

How to download SWaM Expenditure report

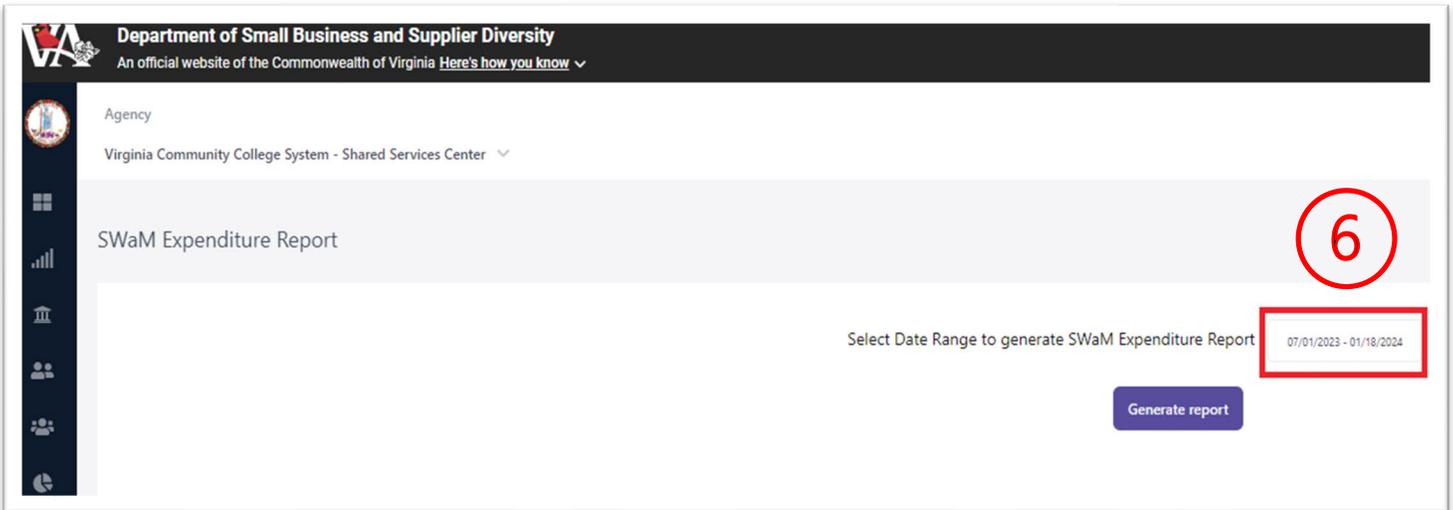
1. [Open Department of Small Business and Supplier Diversity](#) expenditure dashboard
2. Click on **E** icon found toward the bottom of the navigation panel on left side of page to access SWaM Expenditure Report



3. In the **Agency** drop down menu, select **Education**
4. Then select **Virginia Community College System**
5. Then select the appropriate VCCS agency (e.g., Blue Ridge Community College or Virginia Community College System – Shared Services Center)

The screenshot shows the website interface for the Department of Small Business and Supplier Diversity. The header includes the department name and a link to 'Here's how you know'. The 'Agency' dropdown menu is open, showing a search bar and a list of agencies. The 'Education' option is circled with a red '3'. The 'Virginia Community College System' option is highlighted with a red underline and circled with a red '4'. A secondary dropdown menu is visible, listing various VCCS agencies, with 'Blue Ridge Community College' circled with a red '5'.

6. Select date range



Department of Small Business and Supplier Diversity
An official website of the Commonwealth of Virginia [Here's how you know](#) ▾

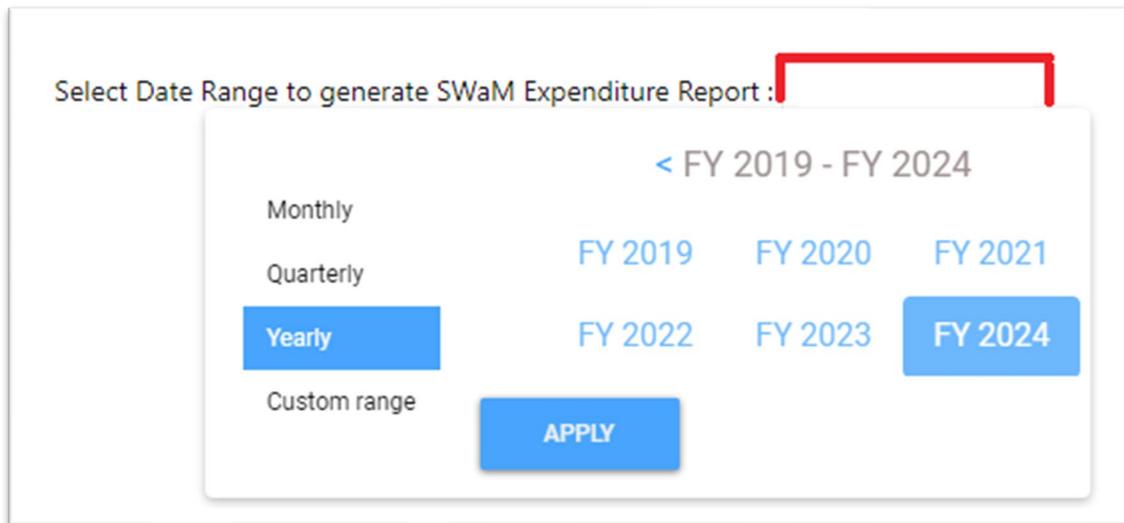
Agency
Virginia Community College System - Shared Services Center ▾

SWaM Expenditure Report

Select Date Range to generate SWaM Expenditure Report 07/01/2023 - 01/18/2024

6

Generate report



Select Date Range to generate SWaM Expenditure Report :

< FY 2019 - FY 2024

Monthly

Quarterly

Yearly

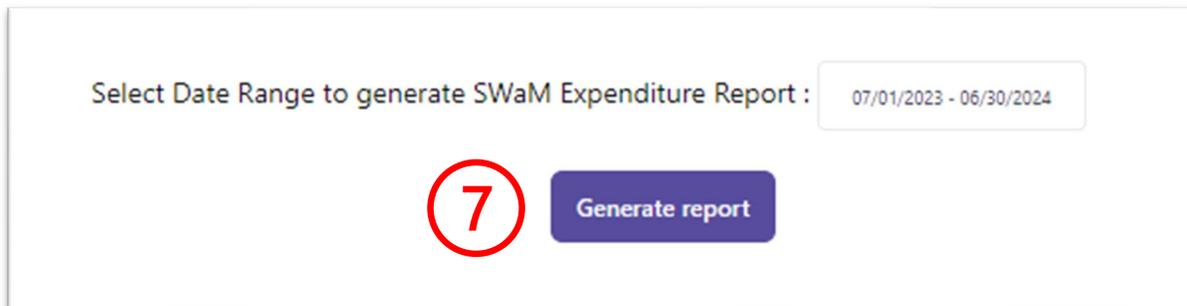
Custom range

FY 2019 FY 2020 FY 2021

FY 2022 FY 2023 **FY 2024**

APPLY

7. Click **Generate report** button



Select Date Range to generate SWaM Expenditure Report : 07/01/2023 - 06/30/2024

7

Generate report

8. PDF file will be automatically generated and downloaded to your computer

