



## Getting Started

- From the Oracle Applications Home Page, select the SIU (NNNNN) FO (DEPARTMENT) responsibility.
- Then select the Reports>Requests option.
- Or, select Other>Report>Run option.

## Submit a New Request Window

- The Submit a New Request window opens.
- The default is Single Request – accept the default, even though you may be requesting reports on several accounts.



- Click OK.

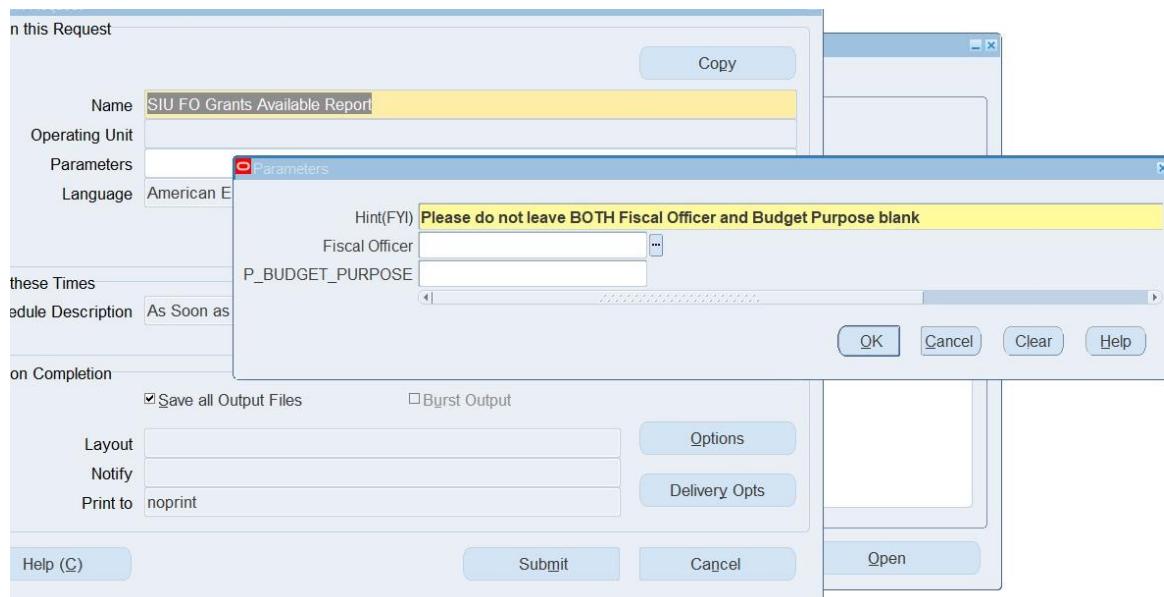
## Submit Request Window



- The Submit Request window opens; notice that the Name field already has an enabled LOV.
- Activate the LOV by clicking on it.
- The Reports window appears.
- Enter *SIU FO Grants Available Report* in the Name field.
- Once you select a report from the Reports window, you will be prompted to enter the parameters needed for the report.

## Parameters Window

After selecting the desired report, a parameters window for that specific report will appear.



- The parameters for the SIU FO Grants Available Report can be either the Fiscal Officer OR the Budget Purpose.
- To run the report for ALL Budget Purposes, enter the Fiscal Officer's Username, in the Fiscal Officer field (e.g. SIU85xxxxxx); then, click OK.
- Do NOT enter a Budget Purpose if you want to report on all accounts. If you want to run the report for just ONE Budget Purpose, simply enter it in the Budget Purpose field and click OK.



- The Submit Request window returns automatically and the fields in the Run this Request... region are populated.
  - Submit the request by clicking the Submit action button.

## Requests Window

- The Requests window opens.
  - The Phase of the report should be Pending and the Status should be Normal.
  - To monitor the progress of the report, click the “Refresh Data” button periodically or click the “Auto-Refresh” box.
  - At some point, the Phase will change to Running and then to Completed.



## View Output

Once the report has completed, click the View Output button to see the contents of the report.

### Example Report Output:

Date: 02-FEB-26		GRANT FUNDS AVAILABLE REPORT -SOUTHERN ILLINOIS UNIVERSITY						Page: 1 of 2			
Budget Purpose: 226586		AS_OF 11/30/25									
BP Description: COLLABORATIVE RESEARCH: CYBER TRAINING PILOT - UNIT/NSF-GF30160-1		Fiscal Officer —									
		Address Mail Code SCHOOL OF EARTH SYSTEMS AND SUSTAINABILITY-C 4520									
Fund 2426586 COLLABORATIVE RESEARCH: CYBER TRAINING P		Function 12 RESEARCH						Fiscal Year YY			
Object	Object Name	Original Budget	Current Project to Date	Project Budget	Revenues	Project to Date	<Unrealized>/ Over Realized				
<i>Revenue Section for Local Accounts Only</i>											
<b>REVENUES</b>											
GRANTS AND CONTRACTS											
1510	Grants and Contracts	0.00	0.00	0.00	0.00	(58,674.26)	58,674.26				
1500	<b>TOTAL GRANTS AND CONTRACTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(58,674.26)</b>	<b>58,674.26</b>				
	<b>TOTAL REVENUES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(58,674.26)</b>	<b>58,674.26</b>				
In AIS, both on-line and in reports, revenue appears as a negative number (credit).											
Fund 2426586 COLLABORATIVE RESEARCH: CYBER TRAINING P		Function 12 RESEARCH						Fiscal Year YY			
Object	Object Name	Original Budget	Current Project to Date	Project Budget	Expenditures	Project to Date	Unexpended Balance	Available Encumbrances	Available Balance		
<i>Expenditure Section for Local and State Accounts</i>											
<b>EXPENDITURES</b>											
SALARIES											
4101	1120 Salaries - Regular Positions			3,212.00	3,212.00	30,293.31			0.00		
4100	<b>TOTAL SALARIES</b>	<b>0.00</b>	<b>28,792.00</b>	<b>3,212.00</b>	<b>3,212.00</b>	<b>30,293.31</b>	<b>(1,501.31)</b>	<b>0.00</b>	<b>(1,501.31)</b>		
TRAVEL											
4384	1292 Travel - Out-of-State Travel - Employee Reimbursement			0.00	0.00	1,675.22			0.00		
4386	1294 Travel - Out-of-State Travel - Payments to Vendors			0.00	0.00	107.91			0.00		
4300	<b>TOTAL TRAVEL</b>	<b>0.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,783.13</b>	<b>216.87</b>	<b>0.00</b>	<b>216.87</b>		
CONTRACTUAL SERVICES											
4707	1277 CS - Association Dues			0.00	0.00	270.00			0.00		

SIU Custom Reports open in PDF format in the browser.

This report can be saved and/ or printed using the File/ Save or File/ Print functions.



If you would like help interpreting the report or additional training on running SIU Custom reports, contact your respective Accounting Office.