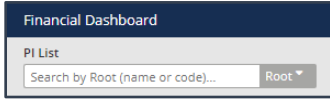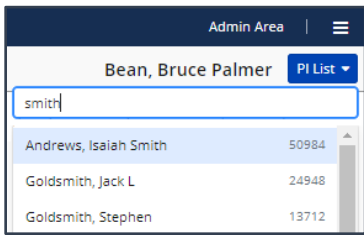## Navigate to Account Chart

Go to the page for the Principal Investigator (PI)
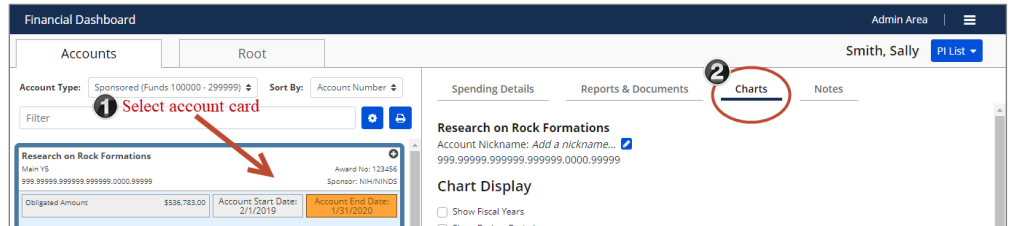
From the landing page:
search or select the PI's name

Or, from another root:
click the **PI list** button and search or select the PI's name

From the **Account** tab, select the desired account card, then click **Charts** to access the Account Chart

Account Chart

General Rules

- The starting value is always $0
- Each point on the graph represents the next week; the dollar amounts are cumulative
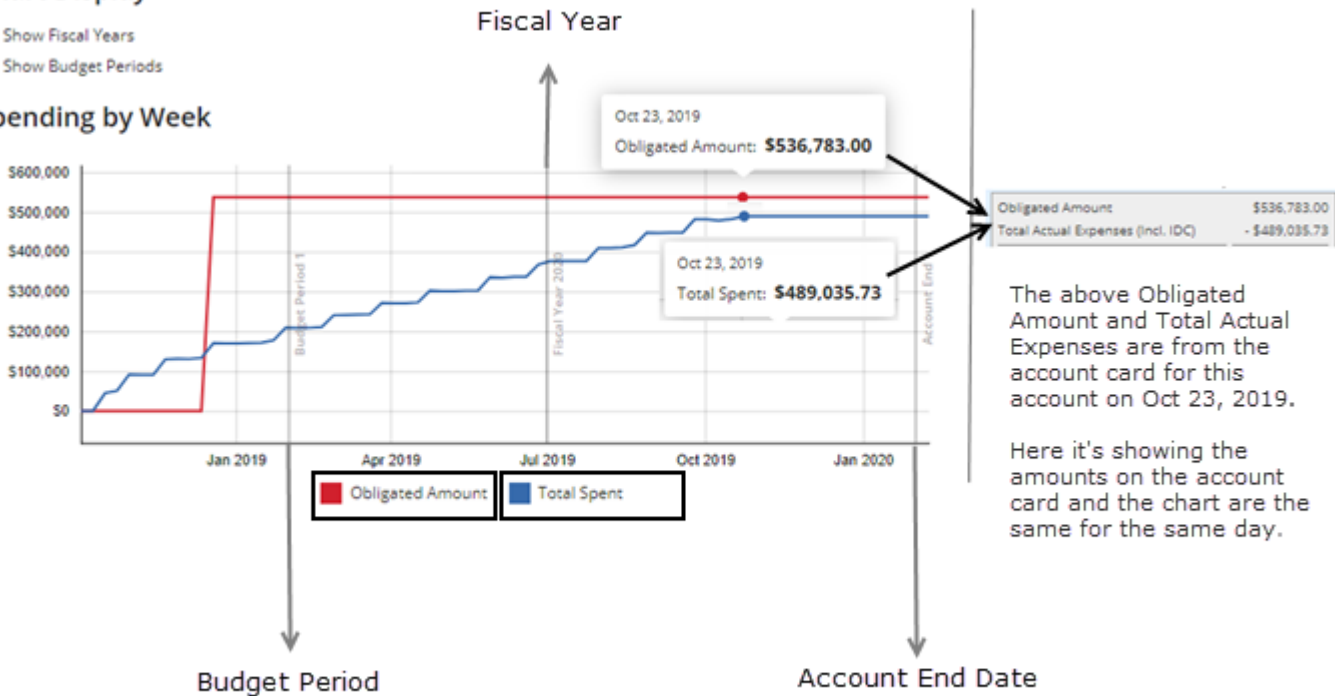- The values represent **Total Costs**

Sponsored Account

- **Obligated Amount**
  - Allocation on the account from GMAS
- **Total Spent**
  - Expenses from the GL, by week, for the specified account string
  - Starting point is based on the expense date
- The **Account End** is the account end date from GMAS
- If you check the box for **Show Budget Years**, the GMAS budget years for the account will be superimposed on the graph
- If you check the box for **Show Fiscal Years**, the HU Fiscal Year will be superimposed on the graph

Account Chart

Non-Sponsored Account

- Obligated Amount
  - Fiscal year balance forward and income amounts from the GL
  - Starting point is based on the GL dates for the FY balance forward and income
- Total Spent
  - Expenses from the GL, by week, for the specified account string
  - Starting point is based on the expense date
- The **graph end date** will be the Harvard University fiscal year end date