



# *Research Report*

## RA-SPA - Account Code Summary by Grant - Data Reference Sheet

**Purpose:** Upon selection of the Summary Organization, Responsible Organization, Principal Investigator or Grant Number, the report provides the budget balance available by index and includes encumbrances for approved requisitions and salaries that are currently being charged to the account.

**Example for Report Use:**

To track a project's budget balance available by Grant and Fund.

**Updated Frequency:** The report is updated on a daily basis. The report footer at the bottom of the page should be referenced for the date of the last update.

**Report Data Results** The Reports Header includes the PI, PI's Department, Project Period, Grant, Budget Rule, and Fiscal Monitor Name, Phone, and email address.

If the Grant's period of performance has expired, a message in red font will appear as follows, "Grants period of performance has expired-funds are no longer available."

**Fund:** Fund number associated with the award/contract.

**Expense Category:** Summarizes related expense categories into one line and indicates the type of expense incurred.


**Budget:** The awarded amount from the sponsoring agency.

**Banner**

**Encumbrances:** Summary of non-labor encumbrance in Banner.

**Other**

**Encumbrances:** Forecasts labor expenditures based on current and upcoming job labor distributions for pay events up to 10 years or job end date, whichever comes first. If encumbrances exist a drill down option will be available. A list displaying expected labor encumbrance transactions against this Grant will be displayed.





- ITD Expenses:** Expenses incurred to date from inception.  
If Inception To Date (ITD) expenses exist a drill down option will be available.  
A list displaying all ITD expenses against this Grant will be displayed.
- Budget Available:** Is the Budget less Banner Encumbrances, Other Encumbrances and ITD Expenses.
- Budget % Used:** The percentage of budget used based on ITD Expenses over Budget Available.

Questions email [cognos\\_help@nmsu.edu](mailto:cognos_help@nmsu.edu)

