

FIS Reports

1 KSU Budget Grant By Project

Gives award expenditures in high level expense categories as compared to budget. You must put in Period and either Project or Award. Cannot pull on Project or Award alone.

* Enter the Project
 Example: Gxxx999999

* Enter the Period
 Example: JUL-2004

* Award Number
 Please enter award number

Page Items		Project	Award	Fund Source				
		<All>	<All>	<All>				
Organization		<All>						
		Budget	Prior Periods	Current Period	ITD	Encumbrance	ITD Plus Encumbrances	Budget Available
▶ Direct/Indirect	▶ Expenditure Category							
▶ DIRECT COST	▶ E1000 USS SALARIES	823,943.00	0.00	0.00	0.00	0.00	0.00	823,943.00
	▶ E1100 UNCLASS SAL & BENEF	0.00	530,429.60	26,999.07	557,428.67	0.00	557,428.67	-557,428.67
	▶ E1150 UNCLASSIFIED BENEFITS	0.00	138,483.72	6,002.56	144,486.28	0.00	144,486.28	-144,486.28
	▶ E1200 STUDENT SALARIES	0.00	7,421.06	258.88	7,679.94	0.00	7,679.94	-7,679.94
	▶ E1250 STUDENT BENEFITS	0.00	426.07	2.83	428.90	0.00	428.90	-428.90
	Subtotal	823,943.00	676,760.45	33,263.34	710,023.79	0.00	710,023.79	113,919.21
	▶ E2000 OTHER OPERATING	6,000.00	9,072.71	7.05	9,079.76	0.00	9,079.76	-3,079.76
	▶ E2500 TRAVEL	191,232.00	122,096.68	0.00	122,096.68	0.00	122,096.68	69,135.32
	▶ E2600 OTHER CONTR SERVICES	540,270.00	247,690.18	186.00	247,876.18	0.00	247,876.18	292,393.82
	▶ E3000 COMMODITIES	116,559.00	43,012.05	891.31	43,903.36	0.00	43,903.36	72,655.64
	▶ E4000 CAPITAL OUTLAY	32,300.00	32,300.00	0.00	32,300.00	0.00	32,300.00	0.00
	▶ E5600 SCHOLARSHIP	100,168.00	48,864.80	0.00	48,864.80	0.00	48,864.80	51,303.20
	▶ E8000 SUBCONTRACT	3,047,962.00	2,065,436.75	104,369.47	2,169,806.22	0.00	2,169,806.22	878,155.78
	Subtotal	4,034,491.00	2,568,473.17	105,453.83	2,673,927.00	0.00	2,673,927.00	1,360,564.00
	Total	4,858,434.00	3,245,233.62	138,717.17	3,383,950.79	0.00	3,383,950.79	1,474,483.21
▶ INDIRECT COST	▶ E9000 INDIRECT COST	637,133.00	504,126.87	5,895.84	510,022.71	0.00	510,022.71	127,110.29
	Subtotal	637,133.00	504,126.87	5,895.84	510,022.71	0.00	510,022.71	127,110.29
	Total	637,133.00	504,126.87	5,895.84	510,022.71	0.00	510,022.71	127,110.29
Total		5,495,567.00	3,749,360.49	144,613.01	3,893,973.50	0.00	3,893,973.50	1,601,593.50

2 KSU Revenue & Expenditures

Expense – By Award Worksheet

			KSU Revenue & Expenditures
			Revenue and Expense Cash-Basis
			Revenue and Expense -- Accrual Basis
			Rev and Exp - By Period Cash-Basis
			Expense - By Award
			Rev and Exp - By Period -- Accrual Basis
			Revenue and Expense Cash-Basis by PCA
			Revenue and Expense -- Accrual Basis by PCA

Gives award expenditures summarized by individual object code. No budget, no balance.

Worksheets

- [Revenue and Expense Cash-Basis](#)
- [Revenue and Expense -- Accrual Basis](#)
- [Rev and Exp - By Period Cash-Basis](#)
- [Expense - By Award](#)**
- [Rev and Exp - By Period -- Accrual Basis](#)
- [Revenue and Expense Cash-Basis by PCA](#)
- [Revenue and Expense -- Accrual Basis by PCA](#)

Parameters Needed

Select values for the following parameters.

* Indicates required field

- * Enter the Project
 example: Nxxxx99999
- * Enter the Source
 example: 1200 (Use % as a wildcard)
- * Enter the Organization
 example: 05040 (Use % as a wildcard)
- Fiscal Year
 Enter Fiscal Year in YYYY format
- * Award Number
 Please enter award number

Make sure the highlighted dropdowns say “All” if you want a true summary by Award.

Page Items	Project	Award	Fund Source	Current Period	YTD	ITD	Encumbrance	ITD Plus Encumb
Exp/Rev	Organization	Period Name						
	<All>	<All>	<All>					
	<All>	SEP-2015						
Exp/Rev	Expenditure Category	Object						
Expenditure	E1100 UNCLASS SAL & BENEF	E1110 UNCLASS REGULAR		11,601.71	67,748.09	496,308.88	0.00	496,308.88
		E1111 UNCLASS TEMP		0.00	7,879.90	16,890.94	0.00	16,890.94
		E1114 UNCLASS HOLIDAY		0.00	1,160.18	19,573.17	0.00	19,573.17
		E1131 UN SAL MO GRA N/CWS		1,897.82	10,322.62	11,156.14	0.00	11,156.14
		Sum		13,499.53	87,110.79	543,929.13	0.00	543,929.13
	E1150 UNCLASSIFIED BENEFITS	E1175 UNCLASS GHI DEPEND		329.35	1,287.79	12,279.37	0.00	12,279.37
		E1176 UNCLASS SL RA		91.81	592.43	3,232.22	0.00	3,232.22
		E1178 UNCL PARK ADMIN FEE		2.12	2.12	51.23	0.00	51.23
		E1183 UNCLASSIFIED TIAA		986.14	6,240.14	37,850.24	0.00	37,850.24
		E1185 UNCLASSIFIED LIFE INS		116.02	734.16	4,614.87	0.00	4,614.87
		E1190 UNCLASSIFIED OASDI		400.83	4,257.21	28,513.81	0.00	28,513.81
		E1191 UNCLASSIFIED FICA		161.46	1,081.95	7,462.03	0.00	7,462.03
		E1195 UNCL GHI NON DEPEND		989.61	7,027.26	44,514.89	0.00	44,514.89
		E1197 UNCLASSIFIED WRK COMP		56.03	361.55	2,224.38	0.00	2,224.38
		E1198 UNCLASSIFIED UNEMP TX		12.22	81.93	843.00	0.00	843.00
		E1199 UNCL FLEX ADMIN FEE		0.00	0.00	43.27	0.00	43.27
		Sum		3,145.59	21,666.54	141,629.31	0.00	141,629.31
	E1200 STUDENT SALARIES	E1201 STU SAL HRLY N/CWS		258.88	4,220.40	7,679.94	0.00	7,679.94
		Sum		258.88	4,220.40	7,679.94	0.00	7,679.94
	E1250 STUDENT BENEFITS	E1276 STUDENT SL RA		1.76	28.70	49.27	0.00	49.27
		E1290 STU HRLY OASDI		0.00	187.75	278.39	0.00	278.39
		E1291 STU HRLY FICA		0.00	43.91	65.09	0.00	65.09
		E1297 STU HRLY WORK COMP		1.07	17.52	30.83	0.00	30.83
		E1298 STU HRLY UNEMP TAX		0.00	3.33	5.32	0.00	5.32
		Sum		2.83	281.21	428.90	0.00	428.90
	E2000 OTHER OPERATING	E2010 POSTAGE		0.00	10.15	667.35	0.00	667.35
		E2062 INGOV POST NON/DISC		0.00	0.00	35.81	0.00	35.81
		E2090 OTHER COMMUNICATION		0.00	0.00	318.32	0.00	318.32
		E2190 OTHER FREIGHT AND EXPR		7.05	200.07	2,118.83	0.00	2,118.83
		E2210 PRINTING AND BINDING		0.00	0.00	3,164.67	0.00	3,164.67

3 KSU Revenue & Expenditures

Revenue and Expense – Accrual Basis

			KSU Revenue & Expenditures
			Revenue and Expense Cash-Basis
			Revenue and Expense -- Accrual Basis
			Rev and Exp - By Period Cash-Basis
			Expense - By Award
			Rev and Exp - By Period -- Accrual Basis
			Revenue and Expense Cash-Basis by PCA
			Revenue and Expense -- Accrual Basis by PCA

(Do not use Revenue and Expense Cash-Basis)

4 KSU Transactions Grant by Project – Expense

Gives transaction level records by FY. Run multiple times for multiple FY's and combine in Excel.

Worksheets

Transaction Detail

Parameters Needed
Select values for the following parameters.
* Indicates required field

* Enter the Project:
example: N000999999

* Enter the Source:
example: 2080 (Use % as a wildcard.)

* Enter the Organization:
example: 05040 (Use % as a wildcard.)

* Enter the Object:
Enter value for Object

* Enter the Award:
Please enter the award number (Use % as a wildcard.)

* Enter the Fiscal Year:
enter as YYYY

The highlighted boxes may automatically populate a single project, org, period, and fund source. Change them to '<All>' if you want to look at the award in total for the fiscal year.

Page Items	Project	GAGA602878	Award	AD9999	Fund Source	1340				
	Organization	10010	Period Name	SEP-2015						
Object	Tran Date	Period Name	Tran No.	Tran Type	Voucher No.	User Num	Description	Enc No	FY	Amount
E1110	08/29/15	2016 03 (SEP-2015)		GOLD	V5108001	V5108001	UNCLASS REGULAR	NULL	NULL	10,899.7
E1175	08/29/15	2016 03 (SEP-2015)		GOLD	V5108001	V5108001	UNCLASS GHI DEPEND	NULL	NULL	239.61
E1176	08/29/15	2016 03 (SEP-2015)		GOLD	V5108001	V5108001	UNCLASS SL RA	NULL	NULL	74.12
E1178	08/29/15	2016 03 (SEP-2015)		GOLD	V5108001	V5108001	UNCL PARK ADMIN FEE	NULL	NULL	2.12
E1183	08/29/15	2016 03 (SEP-2015)		GOLD	V5108001	V5108001	UNCLASSIFIED TIAA	NULL	NULL	926.47
E1185	08/29/15	2016 03 (SEP-2015)		GOLD	V5108001	V5108001	UNCLASSIFIED LIFE INS	NULL	NULL	109.00
E1190	08/29/15	2016 03 (SEP-2015)		GOLD	V5108001	V5108001	UNCLASSIFIED OASDI	NULL	NULL	358.93
E1191	08/29/15	2016 03 (SEP-2015)		GOLD	V5108001	V5108001	UNCLASSIFIED FICA	NULL	NULL	151.66
E1195	08/29/15	2016 03 (SEP-2015)		GOLD	V5108001	V5108001	UNCL GHI NON DEPEND	NULL	NULL	661.77
E1197	08/29/15	2016 03 (SEP-2015)		GOLD	V5108001	V5108001	UNCLASSIFIED WRK COMP	NULL	NULL	45.23
E1198	08/29/15	2016 03 (SEP-2015)		GOLD	V5108001	V5108001	UNCLASSIFIED UNEMP TX	NULL	NULL	11.48
E2190	07/10/15	2016 03 (SEP-2015)	1473862	GRANT PROCUREMENT	V6675037	KSSMIL08	NULL		NULL	7.05
E3995	07/09/15	2016 03 (SEP-2015)	1473862	GRANT PROCUREMENT	V6675037	KSSMIL08	NULL		NULL	432.00
E3995	07/23/15	2016 03 (SEP-2015)	1473862	GRANT PROCUREMENT	V6675037	KSSMIL08	NULL		NULL	18.00
E9101	09/30/15	2016 03 (SEP-2015)	NULL	Burden Cost	NULL	NULL	Journal Import Created	NULL	NULL	4,878.0

5 KSU Transactions Report – Transaction Detail

KSU Transactions Report	Transaction Detail	KSU	Friday, July 10, 2015 05:03:04 PM CDT
Transaction Detail			
Transaction Detail With PCA			
Transaction - Interdepartmental			
Student Detail			
KSU Receipts			

Gives the invoice and payment activity on an award (as well as other transaction detail).

Parameters

Select values for the following parameters.

* Indicates required field

* Enter the Project:
example: Nxxx999999

* Enter the Source:
example: 2080 (Use % as a wildcard.)

* Enter the Organization:
example: 05040 (Use % as a wildcard.)

* Object:
Enter value for Object

* Enter the Fiscal Year:
enter as YYYY

You must know the primary project. There is no award field.

Page Items: Project: GAGA602878, Award: AD9999, Fund Source: 1340, Organization: 10010, Period Name: <All>

Object	Tran Date	Period Name	Tran No	Tran Type	Voucher No	User Num	Description	Enc No	FY	Amount	Creation Date
A1305	07/06/15	2016 01 (JUL-2015)	88107	Receivable			LOC US AGENCY FOR INTERNATIONAL DEVELOPMENT	NULL	NULL	28,460.22	06-JUL-2015
A1305	07/08/15	2016 01 (JUL-2015)	1631654	CASH	S1602037	NULL	APP	NULL	NULL	-28,460.22	08-JUL-2015
A1305	07/23/15	2016 01 (JUL-2015)	88487	Receivable			LOC US AGENCY FOR INTERNATIONAL DEVELOPMENT	NULL	NULL	178,638.21	23-JUL-2015
A1305	07/27/15	2016 01 (JUL-2015)	1637492	CASH	S1602105	NULL	APP	NULL	NULL	-178,638.21	27-JUL-2015

Look at the A13xx Object codes and the Transaction Type. The ones marked “Receivable” are the invoices. The ones marked “Cash” are the reverse of the receivable, which happens when the payment has been received at K-State.

6 ZGC SPA New Award Listing Report

New Award Listing Report by Creation Date

ZGC SPA New Award Listing Report
New Award Listing Report
New Award Listing Report by Creation Date

Gives new awards by Creation Date in SPA for any organization or range of organizations

New Award Listing Report

ZGC SPA New Award Listing Report
New Award Listing Report
New Award Listing Report by Creation Date

Gives new awards/amendments/overdrafts, renewals, extensions, subs, etc. by Installment Issue Date in SPA for any organization or range of organizations.

Parameters Needed

Select values for the following parameters.

* Indicates required field

* Installment Issue Date From
Example: 01-JUL-2004 (Example: 15-SEP-2015)

* Installment Issue Date To
Example: 01-JUL-2004 (Example: 15-SEP-2015)

* From Organization
Enter starting Organization for range

* To Organization
Enter ending Organization for range

Award Organization	Award Number	Award Short Name	Project Number	Project Name	AES Code	Principal Investigator	Sponsor Name
10030	BG2220	AGE MSU	GAGE601819	AGE MSU PULSE VALUE CHAIN INIT	AGR	Amanor-Boadu, Vincent R	MICHIGAN STATE UNIVERSITY
		AGE MSU	GAGE603400	AGE MSU PULSE VALUE CHAIN INI	AGR	Amanor-Boadu, Vincent R	MICHIGAN STATE UNIVERSITY
		AGE MSU	GAGE603604	AGE MSU PULSE VALUE CHAIN INTV	AGR	Amanor-Boadu, Vincent R	MICHIGAN STATE UNIVERSITY
		AGE MSU	GAGE603626	AGE MSU PULSE VALUE CHAIN IN	NULL	Amanor-Boadu, Vincent R	MICHIGAN STATE UNIVERSITY
		AGE MSU	GAGELU2220	AGE LILONGWE UNIV PULSE VALUE	AGR	Amanor-Boadu, Vincent R	MICHIGAN STATE UNIVERSITY
		AGE MSU	GAGESU2220	AGE SOKOINE UNIV PULSE VALUE	AGR	Amanor-Boadu, Vincent R	MICHIGAN STATE UNIVERSITY
		AGE MSU	GAGESU2220	AGE SOKOINE UNIV PULSE VALUE	AGR	Amanor-Boadu, Vincent R	MICHIGAN STATE UNIVERSITY
		AGE MSU	GAGEZM2220	AGE ZAMBIA PULSE VALUE CHAIN	AGR	Amanor-Boadu, Vincent R	MICHIGAN STATE UNIVERSITY
	SubTotal						
	BG3321	AGE MNR	GAGE602662	AGE MNR DEV WTRSHD MGMT PLAN	EXP	Leatherman, John C	MISSOURI DEPARTMENT OF N.
	SubTotal						
	BG3687	AGE COTTON INC	GAGE603419	AGE COTTON INC EST THE PROFITA	EXP	Ibendahl, Gregory A	COTTON INCORPORATED
	SubTotal						
	BG3824	AGE USDA	GAGE603117	AGE USDA FAS METSS II GHANA IM	AGR	Amanor-Boadu, Vincent R	USDA FAS OCBD
		AGE USDA	GAGEAW3824	AGE USDA FAS AWHERE INC SUB	AGR	Amanor-Boadu, Vincent R	USDA FAS OCBD
	SubTotal						

Sponsor Number	Proposal Number	Award Begin Date	Award End Date	Installment Description	Indirect Cost Rate Schedule	Award Amount	Project Amount	
61-2953 / RC100022	24124	01-JUN-2010	30-SEP-2016	AMEND #7	48% MTDC	1,314,341.00	100,479.80	
61-2953 / RC100022	24124	01-JUN-2010	30-SEP-2016	AMEND #7	48% MTDC	1,314,341.00	88,875.00	
61-2953 / RC100022	24124	01-JUN-2010	30-SEP-2016	AMEND #9	48% MTDC	1,314,341.00	38,864.00	
61-2953 / RC100022	24124	01-JUN-2010	30-SEP-2016	OVERDRAFT	48% MTDC	1,314,341.00	1.00	
61-2953 / RC100022	24124	01-JUN-2010	30-SEP-2016	AMEND #7	48% MTDC	1,314,341.00	53,063.40	
61-2953 / RC100022	24124	01-JUN-2010	30-SEP-2016	AMEND #8	48% MTDC	1,314,341.00	60,847.00	
61-2953 / RC100022	24124	01-JUN-2010	30-SEP-2016	AMEND #7	48% MTDC	1,314,341.00	60,763.40	
61-2953 / RC100022	24124	01-JUN-2010	30-SEP-2016	AMEND #7	48% MTDC	1,314,341.00	35,243.40	
						10,514,728.00	438,137.00	
RESOURCES	CONTRACT AGREEMENT	28315	01-FEB-2013	30-JUN-2015	AMEND #1	10% TDC	102,018.00	32,018.00
						102,018.00	32,018.00	
	14-330	29628	01-JAN-2014	31-DEC-2015	RENEWAL #1	15% TDC	8,000.00	4,000.00
						8,000.00	4,000.00	

7 COA Active – By Project

Identifies project number, award and PCA. PCA determines how expenditure are reported in FIS. Research expenditures get the PCA of 21220. Cooperative Extension expenditures get the PCA of 22330. The activity chosen on the transmittal sheet accompanied by the Oversight determines what PCA SPA chooses when setting up the account.

			COA Active
			By Project
			By Award
			NonGrant Contractual Research Projects
			AES NonGrant Contractual Research Project
			COA Project Listing

Parameters

Select values for the following parameters.

* Indicates required field

* Organization