

How To View Faculty Research & Start-Up Funds Report

User ID:

Password:

Sign In

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

To get budget & transaction reports for a Faculty Research and/or Start-up Fund:

1. Fill in the search criteria in the order listed below:

Thru Date

Project **Project**

2. Click the Get Budget Data button to see the reports

Get Budget Data

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.

Thru Date Project [Get Budget Data](#)

To get a different listing, change the fields and 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.
- Subtract 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.

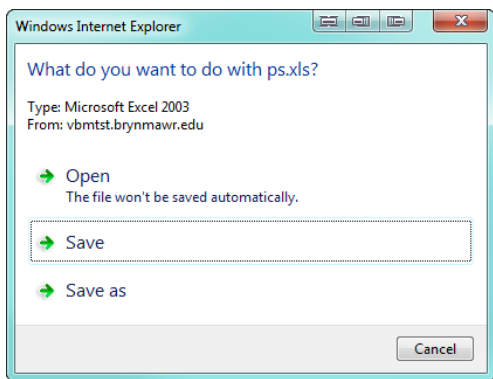
To see all rows at once, click on

[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.

Thru Date Project [Get Budget Data](#)

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

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