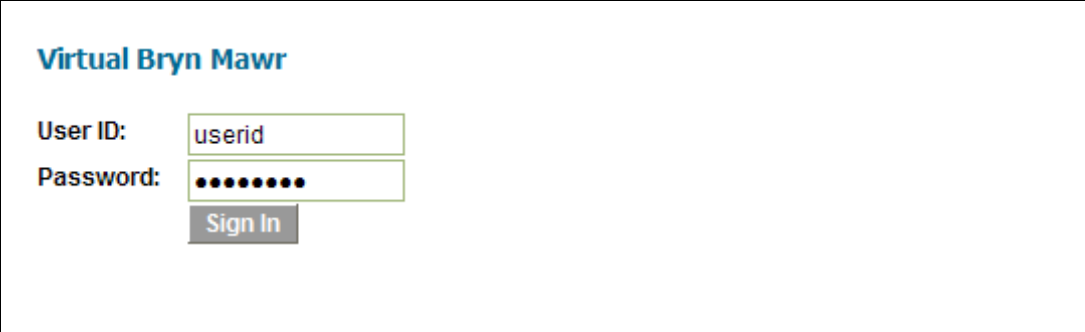
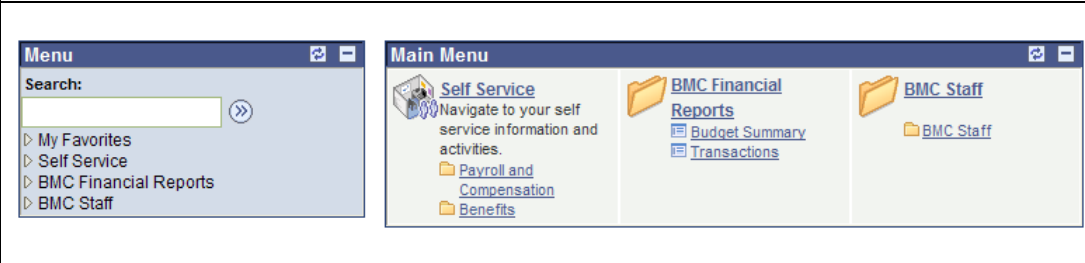



How To View Budget Summary Report

 <p>Virtual Bryn Mawr</p> <p>User ID: <input type="text" value="userid"/></p> <p>Password: <input type="password" value="••••••••"/></p> <p><input type="button" value="Sign In"/></p>	<p>Launch Internet Explorer.</p> <p>Go to http://virtual.brynmawr.edu</p> <p>Enter your User ID and Password.</p> <p>Click Sign In.</p>
 <p>Menu</p> <p>Search: <input type="text"/></p> <ul style="list-style-type: none">My FavoritesSelf ServiceBMC Financial ReportsBMC Staff <p>Main Menu</p> <ul style="list-style-type: none">Self Service: Navigate to your self service information and activities.<ul style="list-style-type: none">Payroll and CompensationBenefitsBMC Financial Reports<ul style="list-style-type: none">Budget SummaryTransactionsBMC Staff<ul style="list-style-type: none">BMC Staff	<p>Click on BMC Financial Reports</p>
 <p>Menu</p> <p>Search: <input type="text"/></p> <ul style="list-style-type: none">My FavoritesSelf ServiceBMC Financial Reports<ul style="list-style-type: none">Budget SummaryTransactionsBMC Staff <p>BMC Financial Reports</p> <ul style="list-style-type: none">Budget SummaryTransactions	<p>Click on Budget Summary</p>

To get budget summary report:

1. Fill in the search criteria for the operating budget in the order listed below

Fiscal Year

Thru Date

Fund

Department Information Services

Expense Accounts Only (To see all accounts,
 Revenue Accounts Only select both check boxes)

2. To see a different Project ID associated with the operating budget, change the value in Project
To see ALL Project IDs associated with the operating budget, leave Project blank

Project Help Desk

3. Click the Get Budget Data button to see the report

Fill in the search criteria in the following order:

Fiscal Year – enter the budget year.

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

Fund – enter the fund code.

Department – enter the department code.

Expense Accounts Only – check this box to see expense accounts.

Revenue Accounts Only – check this box to see revenue accounts.

(To see all accounts, check both Expense Accounts Only and Revenue Accounts)

Project – default is 99999. To see a report for another project, change the Project ID. To see a report for all projects associated with the department, delete the Project ID and leave the field blank.

Click the Get Budget Data button.

Fiscal Year Thru Date Fund Department Project (optional)

Expenses Only Revenues Only To get a different report, change the fields and click the Get Budget Data button.

Budget summary report displays.

Customize Find View All Download to Excel First 1-10 of 14 Last							
Account	Description 01486 - Help Desk Fiscal 2008: Thru 9/30/2007 All Accounts	Adjusted Budget 6/1/2007 to 5/31/2008	Current Month 9/1/2007 to 9/30/2007	FYTD 6/1/2007 to 9/30/2007	Budget Balance	%	
1	1-51200-01324	Student Help - Information Services	0.00	0.00	0.00	0.00	0.00
2	1-51300-01324	Clerical/Tech Salary - Information Services	0.00	0.00	0.00	0.00	0.00
3	1-51350-01324	Admin/Prof Salaries - Information Services	0.00	0.00	0.00	0.00	0.00
4	1-51401-01324	Overtime - Information Services	0.00	0.00	0.00	0.00	0.00
5	1-51405-01324	Miscellaneous Temp - Information Services	0.00	0.00	0.00	0.00	0.00
6	1-51500-01324	Benefits - Information Services	0.00	0.00	0.00	0.00	0.00
7	1-51720-01324	Minor Equipment - Information Services	0.00	0.00	0.00	0.00	0.00
8	1-51722-01324	Books/Pubctns/Subscriptions - Information Services	0.00	0.00	0.00	0.00	0.00
9	1-51738-01324	Shop Supplies - Information Services	0.00	0.00	0.00	0.00	0.00
10	1-51750-01324	Computing Software - Information Services	0.00	0.00	0.00	0.00	0.00

Customize | Find | View All | Download to Excel First 1-10 of 14 Last

Initially only 10 rows display.

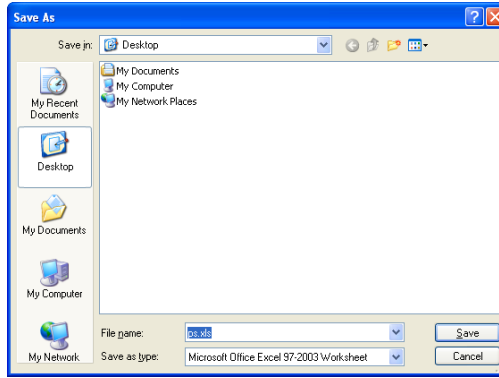
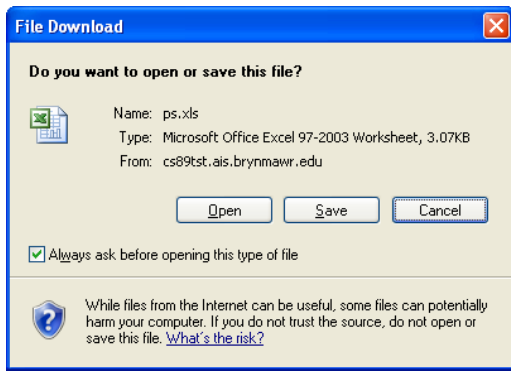
Customize Find View 10 Download to Excel First 1-14 of 14 Last							
Account	Description 01486 - Help Desk Fiscal 2008: Thru 9/30/2007 All Accounts	Adjusted Budget 6/1/2007 to 5/31/2008	Current Month 9/1/2007 to 9/30/2007	FYTD 6/1/2007 to 9/30/2007	Budget Balance	%	
1	1-51200-01324	Student Help - Information Services	0.00	0.00	0.00	0.00	0.00
2	1-51300-01324	Clerical/Tech Salary - Information Services	0.00	0.00	0.00	0.00	0.00
3	1-51350-01324	Admin/Prof Salaries - Information Services	0.00	0.00	0.00	0.00	0.00
4	1-51401-01324	Overtime - Information Services	0.00	0.00	0.00	0.00	0.00
5	1-51405-01324	Miscellaneous Temp - Information Services	0.00	0.00	0.00	0.00	0.00
6	1-51500-01324	Benefits - Information Services	0.00	0.00	0.00	0.00	0.00
7	1-51720-01324	Minor Equipment - Information Services	0.00	0.00	0.00	0.00	0.00
8	1-51722-01324	Books/Pubctns/Subscriptions - Information Services	0.00	0.00	0.00	0.00	0.00
9	1-51738-01324	Shop Supplies - Information Services	0.00	0.00	0.00	0.00	0.00
10	1-51750-01324	Computing Software - Information Services	0.00	0.00	0.00	0.00	0.00
11	1-51802-01324	Outside Printing - Information Services	0.00	0.00	0.00	0.00	0.00
12	1-52300-01324	Entertainment - Information Services	0.00	0.00	0.00	0.00	0.00
13	1-53050-01324	Computing Equipment - Information Services	0.00	0.00	0.00	0.00	0.00
14	1-53500-01324	Libraries Books - Information Services	0.00	0.00	0.00	0.00	0.00

To see all rows at once, click on

[View All](#)

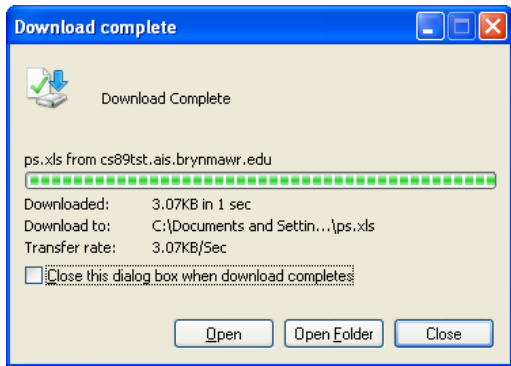
Use [←](#), [→](#), [First](#) and [Last](#) for navigation.

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.



Follow these steps to download the report to Excel:

1. Hold down the Ctrl key on the keyboard.
2. Click on [Download to Excel](#)
3. Click the Save button.
4. Let go the Ctrl key.
5. Browse to the desired folder, enter a new file name and click Save.
6. Click Open to launch Excel.



	A	B	C	D
1		Description	Adjusted Budget	Current Month
2		01486 - Help Desk	6/1/2007 to 5/31/2008	9/1/2007 to 9/30/2007
3	Account	Fiscal 2008; Thru 9/30/2007		
4		All Accounts		
5	01324	Services	0	0
6	01324	Information Services	0	0
7	01324	Information Services	0	0
8	01324	Services	0	0
9	01324	Information Services	0	0
10	01324	Services	0	0
11	01324	Information Services	0	0
12	01324	ns - Information Services	0	0
13	01324	Services	0	0
14	01324	Information Services	0	0
15	01324	Information Services	0	0
16	01324	Services	0	0
17	01324	Information Services	0	0
18	01324	Information Services	0	0

	01486 - Help Desk Fiscal 2008; Thru 9/30/2007 All Accounts	Adjusted Budget 6/1/2007 to 5/31/2008	Current Month 9/1/2007 to 9/30/2007	FYTD 6/1/2007 to 9/30/2007	Budget Balance	%
1	Total Revenues	0.00	0.00	0.00	0.00	0.00
2	Total Expenses	0.00	0.00	0.00	0.00	0.00
3	=== Net Surplus/(Deficit) ===	0.00	0.00	0.00	0.00	0.00

To see revenue and expense totals and net surplus/deficit, click on the tab [Rev / Exp Totals](#)

To get back to the summary report, click on the tab [Budget Summary](#)

Fiscal Year Thru Date Fund Department Project (optional)

Expenses Only Revenues Only To get a different report, change the fields and click the Get Budget Data button. [Get Budget Data](#)

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