Grants Navigation

Using

FIS

Screens for Inquiry

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Grants Navigation Instructions

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

![DFF Button Image]

This is the "Source" that is part of the "account string" of Project, Award Source, Org, and Object used when charging expenditures to an Award, for example.
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

Click on the Compliance tab to see:
1) IDC rate
2) amounts SPA has invoiced (Events)

IDC rate

"Events" are amounts SPA has invoiced

Amounts (Events) that have been invoiced
Personnel tab

**Image Description:**
- A screenshot of a software interface showing personnel information for a grant.
- The interface includes fields for number, short name, full name, start date, close date, purpose, organization, and award amount.
- A specific note highlights "Click on the Personnel tab to see the PI name."