

Non-Grant Workbook Descriptions and Notes

Workbook Description	Notes	
COA Active	Provides a list of FIS accounts (Project Number, Source, Organization) that have had transactions within the last 18 months. Two worksheet options ('By Project' and 'By Award') are available	
COA Project Listing	Provides a list of FIS Project Numbers that exist whether they have had transactions or not. Two worksheet options ('By Project' and 'By Award') are available.	
KSU.AcctList	Provides balances for Cash, Other Assets, Liabilities, and Encumbrances. Three worksheets options (By Project, By Organization and By Source) are available on this report. Each option provides summary balance sheet information for all accounts relevant to the selected parameter. This report is an excellent tool when a user desires to see the cash position of many related accounts within one report.	Similar to FRS screen 018 or the FRS Statement FMB091.
KSU.AcctBalance	Shows Beginning, Prior, Current and YTD balances for balance sheet objects (Cash, Assets, Liabilities and Encumbrances). This report is a snapshot of a point in time. A balance sheet as of the end of a prior period can be determined by selecting that period as a parameter. A current picture of an account's position may be obtained by selecting the current month. "All" should not be selected as a period option.	Combines the function of screen 18 and 19 and the FRS Statement FMB091 when reviewing balance sheet objects.
KSU.Budget - NonGrants	Provides budget, encumbrances and expenditures (prior, current and YTD balances) for Expenditure (Budget) Categories. No detail of expenditures by object code are shown. This report is a snapshot of a point in time. A budget worksheet as of the end of a prior period can be determined by selecting that period as a parameter. A current picture of an account's budget position may be obtained by selecting the current month. "All" should not be selected as a period option.	This is truly a budget position. The column "Balance Available" should not be mistaken for the account's cash position.
KSU.Budget Grant by project	Does not include Non-Grant projects. Revenue and Budget are different for grant vs. non-grants, so separate reports are needed.	
KSU.Encumbrance Report	Provides encumbrance data by project, source and organization. Provides a list of all open encumbrances by period.	Similar to FRS screen 021 or the FRS Statement FBM090.
KSU.Revenue & Expenditures (Revenue and Expense worksheet)	Expenditures, Revenue and Encumbrances are summarized on this report at the Expenditure Category and Object Code level. This report is essentially a summary income statement and may be used in conjunction with the KSU.Acctsum to see a complete financial picture for your accounts. The KSU.R&E (Expense by Award) worksheet (See Grant Report Notes) has been tailored for grant accountants. If the "non-grant" version is used to review grants, Revenue amounts should be ignored as revenue does NOT represent cash for grants.	With the exception of budget data this report is very similar to screen 019 in FRS or the FRS Statement FBM090.
KSU.Revenue & Expenditures (Expense - by Award worksheet)	Revenue amounts do not represent cash for grants, so separate reports are needed. Budget data and revenue are not shown on this report.	For grants, similar to screen 019 or FMB 090 statement, without budget amounts.
KSU.Transactions Report	This report provides transaction detail (including E-Forms and CASHNet specific data) at the object code level.	Similar to FRS screen 09S and 023 as well as the FRS statement "FRSTRAN".
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 Month-End	This report will provide balances for cash and encumbrances as well as other assets and liabilities. It should be used to assist in reconciliation. This report is period specific and the parameters have been restricted to ensure that all accounts owned by a department are represented in the output.	Provides the user with the option of report page-breaks.
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.	Provides the user with the option of report page-breaks.
MO-END.Budget NonGrants Month-End	This report reflects budget balances. Although this report reflects useful information, it should not be confused with cash available. This report is period specific and the parameters have been restricted to ensure that all accounts owned by a department are represented in the output.	Provides the user with the option of report page-breaks.
MO-END.Encumbrance Month-End	This report provides a list of all encumbrances as of the end of the period. The parameters of this report have been restricted to ensure that all accounts owned by a department are represented in the output.	Provides the user with the option of report page-breaks.

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MO-END.Transactions Month-End	Provides a month-end snapshot of the data noted in the KSU.Tran described above. This report is period specific and the parameters have been restricted to ensure that all accounts owned by a department are represented in the output. This report as with all month-end reports may be printed directly from Discoverer an alternative to exporting the data to Excel. This alternative may be advantageous when an additional hardcopy distribution of statements is unnecessary.	Provides the user with the option of report page-breaks. This report has been grouped and summarized like the FRS statement "FRSTRAN".
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.	Provides the user with the option of report page-breaks.
ZFA Fixed Assets (Current name KSU Fixed Assets)	Provides a listing of a department's FIS fixed assets.	
ZFA Fixed Assets - Monthly Reports (Current name KSU Fixed Assets - Reports)	Provides a report of FIS fixed assets activities. Four worksheet options (Additions, Adjustments, Retirements, and Transfers) are available. These reports can be used to verify the information provided to the Controller's Office has been recorded correctly.	