

New Mexico State University
Administration and Finance Report Inventory

Report Name Location Tab	Description	Report Columns	Data Source	Data Custodian	*Package (PK) *Cube(CU)
Employee Portlet					
BU-POS-149-Bgt & Job LD Fill/Vacant College Division Dept Administrative	Provides detail listing of all positions in a Position Location with several attributes and information regarding where the position is budgeted and from where it is being paid.	Filled/Vacant,Posn Type,Posn Grp,Posn Class,I&G Posn Ind,Posn Union Code,Posn No,Suff,Posn Title,Posn Status,Name/ID, No. Month Vacant,Index,Index Status,FOAPAL,I&G Ind,Fund Rollup A,Budgeted FTE,Budgeted Amt,Budgeted IG Sal Amt,Job FTE,Job Amt,Job IG Sal Amt	ODS- updated daily	Budget	PK-HR-NMSU- LABOR DIST PODS
BU-POS-245-Position Number Listing Administrative	Provides a complete listing of all University positions with title by Position number, including their location, position type, exempt status and filled/vacant indicator.	Posn,Posn Title,Posn Location,Posn Location Desc,Name,Posn Type,Filled/Vacant Ind,Exempt Status	ODS- updated daily	Budget	PK-HR-NMSU- POSITION DATA- PODS
BU-POS-249-Vacancy & EHIR Status College/Division Dept Administrative	Provides a position listing for all positions within a summary org. Provides budgeted labor distribution information, filled or vacant status, and Ehire status for vacant positions. Can be used to monitor vacant positions that may be subject to the semi-annual Vacant Position Elimination Process which applies to vacant staff positions.	Posn Location,Filled/Vacant Ind,Posn Group,Posn Title,Posn Class,Posn Status,Name/ID,Months Vacant,Acct Index,Acct Index Status,FOAPAL,I&G Ind,Fund Rollup A,Fund Desc,Org Desc,Acct Desc,Prgm Desc,Budgeted FTE,Budgeted Amt,IG Bud Salary Amt,Ehire Status,Vacant Posn Status	ODS- updated daily	Budget	PK-HR-NMSU- LABOR-DIST- PODS

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HR-EMP-285-Leave Balances Exempt College/Division Dept Administrative	Provides detail listing of exempt employee annual leave and sick leave balances grouped by Timesheet Approver.	Time Sheet Approver,Summary Org,Dept,Name,ID,Annul Leave Bal, Sick Leave Bal	ODS- updated daily	HR	PK-HR-CURRENT-EMPLOYEE-DATA-PODS
HR-EMP-285-Leave Balances NonExempt College/Division Dept Administrative	Provides detail listing of non-exempt employee annual leave and sick leave balances grouped by Timesheet Approver.	Time Sheet Approver 1 Name,Timesheet Appr 1 Email,Sum Org, Department,ID,Name,Annul Leave Bal,Sick Leave Bal,Comp Leave Bal	ODS- updated daily	HR	PK-HR-CURR-EMPLOYEE-DATA-PODS
HR-EMP-321- Employee by Primary Job College/Division Dept Administrative	Provides a listing of employees by their primary job. Report is grouped by the summary org and department and lists the job detail for the primary position.	Summary Organization,Home Organization,Name,ID,Employee Type,Employee Group, Exempt/Non-Exempt,FT/PT Status,Postion,Job Suffix,Posn Title,Posn Annul Salary, FTE,Service Date Reg Only,Current Hire Date,Degree Level,Rank,Tenure,Email Address,Home Org Street1,Home Org Street2,Home Org Street3,Home Org City,Home Org State,Home Org Zip,Empl,Work Phone	ODS- updated daily	HR	PK-HR-NMSU-EMPLOYEES-PODS

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HR-EMP-325- Employee Job History Summary College/Division Dept Administrative	Provides a detail listing of all filled Regular, Temp, Student and Graduate Student positions grouped by Home Org within Summary Org. Drill down feature at employee level provides Banner job history data for all positions held.	Summary Org,Home Org,Name, ID,Empl Status,Empl Type, Empl Grp,Exempt Ind,FT/PT Status,Posn Title,Org Hire Date,Adjusted Service Date,Rank,Tenure,Email, Drill Down (based on column selection results will differ)	ODS- updated daily	HR	PK-HR- EMPLOYEE- PODS
HR-EMP-Employee by Primary Job Query Dept Administrative	List of employees by primary position. Job query includes default fields of data (i.e. job title, annual salary, FTE, etc) the user can modify to meet individual needs. Report includes primary job only. For a listing of all employee jobs to include primary, secondary, and overload jobs, use the HR-POS-Position Query.	Summary Org Desc,Home Org Desc,Name,ID, Emp Type,Empl Grp,Exempt/Non Exempt Ind,FT/PT Status Desc,Posn,Job Suff,Posn Title,Posn Annul Salary,FT Equiv Pct,Adj Serv Date Reg Only,Current Hire Date,Degree Level,Rank Desc,Tenure Desc,Email Add,Home Org Street,Empl Phone No	ODS- updated daily	HR	PK-HR-CURR- EMPLOYEE- DATA-PODS

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HR-ORG-323- Timesheet Organizations College/Division Dept Administrative	By summary org and department, lists all timesheet orgs and the approvers for those orgs.	Summary Org, Hiring Org,Org Acronym,Timesheet Org,Timesheet Org Status,Timesheet Appr 1,Timesheet Appr 1 Posn,Timesheet Appr Title,Timesheet Appr 2,Timesheet Appr 2 Posn,Timesheet Appr 2 Title	ODS- updated daily	HR	PK-HR-NMSU- ORGANIZATION- PODS
HR-ORG-324-Hiring Org Hierarchy College/Division Dept Administrative	Report of the official hiring organization hierarchy.	Organization,Org Level,Summary Org,Campus,Phone,Street line 2,Street line 2,Street line 3,City,State,Postal Code,County,County Description	ODS- updated daily	HR	PK-HR-NMSU- ORGANIZATION- PODS
HR-POS-322-Positions Filled and Vacant College/Division Dept Administrative	List of filled, future-filled, and vacant positions by summary org and department. Filled and future-filled positions include regular and temporary hires. Vacant positions listed are regular positions only.	Summary Org,Posn Location,Name,ID,Filled/Vacant Ind,Posn,Posn Title,Posn Begin Date,Posn End Date,Posn Grp,Posn Type,Salary Grade,Posn ECLS,Posn Union Code Desc,FTE, Amt Budgeted,Annual Salary,TimeSheet Org,Timesheet Approver Posn,Timesheet Approver	ODS- updated daily	HR	PK-HR-NMSU- POSITION-DATA- PODS

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HR-POS-Position Query Administrative	List of all employee positions. Job query includes default fields of data (i.e. job title, annual salary, FTE, etc) the user can modify to meet individual needs. Report includes primary, secondary, and overload jobs. For a listing of primary jobs only, use the HR-EMP-Employee by Primary Job Query.	Posn Summary Org,Posn Location,Posn Location Desc,Name,ID,Filled Vacant Ind,Posn Contract Type Desc,Posn,Job Suff,Posn Title,Posn Beg Date,Posn End Date,Posn Grp,Posn Type,Salary Grade,Posn Empl Class,Posn Union Desc,FTE, Amt Budgeted,Annul Sal,Timesheet Org,TS Appr Posn 1,TS Appr ID 1,TS Appr Name 1	ODS- updated daily	HR	PK-HR-NMSU- POSITION-DATA- PODS
Finances Portlet					
BU-YTD-Rest Detail For Bgt Prep College/Division Dept Administrative	Report of YTD detail expenses on restricted accounts by fund within Summary Org by funding source. Was created for used for budget preparation purposes.	Prgm,Fund Level 1, Organization,Fund,Account Category,Account (L2),Month End(YTD,Commitments),Current (YTD, Commitments)	ODS- updated daily	Budget	PK-FI-NMSU- FISCAL-WATCH- CURRENT-PODS
BU-YTD-Rest Summary for Bgt Prep College/Division Dept Administrative	Report of YTD expense summary by fiscal watch line on restricted accounts by Summary Org within funding source. Used for budget preparation purposes.	Prgm Level A,Fund Type,Fund Level 1, Acct Category,Fiscal Watch Line Item, Month-End (YTD,Commitments),Current (YTD, Commitments)	ODS- updated daily	Budget	PK-FI-NMSU- FISCAL-WATCH- CURRENT-PODS

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Report Name Location Tab	Description	Report Columns	Data Source	Data Custodian	*Package (PK) *Cube(CU)
BU-YTD-Unrestricted Fund Detail College/Division Dept Administrative	Provides a detail listing of all activity in the Unrestricted Fund rolling up to a particular Summary Org. Provides information by program, dept, fund and acct for the prior month-end side-by-side with activity posted through the prior working day.	Program,Organization,Fund, Account Category,Account(L2), Month-End(Original Budget, Adjusted Budget,YTD, Commitments,Remaining Balance),Current(Original Budget,Adjusted Budget, YTD,Commitments,Remaining Balance)	ODS- updated daily	Budget	PK-FI-NMSU- FISCAL-WATCH- CURRENT-PODS
BU-YTD-Unrest Fund Summary College/Division Dept Administrative	Provides a detail listing of all activity in the Unrestricted Fund rolling up to a particular Summary Org. Provides information by program, exhibit page (Fund level 3), account category and fiscal watch line for the prior month-end side-by-side with activity posted through the prior working day.	Program Level A,Fund Type,Fund Level 3,Account Category,Fiscal Watch Line Item,Month-End (Original Budget,Adjusted Budget,YTD,Commitments, Remaining Balance,Current (Original Budget,Adjusted Budget,YTD,Commitments, Remaining Balance)	ODS- updated daily	Budget	PK-FI-NMSU- FISCAL-WATCH- CURRENT-PODS
FI-COA-Index List College/Division Dept Administrative	Provides a list of indices and their related FOAPAL elements for a Summary Org based on user selections.	Summary Org,Department,Index,Index Desc,Fud, Organization, Org Status,Account,Program,Activity, Location,Index Status,Effectivge Date, Term Date,Financial Manager Name	ODS- updated daily	AFR	PK-HR-NMSU- ORGANIZATION- PODS

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FI-COA-Organizations by Summary and Hiring Org College/Division Dept Administrative	Provides a list of the data enterable orgs for all, or selected departments, that report to a Summary Organization. The report also indicates which of the orgs are hiring orgs.	Summary Org,Department, Organization Code,Organization Desc,Organization Status,Hiring Org Ind	ODS- updated daily	CAR	PK-HR-NMSU- ORGANIZATION- PODS
FI-DET-Construction Accrual Report Administrative	Provides information on open POs charged to construction account codes. Includes the following: Org; PO Date; Vendor; Contract #; Originator; Original and Remaining Balance; and, the date of the last Invoice.	Organization Code,Organization Description,Index,Fund,Account, Fiscal Year,PO Number,PO Date,Vendor Name,Contract #,Originator Name,Originator ID,Original Balance,Remaining Balance,Last Invoice	ODS- updated daily	Purchasing	PK-FI-NMSU- ENCUMBRANCE- PODS
FI-DET-Three Way PO Encumbrances Administrative	Provides information on open two way match, non-construction, POs. Includes the following: Org; Index; PO Date; Vendor Name; Requisitioner; Original and Remaining Encumbrances; and, the date of the Last Invoice.	Organization Code,Organization Description,Index,Fiscal Year,PO Number,PO Date,Vendor Name,Requisitioner,Original Encumbrance,Current Encumbrance,Net Change,Last Invoice	ODS- updated daily	Purchasing	PK-FI-NMSU- ENCUMBRANCE- PODS

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FI-DET-Transaction Report by Month Administrative	Provides document level detail for selected fiscal years and periods.	Fund Type Level 2,Fund Level 4, Fund Desc 4,Index,Fund, Organization,Fund Type Level 1,Account,Activity,Transaction Date,Transaction Desc, Transaction Amount,Rule Class,Document	ODS- updated daily	AFR	PK-FI-NMSU- TRANSACTION- DETAIL-PODS
FI-DET-Two Way PO Encumbrances Administrative	Provides information on open two way match, non-construction, POs. Includes the following: Org; Index; PO Date; Vendor Name; Requisitioner; Original and Remaining Encumbrances; and, the date of the Last Invoice.	Organization Code,Organization Description,Index,Fiscal Year,PO Number PO Date, Vendor Name,Requisitioner,Original Encumbrance,Current Encumbrance,Net Change,Last Invoice	ODS- updated daily	Purchasing	PK-FI-NMSU- ENCUMBRANCE- PODS
FI-SUM-Fund Balance College/Division Administrative	Provides Fund Balance information for selected fund types. College/Division table provides summary information subtotaled by Fund Type Level 2, and Fund Level 3.	Lists all funds with its Beginning, end balance with its revenue and Expenses	ODS- updated daily	AFR	PK-FI- NMSU_GRANTS- PODS

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HR-LD-287B Labor Expense Detail College/Division Dept Administrative	Provides detail of payroll labor expense and fringe expense.	Grant ID,Posn Summary Org,Posn Location,Name/ID,ECLS,Posn Title,Posn/Suff,Fiscal Year,Calendar Year,PICT,Pay No,Sequence No,Acct Index,Fund,Organization,Account,Program,Activity,Location,Expense Category,Earnings,Earnings Desc,Labor Hours,Labor Amt,Document,Document Date,Transaction Date	ODS-Updated Weekly, on Saturday	HR/SPA	PK-HR-NMSU-POSITION-ACT-LABOR-DIST-PODS
Instruction Portlet					
BU-SCH-By Course Dept by Fac Dept College/Division Dept Administrative	Provides a three year trend of Student Credit Hours (SCH) officially reported to the NM Higher Education Dept (HED) by academic department within a College by the home department of the instructor that taught the course.	Student_Credit_Hours (Campus,College, Dept,Primary Pos Loc), HED FY,Prior 3rd Year, Prior Year,Last Year trend	ODS-updated annually	Budget	PK-HR-NMSU-FACULTY-WORKLOAD-PODS
BU-SCH-By Course Dept by Instr Type College/Division Dept Administrative	Provides a three year trend of Student Credit Hours (SCH) officially reported to the NM Higher Education Dept (HED) by academic department within a College by the type of instructor teaching the course (eg, Regularly Faculty, Adjunct Faculty, etc).	Student_Credit_Hours (Campus,College,Dept, Primary Instructor Type)HED FY,3rd Year, Prior Year,Last Year trend	ODS-updated annually	Budget	PK-HR-NMSU-FACULTY-WORKLOAD-PODS

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BU-SCH-By Course Dept by Instructor College/Division Dept Administrative	Provides a three year trend of Student Credit Hours (SCH) officially reported to the NM Higher Education Dept (HED) by academic department within a College by the instructor teaching the course (actual individual).	Student_Credit_Hours(Campus,College, Dept,Course Deciple,Instructor), HED FY,Prior 3rd Year,Prior Year,Last Year Trend	ODS- updated annually	Budget	PK-HR-NMSU- FACULTY- WORKLOAD- PODS
BU-SCH-By Course Discipline College/Division Dept Administrative	Provides a three year trend of Student Credit Hours (SCH) officially reported to the NM Higher Education Dept (HED) by academic department within a College by course discipline. (e.g. Department of Accounting and Information Systems has disciplines of Accounting and Business Computer Systems)	Student_Credit_Hours (Campus,College,Dept, Course Desc,HED FY,Prior 3rd Year,Prior Year,Last Year Trend	ODS- updated annually	Budget	PK-HR-NMSU- FACULTY- WORKLOAD- PODS
BU-SCH-By Fac Dept by Course Dept College/Division Dept Administrative	Provides a three year trend of Student Credit Hours (SCH) by the Home Department of faculty member by course department the SCH were credited to for HED reporting purposes. Additionally, certain SCH which are not allowable for HED reporting are included in this report.	Student_Credit_Hours (Campus,College,Dept, Course College Desc),HED FY,Prior 3rd Year,Prior Year,Last Year Trend	ODS- updated annually	Budget	PI-HR-NMSU- FACULTY- WORKLOAD- PODS

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BU-SCH-By Fac Dept by Instr Type College/Division Dept Administrative	Provides a three year trend of Student Credit Hours (SCH) by the Home Department of faculty member by individual instructor regardless of which department the SCH were credited to for HED reporting purposes. Additionally, certain SCH which are not allowable for HED reporting are included in this report.	Student_Credit_hours (Campus,College,Dept), HED FY,Prior 3rd Year, Prior Year,Last Year Trend	ODS- updated annually		PK-HR-NMSU- FACULTY- WORKLOAD- PODS
BU-SCH-By Fac Dept by Instructor College/Division Dept Administrative	Provides a three year trend of Student Credit Hours (SCH) officially reported to the NM Higher Education (HED) by academic dept within a college. When faculty positions become vacant, this trend is used as an indicator in determining whether the position will be filled.	Student_Credit_Hours Campus,College,Dept), HED FY,Prior 3rd Year,Prior Year,Last Year Trend	ODS- updated annually	Budget	PK-HR-NMSU- FACULTY- WORKLOAD- PODS
BU-SCH-List by Campus College/Division Administrative	Provides a three year trend of Student Credit Hours (SCH) officially reported to the NM Higher Education Dept (HED) by campus.	Campus,HED FY,Prior Year,Last Year,Trend	ODS- updated annually	Budget	CU-HED- INSTRUCTOR

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BU-SCH-List by College College/Division Administrative	Provides a three year trend of Student Credit Hours (SCH) officially reported to the NM Higher Education Dept (HED) by college within campus.	SCH(Campus,Primary Pos Loc Desc),HED Prior Years Trend,Prior Yr INC(DEC), Last Yr INC(DEC),Trend	ODS- updated annually		CU-HED- INSTRUCTION
BU-SCH-List by Course Dept College/Division Dept Administrative	Provides a three year trend of Student Credit Hours (SCH) officially reported to the NM Higher Education Dept (HED) by academic department within a College. When Faculty positions become vacant, this trend is used as an indicator in determining whether the position will be filled in the current assigned department.	Student_Credit_Hours (Campus,College,College Dept),HED FY,Prior Year,Last Year,Trend	ODS- updated annually	Budget	CU-HR-NMSU- FACULTY- WORKLOAD- PODS
BU-SCH-List by Faculty Dept College/Division Dept	Provides a three year trend of Student Credit Hours (SCH) by the Home Department of faculty member, regardless of which department the SCH were credited to for HED reporting purposes. Additionally, certain SCH which are not allowable for HED reporting are included in this report.	STUDENT_CREDIT_HOURS (Campus,College,Dept), HED FY,Prior Year,Last Year,Trend	ODS- updated annually	Budget	PK-HR-NMSU- FACULTY- WORKLOAD- PODS

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Research Portlet					
RA-CAR-IDC Reconciliation Administrative	The report provides the calculated IDC and Cost Share totals for restricted funds. The report identifies the corresponding IDC and CS revenue orgs for comparison. At the same time the report provides the direct charges the IDC and Cost Share percentages are based on and delivers this information by fund and direct account number.	Grant ID,Fund,Acct, Direct Charge,IDC Amt, Cost Share Amt,Net IDC,IDC Org,CS Org,IDC Dist To,CS Dist To	ODS- Updated after every fiscal period	CAR	PK-FI-NMSU_GRANTS-PODS
RA-SPA Unbilled Transaction Status Report Administrative	The report provides a list of transactions and the corresponding IDC and Cost share expenses that have not been billed to the agency as of the run date of the report. The 'For billing period as of' date will exclude unbilled transactions greater than the date entered but will not include any billed transactions that were billed after the date entered (i.e. an item dated Dec. 25th will not show up on a report dated Dec. 31st if the item as billed on Jan 5th and the report was run after Jan. 5th).	Grant,Fund,Status,Document Code,Trans Date,Billing Period Date,Hold Date,Release Date,Acct, Acct Class Code,Item Number,Sequence No,Trans Desc,Amount	ODS- updated daily	SPA	PK-FI-NMSU_GRANTS-PODS

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RA-SPA-Account Code Summary by Grant College/Division PI Administrative	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.	Fund,Expense Category,Budget, Banner Encumbrances,Other Encumbrances,ITD Expenses,Budget Available,Budget% Used Drill Down (based on column selection results will differ)	ODS- updated daily	SPA	PK-RA-NMSU-GRANT-LEDGER-FORECST-PODS
RA-SPA-Account Code Summary by Index PI Administrative	Upon selection of the Summary Organization, Fund Manager or Index 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.	Expense Category,Budget, Banner Encumbrances,Other Encumbrances,ITD Expenses,Budget Available,Budget% Used Drill Down (based on column selection results will differ)	ODS- updated daily	SPA	PK-RA-NMSU-GRANT-LEDGER-FORECST-PODS
RA-SPA-Award/Contract Billing Summary College/Division Dept PI Administrative	This report provides a summary of invoices and payments sent to the agency. It also provides a quick look at how much is owed on the grant and how much is unbilled or held for review; identifies grants on waiver and when the waiver expires.	Responsible Organization,PI,Agency, Grant, Grand Status, Waiver Expire Date, Project Start Date, Project End Date,FM Code, Budget,Invoiced,Payments, Total Due,Unbilled,Held, Total,Outstanding, Last Invoice Date	ODS- updated daily	SPA	PK-RA-NMSU-GRANT-LEDGER-CURRENT-PODS

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RA-SPA-Expiring Funds College/Division Dept PI Administrative	Provides a list of funds that will expire within the next 90 days as of the day the report is run.	PI,PI Email,Grant,Fund,Grant Status,Status Date, OGC#,Agency,Fund Start Date,Fund End Date,Budget,ITD,Available Balance	ODS- updated daily	SPA	PK-FI-NMSU- GRANTS- LEDGER-PODS
RA-SPA-Financial Aid Summary Administrative	The report provides information to complete required Financial Aid reporting to the Federal government.	Grant, Title, Fund, Desc, Budget, ITD Revenue, Current Month Expenses, Cum ITD Exp, Budget Bal Available, Current Month Revenue, FY to Date Revenue	ODS- updated daily	SPA	PK-FI- NMSU_GRANTS- PODS
RA-SPA-Grant Activity by Agency College/Division PI Administrative	This report allows the user to select an agency or several agencies and will list all grants under this agency by organization. The search can be limited to one or all roll-up organizations.	Agency,Principle Investigator,Grant,OGC Number,Start Date,End Date, Month-End(Adjusted Budget,Inception-to-Date,Commitments,Remaining Balance),Current (Adjusted Budget,Current Period,Inception-to-Date,Commitments,Remaining Balance)	ODS- updated daily	SPA	PK-RA-NMSU- GRANT-LEDGER- CURRENT-PODS

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RA-SPA-Grant Activity by Org College/Division Dept PI Administrative	This report allows the user to select a summary org or all summary orgs and will provide a listing of total grants by org in alphabetical order. The search can be limited to one or all roll-up orgs.	Agency,Grant,OGC Number,Principal Investigator,Start Date,End Date,Month-End(Adjusted Budget,Inception-to-Date,Commitments,Remaining Bal),Current (Adjusted Budget,Current Period,Inception-to- Date,Commitments,Remaining Balance)	ODS- updated daily	SPA	PK-RA-NMSU- GRANT-LEDGER- CURRENT-PODS
RA-SPA-Grant Activity by PI College/Division Dept PI Administrative	The report allows the user to select a summary organization or all summary organizations and then select the Principle Investigator and will provide a listing of total grants by selected PI. The search can be limited to one or all roll-up organizations.	Principal Investigator,Agency,Grant,OCG Number,Start Date,End Date, Month-End(Adjusted budget, Inception-to-Date,Commitments,Remaining Balance),Current(Adjusted Budget,Current Period,Inception-to-Date,Commitments,Remaining Balance)	ODS- updated daily	SPA	PK-RA-NMSU- GRANT-LEDGER- CURRENT-PODS
RA-SPA-Grant Activity by PI - FOAPAL College/Division Dept PI (My & All) Administrative	The report allows the user to select a summary organization of all summary organizations and then select the Principle Investigator and provide a listing of total grants by selected PI and will list the FOAPAL number and description. The search can be limited to one or all roll-up organizations.	Grant,OGC Number,Fund, Organization,Account,Program,Activity, Location, Month-End(Adjusted Budget, Inception-to-Date, Commitments,Remaining Balance), Current (Adjusted Budget,Current Period,Inception-to-Date, Commitments,Remaining Balance)	ODS- updated daily	SPA	PK-RA-NMSU- GRANT-LEDGER- CURRENT-PODS

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RA-SPA-Grant Fund Budget Bal Available Administrative	Upon selection of the Fiscal Year and Fiscal Period the report provides a list of active funds and provides the budget balance available for the funds. It assists the user in identifying funds that may be in deficit. The search can be limited to one or more summary organizations.	Fiscal Monitor Code,Org Code,Org Description, Grant ID,Grant Title, Proj End Date,Status, PI, Fund, Fund Title, Period End Date,Budget,ITD,Commitments, Available Balance	ODS- updated daily	SPA	PK-RA-NMSU-GRANT-LEDGER-PODS
RA-SPA-Grant Index Lookup College/Division Dept PI Administrative	The report lists all indices associated with active grants by principal investigator for an organizational unit. The report will not list any grants or indices that have been termed.	Grant,OGC Number,Account Index,Fund,Organization Code,Program,Activity, Location,Agency,Grand Period	ODS- updated daily	SPA	PK-RA-NMSU-GRANT-LEDGER-CURRENT-PODS
RA-SPA-Grant Transaction Detail College/Division Dept PI Administrative	The report provides a list of transactions that have been charged to the grant for a specific fiscal period. The report allows for the review of expenses monthly for reconciliation purposes.	Grant ID,OGC Number, Fund,Account,Account Index,Organization,Program, Activity,Location,DOC ID,Trans Desc, Trans Amt	ODS- updated daily	SPA	PK-FI-NMSU-TRANSACTION-DETAIL-PODS

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Administration and Finance Report Inventory

Report Name Location Tab	Description	Report Columns	Data Source	Data Custodian	*Package (PK) *Cube(CU)
RA-SPA-IDC Recovery Administrative	The report provides a list of funds and indexes where indirect cost is being recovered for each grant in a department, for a PI, or for a grant/contract.	Grant,Fund,Index,Index Desc,Applicable Rate,Waived Rate,Award Rate,IDC Index,Waived IDC Index	ODS- updated daily	SPA	PK-FI- NMSU_GRANTS- PODS
RA-SPA-Research Activity - Agency Fund Mgr Detail Administrative	The report provides graphical presentation of budget vs. actual and forecasted expenses. Forecasted expenses are based on purchase order encumbrances in banner and salary and fringe calculated based on employee jobs in banner.	Fiscal Year,Fiscal Period,Grant ID,Long Title,Fund,Fund Desc,Account Category,ITD Forecast,ITD Adjusted Budget,Agency Name,Fund Manager Name,Budget Period Start Date,Budget Period End Date,Account Category Salary Sub,Agency ID,Fund Type Level 1,Status,Fund Manger ID NMSU RA Grant Fund,Fund Manager UID,Fund Manager ID,Fund Manger Name	ODS- updated daily	SPA	PK-RA-NMSU- GRANT-LEDGER- FORECAST-PODS
RA-SPA-Research Activity - Agency Fund Mgr Summary Administrative	The report provides graphical presentation of budget vs. actual and forecasted expenses.	Agency ID,Agency Name,Fund Manager ID,Fund Manger Name,Fiscal Year,Fiscal period,Account Category,ITD Forecast,ITD Adjusted Budget,Fund,Status,Agency Name	ODS- updated daily	SPA	PK-RA-NMSU- GRANT-LEDGER- FORECAST-PODS

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RA-SPA-Research Activity - Agency PI Detail Administrative	The report provides graphical presentation of budget vs. actual and forecasted expenses.	Fiscal Year,Fiscal Period,Grant ID,Long Title,Fund,Fund Desc, Account Category,ITD Forecast,ITD Adjusted Budget,Agency Name,Principal Investigator,Budget Period Start Date,Budget Period End Date,Agency ID,Principal Investigator ID,Agency ID,Agency Name,Principal Investigator ID,Principal Investigator Name	ODS- updated daily	SPA	PK-RA-NMSU-GRANT-LEDGER-FORECAST-PODS
RA-SPA-Research Activity - Agency PI Summary Administrative	The report provides graphical presentation of budget vs. actual and forecasted expenses.	Agency ID,Agency Name,Principal Investigator ID,Principal Investigator Name,Fiscal Year,Fiscal period,Account Category,ITD Forecast,ITD Adjusted Budget,Fund,Agency Name	ODS- updated daily	SPA	PK-RA-NMSU-GRANT-LEDGER-FORECAST-PODS
RA-SPA-Research Activity - Dept Fund Mgr Detail Administrative	The report provides graphical presentation of budget vs. actual and forecasted expenses.	Fiscal Year,Fiscal Period,Grant ID,Long Title,Fund,Fund Desc,Account Category,ITD Forecast,ITD Adjusted Budget,Fund Manager ID	ODS- updated daily	SPA	PK-RA-NMSU-GRANT-LEDGER-FORECAST-PODS
RA-SPA-Research Activity - Dept Fund Mgr Summary Administrative	The report provides graphical presentation of budget vs. actual and forecasted expenses.	Fund Manager Name,Fiscal Year,Fiscal Period,Account Cagetary,ITD Forecast, ITD Adjusted Budget	ODS- updated daily	SPA	PK-RA-NMSU-GRANT-FORECAST-PODS

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RA-SPA-Research Activity - Dept PI Detail Administrative	The report provides graphical presentation of budget vs. actual and forecasted expenses.	Grant ID,Long Title,Fund,Fund Desc,Fund Manager Name,Account Category,ITD Forecast,ITD Adjusted Budget,Fiscal Year,Fiscal Period	ODS- updated daily	SPA	PK-RA-NMSU- GRANT-LEDGER- FORECAST-PODS
RA-SPA-Research Activity - Dept PI Summary Administrative	The report provides graphical presentation of budget vs. actual and forecasted expenses.	Principle Investigator, Account Category,ITD Forecast,ITD Adjusted Budget,Fiscal Year,Fiscal Period	ODS- updated daily	SPA	PK-RA-NMSU- GRANT-LEDGER- FORECAST-PODS
RA-SPA-Research Activity - Fund Mgr Detail Administrative	The report provides graphical presentation of budget vs. actual and forecasted expenses.	Grant ID,Grant Description,Grant Title,Fund Organization,Fund Manager,Fund Manager Name,Account Category, ITD Forecast,Fiscal Year,Fiscal Period	ODS- updated daily	SPA	PK-RA-NMSU- GRANT-LEDGER- FORECAST-PODS
RA-SPA-Research Activity - Fund Mgr Detail Avg Budget Administrative	The report provides graphical presentation of budget vs. actual and forecasted expenses.	Grant ID,Grant Description,Grant Title,Fund Organization,Fund Description,Principle Investigator,Principle Investigator Name,Peformance Period,Account Category, ITD Forecast,Fiscal Year,Fiscal Period	ODS- updated daily	SPA	PK-RA-NMSU- GRANT-LEDGER- FORECAST-PODS

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RA-SPA-Research Activity - PI Detail Administrative	The report provides graphical presentation of budget vs. actual and forecasted expenses.	Grant ID,Long Title,Fund,Fund Desc,Account Category Sort,Account Category,ITD Forecast,ITD Adjusted Budget This report provide a Chart with Actual and Forecasted Exp. By Fiscal Year/Month	ODS- updated daily	SPA	PK-RA-NMSU-GRANT-LEDGER-FORECAST-PODS
RA-SPA-Research Activity - PI Detail Avg Budget Administrative	The report provides graphical presentation of budget vs. actual and forecasted expenses.	Fiscal Year,Fiscal Period,Grant ID,Long Title,Fund,Fund Desc,Account Category,ITD Forecast,ITD Adjusted Budget,Principal Investigator Name,Agency Name,Fund Manager Name,PI Posn Org Desc,PI Posn Org,Budget Period End Date,Budget Period Start Date,Fiscal Period Status,ITD Activity, ITD Commitments,Fund Type Level 1,Status Chart with Actual and Forecasted Exp. By Fiscal Year/Month	ODS- updated daily	SPA	PK-RA-NMSU-GRANT-LEDGER-FORECAST-PODS

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