

JULY 2021 RAN MEETING

MyReports and Useful Banner Screens – Part II



Agenda

- Detailed review of:
 - Banner Screens
 - FRAGRNT - Grant Maintenance Form
 - FRIGITD - Grant Inception to Date Form
 - FTMACCI - Account Index Code Maintenance Form
 - FRAAREV - Grant Payments Entry
 - FRMFUND - Research Accounting Fund Maintenance
 - MyReports
 - FNRGSLB – Grant Salary Labor Benefits Encumbrance Report
 - FRRGLDS – Grant Ledger Detail Summary
 - FSRDISH – Labor Distribution HSC
 - FNRECDs – Effort Certification Detail and Summary Report
 - FRRCGES – Contract and Grant Ledger Executive Report (aka – Burn Rate Report)
- Resources and handout

Useful Banner Screens – Detailed Overview

Banner – Query vs. Entry

- The Banner Forms discussed are used differently depending on your Banner Access Role
 - Central Office staff have different roles that enable entry access
 - Departmental staff are able to query these forms for information on awards

FRAGRNT- Grant Maintenance Form

- Main Screen to enter award from OSP Transmittal
 - What information can you find?
 - If you have the Grant # you will find the Award #
 - PI/Agency and contact information/ Period of Performance/ Amount
 - Off campus or On campus
 - F&A Rate & F&A split indicator
 - Personnel (PI, FM, Dept Admin, Billing Accountant, OSP, Other Key Personnel, Chair)
 - Attributes (OSP Compliance/Reporting/ Billing type/Award Type)

FRAGNRT- Main

Grant: 2R [REDACTED] Proposal: Grant Text Exists: ☐

Main	Grant Agency	Location	Cost Code	Personnel	Billing	User Defined Data	Effort Reporting	Pass Through Agency
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▼ GRANT MAINTENANCE

Chart of Accounts *	U	...		<input type="checkbox"/> Pass Through Indicator	
Responsible *	[REDACTED]	...	[REDACTED]	Alternate Description	A21-[REDACTED]
Organization					
Long Title *	[REDACTED]			Status Date	11/02/2020
Title *	[REDACTED]			Current Amount	
<input checked="" type="checkbox"/> Requires Effort Certification				Cumulative Amount	
Agency	100000455	...	National Institutes of Health	Maximum Amount	1,265,147.00
Principal Investigator	100	[REDACTED]	...	Total Recipient Share	
ID				Related Grant	
Project Start Date *	09/26/2020			Grant Type	G ... Grant
Project End Date	06/30/2025			Category	F ... Federal
Proposal		...		Sub Category	FD ... Federal Direct
Termination Date				CFDA Number	93.307 ...
Expenditure End Date				Sponsor ID	R01MD015011-01
Status	A	...	Active A21-[REDACTED]		

FRAGRNT-Grant Agency and Location

Grant: 2R [REDACTED] Proposal: Grant Text Exists: ☐

Main	Grant Agency	Location	Cost Code	Personnel	Billing	User Defined Data	Effort Reporting	Pass Through Agency
GRANT AGENCY INFORMATION								
Agency	100000455 National Institutes of Health					State or Province	MD	
Contact	Carla Griffith(301-594-8944)					Zip or Postal Code	20892-0001	
Predecessor	100000304 Department of Health and Human Services					Email	griffithcp@mail.nih.gov	
Address Type	GR ...					<input checked="" type="checkbox"/> Phone Number Exists		
Address Sequence	5 ...					Phone Type	GR ...	
Street Line 1	Nih/Niaaa					Area Code	301	
Street Line 2	6000 Executive Blvd Rm 3253					Phone Number	4963938	
Street Line 3						Extension		
City	Bethesda					Phone Sequence Number	3 ...	

Grant: 2R [REDACTED] Proposal: Grant Text Exists: ☐

Start

Main	Grant Agency	Location	Cost Code	Personnel	Billing	User Defined Data	Effort Reporting	Pass Through Agency
GRANT LOCATION								
Location *			Location Title			Research Code *		
M00001			... UNM Main Campus			On Campus ✓		
1 of 1			10 Per Page			Rec		

FRAGRNT-Cost Code and Personnel

Grant: 2R [REDACTED] Proposal: Grant Text Exists: ☐

Main	Grant Agency	Location	Cost Code	Personnel	Billing	User Defined Data	Effort Reporting	Pass Through Agency
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▼ COST CODE

☐ Indirect Cost Encumbering

Chart of Accounts	U	...						
Indirect Cost Basis	MTDC18	...	MTDC - NSF/NIH w/ part. incentives				Cost Share Basis	
Indirect Cost Rate	FRE161	...	Fed Research 7/01/16-6/30/17 OnCam				Cost Share Rate	
Code							Code	
Indirect Cost Charge	F&ACHG	...	Facilities & Admin Charge				Cost Share Credit	
Account Code							Account Code	
Indirect Cost	2EDUR	...	F&A split Education Research				Cost Share	

Grant: 2R [REDACTED] Proposal: Grant Text Exists: ☐

Main	Grant Agency	Location	Cost Code	Personnel	Billing	User Defined Data	Effort Reporting	Pass Through Agency
------	--------------	----------	-----------	-----------	---------	-------------------	------------------	---------------------

▼ PERSONNEL

ID	100	[REDACTED]	[REDACTED]					
Indicator *	001	...	Primary Investigator					
Chart of Accounts	U							
Organization	[REDACTED] A	...	[REDACTED]					
Salutation								
Title								

FRAGRNT-Billing and User Define Data

Grant: 2R	Proposal:	Grant Text Exists: <input type="checkbox"/>						
Main	Grant Agency	Location	Cost Code	Personnel	Billing	User Defined Data	Effort Reporting	Pass Through Agency
BILLING								
Agency	100000455 National Institutes of Health							
PMS Code	DHHSMAINS ... DHHS-LOC MAIN SUBACCOUNT-P							
Billing Exclusion Code	...							
Budget Limit Indicator	Total Budget							
Payment Fund Code	2RLHHP ... MR LOC DHHS Subacct P							
Undistributed Cash Receipt Account	A248 ... Unapplied Payments Loc Pms							
Refund Clearing Account	L308 ... Refunds Grants							
Billing Address Type	GR ...							
Sequence Number	5 ...							
Billing Limits								
Minimum	0.00							
Cumulative	91,538.97							
Last Invoice Number 6								
1034 Billing Format Extension ...								
Bill If Budget Line Exceeded								
Bill If Minimum Not Reached Y								
Bill If Budget Total Exceeded N								
Budget Check Source Maximum Billing Limit								
Billing Start Date 09/26/2020								
Billing End Date 06/30/2025								
Maximum 1,265,147.00								
Deferred Account Code L3G0 ... Unearned Revenue								

Grant: 2R	Proposal:	Grant Text Exists: <input type="checkbox"/>						
Main	Grant Agency	Location	Cost Code	Personnel	Billing	User Defined Data	Effort Reporting	Pass Through Agency
USER DEFINED DATA								
Literal *							Value	Value Description
AWARD TYPE							... SNAP	DHHS SNAP
BILLING TYPE							LOC	Letter of Credit
OSP COMPLIANCE							IRB	IRB Protocol Pending
PATENT REPORT							PATENT	Patent Report required
REPORTING							REPORT	Report information

FRAGRNT- Effort Reporting and Pass Through Agency

Grant: 2R [REDACTED] Proposal: Grant Text Exists: ☐

Main	Grant Agency	Location	Cost Code	Personnel	Billing	User Defined Data	Effort Reporting	Pass Through Agency		
EFFORT REPORTING									<div><div>+</div>Insert</div>	<div><div>-</div>Delete</div>
Accounting Element Source *			COA *	Value	Value Description		Effort Category Type	Report Section	Charge Type	
Fund			U	2	2R		RESTRICT	Sponsored	Direct	
Fund			U	2	2R		RESTRICT	Sponsored	Direct	
<div><div>◀</div><div>▶</div>1 of 1</div>			<div><div>10</div>Per Page</div>							

Grant: 2R [REDACTED] Proposal: Grant Text Exists: ☐

Main	Grant Agency	Location	Cost Code	Personnel	Billing	User Defined Data	Effort Reporting	Pass Through Agency	
▼ PASS THROUGH AGENCY									<div><div>+</div>Insert</div> <div><div>-</div>Delete</div>
Agency Code		Agency Name				Percentage		Sponsor ID	
<div></div>		...							
<div><div>◀</div><div>1 of 1</div><div>▶</div></div>		<div><div>10</div>Per Page</div>							

Total

FRIGITD- Grant Inception to Date

- Award Budget
 - What information can you find?
 - Expenditures/ Remaining Balance/ Commitments
 - Any contingencies against the budget- Limited spending
 - Subaward Budget
 - Multiple Funds- Indication of Multiple PI's or Carryover is not allowed
 - Running the report
 - By Grant/ Fund/ Index
 - Inception to date/ Monthly/ Quarterly
 - Include Revenue and Fund Summary

FRIGITD- Grant Inception to Date

X ellucian Grant Inception To Date FRIGITD 9.3.19 (BANP)

ADD RETRIEVE RELATED TOOLS

Chart of Accounts: U ...

Grant Year:

Fund: ...

Program: ...

Location: ...

Account: ...

Date From (MM/YY): 09 / 20

Include Revenue: ☒

Accounts

Hierarchy: ☐

By Sponsor Account: ☐

Grant: 2R ...

Index: ...

Organization: ...

Activity: ...

Account Type: ...

Account Summary: All Levels

Date To (MM/YY): 07 / 21

Exclude Indirect: ☐

Costs

Fund Summary: ☒

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

FRIGITD- Grant Inception to Date- Cont

ellucian

Grant Inception To Date FRIGITD 9.3.19 (BANP)

ADD

RETRIEVE

RELATED

TOOLS

Chart of Accounts: UGrant: 2RGrant Year: Index: Fund: Organization: Program: Activity: Location: Account Type: Account: Account Summary: All Levels

Date From (MM/YY): 09 / 20Date To (MM/YY): 07 / 21Include Revenue Accounts: ☒Exclude Indirect Costs: ☐Hierarchy: ☐Fund Summary: ☒By Sponsor Account: ☐

GRANT INCEPTION TO DATE

InsertDeleteCopyFilter

Fund Code	Title	Adjusted Budget	Activity	Commitments	Available Balance
2R		0.00		-1,597.46	-148,700.97
2R		0.00		0.00	-45,281.70

1 of 1Per Page

Record 1 of 2

NET TOTAL

InsertDeleteCopyFilter

Adjusted Budget	Activity	Commitments	Available Balance
0.00	-1,597.46	-193,982.67	195,580.13

ACCOUNT DETAILS

InsertDeleteCopyFilter

Account	Type	Description	Adjusted Budget	Activity	Commitments	Available Balance
0410	R	Federal Grants Contracts Gen	1,104,896.00		107,834.77	0.00
2000	L	Faculty Salary Detail Gen	36,723.00		9,119.65	0.00
2002	L	Faculty Summer Research	56,377.00		31,997.82	0.00
2020	L	Administrative Professional Gen	16,256.00		3,557.60	0.00
2040	L	Technician Salary Detail Gen	30,617.00		0.00	0.00
2060	L	Support Staff Salary Detail Gen	0.00		5,601.05	9,200.97
20A0	L	Ga Ta Ra Pa Salaries Gen	60,169.00		2,027.85	0.00
20A1	L	RA PA Tuition Compensation	9,984.00		1,220.16	0.00
20J0	L	Student Salaries Gen	14,177.00		0.00	0.00
21J0	L	Other Staff Benefits Gen	54,218.00		12,989.22	0.00

1 of 3Per Page

Record 1 of 29

NET TOTAL

InsertDeleteCopyFilter

FRIGITD- Grant Inception to Date

Chart of Accounts: U Grant: 2R0 [REDACTED] Grant Year: Index: Fund: Organization: Program: Activity: Location: Account Type: Account: Account Summary: All Levels Start Over											
Date From (MM/YY): 09 / 20 Date To (MM/YY): 07 / 21 Include Revenue Accounts: <input checked="" type="checkbox"/> Exclude Indirect Costs: <input type="checkbox"/> Hierarchy: <input type="checkbox"/> Fund Summary: <input checked="" type="checkbox"/> By Sponsor Account: <input type="checkbox"/>											
Account	Type	Description	Adjusted Budget	Expense	Expense	Commitments	Available Balance	Expense			
2020	L	Administrative Professional Gen	16,256.00		3,557.60	0.00	12,698.40				
2040	L	Technician Salary Detail Gen		30,617.00	0.00	0.00	30,617.00				
2060	L	Support Staff Salary Detail Gen		0.00	5,601.05	9,200.97	-14,802.02				
20A0	L	Ga Ta Ra Pa Salaries Gen	60,169.00		2,027.85	0.00	58,141.15				
20A1	L	RA PA Tuition Compensation	9,984.00		1,220.16	0.00	8,763.84				
20J0	L	Student Salaries Gen		14,177.00	0.00	0.00	14,177.00				
21J0	L	Other Staff Benefits Gen		54,218.00	12,989.22	0.00	41,228.78				
3100	E	Office Supplies General	2,100.00		1,654.44	0.00	445.56				
3140	E	Computer Software Gen		1,000.00	0.00	0.00	1,000.00				
3150	E	Computer Supplies <\$5,001		0.00	436.51	0.00	-436.51				
3180	E	Non Capital Equipment <\$5,001		20,000.00	757.48	0.00	19,242.52				
3189	E	Tagged Non-Capital Equipmnt <\$5,001		7,000.00	1,327.78	0.00	5,672.22				
31A0	E	Business Food - Local		10,872.00	0.00	0.00	10,872.00				
31C0	E	Dues Memberships Gen		7,865.00	0.00	0.00	7,865.00				
31K0	E	Postage Gen		0.00	41.20	0.00	-41.20				
3800	E	In State Travel Gen		13,320.00	0.00	0.00	13,320.00				
3820	E	Out Of State Travel Gen		10,559.00	0.00	0.00	10,559.00				
4640	E	Participant Incentives Gen		19,640.00	2,459.53	0.00	17,180.47				
6370	E	Printing/Copying/Binding Gen		2,400.00	0.00	0.00	2,400.00				
7060	E	Facility Rent Expense Gen		1,500.00	0.00	0.00	1,500.00				
8700	E	Subcontracts Not For Profit Gen		110,000.00	0.00	0.00	110,000.00				
8725	E	Sub Jemez Pueblo		100,000.00	0.00	38,000.00	62,000.00				
87FE	E	Sub Torreon-Star Lake		55,000.00	0.00	25,000.00	30,000.00				
87V6	E	Sub Mescalero Apache Tribe		100,000.00	0.00	38,000.00	62,000.00				
87V7	E	Sub Ramah Navajo School		100,000.00	0.00	38,500.00	61,500.00				
8920	E	F and A Expense Gen		265,119.00	36,241.94	0.00	228,877.06				

FTMACCI – Account Index Code Maintenance Form

- Use in query mode to find FOPA elements of an index or fund (if only one is known)
- Grant # can also be determined based on Fund Title

ACCOUNT INDEX CODE MAINTENANCE

Active filters: Account Index: 281 [redacted] [Clear All](#)

Chart of Accounts * U ...

☒ Active Status

Account Index 281 [redacted] ...

Account Index Title * 281 [redacted] - CREST Center for Water- [redacted]

Accounting Distribution

Fund	2 [redacted] ...	2R [redacted] CREST Center for Water
Organization	281 [redacted] ...	CWE CE PI#1 - [redacted]
Account	[redacted] ...	
Program	P16R ...	Sponsored Research Restr Ex 16
Activity	GNACTV ...	General Activity
Location	[redacted] ...	

FRAAREV – Grant Payments Entry

- This form shows invoices (charges) and payments received from the sponsor.
- Used by C&G fiscal monitors to bill and C&G cash accountants to apply wire and check payments received.
- Bill/Invoice detail code shows as GRTC
- Payments received show as GRTW (Wire) or GRTP (Checks)

FRAAREV – Grant Payments Entry

✕ ellucian Grant Payments Entry FRAAREV 9.3.15 (BANP) ADD

Grant: 2R Agency: 101881642 Spatial Informatics Group PMS Code: Distribute to Grants: ☐ Detail Code: Amount: None
User: JHAMLIN

ACCOUNT DETAILS

Transaction Number	Grant	Detail Code *	Charge	Payment	Balance	Transaction Date	Invoice Number
4	2R 	GRTP		6,642.43	0.00	04/28/2021	
3	2R 	GRTP		9,755.01	0.00	04/28/2021	
2	2R 	GRTC	9,755.01		0.00	12/31/2020	2
1	2R 	GRTC	6,642.43		0.00	09/30/2020	1

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BALANCE

Query Balance	0.00	Agency Balance	0.00
Grant Balance	0.00	Retainage	0.00
		Withholding Balance	
PMS Balance		Payment Withholding	0.00
		Balance	

FRMFUND – Research Accounting Fund Maintenance

- FRMFUND data includes:
 - Fund Code and Title
 - Grant Code and Title
 - Effective Date
 - Indirect Cost Basis (i.e. TDC or MTDC)
 - Indirect Cost Rate
 - Indirect Cost Distribution Info
 - Budget Period Start Date
 - Budget Period End Date
- *FYI...Budget period* means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which recipients are authorized to expend the funds awarded, including any funds carried forward or other revisions pursuant to §200.308.

FRMFUND – Research Accounting Fund Maintenance

Active filters: Fund: 2 [redacted] [dropdown] Clear All	
Chart of Accounts * [U] [dropdown] ...	
Fund *	2 [redacted] ... 2R [redacted]
Grant	2R [redacted] FY19 [redacted]
Effective Date 12/07/2018	
Termination Date	[calendar icon]
<div>Next Change Date Budget Period Start 10/01/2018 [calendar icon] Date Budget Period End 09/30/2019 [calendar icon] Date</div>	
<input type="checkbox"/> Encumber Multi Year Labor	
<input type="checkbox"/> Indirect Cost Encumbering	
Cost Codes	
Indirect Cost Basis	TDC [dropdown] ... Total Direct Costs
Indirect Cost Rate Code	NRE120 [dropdown] ... Research - 20% - On Campus
Indirect Cost Charge Account Code	F&ACHG [dropdown] ... Facilities & Admin Charge
Indirect Cost Distribute To Code	2VPRR [dropdown] ... F&A Vice Provost Research Res
Cost Share Basis	[dropdown] ...
Cost Share Rate Code	[dropdown] ...
Cost Share Credit Account Code	[dropdown] ...
Cost Share Distribute From Code	[dropdown] ...
Billing Information	
Billed Accounts Receivable	A245 [dropdown] Billed AR Non LOC
Cash Receipt Bank Code	61 [dropdown]
Retainage Accounts Receivable	[dropdown]
Revenue Account	0420 [dropdown]
Retainage Amount	[dropdown]
Unbilled Accounts Receivable	A242 [dropdown]
Retainage Percent	[dropdown]

Useful MyReports – Detailed Overview

FNRGSLB – Grant Salary Labor Benefits Encumbrance Report

MyReports
myreports.unm.edu

FNRGSLB - Grant Salary Labor Benefits Encumbrance Report

Report By: Index: * Find Values

Search Results:

Selected Values:

Reporting Period:
☐ Single Month
☐ Range of Months
☒ Fiscal Year

Fiscal Year(s):
Prior Month's Fiscal Year
Current Month's Fiscal Year
2022
2021
2020
2019

Fiscal Period(s):
All
Prior Fiscal Period
Current Fiscal Period
01 - July
02 - August
03 - September

Group By
No grouping

Encumbrance Display Options
☐ Hide Encumbrances
☒ Display Encumbrances

Labor Redistribution Display Options
☒ Show labor redistribution detail
☐ Aggregate labor distributions by pay number

Detail Sort Options
☒ Order by Transaction Date
☐ Order by Pay Number

Select your display output. For printing please use PDF.

HTML Excel HTML Active Report PDF

Run by:

1. Index/Name/Banner
ID/Fund/ Grant
2. Fiscal year/Month/Range of
months
3. Display Encumbrances

FNRGSLB – Grant Salary Labor Benefits Encumbrance Report by Fiscal Year

The University of New Mexico
FNRGSLB - Grant Salary Labor Benefits and Encumbrance Report by Index
For Fiscal Years: 2021
Selected Indexes: '8XXXXX'

Trans Date	Calendar Year	Trans PayID	Trans Code	Labor	Fringe FICA (2110 2120)	Fringe Ret. (2140)	Fringe Ins. (2160)	Fringe UE-Comp (2180)	Fringe WC-Comp (21A0)	Prof Liability (21C0)	Fringe Other (21J0)	Total Fringe	Salary Encumbrance
Index: 8XXXXX - Grant: 2XXXX - Fund: 2XXXX - Account: 20A0													
Example, John 100000000													
EXAMPLE, JOHN	11-19-2020			.00	.00	.00	.00	.00	.00	.00	.00	.00	9,590.00
EXAMPLE, JOHN	01-26-2021			.00	.00	.00	.00	.00	.00	.00	.00	.00	(1,918.00)
EXAMPLE, JOHN	01-29-2021	2021	5R1	0	1,918.00	.00	.00	.00	.00	.00	.00	.00	.00
EXAMPLE, JOHN	02-23-2021			.00	.00	.00	.00	.00	.00	.00	.00	.00	(1,918.00)
EXAMPLE, JOHN	02-26-2021	2021	5R2	0	1,918.00	.00	.00	.00	.00	.00	.00	.00	.00
EXAMPLE, JOHN	03-26-2021			.00	.00	.00	.00	.00	.00	.00	.00	.00	(1,918.00)
EXAMPLE, JOHN	03-31-2021	2021	5R3	0	1,918.00	.00	.00	.00	.00	.00	.00	.00	.00
EXAMPLE, JOHN	04-27-2021			.00	.00	.00	.00	.00	.00	.00	.00	.00	(1,918.00)
EXAMPLE, JOHN	04-30-2021	2021	5R4	0	1,918.00	.00	.00	.00	.00	.00	.00	.00	.00
Subtotal:					7,672.00	.00	.00	.00	.00	.00	.00	.00	1,918.00
Total: Index: 8XXXXX - Grant: 2XXXX - Fund: 2XXXX - Account: 20A0					7,672.00	.00	.00	.00	.00	.00	.00	.00	1,918.00
Index: 8XXXXX - Grant: 2XXXX - Fund: 2XXXX - Account: undefined													
Example, John 100000000													
EXAMPLE, JOHN	01-29-2021	2021	5R1	0	.00	.00	.00	.00	.00	.00	1.34	1.34	.00
EXAMPLE, JOHN	02-26-2021	2021	5R2	0	.00	.00	.00	.00	.00	.00	1.34	1.34	.00
EXAMPLE, JOHN	03-31-2021	2021	5R3	0	.00	.00	.00	.00	.00	.00	1,888.82	1,888.82	.00
EXAMPLE, JOHN	04-30-2021	2021	5R4	0	.00	.00	.00	.00	.00	.00	1.34	1.34	.00
Subtotal:					.00	.00	.00	.00	.00	.00	1,892.84	1,892.84	.00
Total: Index: 8XXXXX - Grant: 2XXXX - Fund: 2XXXX - - Account: undefined					.00	.00	.00	.00	.00	.00	1,892.84	1,892.84	.00
Grand Total:					7,672.00	.00	.00	.00	.00	.00	1,892.84	1,892.84	1,918.00

Encumbrance

Original amount
Reduced monthly
when salaries are
paid
Now

Health Insurance
\$1,888.82-\$1.34

FNRGSLB – Grant Salary Labor Benefits Encumbrance Report by Range of Months

The University of New Mexico

FNRGSLB - Grant Salary Labor Benefits and Encumbrance Report by Index

For the months of February 2021 through March 2021

Selected Indexes: '8XXXXX'

Trans Date	Calendar Year	PayID	Trans Code	Labor	Fringe FICA (2110 2120)	Fringe Ret. (2140)	Fringe Ins. (2160)	Fringe UE-Comp (2180)	Fringe WC-Comp (21A0)	Prof Liability (21C0)	Fringe Other (21J0)	Total Fringe	Salary Encumbrance
Index: 8XXXXX - Grant: 2XXXX - Fund: 2XXXX - Account: 20A0													
EXAMPLE, JOHN 100000000													
EXAMPLE, JOHN	02-23-2021			.00	.00	.00	.00	.00	.00	.00	.00	.00	(1,918.00)
EXAMPLE, JOHN	02-26-2021	2021	5R2 0	1,918.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
EXAMPLE, JOHN	03-26-2021			.00	.00	.00	.00	.00	.00	.00	.00	.00	(1,918.00)
EXAMPLE, JOHN	03-31-2021	2021	5R3 0	1,918.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Subtotal: EXAMPLE, JOHN				3,836.00	.00	.00	.00	.00	.00	.00	.00	.00	(3,836.00)
Total: Index: 8XXXXX - Grant: 2XXXX - Fund: 2XXXX - Account: 20A0				3,836.00	.00	.00	.00	.00	.00	.00	.00	.00	(3,836.00)
Index: 8XXXXX - Grant: 2XXXX - Fund: 2XXXX - Account: undefined													
EXAMPLE, JOHN 100000000													
EXAMPLE, JOHN	02-26-2021	2021	5R2 0	.00	.00	.00	.00	.00	.00	.00	1.34	1.34	.00
EXAMPLE, JOHN	03-31-2021	2021	5R3 0	.00	.00	.00	.00	.00	.00	.00	1,888.82	1,888.82	.00
Subtotal: EXAMPLE, JOHN				.00	.00	.00	.00	.00	.00	.00	1,890.16	1,890.16	.00
Total: Index: 8XXXXX - Grant: 2XXXX - Fund: 2XXXX - Account: undefined				.00	.00	.00	.00	.00	.00	.00	1,890.16	1,890.16	.00
Grand Total:				3,836.00	.00	.00	.00	.00	.00	.00	1,890.16	1,890.16	(3,836.00)

Monthly encumbrance used

Running the report by Range of Months is not useful for getting the **encumbrance at the current moment**

FRRGLDS – Grant Ledger Detail or Summary Report

FRRGLDS - Grant Ledger Detail or Summary Report

INDEX

ENTER INDEX:
Use * TO WILDCARD ENTRIES, INDEX BEGINNING 997 LIKE 997*, OR ENDING 20J OR 20R AS *20*

*889

SEARCH RESULTS

889

REPORT SELECTIONS

*889

REPORT RANGE
INCEPTION TO DATE

REPORT TYPE
DETAIL

THRU ENDING PERIOD
Prior Month

CALENDAR YEAR
Prior Month's Calendar Year

REPORT FILTER
ALL HISTORIC FUNDS

SELECT REPORT OUTPUT TYPE
☒ EXCEL ☐ HTML ☐ PDF ☐ RAW DATA

RUN NOW **SCHEDULE REPORT** **RESET FORM**

Run by:

1. Index/PI Name or Banner ID/Fund/Grant/Org
2. Month/Range of months/Inception to date
3. Summary or Detail mode

FRRGLDS - Contract and Grant Ledger Transaction Detail by Index Code - Inception to Date Summary

Contract and Grant Ledger Transaction Summary by Index Code Inception to Date, as of: April 2021 Index Code: = '8XXXX2'

Account	Account Code: Description	Budget Including Revisions	Current Month Actual	FYTD Actual	Project Inception To Date	Encumbrances Reservations	Available Balance	Percent % of Budget
Revenue								
0410	0410 - Federal Grants Contracts Gen	44,348.00	2,907.80	15,671.73	15,671.73	.00	28,676.27	64.66
Total: Revenue		44,348.00	2,907.80	15,671.73	15,671.73	.00	28,676.27	64.66
Expenses								
2002	2002 - Faculty Summer Research	3,371.00	.00	.00	.00	.00	3,371.00	100.00
20A0	20A0 - Ga Ta Ra Pa Salaries Gen	13,426.00	1,918.00	7,672.00	7,672.00	1,918.00	3,836.00	28.57
20A1	20A1 - RA PA Tuition Compensation	979.00	.00	1,181.00	1,181.00	.00	-202.00	-20.63
21J0	21J0 - Other Staff Benefits Gen	2,967.00	1.34	1,892.84	1,892.84	.00	1,074.16	36.20
31S0	31S0 - Lab Supplies Gen	4,362.00	.00	.00	.00	.00	4,362.00	100.00
3820	3820 - Out Of State Travel Gen	4,500.00	.00	.00	.00	.00	4,500.00	100.00
89Z0	89Z0 - F and A Expense Gen	14,743.00	988.46	4,925.89	4,925.89	.00	9,817.11	66.59
Total: Expenses		44,348.00	2,907.80	15,671.73	15,671.73	1,918.00	26,758.27	60.34
Total Revenue:		44,348.00	2,907.80	15,671.73	15,671.73	.00	28,676.27	
Total Expenses:		44,348.00	2,907.80	15,671.73	15,671.73	1,918.00	26,758.27	
Net Totals:		.00	.00	.00	.00	-1,918.00	1,918.00	

Current
Budget

Current
month

Fiscal Year
to Date

Inception
to Date

Commitments
\$1918

Available balance
\$26,758.27

Expenditures

FRRGLDS - Contract and Grant Ledger Transaction Detail by Index Code - Inception to Date - Detail

Contract and Grant Ledger Transaction Detail by Index Code Inception to Date, as of: April 2021 Index Code: = '8XXXX2'												
Index	Account	Account Description	Trans Date	Initiator	Transaction Description	Doc ID	Doc Type	Rule Class	Budget	Actuals	Encumbrances Reservations	
8XXXX2 -												
0410 - Federal Grants Contracts Gen												
	0410	Federal Grants Contracts Gen	5/19/20	ETRUJILLO4	2RQC8/OB01 Grant/Budget	X0053820	JV	BD01	44,347.00	.00	.00	
	0410	Federal Grants Contracts Gen	1/31/21	HAMWTT	Grant - Accrued Revenue	G0112349	JV	GRRV	.00	2,907.80	.00	
TOTAL 0410									44,348.00	15,671.73	.00	
2002 - Faculty Summer Research												
	2002	Faculty Summer Research	5/19/20	ETRUJILLO4	2RQC8/OB01 Grant/Budget	X0053820	JV	BD01	3,371.00	.00	.00	
TOTAL 2002									3,371.00	.00	.00	
20A0 - Ga Ta Ra Pa Salaries Gen												
	20A0	Ga Ta Ra Pa Salaries Gen	5/19/20	ETRUJILLO4	2RQC8/OB01 Grant/Budget	X0053820	JV	BD01	13,426.00	.00	.00	
	20A0	Ga Ta Ra Pa Salaries Gen	11/19/20	HRAPPWORX	Encumbrance Salaries (Orig	F0283867	JV	HENA	.00	.00	9,590.00	
	20A0	Ga Ta Ra Pa Salaries Gen	1/26/21	HRAPPWORX	Encumbrance Salaries (Adj)	F0286456	JV	HENA	.00	.00	-1,918.00	
	20A0	Ga Ta Ra Pa Salaries Gen	1/29/21	HRAPPWORX	HR Payroll 2021 SR 1 0	F0286527	JV	HGNL	.00	1,918.00	.00	
	20A0	Ga Ta Ra Pa Salaries Gen	4/27/21	HRAPPWORX	Encumbrance Salaries (Adj)	F0290194	JV	HENA	.00	.00	-1,918.00	
	20A0	Ga Ta Ra Pa Salaries Gen	4/30/21	HRAPPWORX	HR Payroll 2021 SR 4 0	F0290253	JV	HGNL	.00	1,918.00	.00	
TOTAL 20A0									13,426.00	7,672.00	1,918.00	
20A1 - RA PA Tuition Compensation												
	20A1	RA PA Tuition Compensation	5/19/20	ETRUJILLO4	2RQC8/OB01 Grant/Budget	X0053820	JV	BD01	979.00	.00	.00	
	20A1	RA PA Tuition Compensation	3/15/21	FINANCEPPWORX	202110:101669997:Thxxx Maxxxx	J0697840	JV	JFL	.00	1,181.00	.00	
TOTAL 20A1									979.00	1,181.00	.00	
21J0 - Other Staff Benefits Gen												
	21J0	Other Staff Benefits Gen	5/19/20	ETRUJILLO4	2RQC8/OB01 Grant/Budget	X0053820	JV	BD01	2,967.00	.00	.00	
	21J0	Other Staff Benefits Gen	2/26/21	HRAPPWORX	HR Payroll 2021 SR 2 0	F0287667	JV	HGRB	.00	1.34	.00	
	21J0	Other Staff Benefits Gen	3/31/21	HRAPPWORX	HR Payroll 2021 SR 3 0	F0288991	JV	HGRB	.00	1,888.82	.00	
TOTAL 21J0									2,967.00	1,892.84	.00	
31S0 - Lab Supplies Gen												
	31S0	Lab Supplies Gen	5/19/20	ETRUJILLO4	2RQC8/OB01 Grant/Budget	X0053820	JV	BD01	4,362.00	.00	.00	
TOTAL 31S0									4,362.00	.00	.00	
3820 - Out Of State Travel Gen												
	3820	Out Of State Travel Gen	5/19/20	ETRUJILLO4	2RQC8/OB01 Grant/Budget	X0053820	JV	BD01	4,500.00	.00	.00	
TOTAL 3820									4,500.00	.00	.00	
89Z0 - F and A Expense Gen												
	89Z0	F and A Expense Gen	5/19/20	ETRUJILLO4	2RQC8/OB01 Grant/Budget	X0053820	JV	BD01	14,742.00	.00	.00	
	89Z0	F and A Expense Gen	3/31/21	HAMWTT	Grant - Indirect Cost Charge	G0113503	JV	GRIC	.00	1,960.51	.00	
	89Z0	F and A Expense Gen	4/30/21	HAMWTT	Grant - Indirect Cost Charge	G0114029	JV	GRIC	.00	988.46	.00	
TOTAL 89Z0									14,743.00	4,925.89	.00	
Total Rev:									44,348.00	15,671.73	.00	
Total Exp:									44,348.00	15,671.73	1,918.00	
Net:									.00	.00	1,918.00	

- 0410: Revenue Offset (Deferred Grant)
- 2002: PI summer research – month paid and amount
- 20A0: salary expenditures with RAs from Jan to April – by months
- salary encumbrance at the report date
- 20A1: tuition amount, date paid and NAME of the student paid
- 21J0: Total benefits each month
- 31S0: each lab supply
- 3820: each travel expense
- 89Z0: F&A charged (Deferred Grant)

FSRDISH - Labor Distribution HSC

MyReports
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FSRDISH HSC Labor Distribution

Hyperion Report Equivalent: PERH0020: Labor Distribution
This report lists all labor distribution details for the selection below within the effective date range on the job

Report By
BANNER ID TYPE IN

Value

Selected Criteria

Employee Position Effective Date Range (MM/DD/YYYY)
07/01/2020 06/30/2021

Alternate Report Background Color ☒ No ☐ Yes

Select type of display output
☒ Excel 2007 ☐ PDF ☐ HTML ☐ HTML Active Report

Under HSC reports, not All Campus Reports

Run by:

1. Org/Index/EE name or Banner ID
2. Effective Date Range

FSRDISH - Labor Distribution HSC

FSRDISH Labor Distribution HSC																						
Employee Position Effective Date From: 07/01/2020																						
Employee Position Effective Date End: 06/30/2021																						
ID	Name	Hiring Org	Hiring t	Con t	Pos	Suff ix	Job Title	Annual Salary	Hourl y	Appt %	Job End Date	Job Change Effective Begin Date	Job Effective End Date	Labor Distribution (NBRJLBD) Effective Date	Labor Distribution (NBRJLBD) End Date	NBRJLB D	Index Code	Fund Code	Prog Code	Actv Code	Acct Cod	NBRJLB D
Employee: 10XXXXXXX - Name																						
10XXX		8XXA	C...	P	F91XX	00	Professor	138,706.32	#####	100.00%		09/05/2020	07/31/2021	07/01/2021	12/31/2099	8XXC	8XXXXX	2U02 24	P108	GNAC TV	2000	90.00%
10XXX		8XXA	C...	P	F91XX	00	Professor	138,706.32	#####	100.00%		09/05/2020	07/31/2021	07/01/2021	12/31/2099	3XXB00	3XXXXX	2U02 24	P101	GNAC TV	2000	10.00%
10XXX		8XXA	C...	S	F91XX	S2	Department Chair	17,500.00	#####	100.00%		08/01/2020	07/31/2021	07/01/2021	12/31/2099	8XXC	8XXXXX	2U02 24	P108	GNAC TV	2000	100.00%

SAC
\$17,500

Annual salary amount:
\$138,706

Labor Distribution = % from Annual Salary w/o SAC
90% from \$138,706 on index 8XXXXX
10% from \$138,706 on index 3XXXXX

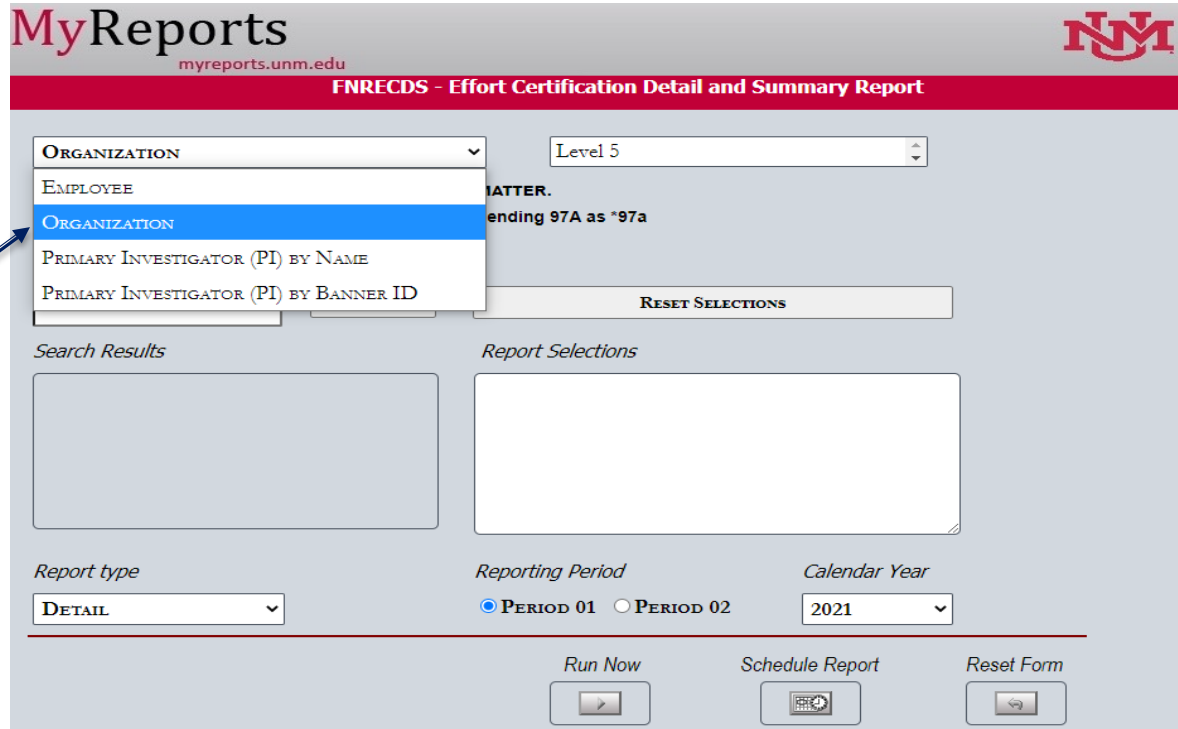
SAC and 90% from Annual Salary are paid on index 8XXXXX
10% from Annual salary is paid on index 3XXXXX

FNRECDs – Effort Certification Detail and Summary Report

- Displays both detail and summary payroll information based on the effort certification reporting period selected.
- Report can be run by Employee, Org, and PI (both Name and Banner ID)
- Run report type in “detail” and “detail with account” to show individual pay period percentages and allocations to the total reported in the effort report for the six-month effort report period. The only difference between “detail” and “detail with account” is that detail will not show Banner account codes, only monthly distribution by index.
- Run report type in “summary” to create a hard copy of the effort certification for manual signature by the PI if an electronic certification cannot be done in Self Service.
- IMPORTANT NOTE: Due to the demise of ePrint reports FRROEC01 and FRROEC02, the summary report type will generate the same information previously contained in these reports.

FNRECDS – Effort Certification Detail and Summary Report

FNRECDS
Dashboard able to
show data for an
individual
employee, by PI
certifying (Name or
Banner ID), and
Org Level.



MyReports
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FNRECDS - Effort Certification Detail and Summary Report

ORGANIZATION Level 5

EMPLOYEE
ORGANIZATION
PRIMARY INVESTIGATOR (PI) BY NAME
PRIMARY INVESTIGATOR (PI) BY BANNER ID

RESET SELECTIONS

Search Results

Report Selections

Report type: DETAIL

Reporting Period: ☒ PERIOD 01 ☐ PERIOD 02

Calendar Year: 2021

Run Now Schedule Report Reset Form

FNRECDS – Effort Certification Detail and Summary Report

MyReports
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NM

FNRECDS - Effort Certification Detail and Summary Report

PRIMARY INVESTIGATOR (PI) BY NAME ▾

FORMAT IS "LAST, FIRST M." ENTER PI NAME. CASE DOES NOT MATTER. USE ONE OR MORE * AS WILDCARD.
To find John Kent, Enter Kent* or Kent, J* To find all Kents enter Kent* all Johns enter "John"

*[REDACTED]

SEARCH

RESET SELECTIONS

Search Results

Report Selections

100 [REDACTED]

'100 [REDACTED]'

Report type

DETAIL WITH ACCOUNT ▾

Reporting Period

☐ PERIOD 01 ☒ PERIOD 02

Calendar Year

2020 ▾

Run Now

Schedule Report

Reset Form

FNRECDs – Effort Certification Detail and Summary Report – Detail With Account

The University of New Mexico																
Contract and Grant Accounting Effort Certification																
Reporting Period: July - December 2020																
Report by PI Name: 100 [REDACTED]																
			July 5R7		August 5R8		September 5R9		October 5R10		November 5R11		December 5R12		Total	
Fund Code	Index Code	Account Code	Labor	Percent	Labor	Percent	Labor	Percent	Labor	Percent	Labor	Percent	Labor	Percent	Labor	Percent
Name: [REDACTED] Banner ID: [REDACTED]																
2 [REDACTED]	271 [REDACTED]	20A0	.00	.00%	.00	.00%	1,900.00	100.00%	1,900.00	100.00%	1,900.00	100.00%	1,900.00	100.00%	7,600.00	53.50%
2 [REDACTED]	271 [REDACTED]	20A0	3,800.00	100.00%	2,804.76	100.00%									6,604.76	46.50%
Total for: A [REDACTED]			3,800.00	100.00%	2,804.76	100.00%	1,900.00	100.00%	1,900.00	100.00%	1,900.00	100.00%	1,900.00	100.00%	14,204.76	100.00%
Name: [REDACTED] Banner ID: [REDACTED]																
2 [REDACTED]	271 [REDACTED]	20A0	.00	.00%	.00	.00%	1,800.00	100.00%	1,800.00	100.00%	1,800.00	100.00%	1,800.00	100.00%	7,200.00	53.50%
2 [REDACTED]	271 [REDACTED]	20A0	3,600.00	100.00%	2,657.15	100.00%									6,257.15	46.50%
2U [REDACTED]	271 [REDACTED]	20A0	.00	.00%											.00	.00%
Total for: [REDACTED]			3,600.00	100.00%	2,657.15	100.00%	1,800.00	100.00%	1,800.00	100.00%	1,800.00	100.00%	1,800.00	100.00%	13,457.15	100.00%
Name: [REDACTED] Banner ID: [REDACTED]																
2 [REDACTED]	271 [REDACTED]	2000	7,500.00	100.00%	7,500.00	100.00%	7,500.00	100.00%	7,500.00	100.00%	7,500.00	100.00%	7,500.00	100.00%	45,000.00	100.00%
2U [REDACTED]	271 [REDACTED]	2000					.00	.00%							.00	.00%
Total for: [REDACTED]			7,500.00	100.00%	7,500.00	100.00%	7,500.00	100.00%	7,500.00	100.00%	7,500.00	100.00%	7,500.00	100.00%	45,000.00	100.00%

Total Effort Percent for six month period is what you would see in the employee's effort report

FNRECDS – Effort Certification Detail and Summary Report - Summary

The University of New Mexico
Contract and Grant Accounting Effort Certification
Reporting Period: July - December 2020

Grant Code - Index Code - Index Title - Account Code	Current Earnings	Current Adjustment	Period Earnings	Percent of Effort
Name: [REDACTED] Banner ID: 100 [REDACTED]				
2R [REDACTED]	.00	13,540.72	13,540.72	49.71%
2R [REDACTED]	.00	3,299.35	3,299.35	12.11%
2R [REDACTED]	.00	8,070.69	8,070.69	29.63%
2R [REDACTED]	.00	2,330.50	2,330.50	8.56%
2U [REDACTED]	27,241.26	-27,241.26	.00	.00%
Total for: Milford, Elizabeth R.	27,241.26	.00	27,241.26	100.00%

Salary and Wage charges for the above Index Code(s) have been reviewed and are reasonable representatives of effort applied and charged to this project.

Signature of Investigator, Director or Department Chairperson, Date

To be in compliance with the Federal Government Regulations under OMB 2CFR200 Uniform Guidance, the signed form must be available for inspection by Federal Auditors.
Return completed form to Main Campus Contract and Grant Accounting, UNM Business Center, MSC01 1245 or HSC Contract and Grant Accounting, MSC09 5225.

- Report Type: Summary
- For use when certifying in the Employee Dashboard (Effort Module) is not feasible.
- Requires signature from PI or Dean/Director/Dept Chair
- Requires CGA to close effort report in system

FRRCGES – Contract and Grant Ledger

Executive Report (aka – Burn Rate Report)

- Displays a high-level overview for your grant organization.
- Very useful in terms of getting a "big picture" of the restricted indices for your organization. This report can be very **useful in helping you monitor the spending rate on your organization's awards (i.e., burn rate)**. It displays percent of budget used and percent of time used for each index. This can help you in assisting your PIs in managing their expenditures to ensure that they are able to complete their research according to budget.

FRRCGES – Contract and Grant Ledger Executive Report (aka – Burn Rate Report)

The screenshot shows the 'MyReports' interface for the 'FRRCGES - Contract and Grant Ledger Executive Report'. The header includes the 'MyReports' logo and the URL 'myreports.unm.edu'. The main title is 'FRRCGES - Contract and Grant Ledger Executive Report'. Below the title, there are two dropdown menus: 'GRANT ORGANIZATION' (with a search bar and a 'SEARCH' button) and 'LEVEL 3'. A 'RESET SELECTIONS' button is also present. The interface is divided into two main sections: 'Search Results' and 'Report Selections'. The 'Search Results' section is currently empty. The 'Report Selections' section contains a large empty box and a note: 'NOTE: ALL REPORTS ARE INCEPTION TO DATE'. Below the 'Report Selections' section, there are several filters and options: 'Report Filter' (set to 'ACTIVE FUNDS ONLY'), 'Report Sort Type' (set to 'SORT BY FUND'), 'Reporting Period' (set to 'Prior Month'), and 'Calendar Year' (set to 'Prior Month's Calendar Year'). There is also a 'Select Report Output Type' section with radio buttons for 'EXCEL', 'HTML', and 'ACTIVE REPORT'. At the bottom, there are three buttons: 'Run Now', 'Schedule Report', and 'Reset Form'.

- FRRCGES Dashboard was recently updated to provide better options for running report:
 - By Grant Org Level (1-8)
 - By PI (Name or Banner ID)

FRRCGES – Contract and Grant Ledger Executive Report (aka – Burn Rate Report)

MyReports
myreports.unm.edu

UNM

FRRCGES - Contract and Grant Ledger Executive Report

GRANT ORGANIZATION

LEVEL 5

ENTER ORGANIZATION LEVEL 5. CASE DOES NOT MATTER.
Use * to wildcard entries: * for all Org5. Org5 including 97 as *97* or ending 97A as *97a.

*

SEARCH

RESET SELECTIONS

Search Results

000A	Taos Executive Director	5
001A	Taos Science Natural Resources	5
002A	Taos Professional Liberal Arts	5
003A	Taos Trades Industries	5
004A	Taos Business Computer Technology	5
005A	Taos Health Human Service	5
006A	Taos Arts Culture	5

Report Selections

NOTE: ALL REPORTS ARE INCEPTION TO DATE

Report Filter

ACTIVE FUNDS ONLY

Report Sort Type

SORT BY FUND

Reporting Period

Prior Month

Calendar Year

Prior Month's Calendar Year

Select Report Output Type

☒ EXCEL

☐ HTML

☐ ACTIVE REPORT

FRRCGES – Contract and Grant Ledger Executive Report (aka – Burn Rate Report)

FRRCGES - The University of New Mexico 07/08/2021
Contract and Grant Ledger Executive Summary By Fund
Through the month of Jun, 2021
For Organization Level 5: XXXX

Agency	Grant Title	PI	PI ID	Fund Manager	Fiscal Monitor	Fund	Index	Budget Including Revisions	Project Inception to Date	Encumbrances/Reservations	Available Balance	Percent % Budget Used	Percent % Time Used	Burn Rate	Budget Start Date	Budget End Date
0								\$ 19,800.00	\$ 18,971.88	\$.00	\$ 828.12	95.82%	100.00%	4.18%	03/01/2019	06/30/2021
								\$ 75,060.06	\$ 60,627.08	\$ 10,000.00	\$ 4,432.98	80.77%	70.01%	(10.76%)	03/01/2019	06/30/2022
								\$ 160,251.00	\$ 65,801.65	\$.00	\$ 94,449.35	41.06%	43.15%	2.08%	09/26/2020	06/30/2022
								\$ 1,104,896.00	\$ 107,834.77	\$ 139,500.00	\$ 857,561.23	9.76%	43.15%	33.39%	09/26/2020	06/30/2022
								\$ 2,000.00	\$ 1,776.48	\$.00	\$ 223.52	88.82%	120.83%	32.01%	06/01/2021	06/25/2021
								\$ 737,373.00	\$ 28,652.96	\$ 110,486.00	\$ 598,234.04	3.89%	16.55%	12.66%	09/01/2020	08/31/2025
								\$ 762,567.00	\$ 59,950.60	\$.00	\$ 702,616.40	7.86%	16.55%	8.69%	09/01/2020	08/31/2025
								\$ 100,000.00	\$ 12,277.58	\$.00	\$ 87,722.42	12.28%	66.21%	⦿ 53.93%	11/01/2020	10/31/2021
								\$ 1,250.00	\$.00	\$.00	\$ 1,250.00	.00%	28.47%	28.47%	03/01/2021	04/30/2022
								\$ 13,764.00	\$ 12,473.93	\$.00	\$ 1,290.07	90.63%	108.24%	108.24%	05/31/2021	05/31/2021
								\$ 49,995.00	\$ 44,495.00	\$.00	\$ 5,500.00	89.00%	100.46%	11.46%	11/23/2020	06/29/2021
								\$ 800,591.00	\$.00	\$.00	\$ 800,591.00	.00%	7.97%	7.97%	06/01/2021	05/31/2022
								\$ 697,974.00	\$.00	\$.00	\$ 697,974.00	.00%	48.33%	48.33%	06/01/2021	07/31/2021
								\$ 5,738.00	\$ 5,738.00	\$.00	\$.00	100.00%	49.45%	⦿ (50.55%)	01/01/2021	12/31/2021
								\$ 50,000.00	\$ 49,514.00	\$.00	\$ 486.00	99.03%	136.89%	37.86%	01/14/2019	10/31/2020
								\$ 480,267.00	\$ 463,324.23	\$.00	\$ 16,942.77	96.47%	92.71%	(3.77%)	06/01/2020	07/31/2021
								\$ 12,075.50	\$ 12,067.06	\$.00	\$ 8.44	99.93%	100.00%	★ .07%	03/15/2021	06/30/2021
								\$ 26,000.00	\$.00	\$.00	\$ 26,000.00	.00%	79.12%	79.12%	09/15/2020	09/14/2021
								\$ 2,482,594.00	\$ 2,398,572.77	\$.00	\$ 84,021.23	96.62%	80.00%	(16.62%)	07/01/2017	06/30/2022
								\$ 80,679.00	\$ 24,142.12	\$.00	\$ 56,536.88	29.92%	1,206.06%	1,176.14%	05/28/2020	06/30/2020
								\$ 267,530.80	\$ 222,914.39	\$.00	\$ 44,616.41	83.32%	100.00%	16.68%	07/01/2020	06/30/2021
								\$ 40,000.00	\$ 18,790.45	\$.00	\$ 21,209.55	46.98%	54.34%	7.37%	11/23/2020	12/31/2021

- ★ You want your burn rate (% of time used - % of budget used) to be as close to zero as possible.
- ⦿ Positive burn rate indicates more time used than budget (underspending)
- ⦿ Negative burn rate indicates more budget used than time (overspending)

Other Resources

- SARM – UNM Standard Accounting Resource Manual
 - <https://sarm.unm.edu/>
 - Part I: UNM Finance – a Framework
 - Part II: UNM Accounting Basics
 - Part III: UNM Finance: Practical Applications
- **MyReports Info** → Finance Reports by Business Cycle
 - <https://myreportsinfo.unm.edu/finance/Reports%20by%20Business%20Cycle/index.html>
- **Banner Screens** → Job Aids
 - <http://fssc.unm.edu/job-aids.html>
- Handout:
 - Useful Banner Screens Matrix

THANK YOU FOR JOINING US!
HAPPY FY22!

