



Looking up balances on sponsored accounts:

1. Go to the Financial Reports website: <http://financial.reports.umn.edu/>
2. Click on the “**Sponsored**” tab in the middle of the page
3. Then under the “**Principal Investigator**” section, click on “**Daily Expense Summary**”
4. Type in your area and org and click “**continue**”
5. Click the first option, “**click here to view your results on the screen**”
6. The column you should be looking at is on the far right hand side, “**Account Balance (after encumb) (a-b-c)**”.
7. That will give you your current balance per budget line and an overall total.

Please feel free to contact me via email or stop by my office anytime, if you need additional help to personalize a report that meets your needs.