

BIONIC: View budget reports

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The following article outlines how to generate and view various budgetary reports within BIONIC.

Generate a report

1. Open **Google Chrome**
2. Navigate to [BIONIC](#)
3. Log in with your **College username and password**
4. In the top-right corner, click the  icon
5. Click **Navigator**
6. Click **BMC Financial Reports**
7. Select the **report type** you'd like to generate:
 - Department Budget Summary
 - Department Transactions
 - External Grants
 - Fac Research & Start-Up Funds
 - Restricted Funds and Reserves
8. Enter the **following information** specific to the **report type**

Department Budget Summary

Department Transactions

External Grants and Faculty Research & Start-Up Funds

Restricted Funds and Reserves

Navigate a report

Use , , **First**, and **Last** to navigate the report.

View more rows

Only 10 rows will display, to see more click **View 100** or **View All**

Sort

To sort by the desired column, click the **column heading**. To switch between ascending and descending order, click the **column heading again**.

Download

To download the report, click **Download to Excel**.

Generate another report

Click the button responding to the desired **report type**:

- Get Budget Data
- Get Transactions

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: 610-526-7440 | [Library and Help Desk hours](#)

Email: help@brynmawr.edu | [Service catalog](#)

Location: Canaday Library 1st floor
