

3767. OE RESEARCH YTD BY PCA INSTRUCTION

Pathway: Public Folders / HFD Reports / Other Reports

1. Click on Title “OE Research YTD By PCA”

Title	Last Run	Type	Owner	Instances
<a href="#">OE Research YTD By PCA</a> <a href="#">Schedule</a>   <a href="#">History</a>   <a href="#">Properties</a> OE YTD expenditures by PCA	Never run	Crystal Report	Administrator	0

The Parameters screen should appear.

2. Parameter screen

**Enter the 4 digit fiscal year. (required)**

  
 Set to Null

Enter the 4 digit fiscal year.  
(required)  
(i.e. 2000)

**Enter the PCA. (required)**

  
 Set to Null

Enter the PCA (required)  
(i.e. 77200)

**Enter the index. (optional)**

  
 Set to Null

Enter the index (optional)

**Enter the object code, i.e. 206, 238.01, etc. (optional)**

  
 Set to Null

Enter the object code. (optional)

OK

Click “ok”

The report should appear. See Exhibit 3767. OE Research YTD By PCA.