



## 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 screenshot shows the 'Submit Request' window with the 'Name' field set to 'SIU FO Grants Available Report'. The 'Parameters' dialog box is open, displaying a hint: 'Please do not leave BOTH Fiscal Officer and Budget Purpose blank'. The dialog has two input fields: 'Fiscal Officer' and 'P\_BUDGET\_PURPOSE'. The 'Fiscal Officer' field has a dropdown arrow. The dialog also includes 'OK', 'Cancel', 'Clear', and 'Help' buttons. The background window shows other fields like 'Operating Unit', 'Parameters', 'Language', 'Schedule Description', and 'Print to'.

- 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. SIU85xxxxxxx); 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.



## SIU FO Grants Available Report Guide

- 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.

Refresh Data

Find Requests

Submit a New Request

Submit New Request Set

☒ Auto Refresh (X)

Copy Single Request

Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
39275572	SIU FO Grants Available Re		Completed	Normal	Please do not leave BOTH Fisc

Hold Request

View Details

Rerun Request

View Output

Cancel Request

Diagnostics

Reprint/Republish (J)

View Log (K)



## 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 - UNT/NSF-GF30160-1

Fiscal Officer:\_\_\_\_\_

Address:SCHOOL OF EARTH SYSTEMS AND SUSTAINABILITY-C

Mail Code:4520

Fund 2426586 COLLABORATIVE RESEARCH: CYBER TRAINING P

Function 12 RESEARCH

Fiscal Year YY

Object	Object Name	Original Budget	Current Project to Date Budget	Revenues		Project to Date	<Unrealized>/Over Realized		
				Monthly	Ytd				
Revenue Section for Local Accounts Only									
REVENUES									
GRANTS AND CONTRACTS									
1510	Grants and Contracts	0.00	0.00	0.00	0.00	(58,674.26)	58,674.26		
1500	TOTAL GRANTS AND CONTRACTS	0.00	0.00	0.00	0.00	(58,674.26)	58,674.26		
	TOTAL REVENUES	0.00	0.00	0.00	0.00	(58,674.26)	58,674.26		
In AIS, both on-line and in reports, revenue appears as a negative number (credit).									
Object	Object Name	Original Budget	Current Project to Date Budget	Expenditures		Project to Date	Unexpended Balance	Encumbrances	Available Balance
				Monthly	Ytd				
Expenditure Section for Local and State Accounts									
EXPENDITURES									
SALARIES									
4101	1120 Salaries - Regular Positions			3,212.00	3,212.00	30,293.31		0.00	
4100	TOTAL SALARIES	0.00	28,792.00	3,212.00	3,212.00	30,293.31	(1,501.31)	0.00	(1,501.31)
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	TOTAL TRAVEL	0.00	2,000.00	0.00	0.00	1,783.13	216.87	0.00	216.87
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.