

Grants Navigation

Using

FIS

Screens for Inquiry

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Sponsored Projects Accounting

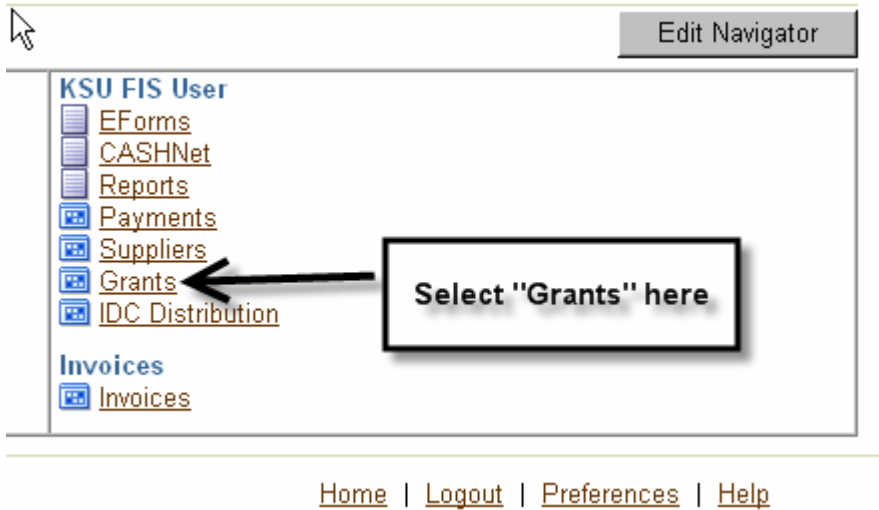
Assistant Controller, Sponsored Projects Accounting

Kansas State University Controller's Office

October 2005

Revised: July 2006

Grants Navigation Instructions



The “Find Award Status” form shown below will open.

The screenshot shows a window titled 'Find Award Status'. It contains three main sections for data entry: 'Award', 'Key Member', and 'Funding Source'. The 'Award' section includes fields for Number, Short Name, Type, Organization, Status (a dropdown menu), and Purpose. The 'Key Member' section includes fields for Name, Number, and Role. The 'Funding Source' section includes fields for Number and Full Name. At the bottom right of the form are two buttons: 'Clear' and 'Find'.

Find Award Status

Award

Number

Short Name

Type

Organization

Status

Purpose

Key Member

Name

Number

Role

Funding Source

Number

Full Name

Enter the Award number you would like to review, then click the Find button below

Clear Find

The “Award Status” form shown below will open. It provides a summary of Budget amount, Actual cost, and other info (use the scroll bar to see other columns not shown here).

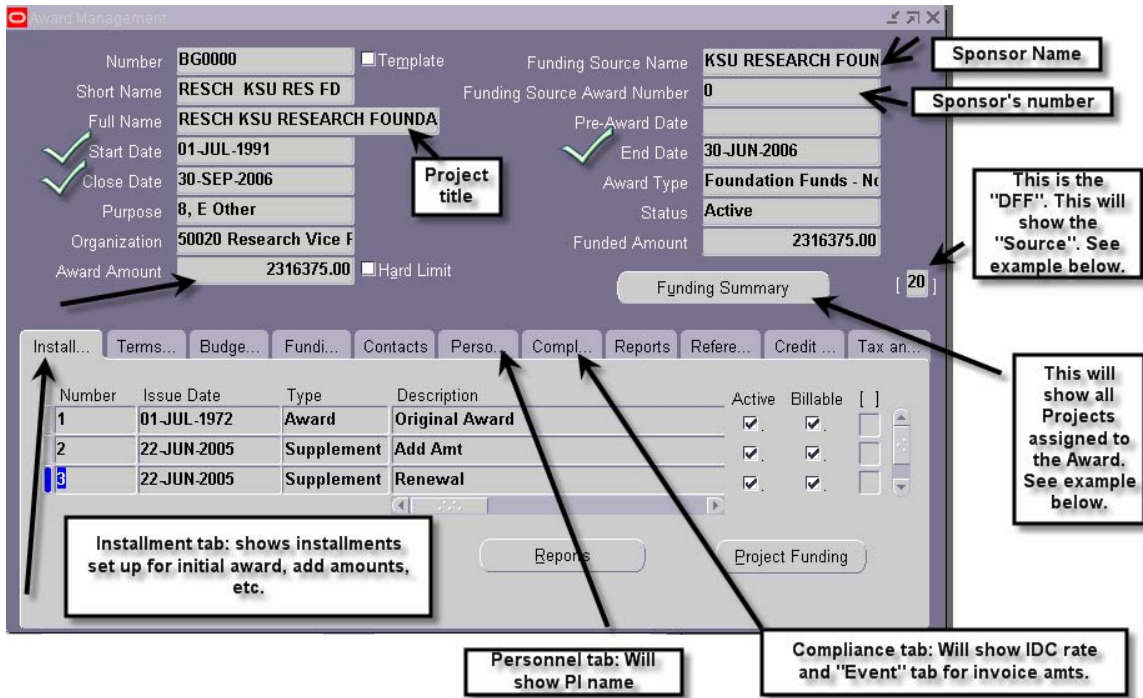
Award Status

Award	Award Name	Revenue	Budget	Actual Cost	Commitment Amo
BG0000	RESCH KSU RES	1881823.13	2316375.00	1889097.92	0

Click on the "Award Inquiry" button to see award details

Resource Status Actuals Award Inquiry Invoice Review Commitments Project Status

The “Award Management” form opens to show the award details.



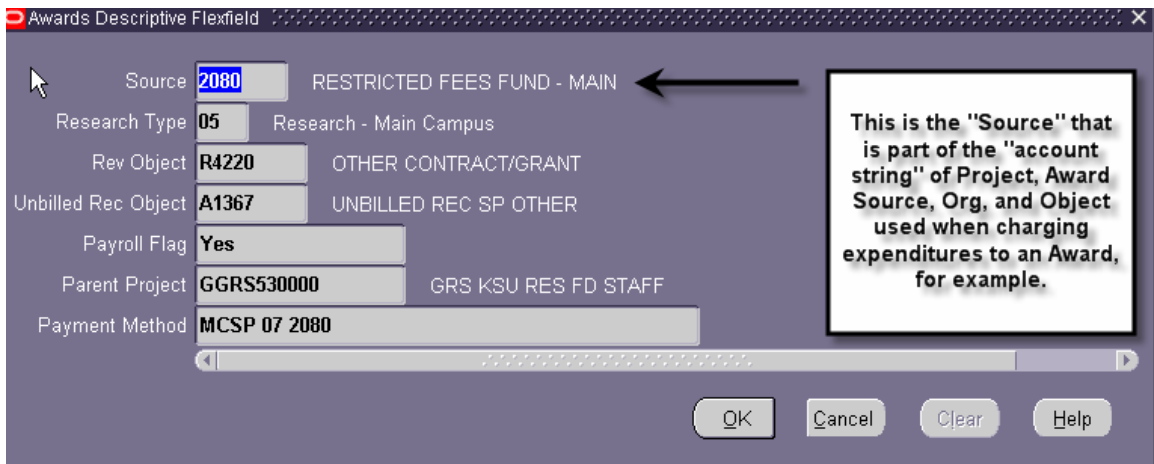
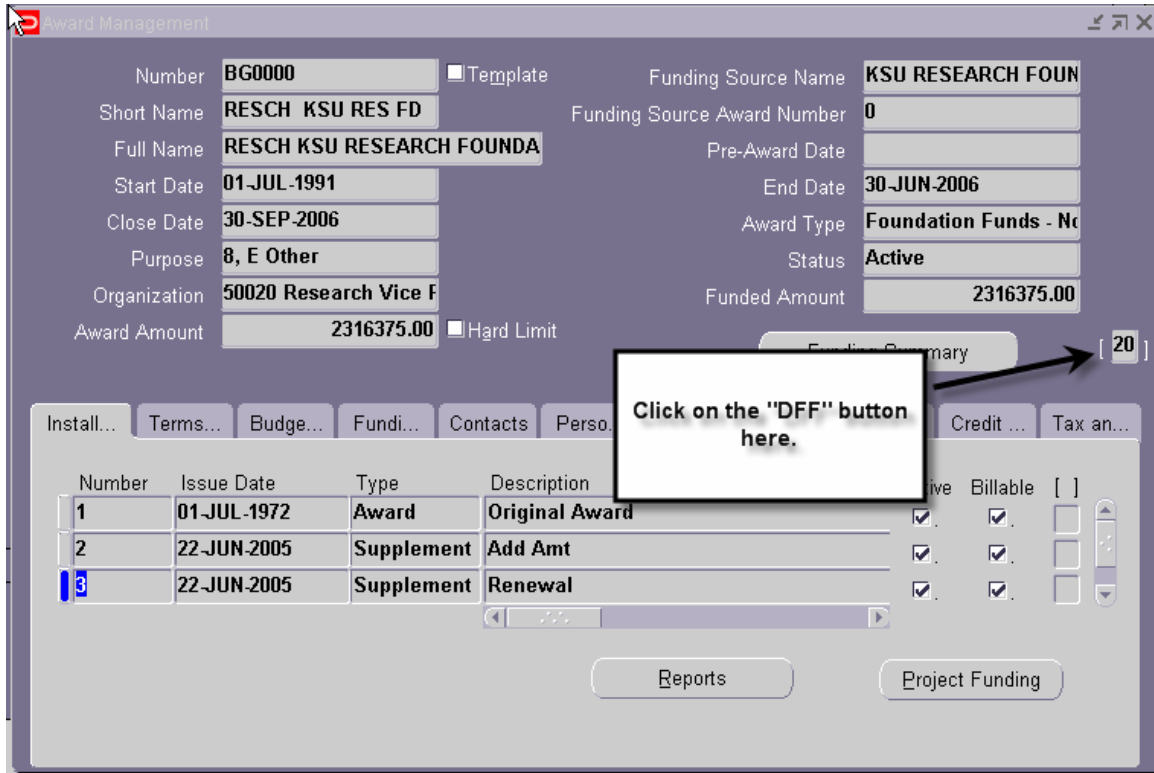
Various tabs and buttons are available on this form to get to more award details, as indicated above by the arrows and text boxes. Examples of each of the indicated tabs and buttons are shown below.

Installment tab

The Award Management form opens with the Installment tab showing (as shown above). You may use the scroll bar at the bottom and side of this tab to view the columns and rows that aren't showing.

DFE Button

DFE (Descriptive Flex Field) allows use to setup additional information fields not already contained in FIS, or which are not available in a particular module. To view the contents of the DFE you must double click on the field itself which will then open up a separate screen, as shown below.



Funding Summary Button

The screenshot shows the 'Award Management' window with the following details:

- Number: ED7762
- Short Name: EDUCA US DEPT EDU
- Full Name: EDUCA PROJECT CHRYSALIS
- Start Date: 30-SEP-2004
- Close Date: 29-DEC-2006
- Purpose: 5 Grant
- Organization: 40010 Education Dean
- Award Amount: 577545.10
- Funding Source Name: LOC - US DEPARTMEN
- Funding Source Award Number: T195N020124-04
- Pre-Award Date: (empty)
- End Date: 29-SEP-2006
- Award Type: Federal Agency - Dire
- Status: Active
- Funded Amount: 577545.10

A callout box with an arrow points to the 'Funding Summary' button, containing the text: "Click on Funding Summary button to see the Projects funding all installments on this award".

Number	Issue Date	Type	Indirect Cost	Total	Active	Billable
1	30-SEP-2004	Award	68.10	336100.10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	01-AUG-2005	Supplement	45.00	241445.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The screenshot shows the 'Funding Summary' window with the following table:

Installment Num	Project Number	Task Number	Total Funding Amt	Net Revenue	Invoiced Amt
1	GDOE537762		336100.10	261957.29	254816.42
2	GDOE000088	02	241445.00	1057.10	
Total			577545.10	263014.39	254816.42

Project Name: DOE US DEP ED PR

1. **Installment Num** – this award has two installments
2. **Project Number** – each installment has been funded by a different Project
3. **Total Funding Amount** is the budgeted amount for each project and totals to the Award amount.
4. **Net Revenue** relates to expenditures (not cash received)
5. **Invoiced Amount** is what SPA has billed for. (Invoiced amounts for multiple installments may only be recorded against one installment by SPA).

Compliance tab

Number: ED7762 Template

Short Name: EDUCA US DEPT EDU

Full Name: EDUCA PROJECT CHRYSALIS

Start Date: 30-SEP-2004

Close Date: 29-DEC-2006

Purpose: 5 Grant

Organization: 40010 Education Dean

Award Amount: 577545.10 Hard Limit

Funding Source Name: LOC - US DEPARTMEN

Funding Source Award Number: T195N020124-04

Pre-Award Date:

End Date: 29-SEP-2006

Award Type: Federal Agency - Dire

Status: Active

Funded Amount: 577545.10

Funding Summary [31]

Number	Cost	Total	Active	Billable
1	6832.00	336100.10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	6700.00	241445.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Cost

Indirect Cost Schedule: 330, .08 TDC, less tr...

Indirect Cost Rate Fixed Date:

Allowed Cost Schedule: General Allowed

Rules

Billing Distribution Rule: Event

Revenue Distribution Rule: Cost

Billing

Billing Cycle: Daily

Terms: IMMEDIATE

First Billing Offset Days: 0

Events

Amounts (Events) that have been invoiced

Event Num	Date	Installment Number	Project Number	Task Number	Revenue Amount	Bill Amount	Bill Hold
75	28-JUL-2005	1	GDOE537		0.00	1196.82	No
101	11-AUG-2005	1	GDOE537		0.00	7538.75	No
120	25-AUG-2005	1	GDOE537		0.00	17293.04	No
137	08-SEP-2005	1	GDOE537		0.00	2845.84	No
170	22-SEP-2005	1	GDOE537		0.00	5246.60	No
Total					0.00	254816.42	

Revenue Distributed Billed

Revenue Distribution Lines

Personnel tab

Number **BG0000** Template Funding Source Name **KSU RESEARCH FOUN**

Short Name **RESCH KSU RES FD** Funding Source Award Number **0**

Full Name **RESCH KSU RESEARCH FOUNDA** Pre-Award Date

Start Date **01-JUL-1991** End Date **30-JUN-2006**

Close Date **30-SEP-2006** Award Type **Foundation Funds - No**

Purpose **8, E Other** Status **Active**

Organization **50020 Research Vice F** Funded Amount **2316375.00**

Award Amount **2316375.00** Hard Limit

Funding Summary [20]

Install... Terms... Budge... Fundi... Contacts **Perso...** Compl... Reports Refere... Credit ... Tax an...

Number	Issue	Description	Active	Billable
1	01-JUL-1991	Original Award	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	22-JUN-2005	Add Amt	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	22-JUN-2005	Supplement Renewal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Reports Project Funding

Full Name	Award Role	Effective		Required
		From	To	
Fisher, Shannon C	Award Manager	01-JUL-1991		<input type="checkbox"/>
Trewyn, Ronald W	Principal Investigator	01-JUL-1991		<input type="checkbox"/>

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