

Finding Departmental Charges in the DataMall

Logging On

To log onto the DataMall

1. Start your browser and enter the following URL in the address bar: www.princeton.edu/datamall.
2. Click on [Enter the Administrative Mall](#).
3. Enter your DataMall userid and password. The Princeton University DataMall menu page is displayed.

Using the Departmental Charges DataMall

You can look for departmental charges directly by using the reports and queries in the Departmental Charges Data Mall.

1. Log into the Administrative DataMall, and click on [Departmental Charges](#).
2. Click on [Report - Bill](#).
3. On the Database User Authentication page, enter your DataMall userid in the Username field, and your DataMall password in the Password field.
4. On the Query page,
 - a) Enter the Fiscal Year.
 - b) In the Accounting Period field, enter the number of the month, based on the fiscal year. For example, July is **1**, June is **12**.
 - c) If you know the JV number, enter it in the JV Number field, beginning with a capital **J**, as in **J00110**. (This field is case sensitive.)
 - d) Enter the Project/Grant number, or the beginning of the project/grant number, ending with the % wild card.

Submit Query Reset

Please enter values for the parameters

Fiscal Year: (example: 2003)

Accounting Period: (example: 10)

JV Number: (example: J00090)

Project Grant: (example: 0070001)

JV Date: (format mm/dd/yy)

Intended Project Grant:

- e) Click the **Submit Query** button.
5. The billing invoice(s) will be displayed. If your criteria returned multiple transactions, you can scroll through the pages to see all of the billing invoices.
 6. To return to the DataMall, click the Back button of your browser until you locate the desired page.

Capturing Departmental Charges in an Excel Spreadsheet

If you want to capture a list of charges for additional work or reference, you can save the result of a browse query in an Excel spreadsheet.

1. If you are not already in the DataMall, sign on to the Administrative DataMall, and click on [Departmental Charges](#).
2. Click on [Browse - Billing Detail](#). The Billing Details query page is displayed.

3. Enter the Fiscal Year, Accounting Period, JV Number with leading capital **J**, and Project Grant number (use the % wild card, as in **725%**, if you want to see all project grants in the department).
4. Scroll to the bottom of the page, and change the Output Format to **Excel**.
5. Click the **Query** button. A dialog box is displayed, asking if you want to open or save the file.
6. Click the **Open** button. The list of charges that match your criteria is displayed.

https://isserv208.princeton.edu:8888/pls/dataamal/... Select File, Save as to save the file as an Excel spreadsheet

1	2	3	4	5	6	7
Fiscal Year	Accounting	JV Number	JV Desc	Project	Grant	Account
2006	4	J00113	Hardware Support	7251003	220	
2006	4	J00113	Hardware Support	7251003	562	
2006	5	J00113	Hardware Support	7251003	562	
2006	5	J00113	Hardware Support	7251003	220	
2006	3	J00113	Hardware Support	7251013	562	
2006	3	J00113	Hardware Support	7251013	562	
2006	3	J00113	Hardware Support	7251013	562	
2006	3	J00113	Hardware Support	7251013	220	
2006	3	J00113	Hardware Support	7251013	220	
2006	3	J00113	Hardware Support	7251013	220	

7. To save the list as an Excel spreadsheet, copy the data displayed in your browser and paste it into a blank Excel spreadsheet, or
 - a) Select **File, Save as** from the browser menu.
 - b) Select **Microsoft Office Excel Workbook (*.xls)** from the Save as type drop-down list.
 - c) Enter a name for the file in the File name field.
 - d) Select the folder where you want to save the spreadsheet.
 - e) Click the **Save** button to save the spreadsheet. To work with the data in Excel, you must then open the new spreadsheet in Excel.
8. To return to the DataMall, click the browser **Back** button until you locate the desired page.

Drilling Down from the Project Grant Statement

Drilling Down from the PGS

You can find information about your departmental charges by drilling down from the entry in your Project/Grant Statement.

1. In the Administrative DataMall, click on [University Financials Departmental Reports](#).
2. Click on [Project/Grant Statement \(YTD\)](#) or [Project/Grant Statement \(Monthly\)](#).

Tip! You can also get to the Project/Grant Statement by drilling down from the Departmental Summary Report.

3. On the Database User Authentication page, enter your DataMall userid in the Username field, and your DataMall password in the Password field.
4. On the Query page
 - a) Enter the project/grant number in the Project Grant ID field.
 - b) If the date is not the month you want to see, change the month by typing over the first 2 digits. It is not necessary to change the entire date value.
 - c) Click the **Submit Query** button. The Project/Grant Statement is displayed.

5. Scroll down, if necessary, to locate the desired entry in the list of transactions.

Note: Only transactions for the JV numbers listed on this card create departmental charges.

6. Move your cursor over the Journal Entry Acct field. The cursor will change to a pointing finger.

FISCAL YEAR TRANSACTIONS (In this section, credits are negative numbers.)			
Journal Entry			
Date	Acct	Amount	Description
10/05	105	(28,535.00)	BUDGET FOR OIT
09/15	220	432.00	SOFTWARE SALES
09/29	220	40.09	VISA ACTIVITY 8/16-9/15/05
10/14	220	2,700.00	PROJECT PRO SPT ASSURANCE
10/26	220	220.90	VISA ACTIVITY 09/16-10/17/05
11/09	220	70.52	BOISE ACTIVITY 9/15-9/30/05
11/29	221	27.19	VISA ACTIVITY 10/18-11/15/05
10/24	234	104.00	FRIST CAMPUS CENTER BILLING
11/21	264	1,511.71	PRINTING AND MAILING
09/29	267	95.10	PAPER TIGER 9/21/2005
09/29	267	(95.10)	PAPER TIGER 9/21/2005

Src	Posted	Line Ref
DC	11/22	PM00018247
Drill to DC Billing Details		

7. Click to drill down. A new page is displayed with a single reference line and the line *Drill to DC Billing Details*.

8. Click on *Drill to DC Billing Details*. The billing invoice is displayed, where you can see the request and billing details.
9. To return to the DataMall click the **Back** button of your browser until you locate the desired page.

Tip! If your browser gets stuck on a page, double click the **Back** button.

JV Numbers for OIT Charges

JV Number	Charged to
J00012	Printing and Mailing
J00080	Copy Center
J00090	Media Services
J00110	Software Sales
J00113	Hardware Support
J00142	Tigernet Port Charges
J00152	New Media Center
J00153	Tigernet Host Charges
J00160	Tigernet Remote Access
J00165	Email and Disk Storage Service
J00168	DeSC
J00171	OIT Backup

JV Numbers for Other Departments

JV Number	Charged to
J00003	Public Safety
J00013	Photo Services
J00092	Dining Services
J00093	Restaurant Associates Prospect
J00094	Restaurant Associates Palmer
J00132	Richardson Auditorium
J00161	Frist
J00162	Communications
J00172	Tigercard
J00175	Environmental Health & Safety