CHECKING YOUR GROUP’S ACCOUNT BALANCE & ACTIVITY

FINANCIAL PRINCIPLES:
- **All receipts are required** and must be itemized, regardless of transaction amount. All receipts must be scanned and submitted electronically.
- Students requesting reimbursement must submit their own requests online through Concur; no one can submit the requests for them.

WHO HAS ACCESS AND HOW TO OBTAIN YOUR GROUP’S CHART-STRING ACCOUNT

Each student organization President and Treasurer is given access to view their group’s financial chart-string account. You may obtain your group’s chart-string account information from Patricia Welch at pwelch@princeton.edu or Mary Ellen Trapold at mtrapold@princeton.edu.

VIEWING YOUR GROUP’S ACCOUNT BALANCE & ACTIVITY

⇒ Go to prime.princeton.edu and sign in.

- Click on “Reporting”
- Click on “Financial Management”
- To get your **account balance**, select “FIN012 – Spendable Balance by Program”
  - In “Fiscal Year” menu, select FY 2015.
  - In “Accounting Period” menu, choose current month.
  - Under “Department,” in “Keywords” box, put in your department number and click “Search”
  - In “Results” box, highlight department number and click “Insert”
  - Click “Run”
  - Your report will appear, showing the beginning balance, revenue, expenses, and ultimately the available spendable balance in the far right column, for the whole fiscal year.

- To **review all your transactions**, select “FIN015 – Transaction Detail by Chartstring”
  - In “Fiscal Year” menu, select FY 2015.
  - In “Accounting Period” menu, choose current month.
  - Under “Department,” in “Keywords” box, put in your department number and click “Search”
  - In “Accounts to Include” box, select “All Accounts”
  - Click “Run”
  - Your report will appear, showing all the transactions that have gone through for your department number, organized by type of expense (i.e. travel, supplies, etc.), for the whole fiscal year.
  - Click on the blue-highlighted hyperlinks to get more information on each transaction. If hyperlinks do not work then try switching your web browser to Internet Explorer or Mozilla Firefox.

FOR MORE INFORMATION

For technical assistance or help with understanding your group’s account statement, please contact the Financial Service Center during business hours at 609-258-3080 or finance@princeton.edu, or visit the 7th floor of New South.

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