

## 3767. PCA BY FY REPORT INSTRUCTION

Pathway: Public Folders / HFD Reports / Other Reports

### 1. Click on Title “PCA By FY Report”

<input type="checkbox"/>		Title ▲	Last Run	Type	Owner	Instances
<input type="checkbox"/>		PCA by FY Report <a href="#">Schedule</a>   <a href="#">History</a>   <a href="#">Properties</a> PCA chart of accounts.	Never run	Crystal Report	Administrator	0

The Parameters screen should appear.

### 2. Parameter screen

**Enter a fiscal year. (required)**

  
 Set to Null

Enter a fiscal year (required)  
(i.e. 2000)

**Enter the fund. (optional)**

  
 Set to Null

Enter the fund (optional)  
(i.e. 0001, 0209, etc)

**Enter the program, element, and component. (optional)**

  
 Set to Null

Enter the program, element, and  
component (optional)

OK

Click “ok”

The report should appear. See Exhibit 3767. PCA By FY Report.