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 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 “Spendable Balance”
  ◊ In “Fiscal Year” menu, select FY 2018.
  ◊ 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 2017-June 2018)
- To review all your transactions, select “Ledger Detail”
  ◊ In “Fiscal Year” menu, select FY 2018 through FY 2018.
  ◊ 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 Secora at (609) 258-3643 or via email at nbarkley@princeton.edu.

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