# **Grants Navigation**

Using

# FIS

# Screens for Inquiry

Prepared by Shannon Fisher 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.

\ward	C Key Member
Number	
Short Name	Number
Туре	Role
Organization	
Status	
Purpose	
unding Source	
Number	
Full Name	
Full Name	

⊇ Find Award Status 🔅 🖓			000000000000000000000000000000000000000	
Award		– Key Member —		
Number	BG0000	Name		
Short Name		Number		
Туре		Role		
Organization				
Status	<b></b>			
Purpose		Enter the like to re	Award numb view, then o button belo	ber you would click the Find ow
Number				_
Full Name			<u>C</u> lear	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).

<mark>O</mark> Awar	d Status					L A X N X
⇒ ∣						
	Award	Award Name	Revenue	Budget	Actual Cost	Commitment Amo
	BG0000	RESCH KSU RES	1881823.13	2316375.00	1889097.92	
Ī						
					Click on th	ie "Award Inquiry"
					button to	see award details 🔔
		<b>(</b>		· · ·		
					E .	
				Awa	ird Inquiry	Invoice Review
	Baseurea St	tatua	Actuale	Corr	mitments	Brainat Status
	Resource St	alus	Octoals	<u>_</u>		

Award Management					শ স	×
Number	BG0000	T	emplate	Funding Source Name	KSU RESEARCH FOUN	Sponsor Name
Short Name	RESCH KSI	J RES FD	Fundir	ng Source Award Number	0	Sponsor's number
Full Name	RESCH KSU	RESEARCH FO	UNDA	Pre-Award Date		openser s number
Start Date	01-JUL-1991		7	🗸 End Date	30-JUN-2006	
Close Date	30-SEP-2006		Project	Award Type	Foundation Funds - No	This is the
Purpose	8, E Other		due	Status	Active	show the
Organization	50020 Resea	arch Vice F		Funded Amount	2316375.00	"Source". See
Award Amount	>	2316375.00 LH	ard Limit	Fundi	ing Summary	example below.
Install Terms Number Issu 1 01-J 2 22-J 3 22-J Installme set up for	Budge e Date UL-1972 UN-2005 UN-2005 ent tab: shor i initial awar	Fundi Cor Type Award Supplement Supplement ws installment d, add amoun	Description Original Award Add Amt Renewal	Compl Reports F	Refere     Credit     Tax an       Active     Billable     []       IP.     IP.     IP.       IP.     IP.     IP.	This will show all Projects assigned to the Award. See example below.
·	etc.			ersonnel tab: Will show PI name	Compliance tak and "Event" ta	o: Will show IDC rate ab for invoice amts.

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.

### **DFF Button**

DFF (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 DFF you must double click on the field itself which will then open up a separate screen, as shown below.

Devard Management						зях
Number	BG0000	T	e <u>m</u> plate	Funding Source Name	KSU RESEARCH FOUN	
Short Name	RESCH KSU	RES FD	Fundi	ing Source Award Number	0	
Full Name	RESCH KSU I	RESEARCH FO	UNDA	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 Resear	ch Vice F		Funded Amount	2316375.00	
Award Amount	23	3 <b>16375.00</b> 🗆 H	l <u>a</u> rd Limit			r 20 s
					mary	
Install Terms	. Budge	Fundi Cor	ntacts Perso.	Click on the "DFF" be here.	utton Credit Tax	: an
Number Issu	ie Date	Туре	Description		ive Billable [ ]	
1 01-J	UL-1972	Award	Original Awa	rd		
- 2 22-J	UN-2005	Supplement	Add Amt		<b>v</b> . <b>v</b> . (	
- <mark>3</mark> 22-J	UN-2005	Supplement	Renewal		<b>v</b> . <b>v</b> .	
			$\subset$	<u>R</u> eports	Project Funding	

Awards Descriptive	Flexfield (2020/2020/2020)			× 1000000000000000000000000000000000000
📐 Source	2080 RESTRIC	CTED FEES FUND - MAIN	_	
Research Type	05 Research - N	lain Campus		This is the "Source" that
Rev Object	R4220 OTHE	R CONTRACT/GRANT		is part of the "account string" of Project Award
Unbilled Rec Object	A1367 UNBIL	LED REC SP OTHER		Source, Org, and Object
Payroll Flag	Yes			expenditures to an Award.
Parent Project	GGRS530000	GRS KSU RES FD STAFF		for example.
Payment Method	MCSP 07 2080			
			<u>ok</u> c	ancel Clear Help

O Award Manager	nent 🖂										संस्थान ×
Num	her <b>ED</b>	7762	L	Template		Funding 9	Source N	ame LO	C - US	DEPARTME	N
Short Na	ame <mark>ED</mark>	UCA US D	EPT EDU	— · · · <u>—</u> [· · · · ·	Funding	Source Av	ward Nun	nher <b>T1</b>	95N020	124-04	
Full Na	me ED	UCA PROJ	ECT CHRY	SALIS	i anamg	Douice A	-Award Γ	Noto			
Start D	)ate <b>30</b> -	SEP-2004					Fnd [	Date 29	SEP-2	006	
Close D	late 29-	DEC-2006					Award T	Evno <mark>Fe</mark>	deral	 Agency - Dir	e
Purn	nee <b>5</b> 6	irant						otue <mark>Ac</mark>	tive	-gener - en	
organiza	tion 400	)10 Educat	ion Dean			E	ol dod Ami	alus <mark>ne</mark>		577545 1	n
Award Ame	unt	, 10 Luuou f	77545.10	Hard Limit		1 01			_		
Install Te	rms	Budge	Fundi	Click on F button to funding a th	unding S see the Il installr his award	Summary Projects nents on	Report	Funding S	Summa re	ry) Credit T	[ <mark>31</mark> ] ax an
Number	Issue Da	ate	Туре	Lin	idirect Cos	st	otal		Active	Billable [	1
1	30-SEP-	2004	Award	:68.10	I	6832.00	33	36100.10			i A L
2	01-AUG	-2005	Supplem	ent '45.00	I	6700.00	24	41445.00	. ₪	☑. [	
						Reports			Projec	et Funding	
Funding Summ Installment I	ary (KRR) Num	Project Nu	······································	-i-i-i-i-i-i-i-i-i-i-i-i-i-i-i-i-i-i-i	-0-0-0-0-0-0-0-0-0- r Ti	otal Fundin		Net Revei	vivivivi nue li		( अज्ञ ×
1		GDOE537	762			336	5100.10	2619	57.29	254816.	42 🚔
2		GDOE000	088	02	ĺ	241	445.00	10	57.10		
					Tatal	67	7545 10	2620	14 20	254946	
Proje	ct Name	DOE US I	DEP ED PF	Tas	k Name	377	J4J.10	2030	114.39	234010.	42

#### **Funding Summary Button**

- 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).

Award Management	<u></u>				ĽЯХ
ب Number	C ED7762	■Te <u>m</u> plate	Funding Source Name	LOC - US DEPARTMEN	
Short Name	EDUCA US DEPT EDU		Funding Source Award Number	T195N020124-04	
Full Name	EDUCA PROJECT CHR	YSALIS	Pre-Award Date		
Start Date	30-SEP-2004		End Date	29-SEP-2006	
Close Date	29-DEC-2006		Award Type	Federal Agency - Dire	
Purpose	5 Grant		Status	Active	
Organization	40010 Education Dean		Funded Amount	577545.10	
Award Amount	577545.10	⊟H <u>a</u> rd Limit	Fund	na Summory	r <b>31</b> 1
			l giù	ing Summary	L ]
Install Terms	. Budge Fundi	Contacts I	Perso Compl Reports F	Refere Credit Tax	can
Numbe Cl 1 2 2	ick on the Compliance 1) IDC rate mounts SPA has invoid	tab to see :ed (Events)	Total           6832.00         336100           6700.00         241445	Active Billable [] .10 2. 2. [] .00 2. 2. []	
			Reports	Project Funding	

#### **Compliance tab**



Events 2000000000000000000000000000000000000				-0-0-0-0-0-0-0-0	-0-0-0-0-0-0-0-	Amoun	Amounts (Events) that have been invoiced			
	Num 75 101 120 137	Date 28-JUL-2005 11-AUG-2005 25-AUG-2005 08-SEP-2005	Installment Number 1 1 1 1 1	Project Number GDOE537 GDOE537 GDOE537 GDOE537	Task Number	Revenue Amount 0.00 0.00 0.00 0.00	Hill Amount 1196.82 7538.75 17293.04 2845.84	Bill Hold No V No V No V		
L	170	22-SEP-2005	1	GDOE537		0.00	<mark>5246.60</mark>	No 🔻 🖵		
					Total	0.00 nue Distributed Revenu	254816.42 F	<b>✓ <u>B</u>illed</b> ines		

OAward Management						2001년 <b>지</b> ×
Number	BG0000		Funding Sc	urce Name	KSU RESEARCH F	OUN
Short Name	RESCH KSU RES FD		Funding Source Awa	ard Number	0	
Full Name	RE\$CH KSU RESEARC	H FOUNDA	Pre-/	Award Date		
Start Date	01-JUL-1991			End Date	30-JUN-2006	
Close Date	30-SEP-2006		,	Award Type	Foundation Funds	: - Nc
Purpose	8, E Other			Status	Active	
Organization	50020 Research Vice F		Func	led Amount	231637	5.00
Award Amount	2316375.00	Hard Limit		Euralia	a Summer and	r <b>20</b> 1
				Füllan	ig Summary	L 📷 J
Install Terms	. Budge Fundi	Contacts F	erso Compl	Reports R	efere Credit	Tax an
Number         Issu           1         01-J           2         22-J           3         22-J	e UL Click on the Person tab to see the PI na UL UN-2005 Supplem	nnel Origina Add Am Renewa	tion I Award nt al		Active Billable	
			<u>R</u> eports		Project Funding	D

## Personnel tab

Install 😽 Terms 🛛 Budge 🛛 Fur	di Contacts Perso	Compl Reports	Refere	Credit	Tax an
					1
Full Name	Award Role	From	tive To		Required
Fisher, Shannon C	Award Manager	01-JUL-1991			
	Principal Investigator	01-JUL-1991			
1					