

Benefit By Account Report Printing Instruction

1. Log into PS Production
2. Click on Go
3. Select Define Business Rules
4. Select Define Budget Encumbrance
5. Click on UHS Rpt (NOT REPORT)
6. Select Project/Grant Report (Benefit)
7. Select Update/Display
8. A Run Control Panel will appear, click on Search, and click on 01 from the list. Put in the dates for the reporting period.
9. Click on Stop light to run the Report
10. Click the printer button on Output Destination
11. Enter your printer address and click OK
12. At the bottom of your screen “SQR” will display while it is Processing.
13. When the “SQR” disappears the report will be on your printer!