

Grants Workbook Descriptions and Notes

Workbook Description	Grants Notes	
KSU AcctList	Provides balances for Cash, Other Assets, Liabilities, and Encumbrances. Of the three worksheets available, 'By Project' or 'By Organization' would be the most applicable for grant projects. For grants, the Cash and Encumbrances columns may be of interest to departments. Other Assets and Other Liabilities include object codes not relevant for department use on grants. Award number is not included on this report.	For grants, similar to FRS screen 018 or FMB 091 FRS statement, but lists multiple accounts.
KSU Acct Balance	Shows Beginning, Prior, Current and YTD balances for Cash, Assets, Liabilities and Encumbrances. Asset objects A136X and Liabilities objects L246X are not relevant for department use. Award number is provided, however the report only provides data on a project basis, no totals for awards with multiple project numbers are available (unless the report is exported to Excel, then sorted and totaled by Award).	Similar to FRS screen 019 for grants or FMB 091 FRS statement,
KSU Budget - NonGrants	Does not include Grant projects. Revenue and Budget are different for grant vs. non-grants, so separate reports are needed.	
KSU Budget Grant by project	Provides budget, encumbrances and expenditures (prior, current and ITD balances) for Expenditure (Budget) Categories. No detail of expenditures by object code are shown. An Award number should be entered as a parameter so that only Project numbers related to that award will be available in the dropdown list provided on the report results page. If a specific project number is entered as a parameter, only that project will be shown on the results page even if there are other projects for that award. Use of the wildcard (%) in the parameters should be limited to the Project number only or the "tie" between project and award numbers will be lost. On the report results page, totals for the award may be obtained by choosing 'All' in the Project dropdown list. If a breakdown of the award total by Project number is desired, the Crosstab layout button can be used to add Project number to the side axis.	For grants, similar to FRS screen 019 or FMB 090 FRS statement at the "pool" or budget level, without individual object code balances.
KSU Encumbrance Report	Provides encumbrance data by project. No Award number is provided in the Account column.	
KSU Revenue & Expenditures (Revenue and Expense worksheet)	Two worksheets are available for this report. Though both will provide data for grant projects, this worksheet includes data for grants not relevant to departments. This worksheet does not allow for a total by Award. If this worksheet is used to view grant projects, Revenue amounts should be ignored as revenue does NOT represent cash for grants.	
KSU Revenue & Expenditures (Expense - by Award worksheet)	The 'Expense - by Award' worksheet should be used for grants. Expenditures by object code are provided with current, YTD and ITD balance, along with Encumbrance balance. No budget amounts and no Revenue amounts are shown on this report. Revenue does NOT represent Cash for grants, so is not shown. An Award number should be entered as a parameter so that only Projects related to that award will be available in the dropdown list on the report results page. If a specific project number is entered as a parameter, only that project will be shown on the results page even if there are other projects for that award. Use of the wildcard (%) in the parameters should be limited to Project number only or the "tie" between the project and award numbers will be lost. On the reports results page totals for the award may be obtained by choosing 'All' in the Project dropdown list. If a breakdown of the award total by Project is desired the Crosstab layout button can be used to add Project number to the side axis.	For grants, similar to screen 019 or FMB 090 statement, without budget amounts.
KSU Transactions	This report was not designed specifically for grants, but will provide information on grants. It includes object codes that are not relevant for departmental use on grants (such as A13XX Receivables and R42XX Revenue).	
KSU Transactions Grant by Project - Expense	Provides transaction details such as dates, voucher number, etc. for EXXXX object codes only. Parameters include Award number. If Award number is entered as a parameter, only Projects related to that award will be available in the dropdown list on the report results page. If a specific project number is entered as a parameter, only that project will be shown on the results page even if there are other projects for that award.	Similar to transaction detail reports in FRS.
MO-END Acct Balance	See comments on "online" version of this report, above.	
MO-END Budget Grant Month-End	This report differs from the "online" version above as 'Award' is not available as a parameter and therefore totals by Award for awards with multiple projects are not available. The online version should be used if totals by award are desired, entering the desired month as the period parameter.	
MO-END Budget NonGrants Month-End	See comments on "online" version of this report, above.	
MO-END Encumbrance Month-End	See comments on "online" version of this report, above.	
MO-END Transactions Month-End	See comments on "online" version of this report, above.	
MO-END Transactions Expense - Grant Month-End	This report differs from the "online" version above as 'Award' is not available as a parameter and therefore totals by Award for awards with multiple projects are not available. The online version should be used if totals by award are desired, entering the desired month as the period parameter.	
ZGC Ending Awards Report	Provides Award data (such as Award Name, PI, Award Amount, End Date, Remaining Balance.) Parameters are a range of End Dates and range of Organization numbers.	
ZGC New Award Listing Report	Provides information on new awards and add amounts based on new installments added to the award. Parameters are a range of Installment dates and Organization numbers.	

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ZGC Overexpended Awards Report	Provides data for Awards that have expended more than has been funded (budgeted) by the sponsor.	
ZGC Project-Award Report	Two worksheets are available for this report. One provides Project numbers for a given award, the other gives the Award number for a given Project. Other data such as PI name, Project name, etc. are also provided.	
ZGC Subaward Report	Provides various data for Subaward Projects, such as related Award number, Contract #, Order #, Topeka processing dates. The report should help in tracking processing status on new subcontracts and provide information needed for making payments to subawardees.	
<p>NOTE: This page describes FIS reports and their uses SPECIFIC for grants. Other reports are available and their descriptions and notes can be found on the Non-Grant Reports Description and Notes file.</p>		