### financial information library details

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**Monthly Summary by PI**

**Description:**
- Summary of Individual Project Revenue and Expense by Month
- Includes Total Revenue, Personal Services Exp, Non-Personal Services Exp, F and A Exp, and Total Expense by Month

**Use:**
- Inputs—required fields denoted by an asterisk (*):
  - *AE or PI (Responsible Person) EMPLID
  - Include Inactive Projects (Yes/No)
  - Project (leave blank to return all Projects)

**Security Authorization:**
- Access is restricted to users with Management Report Security to the specified Responsible Person (AE/PI).
- Reports in the Financial Information Library SECURITY folder generate lists of users security authorization.
- To request access, use the Financial Web Management Reports Security Authorization form. Various levels of access can be requested. To understand how to request the appropriate security, please refer to the Financial Security Overview and Instructions before completing the form.

**Still have Questions?**
- Find additional information on the FBS website or just Ask Us.