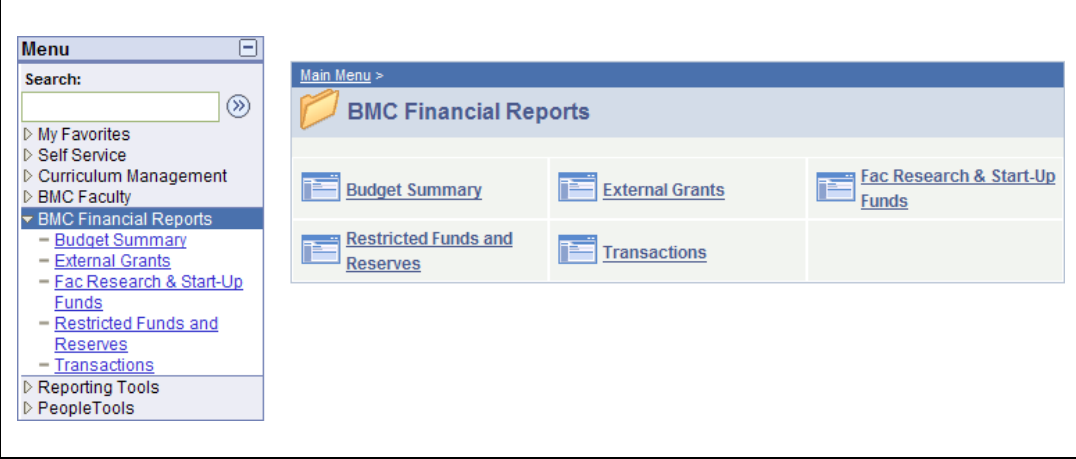



How To View External Grants Report

	<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>Click on BMC Financial Reports</p>
	<p>Click on External Grants</p>
<p>To get a transactions report for an External Grant:</p> <p>1. Fill in the search criteria in the order listed below:</p> <p>Fiscal Year <input type="text" value="2010"/> </p> <p>Thru Date <input type="text" value="05/31/2010"/> </p> <p>Project <input type="text" value="57113"/> Library-Endowment Fund</p> <p>2. Click the Get Transactions button to see the report</p> <p><input type="button" value="Get Transactions"/></p>	<p>Fill in the search criteria in the following order:</p> <p>Fiscal Year – enter the budget year.</p> <p>Thru Date – enter the last transaction date to include in the report. (The date must be within the fiscal year entered.)</p> <p>Project – enter 5-digit Project ID.</p> <p>Click the Get Transactions button.</p>

Fiscal Year Thru Date Project [Get Transactions](#)

To get a different listing, change the fields and click the Get Transactions button

Customize | Find | View All | Download to Excel | First | 1-3 of 3 | Last

Project	Account	Account Number	Description 57113 - Library- Endowment Fund From 6/1/2009 Thru 5/31/2010	Transaction #	Posting Date	Amount	Journal	Journal Reference
1			Beginning Balance			0.00		
2	57113	49900	1-49900-00000	Transfers - Balance Sheet	34699-11	09/01/2009	0.00	JE Transfer
3			Ending Balance			0.00		

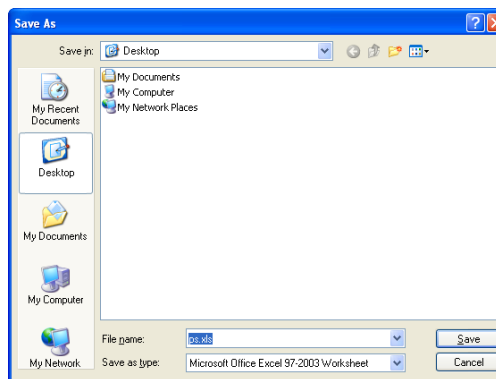
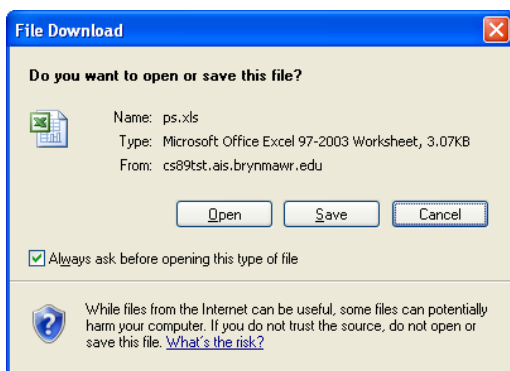
Budget summary report displays.

Initially only 10 rows display.

To see all rows at once, click on [View All](#)

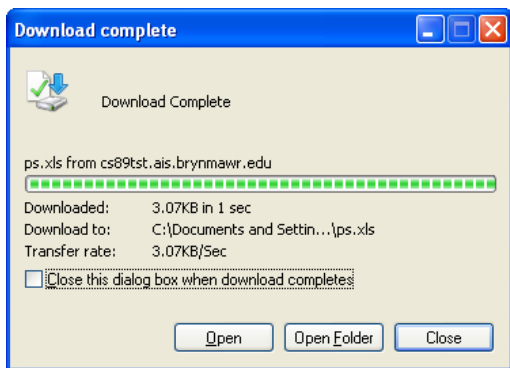
Use [First](#), [Last](#), [First](#) and [Last](#) for navigation.

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. Click on [Download to Excel](#)
2. Choose Save, then click Ok.
3. File will download.
4. Double click on file to open in Excel.



	A	B	C	D
1				Description
2	Project	Account	Account Number	57113 - Library-Endowment Fund From 6/1/2009 Thru 5/31/2010
3				Beginning Balance
4				Beginning Balance
5	57113	49900	1-49900-00000	Transfers - Balance Sheet
6				Ending Balance
7				
8				
9				
10				
11				
12				
13				
14				
15				

Fiscal Year Thru Date Project [Get Transactions](#)

To get a different listing, change the fields and click the Get Transactions button

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