


TDR Report for PROJECTS/GRANTS


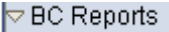



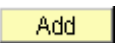

USE TO:

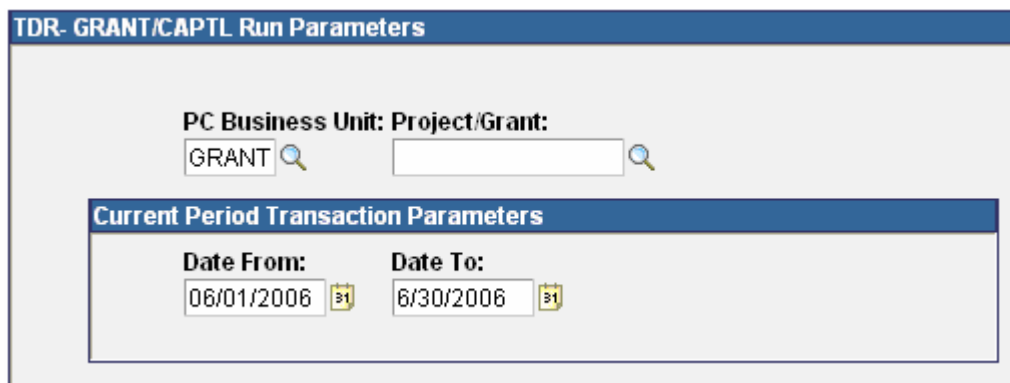
TDR Report represents the detail activity behind the ACR, Accounting Comparison Report. It contains individual transactional detail for the following: budget transfers, requisitions, purchase orders, vouchers, expense reports, salary encumbrances, salary actuals and journal entries for standard charges (PCard, Pitney Bowes, BOC) and allocations (Fringe Benefits, Plant Maintenance, F&A)

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:
Password:

4. Click 
5. Select  ,  , - [TDR 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 TDR for Grants Run Parameters: PC Business Unit, Project ID and From / To Date, Salary Data defaults based on role:



The screenshot shows a web form titled "TDR- GRANT/CAPTL Run Parameters". It contains two main sections. The first section is for "PC Business Unit: Project/Grant:" with a dropdown menu showing "GRANT" and a search icon. The second section is titled "Current Period Transaction Parameters" and contains two date fields: "Date From:" with the value "06/01/2006" and "Date To:" with the value "6/30/2006". Both date fields have a small calendar icon to their right.

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"/>	Transaction Detail Grants	BCGMR004

- 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	Success	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
BCGMR004_1026306.PDF	56,043	08/16/2006 9:34:40.000000AM EDT
Message Log	0	08/16/2006 9:34:40.000000AM EDT
PeopleSoft Trace File	488	08/16/2006 9:34:40.000000AM EDT

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