

Governed By: Operations	Effective Date: 9/23/2014
Procedure: #10 CAP 60 CSBG Reporting	Updated Last: July 2015
Purpose: To provide instruction for pulling CSBC	Freporting information out of CAP60.

Steps:

•

• Click on the

button in the top right corner of the screen.

in the left hand side of the screen.

Click on

Arizona State Report
 CSBG
 CSBG Report
 CSBG Quarterly Report

Year

Program

CAP Reports

Search Reports

To update the "Date Range" to relevant PPR click "Edit" in the Action column.

• Select proper date range and "save"

CSBG	≞ ∞	
Save Canc	el	
Description of CSBG	Financial Resource Center	
	Filters	
From	4/1/2014 To 6/30/2014	
Agency	Commission on Economic Opportunity	•
Center	Select One	•
~ ·	AU	—

2014

All

- Select the relevant year
- Under "Program" select "all"

•	To organize the list by	CSBG			Export To Select One 🗸 💾 🧃	Total = 1
	program name click on	Action	<u>Name</u>	<u>Narrative</u>	Update Sections	Sections
	programmanie, click on	F -44	Name: 21st Century	Goal 1	Update All	Section D
	"name"	EOIL	County: All	Goal 3	IS Report	Section F
		Delete	City: All	Goal 4	1. Enrollment (Requires Update)	Section G
•	First "Update All"		Program: 21st Century	Goal 5	2. Follow, Upe (Requires Update)	Goal 1
	T		Service: All Year: 2014	Goal 6 Custom soal	<u>3. Services (Requires Update)</u> <u>4. Referrals (Requires Update)</u>	Goal 2 Goal 3
•	Then select "Section G" to		Funding: All			Goal 4
			Date Range:		Demographics	Goal 5
	access your programs		04/01/2014 - 06/30/2014		5. Services (Requires Update)	Goal 6 Custom Coale
	domographics				7. Families (Requires Update)	Service Areas
	demographics		Name: Community Connections	Goal 1	Update All	Section D
•	If you have any questions or	Edit	County: All	Goal 2		Section E
•	If you have any questions of	Delete	Center: All	Goal 3 Goal 4	1 Enrollment (Last Lindsted 06/11/2014)	Section F
	issues with pulling your	Delete	Program: Community Connections	Goal 5	2. Follow-Ups (Requires Update)	Goal 1
	issues men punns your		Service: All	Goal 6	3. Services (Requires Update)	Goal 2
	CSBG report, please		Year: 2014	Custom Goal	4. Referrals (Requires Update)	Goal 3
			Punding: All Date Range:		Demographics	Goal 5
	contact Program		04/01/2014 - 06/30/2014		5. Services (Requires Update)	Goal 6
					6. Persons (Requires Update)	Custom Goals
	Operations for assistance.				7. Families (Requires Update)	Service Areas

CSBG

Edit

Delete

▼ ▼

Actions