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 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 “FIN010 – Spendable Balance by Fund”
  - In “Fiscal Year” menu, select FY 2017.
  - 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 the available spendable balance in the far right column, for the whole fiscal year *(fiscal year is from July 2016-June 2017)*
- To review all your transactions, select “FIN015 – Transaction Detail by Chartstring”
  - In “Fiscal Year” menu, select FY 2017.
  - 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.

FOR MORE INFORMATION

For help with understanding your group’s chart string account, please contact Dean Secora at (609) 258-3029 or via email at Lsecora@princeton.edu.

Updated 9/5/2016