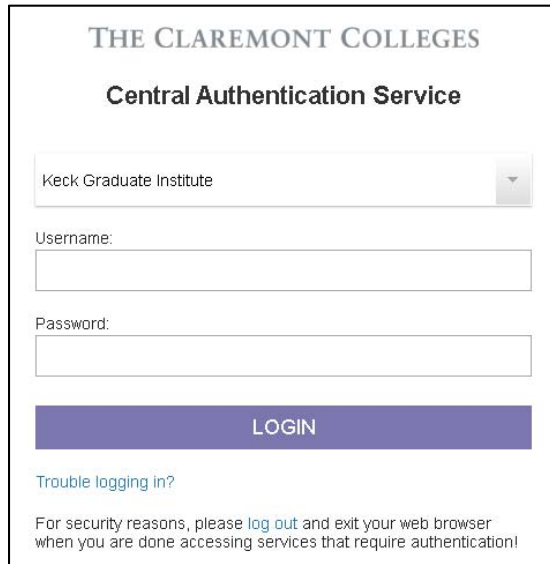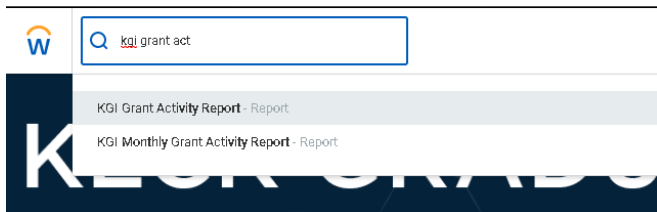# Viewing Grant Balances
## for Principal Investigators
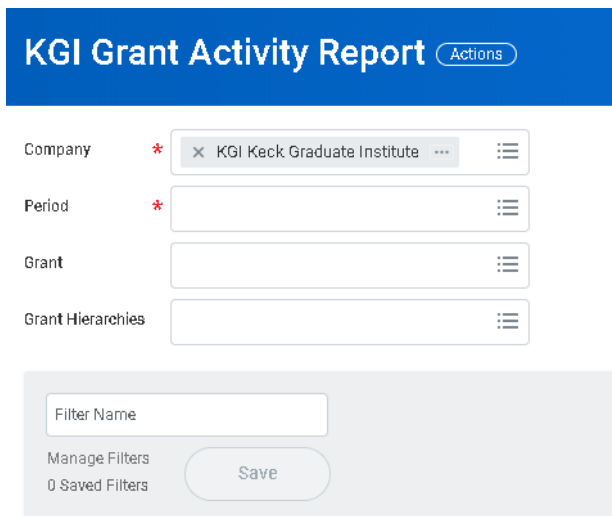


1. Log into Workday using your single sign on credentials:
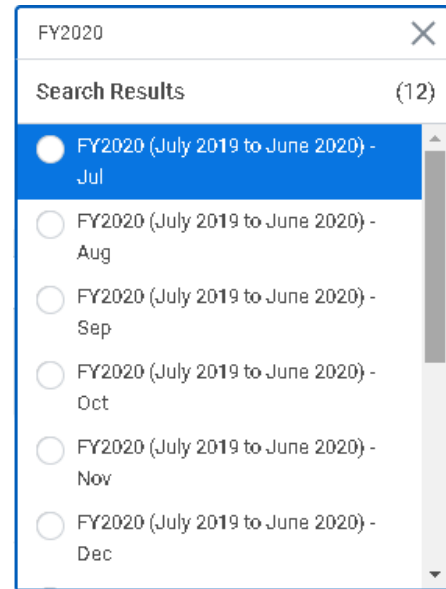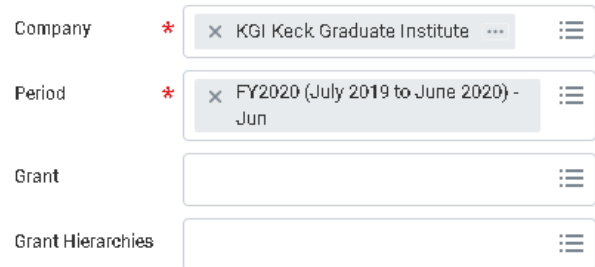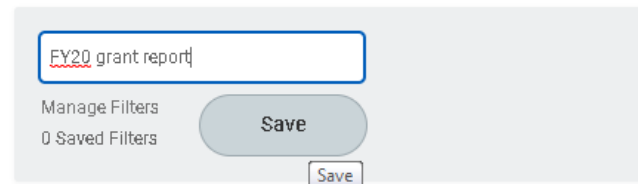


2. Type **KGI Grant Activity Report** into the search bar (top left corner). A dropdown list will appear as you type.
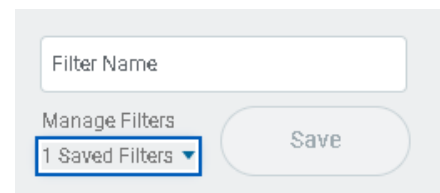


3. Click on **KGI Grant Activity Report** from the dropdown list to open the report.



4. In the **Period** filter, type the fiscal year in which you wish to report. *Format: FY[YYYY], Example: FY2020.* Press enter.

5. A dropdown list of options (fiscal months) will appear. Scroll to the bottom and select the final fiscal period.



**Note:** In the grey banner below the search criteria, you may save your filters. Simply title the report where it says "Filter Name" and click save. *Example: FY20 Grant Report.* **0 Saved Filters** will change to **1 Saved Filters** which you can click on and use in the future.



6. Click OK -- The next screen will report on any grants in which you are the PI, including your RDA, complete with beginning balances, activity, and ending balances.