

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. Go to PeopleSoft Financials 9.2 URL

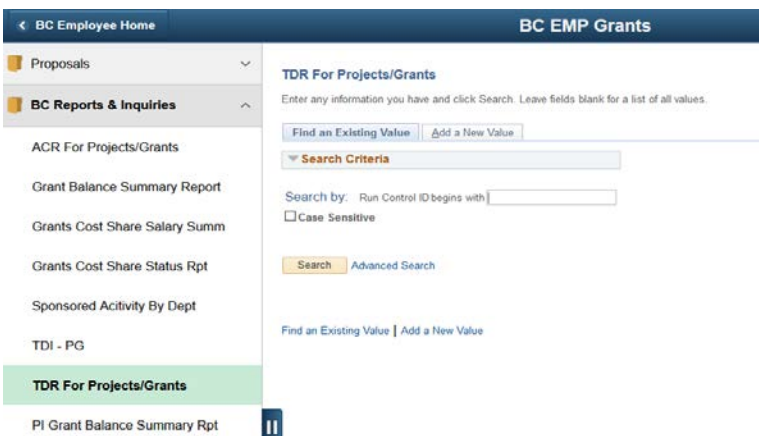


2. Login/Enter your PeopleSoft Username and Password:

User ID:


Password:

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



5. If you have previously created a TDR Run Control ID then do step 6 and select it. Otherwise:
 - a. Select Add a New Value Tab

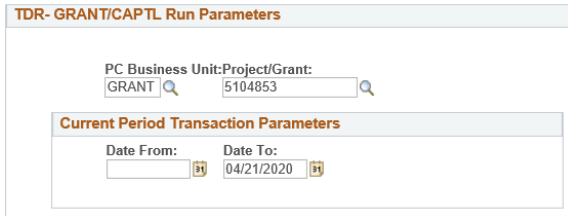
- b. Enter a Run Control ID: (no spaces or dash/hyphen (-))

ex: **Run Control ID:** 

- c. Click Add

6. Click Search

7. Enter TDR for Grants Run Parameters: PC Business Unit, Project ID and Date From / Date To:



8. Click Run

9. Check Box next to TDR-Transaction Detail Rpt and confirm Type = Web, Format = PDF



10. Click OK.

11. Confirm a Process Instance number displays. Ex:

Report Manager [Process Monitor](#)
Process Instance:5325654

12. Select [Process Monitor](#)

13. Click button until Run Status displays Success.

<input type="checkbox"/>	5325654	SQR Report	BCGMR004	NOONANS	04/22/2020 10:44:35AM EDT	Success	Posted	Details
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14. To display report:

- a. Select [Details](#)
- b. Select [View Log/Trace](#)
- c. Select the PDF file:

File List

Name	File Size (bytes)	Datetime Created
SQR_BCGMR004_5325654.log	2,004	04/22/2020 10:44:48.185244AM EDT
bcgmr004_5325654.PDF	62,279	04/22/2020 10:44:48.185244AM EDT
bcgmr004_5325654.out	334	04/22/2020 10:44:48.185244AM EDT

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

