Welcome to the world of Princeton Prime, the University’s new financial system!

**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.

## VIEWING YOUR GROUP’S ACCOUNT BALANCE & ACTIVITY

To view your group’s account balance and activity, follow these steps:

1. Go to [prime.princeton.edu](http://prime.princeton.edu) and sign in with your University username and password.
2. Click on “Reporting” and then “Financial Management.”
3. To get your account balance, select “FIN008 – Spendable Balance by Department”:
   - 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.

4. 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.

## FOR MORE INFORMATION

- For technical assistance and troubleshooting, contact the Financial Service Center during business hours at 258-3080 or finance@princeton.edu, or visit the 7th floor of New South.
- For questions about your department/fund/program codes, talk to your funding office administrator.