# Financial Data Reporting Tool Procedures
FDRT

PRIOR TO INSTALLATION:
1. Verify users have access to the "M" drive.
2. If you do not have access, call in a trouble ticket with I.T. Please inform I.T. you require access to the "M" drive in order to install and use the FDRT program.
3. FDRT produces an Excel spreadsheet. The program requires Microsoft Office 2007 or higher. If you do not have 2007 or higher please call in a trouble ticket with I.T. to have Microsoft Office updated on your computer.

INSTALLATION PROCEDURES:
1. Initial install takes place at each desktop.
2. M drive → LACOE → Install the FDRT! (Click on icon). Program will be loaded on your Desktop.
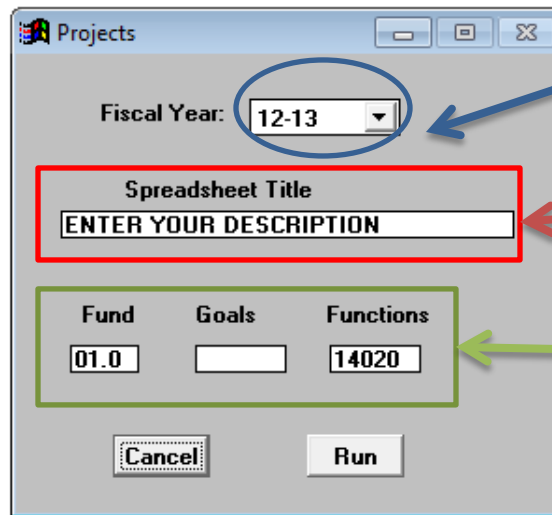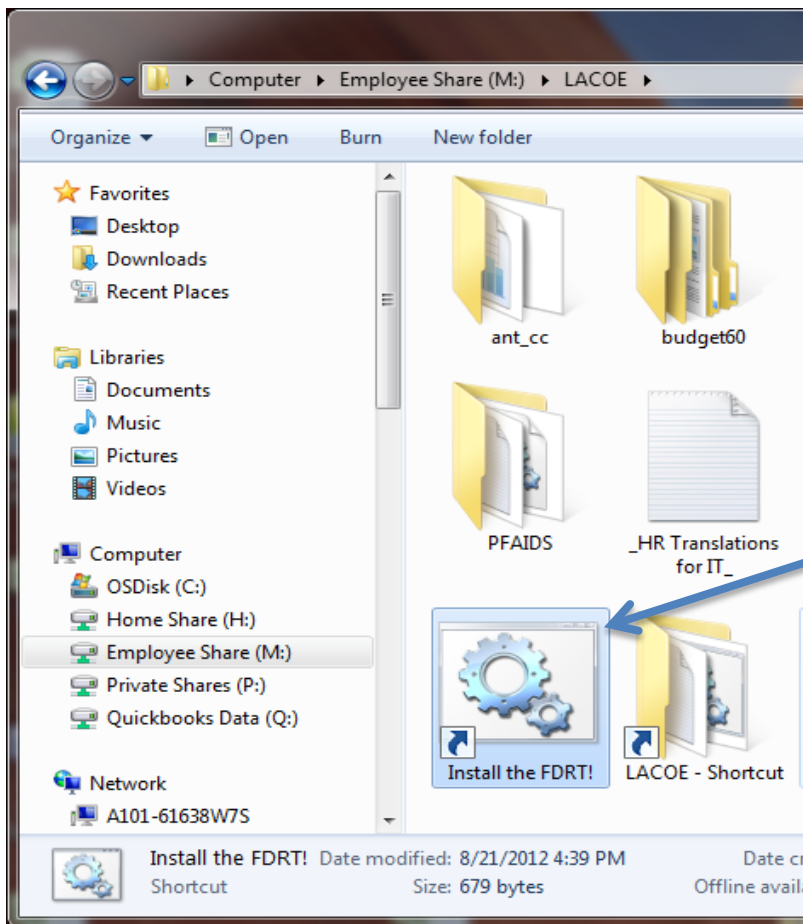

This is the install icon

3. If you experience a problem installing FDRT, please contact the ITS help desk, extension 6535, or help@AVC.edu. Please describe the problem and any error messages received.

DOWNLOADING PROCEDURES:

1. Click on **FDRT** Icon: It will look like this:

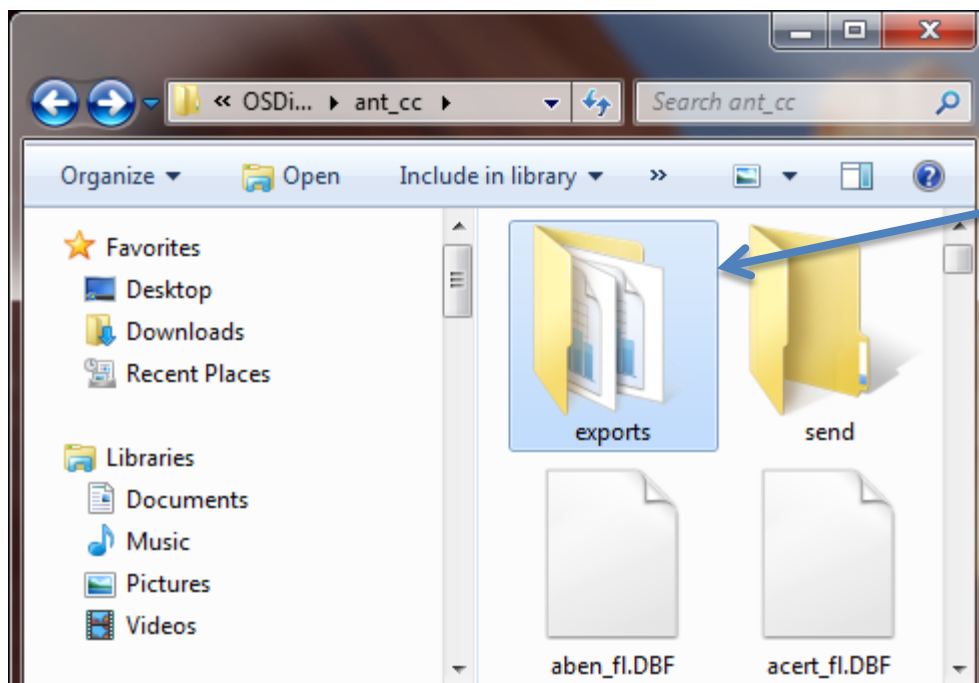2. Enter **Fund #**, and/or **Categorical #**, and/or **Function #**.

Select the Fiscal Year required.

Enter the name of the file to be created here.

Enter your fund #, goal, and/or function code here.

3. The download will take about 1-2 minutes.
4. An Excel spreadsheet will be created.
5. Excel spreadsheets are stored in the folder located on C drive: OSDisk (C:) → ant_cc →exports. See Below

Your reports are here.