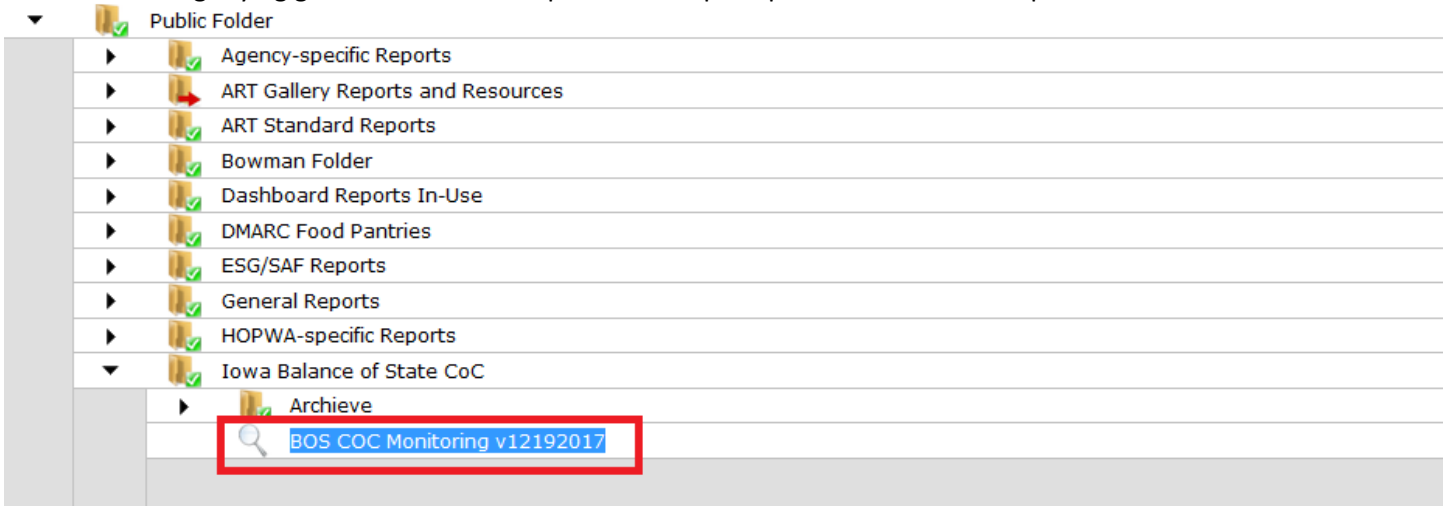


## Instructions for running the Iowa Balance of State Monitoring Report

In **ART** (Advanced Reporting Tool), open **Public Folder**, then open folder **Iowa Balance of State CoC**. There you will find the report titled: **BOS COC Monitoring**.

Click on the magnifying glass to launch the report. When prompted click the View Report button.



When the report prompt window appears, select your COC funded project by selecting the Provider.

This report **MUST** be run separately for each funded project. Next, Enter effective date **MUST** be the date you are running the report. There are (3) date prompts which will span over 2 years based on the reporting end date. Be sure to make sure you are reporting the correct period. Examples are pictured below.

**(January 2018 )**

The 'Prompts' dialog box contains the following prompts and values:

- EDA Provider -Default Provider- (checked)
- Provider (dropdown menu)
- EDA Provider -Default Provider- (selected)
- Enter effective date (red arrow)
- Enter Prior Year Start Date: 1/1/2016 12:00:00 AM (checked)
- Report\_StartDate 1/1/2017 12:00:00 AM (checked)
- Report\_EndDate + 1 DAY 1/1/2018 12:00:00 AM (checked)

**(July 2018 )**

The 'Prompts' dialog box contains the following prompts and values:

- EDA Provider -Default Provider- (checked)
- Provider (dropdown menu)
- EDA Provider -Default Provider- (selected)
- Enter effective date (red arrow)
- Enter Prior Year Start Date: 7/1/2016 (checked)
- Report\_StartDate 7/1/2017 (checked)
- Report\_EndDate + 1 DAY 7/1/2018 (checked)

Do NOT change the EDA Provider prompts. Leave them at the default.  
You are now ready to click the Run Report button.

When the report is done running you will have a single page of results.

**You will be required to provide a copy of the report to the CoC, to export the report for printing click on the Export to PDF button on the top navigation, this will save the file to your computer for printing and/or emailing.**

