

MEMORANDUM
Princeton University Physics Department
Jadwin Hall/Washington Road
Princeton, New Jersey 08544

DATE: October 7,2002

TO: ALL DEPARTMENT PRINCIPAL INVESTIGATORS
and other faculty with University accounts

FROM: Laura Deevey, Business Assistant
(609) 258-4829

RE: VIEWING PROJECT/GRANT STATEMENTS

The Treasurer's Office no longer provides hard copies of project/grant statements to departments. However, you can view project/grants for which you are authorized. Just follow the easy instructions below:

- 1) GO TO the Princeton University Datamall Website:
<http://web.princeton.edu/sites/datamall/>

You must have Adobe Acrobat Reader 4.0 or better loaded to view/print statements. If you don't at this point, LEFT CLICK on the line "Download Adobe Acrobat Reader" and follow its instructions.

- 2) SCROLL down to "Enter the Administrative Mall" and LEFT CLICK with your mouse on that line.
- 3) If you receive a security message, LEFT CLICK on the "Continue" button. Otherwise, go on to #4.
- 4) Enter your user name (usually your University Netid) and your password. If you don't know your password, it may be the last 8 digits of your social security number. If that doesn't work contact Kathy Warren at ext. 86415. She will then contact the Datamall security administrator to correct the problem.
- 5) IF you make it this far, LEFT CLICK on the line "University Financials"
- 6) For Project/Grant Monthly and Current Statements CLICK on the "Department Reports" line.

7) CLICK on “Project/Grant Statement (Monthly)” or “Project/Grant Statement (YTD)”.
8) REENTER your user name and password (See #4 above). Make sure that the database listed is “amalprod”.

9) ENTER project/grant code. (This is a seven digit number usually beginning with “245” unless you are looking at a grant from a different department). You will be able to view any account for which you are authorized. If there is an account that the Datamall says you are unauthorized to view but you think you should, please contact Kathy Warren at ext. 86415. For “Date” if you enter the last date of any month (be sure to enter the full four digit year code), you will see the statement associated with that month. If you leave the current date, you will view the current month’s preliminary statement as of the previous day.

10) Use the “Back” button on your web browser tool bar to enter a new project/grant number. If you are done, please exit. The server will time you out of the Datamall if you show no activity for sometime.

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If you have any questions about the Datamall, send email to datamal@princeton.edu.
You can also register for a Datamall training class at www.princeton.edu/training/.