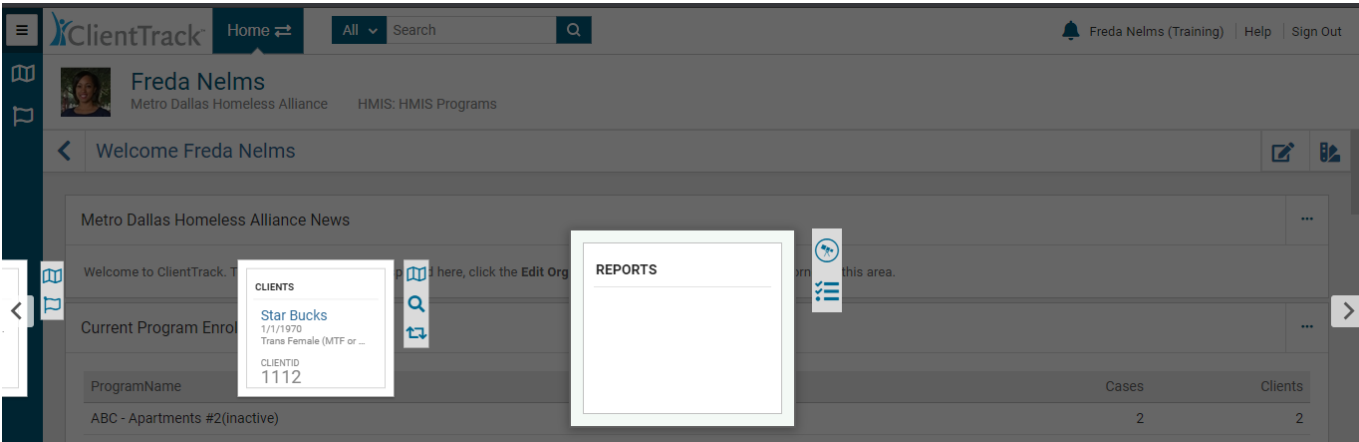
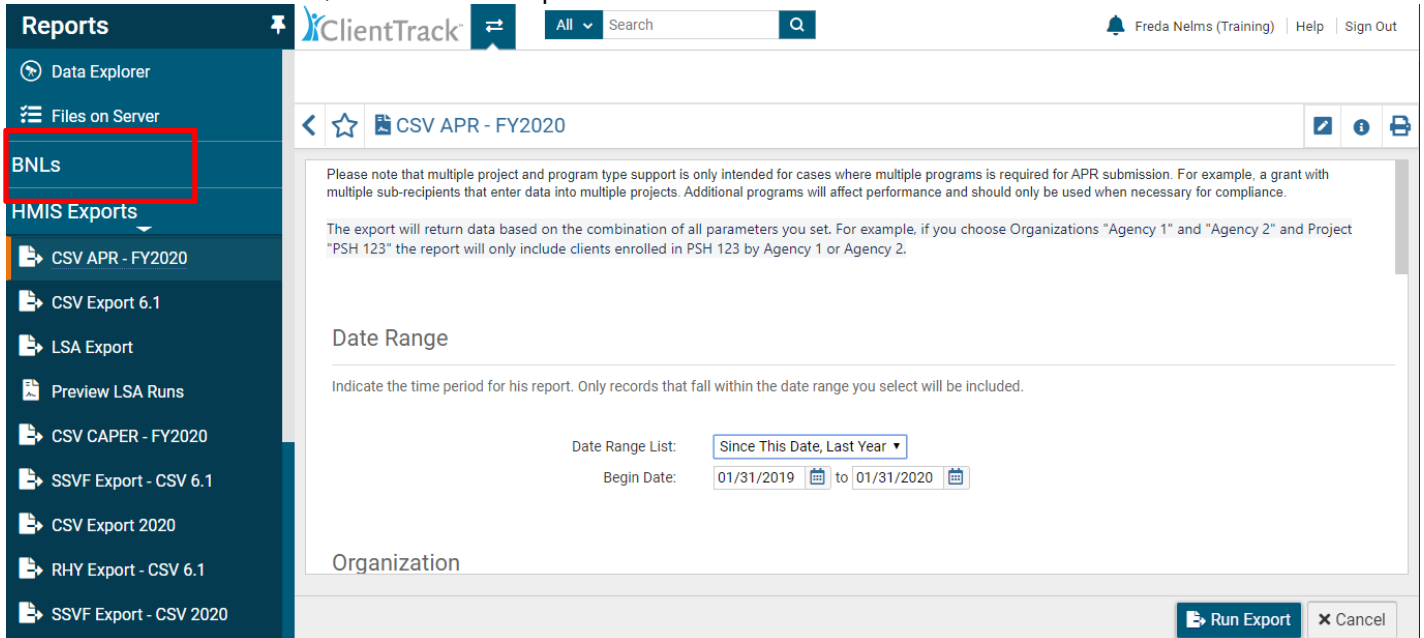


APR

Navigate to the Report workspace.

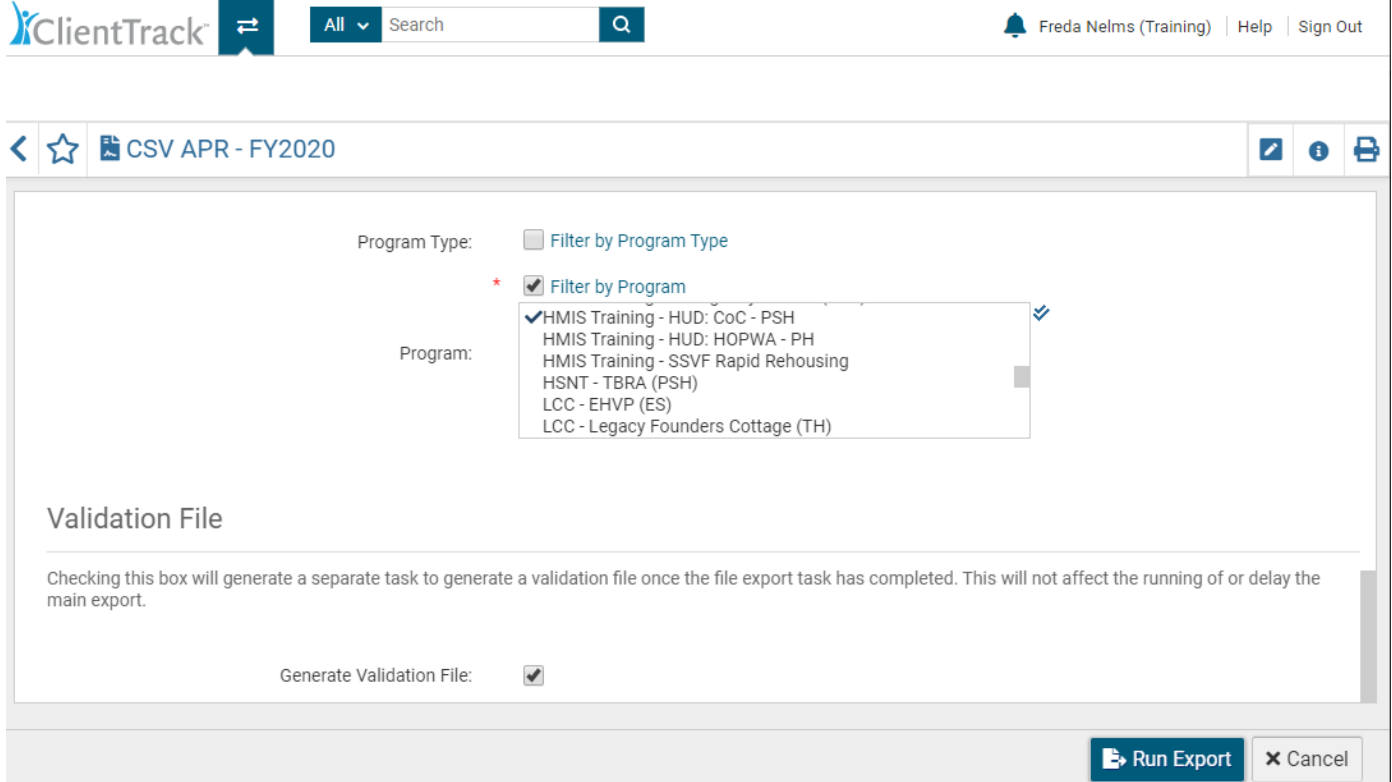


From the favorite's menu, select HUMS Exports > CSV APR FY2020



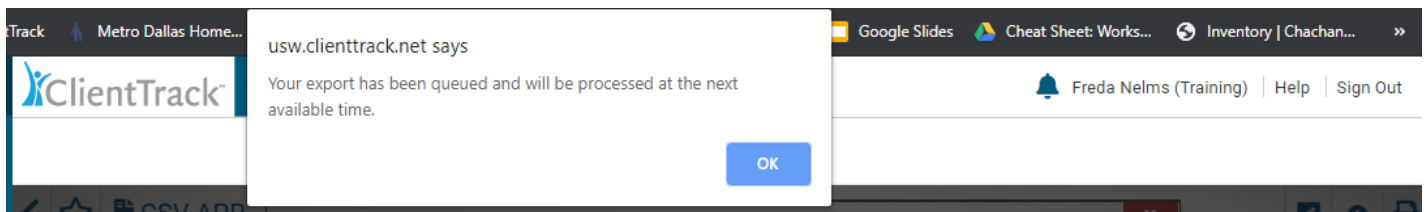
Fill out the Date Range, Organization and Program (Filter by Program).

Under Validation File, select Generate Validation File.

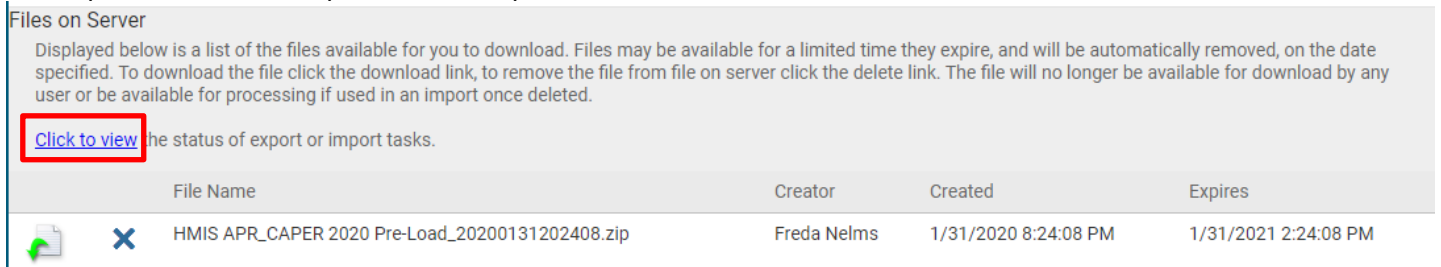


Click "Run Export"

Encrypting the export is optional. If you choose to do so, create a password for the report. Click "Done". You will get a confirmation page. Click "Ok".



The report has not been placed in the queue. Click on the link to view the status.



Download the file. The validation file will give is a detailed report. All other files are meant to be uploaded to Sage.

*Tip – If you would like a PDF version of the APR, upload the files (one program at time) as a test to Sage at <https://www.sagehmis.info/logon.aspx> and download the PDF version of the report.