

## Sponsored Projects Accounts in FIS

### Instructions for Identifying Federally-funded accounts

Below are two methods for identifying federally-funded accounts. You may use whichever method you prefer.

#### 1. Review the Award Management form for a specific Award in FIS.

Instructions for Grants Navigation are available on the Controller's website under FIS Information <http://www.k-state.edu/finsvcs/systems/fis/index.htm>  
Go to "FIS Reports and Screen Instructions", then to "Grant Inquiry and Navigation Instructions".

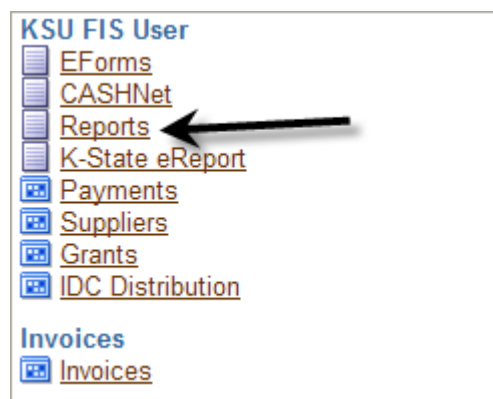
Once in the Award Management form for the award, look for the Award Type (right-hand side of the form, approximately halfway down).

Federally funded awards may be direct federal funding or may be flow-through federal funding (federal funds flowing through another entity to KSU). Federally funded accounts will have one of the following Award Types :

1. Federal Agency - Direct
2. Federal Agency – HS Direct
3. Other Sponsor – Fed Flo-thru
4. Other Sponsor – HS Fed Flo-thru
5. State Agency HS Fed Flow-thru
6. State Agency Fed Flow-thru
7. Foundation – Fed Flo-thru
8. Foundation - HS Fed Flo-thru
9. Industry Funds – HS Fed Flo-thru
10. Industry Funds – Fed Flo-thru

#### 2. Use the SPA Project-Award report in Discoverer Reports

Login to FIS and KSU FIS User, then select "Reports"



**From the list of Discoverer Workbooks choose “ZGC SPA Project-Award Report”**

**Result List**

Refresh

Expand All | Collapse All

+

Focus	Name	Description	Owner
+	Discoverer Workbooks		
+	COA Active	Chart of Accounts - Active Accounts	KSU
+	COA Project Listing	Chart of Accounts - Project Listing	KSU
+	KSU Acct Balance	Account Balance	KSU
+	KSU AcctList	Account Balance Listings by Project, Source or Organization	KSU
+	KSU Budget Grant By Project	Budget - Grant by Project	KSU
+	KSU Budget - NonGrants	Budget Report	KSU
+	KSU Encumbrance Report	Encumbrance	KSU
+	KSU GU Ending Balances		KSU
+	KSU Revenue & Expenditures	Revenue and Expense	KSU
+	KSU Transactions Grant by Project - Expense	Transaction Expense Detail - Grant by Project	KSU
+	KSU Transactions Report	Transaction Detail	KSU
+	MO-END Acct Balance	Month End Account Summary	KSU
+	MO-END Budget Grant Month-End	Month End Budget - Grant	KSU
+	MO-END Budget NonGrants Month-End	Month End Budget NonGrants	KSU
+	MO-END Encumbrance Month-End	Encumbrance	KSU
+	MO-END Transactions Expense - Grant Month-End	Month End Transaction Expense - Grant	KSU
+	MO-END Transactions Month-End	Month End Transaction Detail - NonGrant	KSU
+	ZFA Fixed Assets	Fixed Asset Listing	KSU
+	ZFA Fixed Assets - Monthly Reports		KSU
+	ZGC SPA Annual Expenditure Trans1	Transaction Expense Detail - Grant by Project	FISHER
+	ZGC SPA New Award Listing Report		KSU
+	ZGC SPA Overexpended Awards Report		KSU
+	ZGC SPA Project-Award Report	KSU Award to Project Report	KSU
+	ZGC SPA Subaward Report		KSU

Refresh

**Then select the “Project to Award” report**

+	ZGC SPA Project-Award Report	KSU Award to Project Report	KSU
	<u>Award to Project</u>		
	<u>Closed Awards</u>		
	<u>Project to Award</u>		
	<u>End Dates</u>		

Enter desired parameters and click on GO button. The wildcard “%” does not work for these report parameters - complete parameters as instructed in the screen below and following example.

### ZGC SPA Project-Award Report - Project to Award

Last run February 22, 2008 2:47:14 PM CST

#### Worksheets

[Award to Project](#)  
[Closed Awards](#)  
[Project to Award](#)  
[End Dates](#)

#### Parameters Needed

Select values for the following parameters.

\* Indicates required field

\* From   
Organization  
Enter the starting Organization for the range

\* To   
Organization  
Enter the ending Organization for the range

\* From   
Project  
Enter starting project number for range

\* To Project   
Enter ending project number for range

Enter desired Org or range of org #'s. Use full five-digit org. If doing a range, for example, enter '45100' in the "From Organization" box, then '45190' in the "To Organization" box, do not use '45%' in the boxes.

Enter desired Project number or range of numbers in "From Project" and "To Project" boxes. Use full project numbers (not G%) or to get all Projects for the entered Orgs, you may simply enter "A" in the "From Project box" and "Z" in the "To Project" box.

Go

[Preferences](#) | [Exit](#) | [Help](#)

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#### EXAMPLE:

[Connect](#) > [Workbooks](#) >

### ZGC SPA Project-Award Report - Project to Award

Last run February 22, 2008 2:47:14 PM CST

#### Worksheets

[Award to Project](#)  
[Closed Awards](#)  
[Project to Award](#)  
[End Dates](#)

#### Parameters Needed

Select values for the following parameters.

\* Indicates required field

\* From   
Organization  
Enter the starting Organization for the range

\* To   
Organization  
Enter the ending Organization for the range

\* From   
Project  
Enter starting project number for range

\* To Project   
Enter ending project number for range

**EXAMPLE OF HOW  
TO COMPLETE  
PARAMETERS**

Go

[Preferences](#) | [Exit](#) | [Help](#)

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A report will be generated with multiple columns, the first five of which are shown below. The Award Type Column is the column that will help you identify whether the project is federally-funded .

Federally funded awards may be direct federal funding or may be flow-through federal funding (federal funds flowing through another entity to KSU). Federally-funded accounts will have one of the following Award Types :

11. Federal Agency - Direct
12. Federal Agency – HS Direct
13. Other Sponsor – Fed Flo-thru
14. Other Sponsor – HS Fed Flo-thru
15. State Agency HS Fed Flow-thru
16. State Agency Fed Flow-thru
17. Foundation – Fed Flo-thru
18. Foundation - HS Fed Flo-thru
19. Industry Funds – HS Fed Flo-thru
20. Industry Funds – Fed Flo-thru

[Connect](#) > [workbooks](#) >

### ZGC SPA Project-Award Report - Project to Award

Last run February 22, 2008 3:04:42 PM CST

#### Actions

- [Rerun query](#)
- [Revert to saved](#)
- [Printable page](#)
- [Export](#)
- [Send as email](#)
- [Worksheet options](#)

#### Worksheets

- [Award to Project](#)
- [Closed Awards](#)
- [Project to Award](#)
- [End Dates](#)

#### Parameters

Select values for the following parameters.

\* Indicates required field

\* From Organization

Enter the starting Organization for the range

\* To Organization

Enter the ending Organization for the range

\* From Project

Enter starting project number for range

\* To Project

Enter ending project number for range

#### Table

[Tools](#) [Layout](#) [Sort](#) [Rows and Columns](#)

Project Number	Project Organization	Project Name	Installation Number	Award Type
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Other indicators of federally –funded projects:

1. The Fund Source column. Fund Sources for federal accounts are
  - a. 1340
  - b. 3145
  - c. 3146
  - d. 5140
2. The Sponsor Name column. Some sponsor names are easily identifiable as federal agencies
3. The CFDA Number Column. If the CFDA is not NULL, then it is a federally-funded account

Note: if you do note conflicting indicators on an account, please contact the Sponsored Projects Accounting Office for clarification as this may indicate an error on the account.

**If you want to print the report, it is recommended that you export it to Excel (choose Export from the Actions box on the upper left-hand side of the screen) then print from there.**