



Sponsored Programs Accounting Monthly

Oracle FIS Reports

Departmental business office personnel have access to Optio (or K-State eReport) month-end financial reports. Also available are various Oracle Financial Information System (FIS) reports to view, print, or export to Excel. Oracle reports are updated nightly making available more current information than month-end reports provide. Reports can also be ran for variable time frames such as quarterly or annual.

To get to Oracle reports: Sign in to FIS (Reports) under Tools on [Div of Financial Services website](#). This takes you to the Single Sign-On (use your KSU eid and password). Select KSU FIS User. Select Reports. You should now see Oracle Discoverer Viewer at the top of the screen. Click on the ► next to the report you want to run. Enter the parameters and GO!

We have Oracle reports that contain the same information as the Optio month-end reports but you can run them for time periods other than month end. Optio reports are broken down into three sections. Each section has a corresponding Oracle report . . .

- Optio Account Balance section = Oracle KSU Account Balance By Award report. This section/report shows the cash on hand. In terms of sponsored projects (or accounts starting with 'G'), our office handles invoicing and receipt of funds. This section can show whether we have positive cash on hand (we have rec'd more funds than have been spent) or negative (we have spent more than received). For sponsored projects, this balance will often be negative because most of our awards are on a reimbursement basis, meaning we spend and then invoice for reimbursement. Our office handles the mechanics shown in this section. If you have questions, please call or email.
- Optio Budget section = Oracle KSU Budget Grant by Project report.
- Optio Transaction Detail section = Oracle KSU Transactions Grant by Project—Expense report. This transaction report shows only expenses. To see transactions for assets, liabilities, or revenue use the KSU Transactions Report.

There are other Oracle reports available for sponsored projects accounts. If you scroll to the end of the Oracle reports, you will see reports starting with ZGC. ZGC is the Sponsored Programs Accounting dept code; think Grants & Contracts. Attached are the fields that are pulled for each of the reports. I encourage you to explore these reports and see if any of them are useful in your day-to-day operations. If you are in need of information that is not included in one of these reports, please contact us and we can work to get the information that you need.

Remember, the information in reports is only as good as the information that feeds into these reports. It is critical that you are diligent in making sure that expenditures are charged to the appropriate accounts and in a timely manner so that the reports have correct and up-to-date information.

Please note: The info above is for sponsored programs accounts and reports only.
There are corresponding reports for non-grant month-end reports but they are not listed here.

Questions? Please call 2-6207

KSU Division of Financial Services - Sponsored Programs Accounting - Oracle Reports

ZGC Annual SPA Expenditures - Total Expenditures

Award Type	Award Number	Project	Fund Source	CFDA Num	Funding Source Number	Funding Source Name	Research Type	FY Expenditures	Project Long Name	Award Org	Project Org
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Several different output options to choose (ex. directs only, indirects, etc)

ZGC SPA New Award Listing Report

Award Organization	Award Number	Award Short Name	Project Number	Project Name	AES Code	Principal Investigator	Sponsor Name	Sponsor Number	Proposal Number	Award Begin Date	Award End Date	Installation Description	Indirect Cost Rate Schedule	Award Amount	Project Amount
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Run for a set time period (ex. each month, quarter, etc) and org code. It will list all new awards or installments (time extensions and add amounts) that have been entered into FIS.

ZGC SPA Overexpended Awards Report

Award Organization	Award Number	Project Number	Sponsor	Principal Investigator	Award Start Date	Award End Date	Award Close Date	Award Status	Project Funded Amount	Expended To Date	Amount OverExpended	Indirect Cost Rate Schedule
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Shows all overexpended awards per organization range selected. Do not worry about awards that are overexpended by cents. Our office can close-out these balances at the end of the award.

ZGC SPA Project-Award Report - End Dates

Award Organization	Project Number	Principal Investigator	Sponsor Name	Award End Date	Award Close Date	Award Number
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Run for future periods to remind PIs of upcoming award end dates to help them plan for final reporting or to request a time extension when needed.

ZGC SPA Subaward Report

Award Number	Award Short Name	Project Number	Project Name	Project Organization	Project Description	Project Funded Amount	Sub Begin Date	Sub End Date	Submitted To State	Processed Date
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Caution: The Project Funded Amount on this report includes KSU collected IDC so it is not necessarily the amount of the Subaward Agreement. This amount will be the total project amount which includes amounts from both the E8000 Subcontract and E9000 indirect cost budget categories.

Tip #1: When choosing parameters, pay attention to the instructions below each field. It will tell what format to enter your parameters. For example, dates are often in a DD-MMM-YYYY format (31-JUL-2014) but some reports require a year (2014), or a month and year (JUL-2014). It will also tell you if wildcards "%" are an option.

Tip #2: Running reports with an Award # range. Use the range AA0000 to ZZ9999 to pick up all awards. Some reports do not currently have a wildcard option for certain fields.

Tip #3: To export any report to Excel . . . Run the report. Under the "Actions" menu in the upper left of the screen, click on Export. Select type of file (most likely you will select Microsoft Excel). Click Export to the right. Click button labeled Click to view or save. Excel will open automatically if you do not currently have a spreadsheet open or will create the new spreadsheet if Excel is already open. If exporting multiple reports, be sure to save them under different names because each export of the same report will overwrite the previous one.

Tip #4: Most reports listed have multiple options in Oracle and some may pull slightly different fields than shown above. Take some time to explore the options to find the right report for your needs.

Tip #5: Some fields in Oracle are case sensitive. It is best to always use Caps Lock when working in Oracle.