

Financial Services

Date: 09/01/2011

**Finance Alerts Grants Channel
FSJA-050**

Users with any Finance Security will have the Finance Tab defaulted as a tab when they log into the MyUNM portal.

1. On the Finance tab.



2. Go to the Finance Alerts Grants channel.

- The Finance Alerts Grants channel provides Principle Investigators (PIs) with information about grants that are due to end within a number of days specified in the user preferences in the channel.
- Only PIs and Financial Managers (FMs) on Banner Form FRAGRNT will have access to the channel.

3. PIs and FMs can setup the preferences in this channel to be notified within a certain number of days before the Project End date.

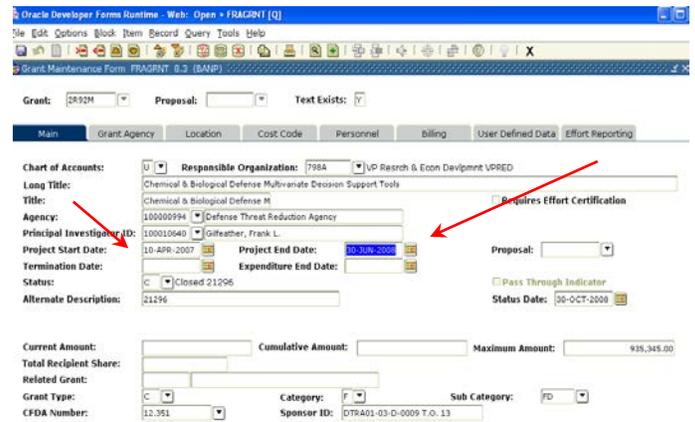


- To change the number of days to be notified when a grant will end:
 - Select edit settings.
 - Click Apply.
 - Click Back to return to the Finance Alerts Grants channel.



5. Grant information will only populate if the Project End date falls within the number of days specified.

- To verify the project end date and the PI go to Banner Form FRAGRNT:
 - Enter the grant number.
 - Perform a next block.



Enter the project End Date of the grant (DD-MON-YYYY)

For information on adding a channel see job aid [FSJA-014 Adding a Channel](#) on the FSR website (www.unm.edu/~fssc).

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