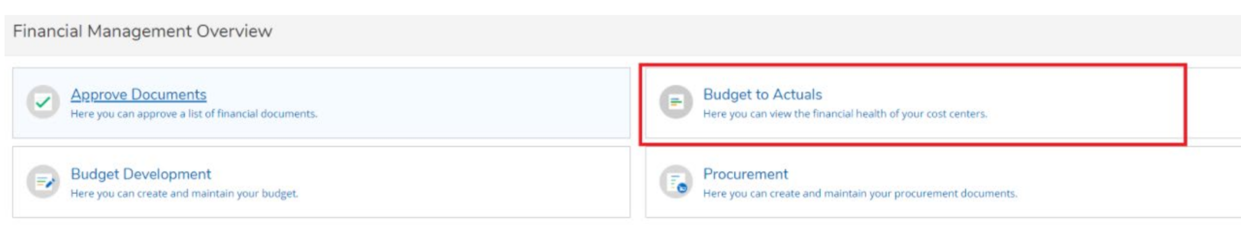
VIEWING YOUR GRANT ACCOUNT

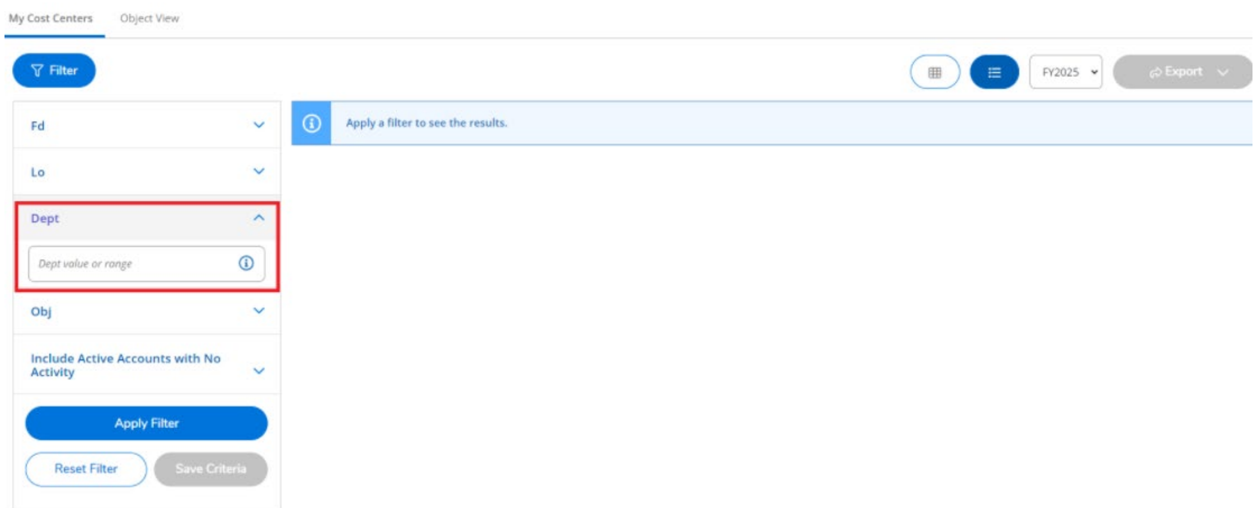
The easiest and quickest way to check up on your grant expenditures is through LMU self-service. The PI/PD for the grant should have access to see the following screens. Here are the steps!

- On myLMU, find the Self-Service Menu on the right-hand side of the screen. You will then drop down the submenu for either "WebAdvisor for Faculty" or "WebAdvisor for Employee". Click on **Budget Summary.**

- Select **Budget to Actuals**



- On the left side of the screen, click the down arrow next to "**Dept**". This will allow you to enter in your grant department code. The department code is the third set of numbers in your full account number. (ex. XX-XX-XXXXXX-XXXXX). Type in your 6-digit department code and click "**Apply Filter**".



From this screen, you can view your grant in multiple ways. You can stay under "My Cost Centers" or change it to "Object View" at the top left. You can also select the bar graph view or the list view next to the year filter. The drop-down box on the upper-right hand side of the screen allows you to select the fiscal year you are viewing, and the export box gives you the capability to export into excel as a CSV file!

To see more details, click into your grant after it has been populated onto the screen. This should bring you into a more detailed breakdown of revenue and expenditures. Each Object Code shown on the screen also has the capability to be broken down even further.

It is important to note that grants with payroll or capital purchase activities may not be viewable from self-service on your end. If that is the case, please feel welcome to contact the Post- Award Manager to set up a process that works best for you in viewing grant ledger activity, as ORGSP does have this access.

We highly encourage all PI/PD's to be familiar with the process of viewing their grant account. We also understand that you may need help or clarification along the way. Please always feel free to reach out to the Post-Award Manager to schedule a more thorough training of Budget Summary as it relates to your grant.