


ACR Report for Projects/Grants








USE TO:





- Provides budgeted and expended summary data with balance available



Steps:

1. Open Internet Explorer Browser 
2. Go to the following URL: <https://www11.bc.edu/psp/FN84PROD/?cmd=login>
3. Enter your PeopleSoft Username and Password:

User ID:	<input type="text"/>
Password:	<input type="password"/>

4. Click 
5. Select  ,  , - [ACR For Projects/Grants](#)
6. If you have previously created Run Control Reports, go to step 7. Otherwise:
 - a. Select 
 - b. Enter a **Run Control ID**: example: **Run Control ID:** 
 - c. Click 
7. Click 
8. Enter ACR for Grants Run Parameters: GL Business Unit, PC Business Unit, Project ID and Date To, Salary Data defaults based on role, appropriate chart field information:

ACR Run Parameters		
GL Business Unit: <input type="text" value="EAGLE"/> 	PC Business Unit: <input type="text" value="GRANT"/> 	Project/Grant: <input type="text"/> 
Current Period Transaction Parameters		
		Date To: <input type="text"/> 

9. Click 
10. Confirm the following fields are set up:
 - a. Server Name: 

- b. Confirm Check Box selected next to report name:


Select	Description	Process Name
<input checked="" type="checkbox"/>	Bud Actual Compare Grant	BCGMR005

- c. Confirm **Type** is **Web** and **Format** is **PDF**


*Type	*Format
Web	PDF

11. Click .

12. Confirm a Process Instance number displays. Example:

[Process Monitor](#) 
Process Instance: 479905

13. To confirm report status:

- a. Select [Process Monitor](#)
b. On next screen, click  until **Run Status** displays **Success**.

Run Date/Time	Run Status	Distribution Status	Details
03/15/2005 10:29:22AM EST	<u>Success</u>	Posted	Details

14. To display report:

- a. After displays **Success**, select [Details](#)
b. Select [View Log/Trace](#)
c. Select the PDF file:

File List		
Name	File Size (bytes)	Datetime Created
Message Log	1,803	08/16/2006 9:17:11.000000AM EDT
<u>bcgmr005_1026304.PDF</u>	8,112	08/16/2006 9:17:11.000000AM EDT
Trace File	7,887	08/16/2006 9:17:11.000000AM EDT

- d. Once the report opens in Adobe Acrobat, click  to print