance to log in to FIS DS!
Recommended Query for New Users

To learn more about all of the queries available in FIS DS, run the Query List (168).

Run the query without entering any search criteria to generate a list of ALL reports in FIS DS, broken down by category, with a description of how that query works, and the search criteria that can be used on that query.
Want To Learn More About FIS DS?

- Visit the FIS DS Help Page at afs.ucdavis.edu/fis/index.html

- Help Page includes resources on various reports, names/departments of **DS Only Access Managers**, and also Direct Access information
  - Direct Access is for departments that have a business need to directly access the DS tables, in addition to using the pre-defined queries
Thank You for Your Time!