

## Helpful Notes

### User Interface

The ACR acts like a spreadsheet. The values in the forms will update automatically as you change other values. Edits are updated automatically as you make changes. There is also an undo option that allows you to cancel changes you have made.

You can view two schedules at the same time. If you hold down shift and click a tab the schedules will appear side-by-side. If you instead hold down the control key while clicking a tab the schedules will appear in a horizontal layout. In either case there will be a splitter between the two schedules that you can drag to change the sizes.

**\*If you have the prior year ACR on your computer it must be removed before the current version can be downloaded.**

### Some Menu Options

The following menu options are available in the ACR:

Undo	You can reverse changes you made by clicking The “Undo” button on the toolbar.
Open	This option allows you to open another cost report. This will replace the cost report you are currently editing.
Open new	This will start a new window and open a cost report. The current cost report window will not be closed.
Save as	This option allows you to save the current cost report to a different directory.
Change CR Type	Opens a window allowing you to change the type of the cost report. It will be saved to a new file.
Change CR Year	This will close the current cost report and reopen it using the Form for a different year.
Legend	This explains the meaning of the different colors used in the ACR.

## Other Facts

The ACR form is resizable to take advantage of newer screen resolutions. It will also remember its last size and position if you reopen the ACR.

- If you are unable to see the button that allows you to begin creating a cost report make sure the DPI setting is set to normal size (96 DPI). In order to check the DPI setting right click on your desktop, select "Properties," then "Settings," then "Advanced," and then the tab labeled "General." Click on the down arrow in the box marked "DPI Setting," and select Normal Size. You may be required to restart your computer before the new setting takes effect. If you are still unable to begin creating a NF cost report, contact the ACR Help Desk at (614) 752-4389. For questions regarding ICF-IID cost reports, please contact the Ohio Department of Developmental Disabilities at 614-644-7596.
- The trial balance appears together with the schedules.
- Most fields have a tool tip. This will show you the description and the data element number for the field. If there is an error or warning on the field then the tool tip will show you the message for the error.
- You can double click in the edits window to be taken to the field where the edit is made.
- If an account in the trial balance is distributed then you can double click on it to go to the related filed in the cost report.
- On many schedules, clicking on an account number will take you to the trial balance for that account.
- When you save your changes a backup of the previous version will be kept. We only keep one level of backups.
- You can set up file associations in Windows Explorer and the ACR will be opened when you double click on a file.
- The Indirect allowable days and capital allowable day's percentage are calculated correctly for the cost report year.
- The "Copy" tab has 3 options:
  - Copy prior year CR: this option copies a provider's prior year cost report. There are 3 sub-options:
    - Copy all data
    - Copy only static data
    - Copy static data and copy trial balance end-of-period values to the beginning of period value
  - Copy CR to another provider. This is the same as the previous copy button and allows you to start a CR for a new provider based on the currently selected provider.
  - Copy CR from an exported ACR file.
- Please be aware that use of the Copy function will overwrite existing data if a different destination directory from the one in which the original file is stored is not chosen. It is recommended that separate folders be created for each provider for each calendar year in order to avoid loss of data when utilizing the Copy function.

## Color Scheme

The ACR has a range of colors for different types of calculations. The colors are as follows:

### Basic Colors

White	A normal data entry field
Aqua	The field that is currently being edited
Yellow	In many cases the beginning of the row that is being edited is highlighted in yellow
Gray	A field that is not editable or not applicable

### Colors indicating Edits

Purple	The field is required and has no value
Pink	There is an edit indicating an error
Orange	There is an edit indicating a warning

### Colors indicating calculation types

Green	The value is copied from the trial balance
Darker Yellow	The value is a data entry field on the cost report but the ACR calculates it for you
Light Yellow	The value is a calculated or subtotal field
Light Blue	The value is total field
Darker Blue	The value is a grand total

## Requirements

Cost reports must be submitted online through the MITS Portal at <http://medicaid.ohio.gov/providers.aspx>

Windows NT 2000, 2003, 2007, XP, Vista, or Windows 7, 8

- Windows 98 can be used, however it is no longer supported by Microsoft
- 128MB Ram (256MB or more recommended for improved performance)
- 800 X 600 or better screen resolution
- Any Windows compatible printer for printing cost report schedules