



Creating a Free/Reduced Lunch & Spoken Language Report in FACTS

To create a free/reduced lunch & spoken word report

1. Login to FACTS Grant and Aid
2. Go to “Reports” tab
3. Select Term: 2017-2018
4. Click “Create a new report”

The screenshot shows the FACTS Dashboard interface. At the top right, there is a search bar with 'Application ID' and a 'Go' button. Below it, the 'Term' is set to '2017-2018'. The 'Reports' tab is selected, indicated by a red '1'. The 'Application Status Overview' section is visible, with a 'Clear All Filters' link and a dropdown for 'Groups / Institutions' set to 'Fulcrum Foundation'. Below this, the 'Applicant Status' section has a 'Create a new report' link highlighted with a red '3'. The 'Print/View Options' section is at the bottom, showing a table with columns for various data points.

App ID	Applicant Name	Has Comments	App Status	Inc Data	Fee Payment	Business Review	Tax Return Year	W-2 Year	Submit Date	Last Receipt Date	Verified Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Select Student report
NOTE: Spoken language information is only available in student reports
6. Find and add the fields below to the report. Searching for fields in the search bar is much faster and easier than scrolling through the 200+ available fields.
 - App ID
 - Applicant Address 1
 - Applicant Address 2
 - Applicant City
 - Applicant Postal Code
 - Federal Poverty Guideline
 - Federal Free Lunch Guideline
 - Federal Free Lunch Program Qualified
 - Federal Reduced Lunch Guideline
 - Federal Reduced Lunch Program Qualified
 - Child Learned to Speak Another Language {Custom}
 - Most often Speaks a Language Other than English {Custom}

7. Name the report, click “Save” or “Update” and return to Dashboard

Step 1: Create a report or choose an existing report

FRL Language Spoken Lang Copy this Report

Step 2: Select Data

Choose how you want to view the data

Student report Applicant report **4**

Step 3: Select Fields

Type to search

Available fields Show all Fields

Allocation for Other Expenses
Annual Amount Child Support Received
Annual Amount Food Stamps
Annual Amount Other Non-Taxable Income
Annual Amount Social Security
Annual Amount TANF
Annual Amount Tuition Support
Annual Amount Welfare
Annual Amount Worker's Comp

5

241 available fields

Selected fields

App ID
Federal Poverty Guideline
Federal Free Lunch Guideline
Federal Free Lunch Program Qualified
Federal Reduced Lunch Guideline
Federal Reduced Lunch Program Qualified
Child Learned to Speak Another Language {Custom}
Most often Speaks a Language Other than English {Custom}

10 available fields

Step 4: Save Report

The Report was successfully saved! **6**

FRL Language Spoken Lang Update Delete Report Cancel Reset Column Width

8. Click “Print/View Options” and select “Export Data,” then “To Excel (unformatted).” The file will export as a .csv file which can be saved as an Excel Workbook.

FRL Language Spoken Lang Create a new report | Modify this report FRL Language Spoken Lang

Action View

Print/View Options **8**

Student ID	Student Name	Applicant Name	App ID	Federal Poverty Guideline	Federal Free Lunch Guideline	Federal Free Lunch Program Qualified	Federal Reduced Lunch Guideline	Federal Reduced Lunch Program Qualified	Child Learned to Speak Another Language	Most often Speaks a Language Other than English
			2637030	32,580	42,354	No	60,273	No	No	No
			2637030	32,580	42,354	No	60,273	No	No	No

Print/View Options

- Export Data
 - To PDF
 - To Excel
 - To Excel (unformatted)
- Enable Advanced Sort
- Freeze Columns