HOW TO LOOK UP THE ACCOUNTS FOR WHICH YOU ARE A SIGNER ON
(ALL PI’S ARE SIGNERS ON THEIR OWN GRANT ACCOUNTS):

1.) Go to https://sbs.asu.edu/reports/menun.asp
2.) If you are not already logged in, you will be asked to login using your ASURITE and password
3.) From there, you will be taken to the following screen. Click on “Advantage Profile Report”
4.) Enter your Advantage ID or your last name, and hit submit

5.) You will be taken to a screen with a list of every account you are on. The headers are sortable.
HOW TO LOOK UP ACCOUNT REVENUE AND EXPENSE INFORMATION ON ACCOUNTS FOR WHICH YOU ARE A SIGNER ON (ALL PI’S ARE SIGNERS ON THEIR OWN GRANT ACCOUNTS):

1.) Go to https://www.asu.edu/dashboard/
2.) If you are not already logged in, you will be asked to login using your ASURITE and password (if you do not have access, please click on “Request Access” and follow the instructions)
3.) From there, click on “Financial Super Report” on the left:
4.) You will be taken to the screen below. Enter your account number in the box provided, choose the fiscal year and month you would like, and click “Go”

5.) You will be taken to the overview page of your account, which will show you all charges and revenue for the period selected

** If you wish to see a certain month, be sure to choose that month in the dropdown menu before clicking “Go”. If you want to see all expenses to date, choose the current month or month “12” to get a full year picture.
1.) Go to https://www.asu.edu/dashboard/
2.) If you are not already logged in, you will be asked to login using your ASURITE and password (if you do not have access, please click on “Request Access” and follow the instructions)
3.) From there, click on “Budget Position Control” on the left:
4.) You can search by entering your account number, HR code, employee ID number (if you know it), or position number, and select the appropriate fiscal year. Click “Go”

**Searching by Account will show you everyone charged to that account. Searching by another method will limit the search to that option.**