

# Grant & Dedicated Resource Fund Reports (PS Financials)

## Grant / Dedicated Resource - Budget to Actual Parameters:

Main Menu (top right NavBar) - Click PPS Reports and Processes: Click "Budget to Actual Report."  
(If the next window asks you to select a Run Control ID, click the "Search" button and select a blue link. If you need to establish a Run Control ID, click the "Add a New Value" tab and assign a name.  
or month just closed (e.g., 03-SEPT)

Fund: From 205 - To 299

Function: From 10000 - To 71100

Area: From 05000 - To 99999

Project ID: Select Grant Number (i.e., G2230) or leave blank to select full range of Grants

Dept ID: Four-digit School / Department ID Number (From & To)

Click "Save" and then "Run." On the Process Sc

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Main Menu (top right NavBar) - Click PPS Reports and Processes: Click "Grant Combined Expenditure Rpt." (If the next window asks you to select a Run Control ID, click the "Search" button and select a blue link. If you need to establish a Run Control ID, click the "Add a New Value" tab and assign a name. Remember, only one run control is needed for all reports).

Fiscal Year: 2023 (for the cu Area: From 05000 - To 99999

Project ID: Select Grant Number (i.e., G2230) or leave blank to select full range of Grants

Dept ID: Four-digit School / Department ID Number (From & To)

Click "Save" and then "Run." On the Process Scheduler Request screen, make certain to check the box next to "Grant Combined Expen Rpt (XML)" and ensure that "Window" is selected for Type and that "PDF" is selected for Format. Click "OK" to generate the report; it should indicate Queued, Processing, and then Success - Preparing Output for Viewing. The report may then be printed or saved to your computer as a PDF.

