

ACCESSING AGENCY (CLUB) ACCOUNTS IN JAYWEB

1. Login to Jayweb using the unique login information associated with your agency account
2. Click on the Club Managers tab



You are here: [Budget Manager](#) > [Finances](#) > [GL Account Lookup](#)

[Budget Manager](#)

[Finances](#)

[Budget Request](#)

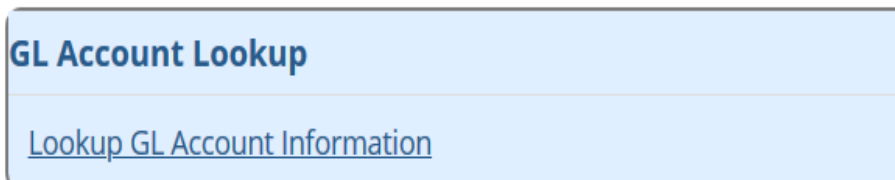
[Student Directory](#)

[Quick Links](#)

Budget Manager

[Lookup GL Account Information](#)

3. Scroll down and Click “Lookup GL Account Information” under GL Account Lookup



4. Click on your agency account number, select the current academic year from the drop down at the bottom and click “Go”

Use one of the tabs below to select the account(s) you want to view.

Account Component

Sort By:

1 Account Found

2 2 0 0034 029	SERVICE TRIP
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To select two or more accounts, hold down the control (Ctrl) key (command key on a Mac) while clicking the mouse.
To select a range of accounts, hold down the Shift key while clicking the mouse on the second account.

Date Range for Transactions

Begin Period: End Period:

Results Per Page:

5. You will then see the current account balance. To see a detail of the transactions that make up this balance, click on the ending balance.

Please note that a negative balance indicates available funds. Recent P-Card transactions can take a month or more to post and may not be reflected in the balance.

6. Once you click on the ending balance, you will have the option to Export to Excel