

Monitoring your department's revenue and expenses

Log into mySwarthmore and go to the Finance Main Menu. Select **Financial Reporting**. The following screen will appear.

The screenshot shows a web browser window with multiple tabs open. The active tab is titled "Parameters" and the address bar shows the URL: <https://sbt.swarthmore.edu:7009/apex/f?p=129:3:31486888909679>. The browser's address bar also displays "Secure".

The main content area of the browser is a dark red sidebar on the left with the title "Financial Reporting". Below the title are several menu items, each with a folder icon:

- Proxy
- Enter Fund/Org Combo
- Organization Access
- Fund Access
- Pending Purchasing Acc...

The main content area on the right is titled "Budget Reporting Parameters" and contains a form with the following fields:

- Select Fund: * (Dropdown menu with "Select" as the current value)
- Select Fiscal Year: * (Dropdown menu with "2016-2017" as the current value)
- Select Time Period: * (Dropdown menu with "Year to Date" as the current value)

Below the form is a blue "Submit" button.

At the bottom of the page, there is a small text link: [release 5.0 Set Screen Reader Mode On](#).

Many financial managers will have access to multiple funds; others have access to only one. If you are trying to review your departmental, non-compensation budget, select **Fund 11000-Current Unrestricted - General**.

The screenshot shows a web browser window with the URL <https://sibt.swarthmore.edu:7009/apex/f?p=129:3:31486888909679>. The page title is "Financial Reporting" and the user is logged in as "ewright3 mySwarthmore". The main content area is titled "Budget Reporting Parameters" and contains a "Select Fund:" dropdown menu. The dropdown menu is open, showing a list of fund options. The selected option is "11000-Current Unrestricted - General".

Fund Code	Fund Name
10000	Current Unrestricted Funds
11000	Current Unrestricted - General
112010	Endow Int- Provost's Office
112100	Endow Int- Instruction
112200	Endow Int- Humanities
112205	Endow Int- Art
112210	Endow Int- Classics
112215	Endow Int- English Literature
112225	Endow Int- Modern Languages
112240	Endow Int- Music
112241	Endow Int- Music & Dance
112260	Endow Int- Orchestra
112285	Endow Int- Religion
112320	Endow Int- Chemistry
112325	Endow Int- Engineering
112330	Endow Int- Mathematics
112340	Endow Int- Physics/Astronomy
112405	Endow Int- Economics
112415	Endow Int- History

release 5.0 [Set Screen Reader Mode On](#)

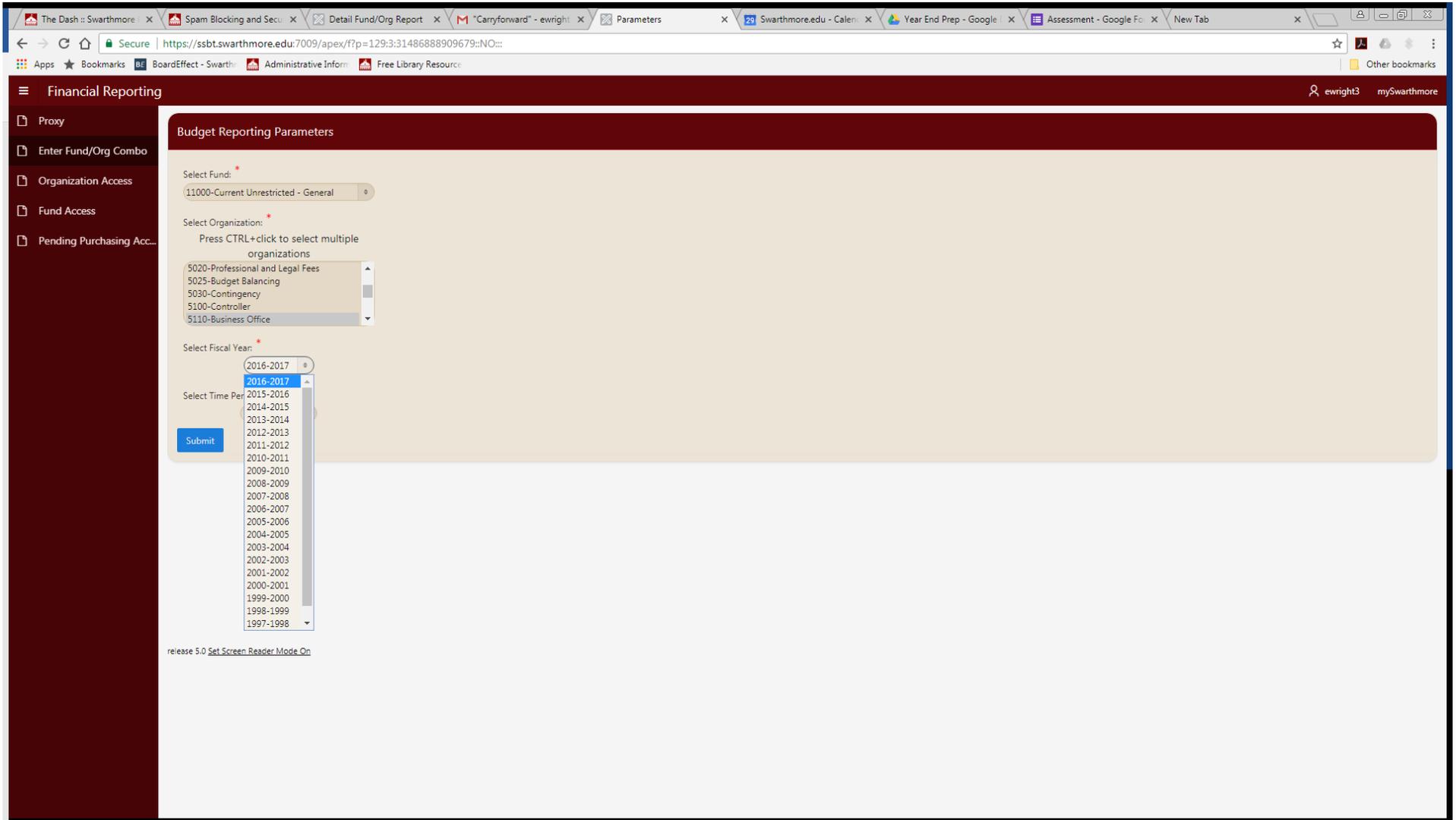
Once you have selected your fund another pull down menu will appear. The menu will ask you to select an organization (org). Some budget managers will have access to multiple orgs while others will have access to just one. Scroll through the list to find your org. Also, you can start typing the org number to bring you to the member. Lastly, press CTRL to select multiple orgs.

The screenshot shows a web browser window with several tabs open, including 'The Dash :: Swarthmore', 'Spam Blocking and Security', 'Detail Fund/Org Report', 'Carryforward - ewright', 'Parameters', 'Swarthmore.edu - Calendar', 'Year End Prep - Google', 'Assessment - Google', and 'New Tab'. The address bar shows the URL: <https://ssbt.swarthmore.edu:7009/apex/f?p=129:3:31486888909679::NO::>. The browser's bookmark bar includes 'Apps', 'Bookmarks', 'BoardEffect - Swarthmore', 'Administrative Information', and 'Free Library Resources'. The page title is 'Financial Reporting' and the user is logged in as 'ewright13 mySwarthmore'. The main content area is titled 'Budget Reporting Parameters' and contains the following form fields:

- Select Fund:** 11000-Current Unrestricted - General
- Select Organization:** 5110-Business Office (selected from a list including 5020-Professional and Legal Fees, 5025-Budget Balancing, 5030-Contingency, 5100-Controller, and 5110-Business Office). A note above the dropdown says 'Press CTRL+click to select multiple organizations'.
- Select Fiscal Year:** 2016-2017
- Select Time Period:** Year to Date

A blue 'Submit' button is located at the bottom left of the form area. At the bottom of the page, there is a small link: [release 5.0 Set Screen Reader Mode On](#).

After you have selected an organization, choose a fiscal year. You can view either the current year or prior years.



Next, select your time period. Your choices are year-to-date, which will show you all of your activity so far in the current fiscal year. You also have the choice of seeing your spending in a particular month.

The screenshot shows a web browser window with multiple tabs. The active tab is titled "Parameters" and the URL is <https://ssbt.swarthmore.edu:7009/apex/f?p=129:3:31486888909679::NO::>. The page content is titled "Budget Reporting Parameters" and includes the following fields:

- Select Fund:** A dropdown menu with "11000-Current Unrestricted - General" selected.
- Select Organization:** A dropdown menu with "5020-Professional and Legal Fees" selected. Below the dropdown, it says "Press CTRL+click to select multiple organizations". Other options in the list include "5025-Budget Balancing", "5030-Contingency", "5100-Controller", and "5110-Business Office".
- Select Fiscal Year:** A dropdown menu with "2016-2017" selected.
- Select Time Period:** A dropdown menu with "Year to Date" selected. A list of months is visible below the dropdown: July, August, September, October, November, December, January, February, March, April, May, and June.

A blue "Submit" button is located below the "Select Time Period" dropdown. At the bottom left of the page, there is a small text link: [release 5.0 Set Screen Reader Mode On](#). The browser's address bar shows several other tabs, including "The Dash :: Swarthmore", "Spam Blocking and Secu...", "Detail Fund/Org Report", "Carryforward" - ewright, "Swarthmore.edu - Calen...", "Year End Prep - Google", "Assessment - Google Fo", and "New Tab". The browser's bookmark bar shows "Apps", "Bookmarks", "BoardEffect - Swarth", "Administrative Inform", and "Free Library Resource". The user's name "ewright3" and "mySwarthmore" are visible in the top right corner of the page.

Click **Submit** and you will see all of your revenue and expenses in the interval for the organizations you selected.

Account Type	Organization	Account	Account Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
Fund 11000 Organization 5110 Business Office Default Program 41							
Miscellaneous Revenue	5110	5201	Income/Outside Activity	\$0.00	-\$1,063.00	\$0.00	\$1,063.00
	5110	5212	Reimbursed/Recovered Expenses	\$0.00	-\$352.00	\$0.00	\$352.00
Account Type Total:				\$0.00	-\$1,415.00	\$0.00	\$1,415.00
General Admin Expenses	5110	7008	Office Supplies	\$0.00	\$15.94	\$0.00	-\$15.94
	5110	7011	Supplies	\$5,590.56	\$1,651.40	\$0.00	\$3,939.16
	5110	7012	Printed Supplies	\$2,000.00	\$762.87	\$0.00	\$1,237.13
	5110	7014	Printing	\$4,000.00	\$1,914.76	\$0.00	\$2,085.24
	5110	7015	Postage/Shipping	\$15,000.00	\$8,472.18	\$0.00	\$6,527.82
	5110	7016	Express Mail	\$500.00	\$136.51	\$0.00	\$363.49
	5110	7017	Publications	\$0.00	\$35.00	\$0.00	-\$35.00
	5110	7023	Copier Charges	\$2,300.00	\$1,128.52	\$0.00	\$1,171.48
	5110	7027	Membership/Dues	\$3,819.00	\$2,097.99	\$0.00	\$1,721.01
	5110	7110	Room Expense - Spring	\$0.00	\$270.94	\$0.00	-\$270.94
Account Type Total:				\$33,209.56	\$16,486.11	\$0.00	\$16,723.45
Travel	5110	7201	Transportation	\$4,510.00	\$2,467.84	\$0.00	\$2,042.16
	5110	7202	Lodging	\$4,900.00	\$2,585.41	\$0.00	\$2,314.59
	5110	7203	Meals	\$500.00	\$103.24	\$0.00	\$396.76
	5110	7204	Registrations	\$4,465.00	\$5,739.00	\$0.00	-\$1,274.00
	5110	7206	Misc Expense	\$0.00	\$6.00	\$0.00	-\$6.00
	5110	7208	Professional Development	\$0.00	\$90.00	\$0.00	-\$90.00
Account Type Total:				\$14,375.00	\$10,991.49	\$0.00	\$3,383.51
Services	5110	7301	Contract Services	\$6,500.00	\$3,514.37	\$0.00	\$2,985.63
	5110	7304	Professional Services: General	\$350.00	\$0.00	\$0.00	\$350.00
	5110	7305	Temp Employment Agency	\$0.00	\$1,191.03	\$0.00	-\$1,191.03
	5110	7310	Food/Catering etc	\$1,975.00	\$1,717.01	\$0.00	\$257.99
	5110	7311	Bank Fees	\$0.00	\$1,266.00	\$0.00	-\$1,266.00

If you want to export to Excel, you can go to the bottom of the page and click "Download to CSV."

The screenshot shows a web browser window with multiple tabs. The active tab is titled "Swarthmore.edu - Calen...". The address bar shows the URL: <https://ssbt.swarthmore.edu:7009/apex/f?p=129:5:31486888909679::NO::>. The page content is a financial reporting interface with a dark red sidebar on the left and a main table area.

Financial Reporting

- Proxy
- Enter Fund/Org Combo
- Budget Status Summary
- Account Detail
- Vendor Summary
- Organization Access
- Fund Access
- Pending Purchasing Acc...

	5110	7110	Room Expense - Spring	\$0.00	\$270.94	\$0.00	-\$270.94
Account Type Total:				\$33,209.56	\$16,486.11	\$0.00	\$16,723.45
Travel	5110	7201	Transportation	\$4,510.00	\$2,467.84	\$0.00	\$2,042.16
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	5110	7311	Bank Fees	\$0.00	\$1,266.00	\$0.00	-\$1,266.00
	5110	7312	Commission	\$0.00	\$3,950.00	\$0.00	-\$3,950.00
	5110	7323	Student Admin/UAS Fee	\$11,000.00	\$4,883.09	\$0.00	\$6,116.91
Account Type Total:				\$19,825.00	\$16,521.50	\$0.00	\$3,303.50
Equipment	5110	7451	Software Purchase	\$35,780.00	\$30,193.74	\$0.00	\$5,586.26
	5110	7452	Hardware Purchase	\$600.00	\$0.00	\$0.00	\$600.00
Account Type Total:				\$36,380.00	\$30,193.74	\$0.00	\$6,186.26
General Admin Expenses	5110	7911	Carbon Charge	\$1,632.44	\$1,632.44	\$0.00	\$0.00
Account Type Total:				\$1,632.44	\$1,632.44	\$0.00	\$0.00
Organization Total:				\$105,422.00	\$74,410.28	\$0.00	\$31,011.72
Grand Total:				\$105,422.00	\$74,410.28	\$0.00	\$31,011.72



[Download to CSV](#)

javascript>window.location.href=apex.serverurl((p_request:'FLOW_EXCEL_OUTPUT_R37654010494592859_en-us');5);

Once the results export to Excel, you can format the rows and columns to meet your needs and save it as an Excel worksheet.

Account Type	Organization	Account	Account Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
Miscellaneous Revenue	5110	5201	Income/Outside Activity	\$0.00	(\$1,063.00)	\$0.00	\$1,063.00
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				\$36,380.00	\$30,193.74	\$0.00	\$6,186.26
				\$1,632.44	\$1,632.44	\$0.00	\$0.00
				\$1,632.44	\$1,632.44	\$0.00	\$0.00
				\$105,422.00	\$74,410.28	\$0.00	\$31,011.72
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