Instructions for Checking Your Org's Balance:

- 1. Login to Anchor Link: anchorlink.vanderbilt.edu/
- 2. Search for your Organization.
- 3. Click "Manage Organization" at the top-right corner (see below)
- 4. On the far-left column, click on your org's logo-



5. A pop-up menu will appear. Click Finance

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6. In the Finance page, click "Accounts" at the top. You will see your balance and available funds.

Purchase Requests	ACCOUNTS CREATE REQUEST -	
Budget Purchase Funding	All : 0 result Sort by: Submitted Date	
Q Search		
Status All Statuses 👻		
Stage All Stages 👻		
Category All Categories	No Requests match the search or filter criteria.	
Show Only Recently Deleted		

7. To see transactions, click on your organization's name (in blue)



8. Then click on Transactions. You can click next at the bottom to see older transactions.

