New Automated Cost Reporting Software

Instructions Only

The state sponsored ACR product is a fully Windows compliant application featuring many improvements, including:

- Easy to use graphical user interface
- All trial balance entry is performed on a single screen, with easy import capabilities
- Cost report schedules may be completed in any order
- All cost report schedules are a click away, arranged in tabs on a single window
- Fast calculations, performed on demand or automatically when changing schedules
- More data entry validation is performed, reducing chances for error
- "Check for errors" function to list all errors/warnings found in the cost report
- Data storage can be centralized for multi-user access
- Reduced storage requirements (~100K) per cost report
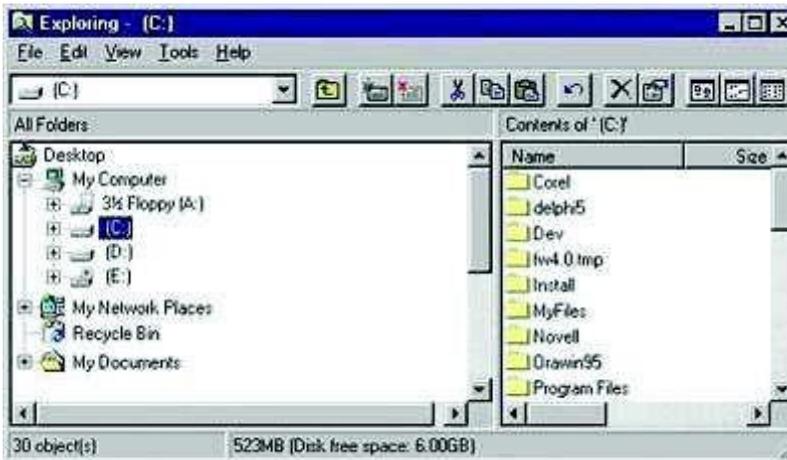- All Windows compatible printers are supported for printing

System requirements for the new ACR software are as follows:

- Windows NT 2000, 2003, XP or Vista and Windows 7, 8
- Windows 98 can be used, however it is no longer supported by Microsoft
- 128 MB Ram (256 MB or more recommended for improved performance)
- Approximately 25 MB free disk space for installation
- 800 X 600 or better screen resolution
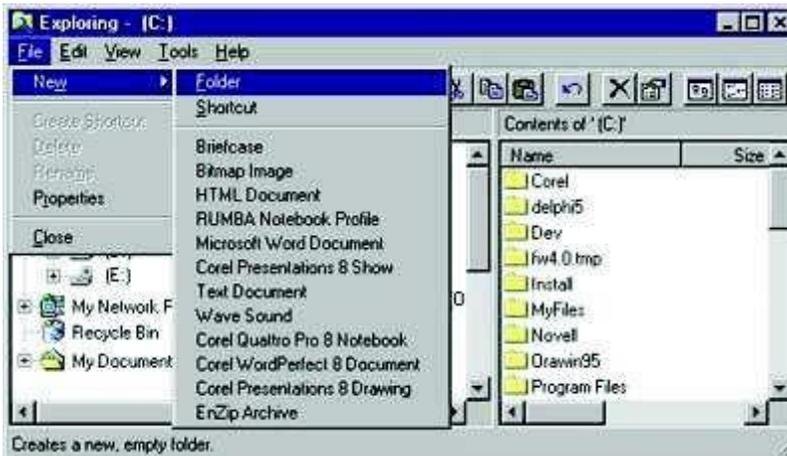- Any Windows compatible printer for printing cost report schedules

Download and Installation

In order to make installation of the new ACR software as simple as possible, it has been packaged as a single executable file, which will install the software when opened. However, web server security policy prevents us from deploying this file with an .exe (executable) extension. Therefore, you will need to follow this simple process to download and install (You may find these instructions easier to follow if you print this page first):
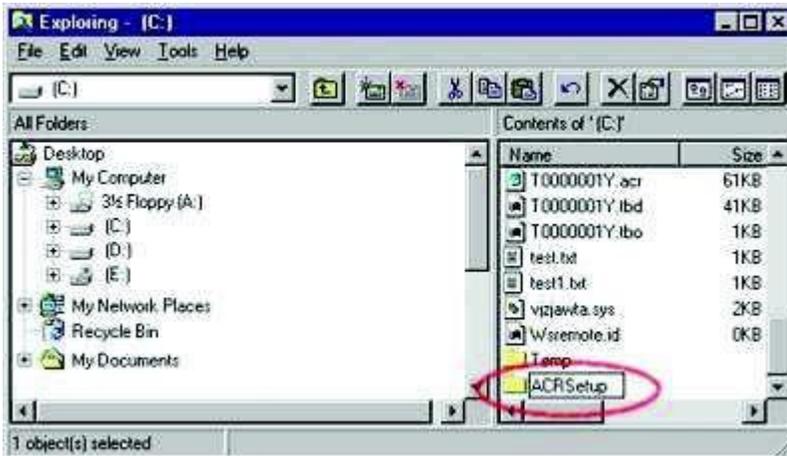
- Open your Windows Explorer (Start Menu -> Programs -> Windows Explorer).
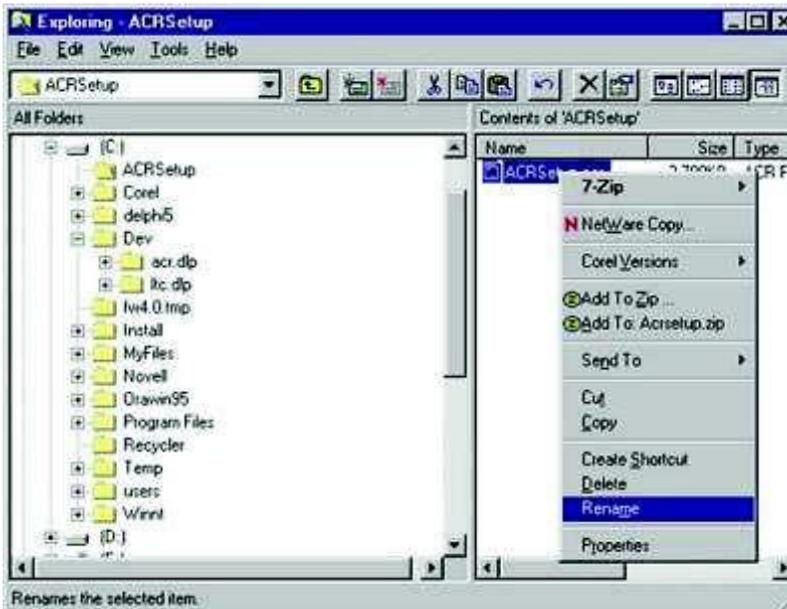- Select drive C:, as shown below

- Create a new folder on drive C: for storing the ACR Setup program, by clicking on the File menu, then choosing New -> Folder, as shown below:
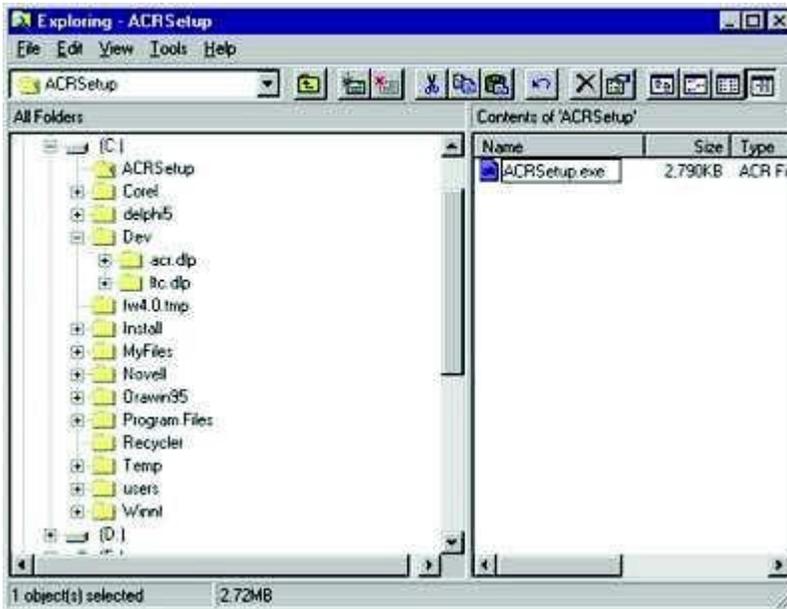

- A folder named "New Folder" will be created, and it will be highlighted for editing. Rename the folder to "ACRSetup" and press ENTER, as shown below:

- *If you have the prior year ACR on your computer it must be removed before the current version can be downloaded.*
- Download the installation file (ACRSetup.acr)
- Save the file to the C:\ACRSetup folder you created previously.
- Return to the Windows Explorer, and find the file ACRSetup.acr in C:\ACRSetup.
- Place your mouse cursor over the file, and click the right button (not the left button).
- A menu of choices should appear - choose the Rename option, as shown below:

- After selecting the Rename option, the file should be highlighted with an edit box around it. Change the extension "acr" to "exe", as shown below (If you make a mistake, press the ESC key to restore the original filename, and rename the file again):

- Press ENTER. At this point, file should be named ACRSetup.exe.
- With your mouse, double-click the left button on the filename, and the installation will begin, as shown below. Follow the on-screen instructions from this point on.