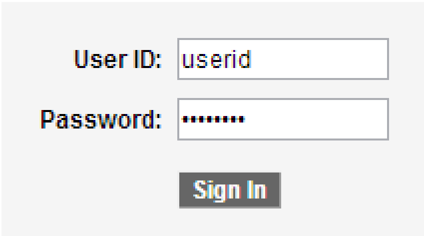
How To View Faculty Research & Start-Up Funds Report

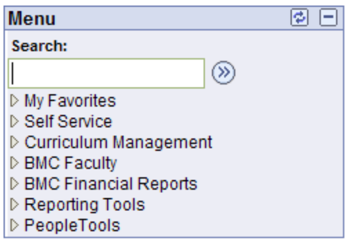


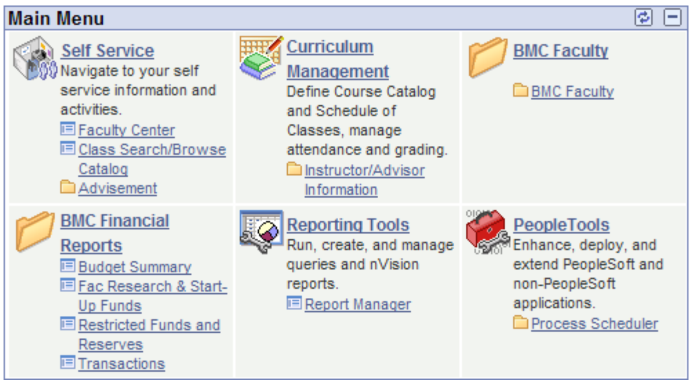
Launch Firefox.

Go to http://bionic.brynmawr.edu

Enter your User ID and Password.

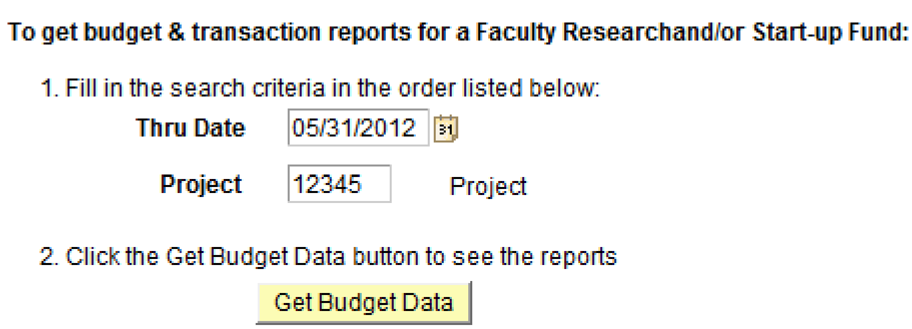
Click Sign In.





Click on BMC Financial Reports

Click on Fac Research & Start-Up Funds

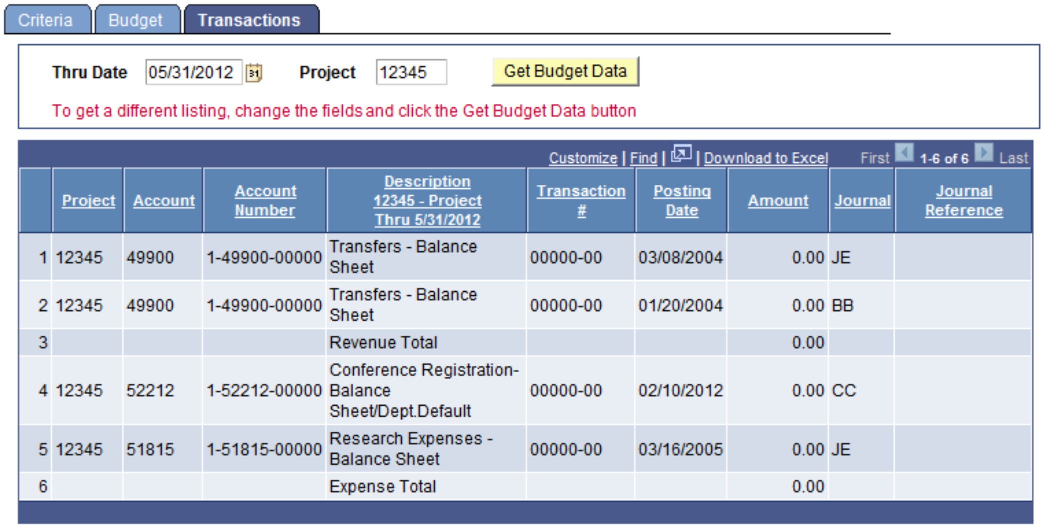


Fill in the search criteria in the following order:

Thru Date – enter the last transaction date to include in the report. (The date must be within the fiscal year entered.)

Project – enter 5-digit Project ID.

Click the Get Budget Data button.



	Project	Account	Account Number	Description 12345 - Project Thru 5/31/2012	Transaction #	Posting Date	Amount	Journal	Journal Reference
1	12345	49900	1-49900-00000	Transfers - Balance Sheet	00000-00	03/08/2004	0.00	JE	
2	12345	49900	1-49900-00000	Transfers - Balance Sheet	00000-00	01/20/2004	0.00	BB	
3				Revenue Total			0.00		
4	12345	52212	1-52212-00000	Conference Registration-Balance Sheet/Dept.Default	00000-00	02/10/2012	0.00	CC	
5	12345	51815	1-51815-00000	Research Expenses - Balance Sheet	00000-00	03/16/2005	0.00	JE	
6				Expense Total			0.00		

Note:

- On the Transactions tab, account codes are sorted numerically.
- Account codes starting with “4” are revenue codes.
- Account codes starting with “5” are expenses codes.
- Subract the expense total from the revenue total to determine the amount of money available.
- Data is updated daily. Expenses reflect those that have been processed, not those in process. Please confirm that your most recent transaction is in the list of the expenses before making decisions about spending.

Budget summary report displays.

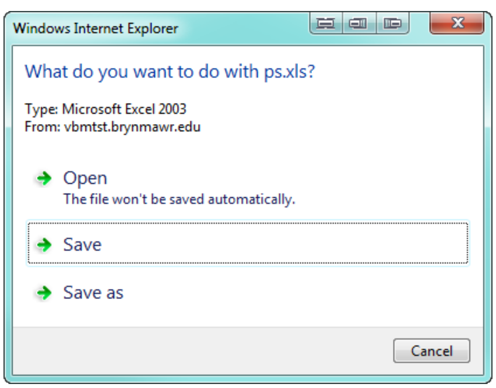
Initially only 10 rows display.

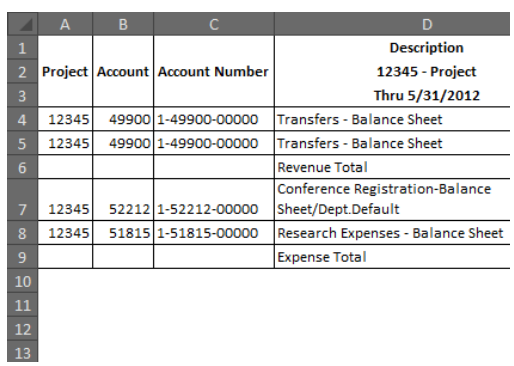
To see all rows at once, click on View All

Use , , First and Last for navigation.

To view individual transactions, click the Transactions tab.

To sort the report by the desired column, click on the column heading. To switch the sorting order from ascending to descending or vice versa, click on the same column heading again.

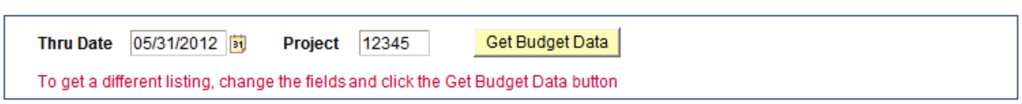




	A	B	C	D
1				Description
2	Project	Account	Account Number	12345 - Project
3				Thru 5/31/2012
4	12345	49900	1-49900-00000	Transfers - Balance Sheet
5	12345	49900	1-49900-00000	Transfers - Balance Sheet
6				Revenue Total
7	12345	52212	1-52212-00000	Conference Registration-Balance Sheet/Dept.Default
8	12345	51815	1-51815-00000	Research Expenses - Balance Sheet
9				Expense Total
10				
11				
12				
13				

Follow these steps to download the report to Excel:

1. Click on Download to Excel
2. Click Save
3. File will download.
4. Click Open to open the file in Excel.



If you would like to generate a report with different criteria, change any of the fields and click on the Get Budget Data button.