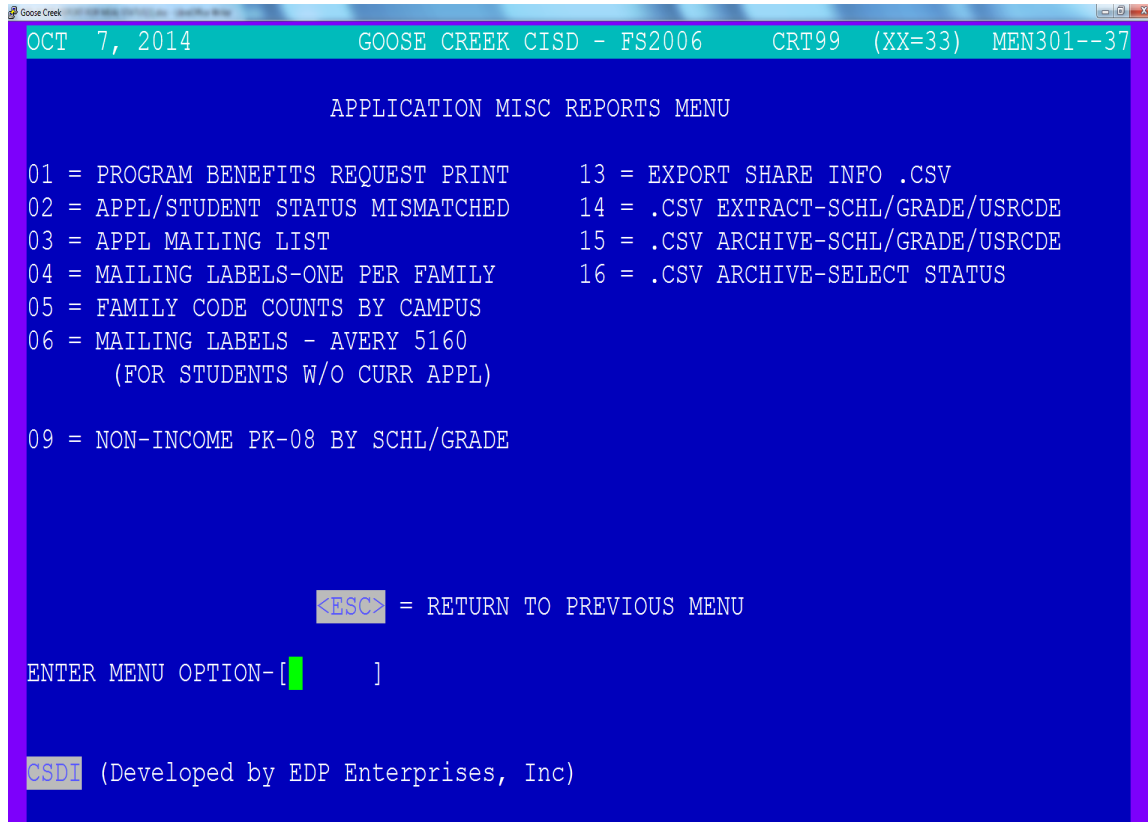


How to make AR Excel Spread sheet for audit



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GOOSE CREEK
OCT 7, 2014      GOOSE CREEK CISD - FS2006      CRT99 (XX=33)  MEN301--37

APPLICATION MISC REPORTS MENU

01 = PROGRAM BENEFITS REQUEST PRINT      13 = EXPORT SHARE INFO .CSV
02 = APPL/STUDENT STATUS MISMATCHED      14 = .CSV EXTRACT-SCHL/GRADE/USRCDE
03 = APPL MAILING LIST                   15 = .CSV ARCHIVE-SCHL/GRADE/USRCDE
04 = MAILING LABELS-ONE PER FAMILY        16 = .CSV ARCHIVE-SELECT STATUS
05 = FAMILY CODE COUNTS BY CAMPUS
06 = MAILING LABELS - AVERY 5160
    (FOR STUDENTS W/O CURR APPL)

09 = NON-INCOME PK-08 BY SCHL/GRADE

<ESC> = RETURN TO PREVIOUS MENU

ENTER MENU OPTION-[ ]

CSDI (Developed by EDP Enterprises, Inc)
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We have added an export to our system now that will build the csv file that the customer can put into excel or other spread sheet. The process is in Lunch Applications under LA-15 and then select option 15 or 16 as shown above:

15= . CSV ARCHIVE SCHL/GRADE/APPLIACTION #
16 = .CSV ARCHIVE-SELECT STATUS

You will need to run this report twice to make the 2 excel spread sheets that the state is requesting. One for the free and reduced and one for the denied students for the date range desired. If you have problems please call Alex in our office at 800-887-1828 and he will email