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Using the \_\_\_\_\_ option from the \_\_\_\_\_, authorized users\* may quickly access monthly statements for funds and grants, without entering any query criteria.

- Monthly financial statements are normally available by the seventh working day of any given month.
- These reports are available in PDF format and Excel (SLK) format. Users can save these reports or print them as desired.

\*Authorized User = Fund Financial Managers or Principal Investigators, those who are directly responsible for administering funds, have automatic access to query fund balances and transactions posted to their funds and grants in Minerva. Administrative staff and others who need access to query this information must attend training and submit the [FIS Authorization form](#).

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1. Log in to \_\_\_\_\_.
2. Go to the \_\_\_\_\_.
3. Click on \_\_\_\_\_ menu option.
4. Click on the \_\_\_\_\_ sign next to the Financial Statement you wish to view - statements from the last twelve months will be displayed.
5. Click on the desired month.
6. The reports for all funds (grants) you have access to will appear on the right side of the screen.
7. To download/open the statement, click on the desired file format - PDF or Excel.



