

STUDENT ORGANIZATIONS FINANCIAL INFORMATION

GRADUATE STUDENT ORGANIZATIONS

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 Ellen Kellich at ekellich@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 "Spendable Balance"
 - ◇ In "Fiscal Year" menu, select FY 20--'.
 - ◇ In "Accounting Period" menu, choose current month.
 - ◇ Click "Next"
 - ◇ 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 the available spendable balance in the far right column, for the whole fiscal year (*fiscal year is from July 1st-June 31st*)
 - To review all your transactions, select "Ledger Detail"
 - ◇ In "Fiscal Year" menu, select FY 20-- through FY 20--'.
 - ◇ In "Accounting Period" menu, choose 01 July through current month.
 - ◇ Click "Next"
 - ◇ Under "Department," in "Keywords" box, put in your department number and click "Search"
 - ◇ 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.

FOR MORE INFORMATION

For help with understanding your group's chart string account, please contact Dean Barkley at (609) 258-3643 or via email at nbarkley@princeton.edu.

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