

ACR Report for Projects/Grants

USE TO:

- Provides budgeted and expended summary data with balance available

Steps:

1. Go to PeopleSoft **Financials 9.2** URL



2. Login/Enter your PeopleSoft Username and Password:

User ID:

Password:

3. Click Sign In
4. Under BC Employee Home click on the **Grants Tile** > BC Reports & Inquiries > ACR For Projects/Grants



5. If you have previously created an ACR Run Control ID, then do step 6 and select it. Otherwise:
 - a. Select the Add a New Value tab
 - b. Enter a Run Control ID: (no spaces or dash/hyphen (-))
ex: **Run Control ID:**
 - c. Click Add

6. Click Search

7. Enter ACR for Grants Run Parameters: GL Business Unit, PC Business Unit, Project/Grant and Date To:

8. Click Run

9. Check Box for Bud Actual Compare Grant and confirm Type = Web, Format = PDF

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|-------------------------------------|--------------------------|--------------|--------------|-------|---------|--------------|
| <input checked="" type="checkbox"/> | Bud Actual Compare Grant | BCGMR005 | SQR Report | Web | PDF | Distribution |
| <input type="checkbox"/> | Bud Act Compare Cap Proj | BCPCR005 | SQR Report | Web | PDF | Distribution |

10. Click OK

11. Confirm a Process Instance number displays.

12. Select **Process Monitor**

13. Click **Refresh** until Run Status displays Success.

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|-------------------------------------|----------|------|--------------|--------------|---------|--------------------------|------------|---------------------|---------|
| <input checked="" type="checkbox"/> | 5192358 | | SQR Report | BCGMR005 | NOONANS | 12/31/2019 2:02:48PM EST | Success | Posted | Details |

14. To display report:

- Select **Details**
- Select **View Log/Trace**
- Select the PDF file:

| Name | File Size (bytes) | Datetime Created |
|-----------------------------|-------------------|---------------------------------|
| SQR_BCGMR005_5192358.log | 2,012 | 12/31/2019 2:03:27.879990PM EST |
| bcgmr005_5192358.PDF | 6,334 | 12/31/2019 2:03:27.879990PM EST |
| bcgmr005_5192358.out | 3,596 | 12/31/2019 2:03:27.879990PM EST |

15. Once the report opens in Adobe Acrobat, click options to save or print:

