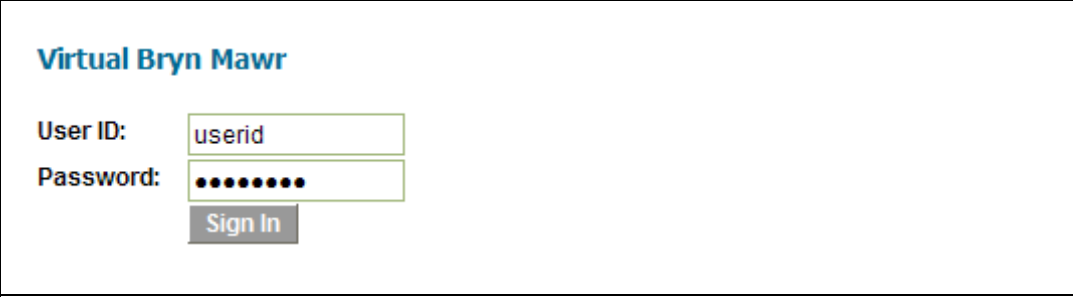
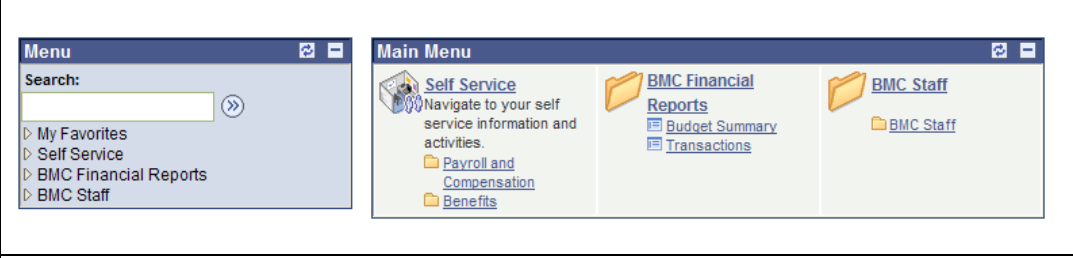



How To View Transactions Report

 <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. Go to http://virtual.brynmawr.edu</p> <p>Enter your User ID and Password. Click Sign In.</p>
 <p>Menu</p> <p>Search: <input type="text"/></p> <ul style="list-style-type: none"> ▶ My Favorites ▶ Self Service ▶ BMC Financial Reports ▶ BMC Staff <p>Main Menu</p> <p>Self Service Navigate to your self service information and activities.</p> <ul style="list-style-type: none"> ▶ Payroll and Compensation ▶ Benefits <p>BMC Financial Reports</p> <ul style="list-style-type: none"> ▶ Budget Summary ▶ Transactions <p>BMC Staff</p> <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 Favorites ▶ Self Service ▼ BMC Financial Reports <ul style="list-style-type: none"> – Budget Summary – Transactions ▶ BMC Staff <p>BMC Financial Reports</p> <p>Budget Summary Transactions</p>	<p>Click on Transactions</p>
<p>To get a list of transactions:</p> <ol style="list-style-type: none"> Fill in the search criteria in the order listed below <ul style="list-style-type: none"> From Date <input type="text" value="06/01/2007"/> <input type="button" value="B1"/> Thru Date <input type="text" value="09/30/2007"/> <input type="button" value="B1"/> Fund <input type="text" value="1"/> <input type="button" value="Q"/> Department <input type="text" value="01324"/> <input type="button" value="Q"/> Information Services OPTIONAL - enter a Project to get transactions for one Project <ul style="list-style-type: none"> Project <input type="text" value="01330"/> <input type="button" value="Q"/> Office of the Chief Information Officer OPTIONAL - enter an Account Code to get transactions for one Account Code <ul style="list-style-type: none"> Account Code <input type="text" value="51701"/> <input type="button" value="Q"/> Office Supplies Click the Get Transactions button to see the listing <p style="text-align: center;"><input type="button" value="Get Transactions"/></p> 	<p>Fill in the search criteria in the following order:</p> <p>From Date – enter the first transaction date to include in the report.</p> <p>Thru Date – enter the last transaction date to include in the report.</p> <p>Fund – enter the fund code.</p> <p>Department – enter the department code.</p> <p>Project – enter a project ID if the report should include only one specific project.</p> <p>Account Code – enter an account code if the report should include only one specific account code.</p> <p>Click the Get Transactions button.</p>

From Date Thru Date Fund Department
 Project (optional) Account Code (optional) To get a different listing, change the fields and click the Get Transactions button

Customize Find View All Download to Excel First 1-10 of 52 Last									
Project	Account	Account Number	Description 01330 - Office of the Chief Information Officer From 6/1/2007 Thru 9/30/2007	Transaction #	Posting Date	Amount	Journal	Journal Reference	
1	01330	51701	1-51701-01324	Office Supplies - Information Services	25731-0832	06/13/2007	0.00	AP	Journal Ref-00000
2	01330	51701	1-51701-01324	Office Supplies - Information Services	25731-2667	06/15/2007	0.00	AP	Journal Ref-00000
3	01330	51701	1-51701-01324	Office Supplies - Information Services	25731-2669	06/15/2007	0.00	AP	Journal Ref-00000
4	01330	51701	1-51701-01324	Office Supplies - Information Services	25929-0031	06/26/2007	0.00	AP	Journal Ref-00000
5	01330	51701	1-51701-01324	Office Supplies - Information Services	25929-0033	06/26/2007	0.00	AP	Journal Ref-00000
6	01330	51701	1-51701-01324	Office Supplies - Information Services	25929-0066	06/26/2007	0.00	AP	Journal Ref-00000
7	01330	51701	1-51701-01324	Office Supplies - Information Services	25929-0068	06/26/2007	0.00	AP	Journal Ref-00000
8	01330	51701	1-51701-01324	Office Supplies - Information Services	25929-0185	06/27/2007	0.00	AP	Journal Ref-00000
9	01330	51701	1-51701-01324	Office Supplies - Information Services	25929-0189	06/27/2007	0.00	AP	Journal Ref-00000
10	01330	51701	1-51701-01324	Office Supplies - Information Services	25929-0191	06/27/2007	0.00	AP	Journal Ref-00000

Transactions report displays.

Customize | Find | View All | Download to Excel | First 1-10 of 52 Last

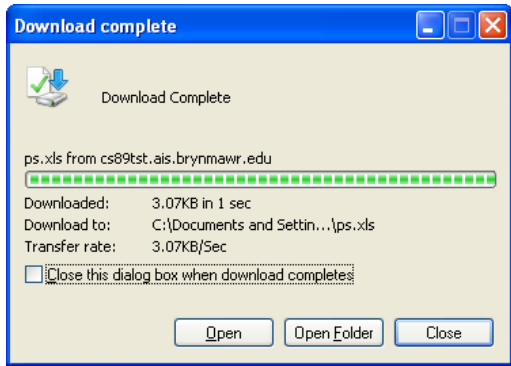
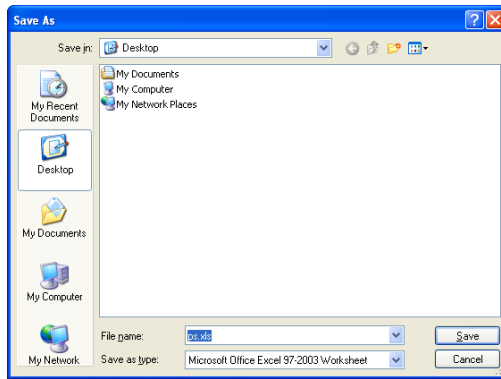
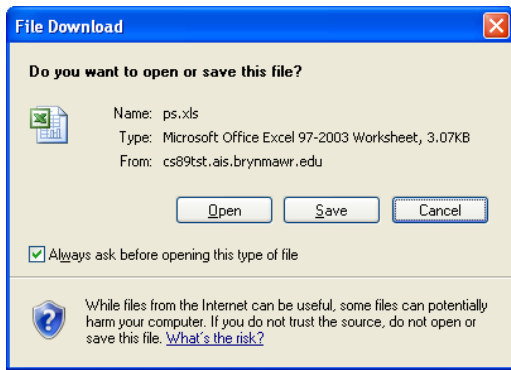
Customize Find View All Download to Excel First 1-10 of 52 Last									
Project	Account	Account Number	Description 01330 - Office of the Chief Information Officer From 6/1/2007 Thru 9/30/2007	Transaction #	Posting Date	Amount	Journal	Journal Reference	
1	01330	51701	1-51701-01324	Office Supplies - Information Services	25731-0832	06/13/2007	0.00	AP	Journal Ref-00000
2	01330	51701	1-51701-01324	Office Supplies - Information Services	25731-2667	06/15/2007	0.00	AP	Journal Ref-00000
3	01330	51701	1-51701-01324	Office Supplies - Information Services	25731-2669	06/15/2007	0.00	AP	Journal Ref-00000
4	01330	51701	1-51701-01324	Office Supplies - Information Services	25929-0031	06/26/2007	0.00	AP	Journal Ref-00000
5	01330	51701	1-51701-01324	Office Supplies - Information Services	25929-0033	06/26/2007	0.00	AP	Journal Ref-00000
6	01330	51701	1-51701-01324	Office Supplies - Information Services	25929-0066	06/26/2007	0.00	AP	Journal Ref-00000
7	01330	51701	1-51701-01324	Office Supplies - Information Services	25929-0068	06/26/2007	0.00	AP	Journal Ref-00000
8	01330	51701	1-51701-01324	Office Supplies - Information Services	25929-0185	06/27/2007	0.00	AP	Journal Ref-00000
9	01330	51701	1-51701-01324	Office Supplies - Information Services	25929-0189	06/27/2007	0.00	AP	Journal Ref-00000
10	01330	51701	1-51701-01324	Office Supplies - Information Services	25929-0191	06/27/2007	0.00	AP	Journal Ref-00000

Initially only 10 rows display.

If there are more than 100 total rows, click on [View 100](#) to see 100 rows at a time. Otherwise, click on [View All](#) to see all rows at once.

Use [First](#), [Last](#), [Previous](#) and [Next](#) 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.



	A	B	C	D
1				Description
2	Project	Account	Account Number	01330 - Office of the Chief Information Officer
3				From 6/1/2007 Thru 9/30/2007
4	01330	51701	1-51701-01324	Office Supplies - Information Services
5	01330	51701	1-51701-01324	Office Supplies - Information Services
6	01330	51701	1-51701-01324	Office Supplies - Information Services
7	01330	51701	1-51701-01324	Office Supplies - Information Services
8	01330	51701	1-51701-01324	Office Supplies - Information Services
9	01330	51701	1-51701-01324	Office Supplies - Information Services
10	01330	51701	1-51701-01324	Office Supplies - Information Services
11	01330	51701	1-51701-01324	Office Supplies - Information Services
12	01330	51701	1-51701-01324	Office Supplies - Information Services
13	01330	51701	1-51701-01324	Office Supplies - Information Services
14	01330	51701	1-51701-01324	Office Supplies - Information Services
15	01330	51701	1-51701-01324	Office Supplies - Information Services

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.

From Date Thru Date Fund Department
 Project (optional) Account Code (optional) 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.