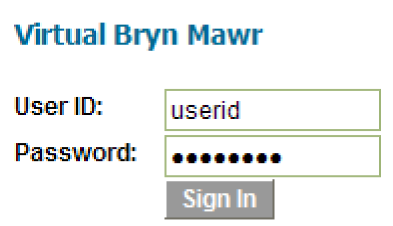
How To View Faculty Research & Start-Up Funds Report



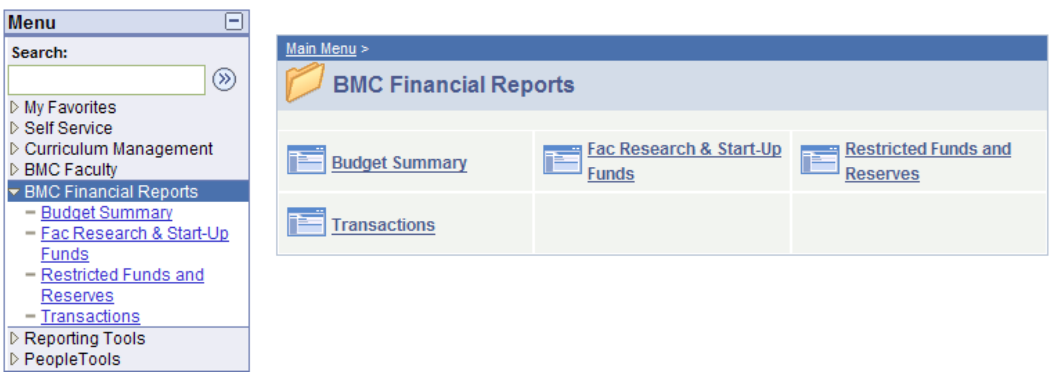
Launch Internet Explorer.

Go to http://virtual.brynmawr.edu

Enter your User ID and Password.

Click Sign In.

Click on BMC Financial Reports



Click on Fac Research & Start-Up Funds

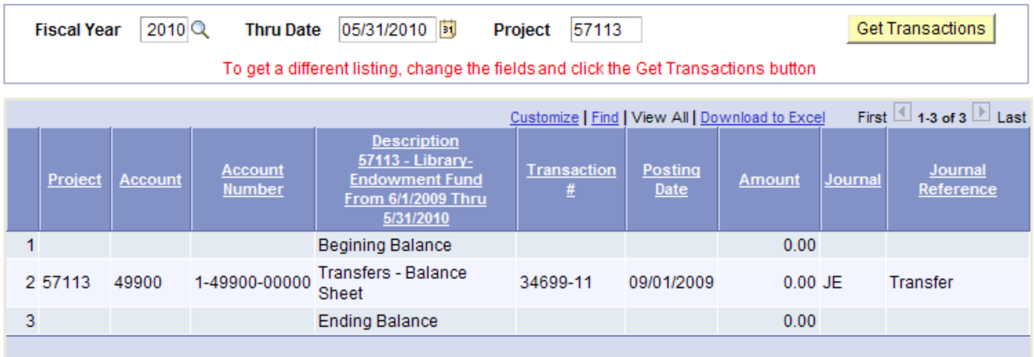
Fill in the search criteria in the following order:

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.)

Project – enter 5-digit Project ID.

Click the Get Transactions button.



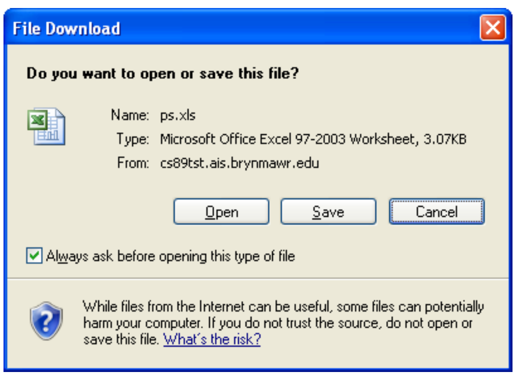
Budget summary report displays.

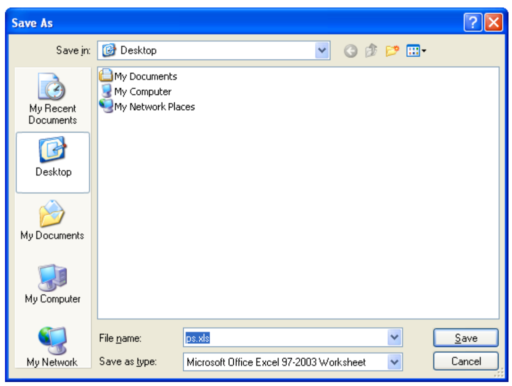
Initially only 10 rows display.

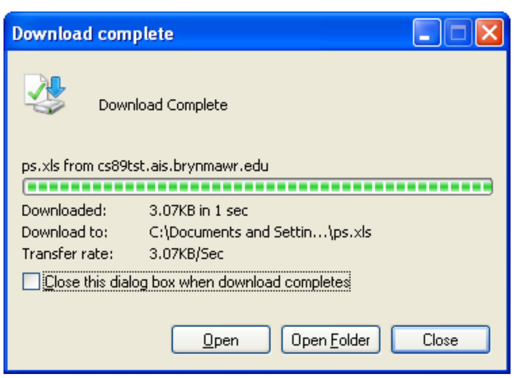
To see all rows at once, click on View All

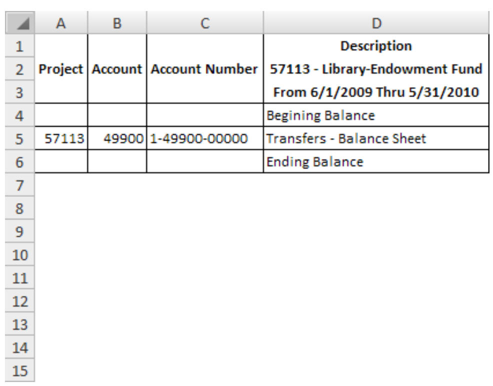
Use , , First and Last for navigation.

To 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.



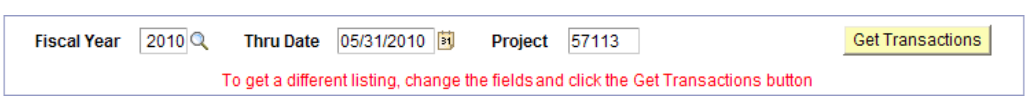






Follow these steps to download the report to Excel:

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.



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