


Grant Balance Summary Report





USE TO:

- Display a timely Summary Balance Available report on a specific Grant.
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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 , , - [Grant Balance Summary Report](#)
6. If you have previously created Run Control Reports, go to step 7. Otherwise:
 - a. Select 
 - b. Enter a **Run Control ID**: example:
 - c. Click 
7. Click 
8. Enter Project ID: Example:

Project ID		
<table><tr><td>Project/Grant</td></tr><tr><td><input type="text" value="5000072"/> </td></tr></table>	Project/Grant	<input type="text" value="5000072"/> 
Project/Grant		
<input type="text" value="5000072"/> 		

9. Click 

10. Confirm the following fields are set up:

- a. Server Name:
- b. Confirm Check Box selected next to report name:
Select Description
 Grant Balance Summary Report
- 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
BCGMR006_479905.PDF	61,875	03/15/2005 10:34:43.000000AM EST
Message Log	0	03/15/2005 10:34:43.000000AM EST
PeopleSoft Trace File	485	03/15/2005 10:34:43.000000AM EST

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