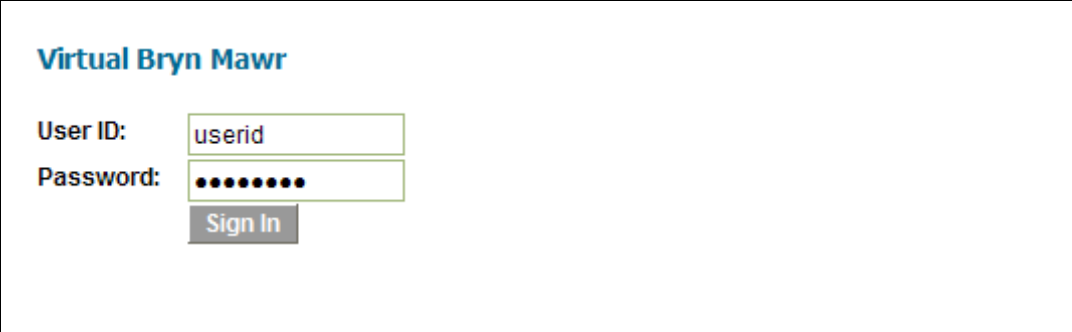
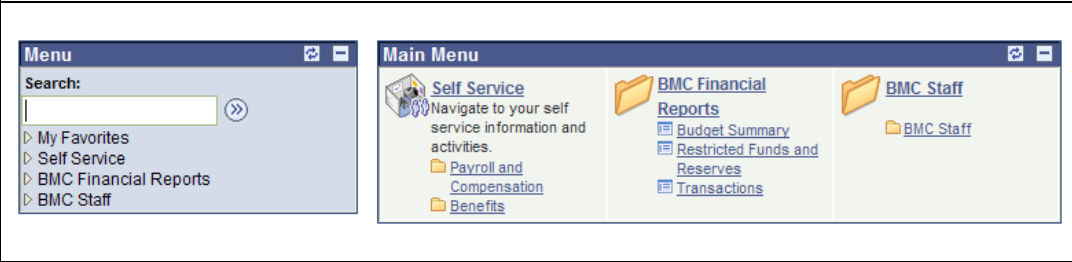



How To View Restricted Funds and Reserves Report

	<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 Restricted Funds and Reserves</p>
<p>To get a report:</p> <ol style="list-style-type: none"> Select the type of fund: <ul style="list-style-type: none"> <input checked="" type="radio"/> Gifts and Endowment Funds (Restricted Funds) (Fund 2) <input type="radio"/> Capital Reserves (Plant Funds) (Fund 7) <input type="radio"/> Departmental Reserves (Designated Funds) (Fund 9) Fill in the search criteria in the order listed below: <p>Fiscal Year <input type="text" value="2008"/> </p> <p>Thru Date <input type="text" value="05/31/2008"/> </p> <p>Project <input type="text" value="57113"/> Library-Endowment Fund</p> Click the Get Transactions button to see the report <p><input type="button" value="Get Transactions"/></p> 	<p>Fill in the search criteria in the following order:</p> <p>Fund – select a fund. Note: you must have security access to the chosen fund to see transactions.</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 the Project ID.</p> <p>Click the Get Transactions button.</p>

Restricted (2)
 Plant (7)
 Designated (9)
 Fiscal Year
 Thru Date
 Project

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

Project	Account	Account Number	Description 57113 - Library- Endowment Fund From 6/1/2007 Thru 5/31/2008	Transaction #	Posting Date	Amount	Journal	Journal Reference
1			Begining Balance			0.00		
2	57113	40721	2-40721-00000	Endow Distribution - Balance Sheet	26832-688	09/30/2007	0.00 JE	FY08 End Dist
3	57113	59999	2-59999-00000	Transfer Restricted Funds - Balance Sheet	29684-0721	05/31/2008	0.00 JE	FY08 to 01324
4			Ending Balance			0.00		

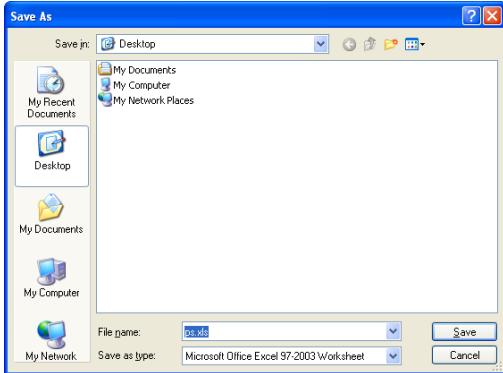
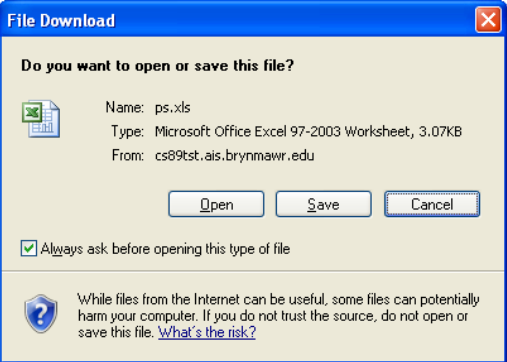
Report displays.

Maximum of 10 rows display initially.

If there are more than 10 rows of transactions, click on **View All** to see all rows at once.

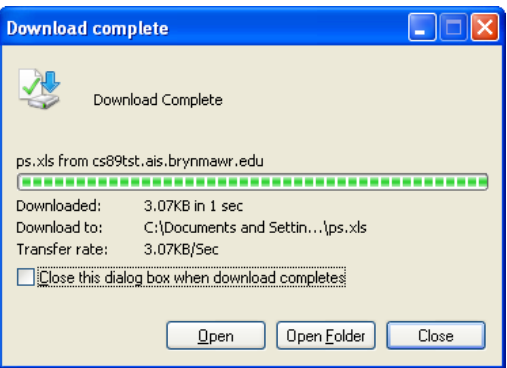
Use **First** and **Last** for navigation.

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
2	Project	Account	Account Number	57113 - Library-Endowment Fund From 6/1/2007 Thru 5/31/2008
3				
4				Begining Balance
5	57113	40721	2-40721-00000	Sheet
6	57113	59999	2-59999-00000	Balance Sheet
7				Ending Balance
8				
9				
10				
11				
12				
13				
14				
15				

Restricted (2)
 Plant (7)
 Designated (9)
 Fiscal Year
 Thru Date
 Project

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.