The DEMIS Financials portal holds DEMIS Financials reports and information that are housed within the data warehouse.

All DEMIS Financials users must be approved by their respective department heads and should receive training before using the system. For training on how to log into DEMIS please visit the FMS website here.

1 Accessing the DEMIS Financials Tab. The DEMIS Financials tab is accessed through the
by clicking on the ‘Financials’ tab located in the DEMIS Portal menu. If a user has access to log
into DEMIS, but the ‘Financials’ tab is not visible please send an e-mail to FSKU@ku.edu to
request access.

2 Available Financials Reports. The following reports are supported by FMS:

   A. Basic Financials- Displays financial information related to the selected criteria input by
      the user when generating the report. The ‘Basic Financials’ report has less available
      criteria options than the ‘Financials’ report below. If a user is searching for a more
      specific transaction or set of data they may utilize the ‘Financials’ report.

   B. Financials- Functions in the same way that the ‘Basic Financials’ report, but allows the
      user to select more criteria to narrow down the set of data that is returned in the report
      once it is generated.

   C. Monthly Financial Reports.srx- Monthly activity data for FY 2013-Present. The format
      for this report is a ‘SAS Web Report Studio’. General criteria is selected first at the
      ARSP/Appropriation level. The report is interactive and the data ran initially can be
      flipped to look at in the following views:
      a. Financial Detail by Selected Month
      b. Month to Date Statement
      c. Month to Date Fund Summary


   E. PO Activity Report- Purchase Order (PO) transaction life cycle tracking report utilized
      to track and monitor a purchase order from the time it is entered until the time it has
      been settled.

   F. PO Activity Report.srx- Purchase Order (PO) transaction life cycle tracking report
      utilized to track and monitor a purchase order from the time it is entered until the time it
      has been settled. This report is in the ‘SAS Web Report Studio’ format.

3 Resources. Resources that are related to the DEMIS Financials reports are available to
users to reference when utilizing the financial reports. The displayed resources may vary
depending on the user’s security level. For access to a resource that is not displayed please
send an e-mail to FSKU@ku.edu to request access.