

CALPADS Transaction Submission Process for the SPED Coordinator

Permission and Roles Needed

SEIS:

District Level User (SPED Coordinator) with the following permissions (*only one DLU per LEA/District should submit CALPADS Generated reports to CALPADS. If taking over for a prior DLU confirm all CALPADS reports are finalized, then deactivated. Contact your SELPA Program Technician for assistance*):

- Edit CALPADS transactions
- Generate CALPADS Reports
- Can upload SSID

CALPADS:

To submit CALPADS generated reports from SEIS through the CALPADS API

- Org Type: LEA
- Minimum Roles: Fall1 Reports, SENR View, SINF View, SPED Edit, SPED View, Student Search

EXPAND/COLLAPSE ROLES 17

Assessments; **EOY4 Reports**; Fall1 Reports; **PSTS Edit**; PSTS for SPED Students Edit; **PSTS for SPED Students View**; PSTS View; **SENR View**; SINF View; **SPED Edit**; SPED View; **SPRG View**; STSE Edit; **STSE for SPED Students Edit**; STSE for SPED Students View; **STSE View**; Student Search;

Roles:

CALPADS administrator roles the LEA/District

- Org Type: LEA

EXPAND/COLLAPSE ROLES 49

Anomaly Contact; **Assessments**; Authorizing LEA; **CRSE Edit**; CRSE View; **Data Collection Certifier**; Direct Certification; **EOY1 Reports**; EOY2 Reports; **EOY3 Reports**; EOY4 Reports; **Fall1 Reports**; Fall2 Reports; **Foster Youth**; Free and Reduced Price Meal Edit; **Free and Reduced Price Meal View**; LEA Administrator; **Local Code Mapping**; Maintain Foster; **PSTS Edit**; PSTS for SPED Students Edit; **PSTS for SPED Students View**; PSTS View; **SASS Edit**; SASS View; **SCTE Edit**; SCTE View; **SDEM Edit**; SDEM View; **SDIS Edit**; SDIS View; **SELA Edit**; SELA View; **SENR Edit**; SENR View; **SINF Edit**; SINF View; **SPED Edit**; SPED View; **SPRG Edit**; SPRG View; **Staff Search**; STAS Edit; **STAS View**; STSE Edit; **STSE for SPED Students Edit**; STSE for SPED Students View; **STSE View**; Student Search;

SELPA administrators must have the following roles Fall 1 and EOY 4

- Org Type: LEA

EXPAND/COLLAPSE ROLES 1

Fall1 Reports;

STEP 1-Log onto SEIS: Reviewing Transactions

- From the SEIS Navigation Bar on the home page, go to reports (NavigationBar→Reports→Transactions) and choose CALPADS Transactions. The default 'Type of Transaction' is **Reportable Transactions**.

- Reportable transactions are transactions that have not been submitted to CALPADS. If there is an active generated report some of the reportable transactions will show they have been uploaded to CALPADS and the SPED or SSRV may have been accepted (you will need to complete the submission of the active generated report or deactivate to work in a new one).

SEIS ID	SSID	District ID	Last Name	First Name	DOB	School of Attendance	Meeting Type	Meeting Date	Plan Type	Amendment Date	Parent Signature	Transaction Created	Transaction Type	Exit Date	Last Saved By	Last Saved On	Uploaded to CALPADS	SPED Accepted	SSRV Accepted	Reporting LEA
1974721	6770471850		Kravitz	Gladys	01/01/2008	ABC School of Arts	20	09/01/2018	100			07/10/2019 12:43 pm	Exit	07/10/2019			No	No	No	SELPA Training District (SELPA USE ONLY)
1978602	1234556678	532671	Norcalmorales	Barry	01/10/2008	Blue Sky School	10	07/01/2019	100		Yes	08/07/2019 11:40 am	Affirmed IEP				No	No	No	Training #1

Review for Duplicate Transactions

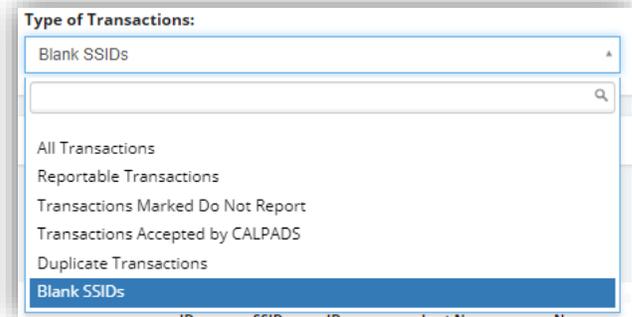
- From the 'Type of Transaction' dropdown, select 'Duplicate Transactions'.
 - A duplicate transaction has the **same Meeting Type and Meeting Date** as another transaction
 - This would occur if the IEP was included in the June 30th report due to the meeting date but was not affirmed until after 7/1.
 - Verify both transactions to ensure it is a true duplicate. (It is up to the LEA/District to determine which transaction should be kept. You may need to review the IEP history).

- If so, edit one of the transactions and mark it Do Not Report. (Provide a comment for all transactions marked DNR)

SEIS ID	SSID	District ID	Last Name	First Name	DOB	Meeting Type	Meeting Date	Plan Type	Amendment Date	Parent Signature	Transaction Created	Transaction Type	Last Saved By	Last Saved On	Uploaded to CALPADS	SPED Accepted	SSRV Accepted
1975479	6546516519		Error	CALPADS	07/05/2000	20	08/14/2019	100		Yes	08/22/2019 3:55 pm	Affirmed IEP	Mark Hypolite	08/26/2019 1:36 pm	Yes	No	No
389766	6301295201		Clooney	George	01/16/1993	40	05/21/2007	100			06/30/2019 12:00 am	06/30/2019 Report	Sally Smith	07/30/2019 7:58 pm	Yes	No	No

Review for Missing SSIDs Transactions

- Next check for **Missing SSIDs**. Choose Blank SSIDs for the “Type of Transactions’ dropdown.
- This will display all transactions where the SSID was not populated at the time of the affirm.
- Once the SSID number is entered onto the Student Record, SEIS will automatically insert the SSID number into the transactions.



STEP 2-Generating and Submitting a CALPADS Report

After you have reviewed your transactions:

- Generating a CALPADS report. Navigation Bar →Reports→ CALPADS Reportable Transactions→

CALPADS Transactions

Instructions
Reportable transactions to CALPADS are listed below. Please use the features available on this page to view/edit the information. Transactions may be marked as Do Not Report and will be available to restore, if displayed.

Type of Transactions:

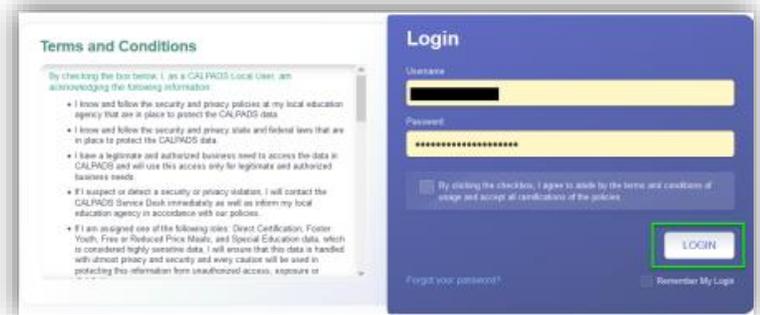
Generate Report For: Generate Report

Generate CALPADS Report button.

- Sending the Data to CALPADS via SEIS (user submitting SPED data to CALPADS must have a CALPADS user account)
- From the CALPADS Generated Reports in SEIS click the “Log on to CALPADS” Button



- Enter your CALPADS credentials (to request a CALPADS DISTRICT Administrator Application, contact the CALPADS Service Desk by e-mail at calpads-support@cde.ca.gov) and click LOGIN (must check terms and conditions box every time)
- Once logged in you will be redirected back to SEIS

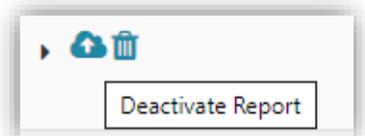


If there is already an active CALPADS report, you will be prompted that you can only work in one active report at a time.

- You may only work in one active CALPADS generated report. The active report has the **cloud** with the arrow in it. This is also why the LEA/District should only have one DLU submitting Reports.

Active	Report Dates
▶  	<p>Created: 12/16/2019, 12:21:29 pm</p> <p>Last Submission: 12/16/2019, 3:50:06 pm</p>
▶ 	<p>Created: 12/16/2019, 9:06:21 am</p> <p>Last Submission: 12/16/2019, 12:10:02 pm</p>

- You may need to deactivate a prior report to work in the report you just created. Click the blue cloud with the arrow in it to Deactivate Report. You will be prompted to confirm.



- Once the CALPADS report is generated, the report will need to be expanded (Click the arrow next to the trash can) into the 4 transactions types, in the sequential order needed by CALPADS (you LEA may not have all four transaction types).

Confirm

Are you sure you want to deactivate this report?

Active	Report Dates	Records	Rejected Records	Download File
▶ 	<p>Created: 09/28/2019, 6:33:34 pm</p> <p>Last Submission:</p>	<p>SPED: 28</p> <p>SSRV: 22</p>	<p>SPED: 0</p> <p>SSRV: 0</p>	<p>Student Services</p>

- The 4 transactions types are:
 - Type 1: Affirmed IEPS
 - Type 2: Amendments
 - Type 3: Exits/DNQs Click on the expand icon.
 - Type 4: Pending

Process	Report Status	Errors Received On	Errors Uploaded On	Records	Rejected Records	Tables
Type 1 06/30/2019 Report/Affirmed IEPS View/Edit Report Data	SPED File Status: Not Submitted Submit SPED File SSRV File Status: Not Submitted Submit SSRV File			SPED: 26 SSRV: 19	SPED: 0 SSRV: 0	Student Services
Type 2 Amendments View/Edit Report Data	SPED File Status: Not Submitted Submit SPED File SSRV File Status: Not Submitted Submit SSRV File			SPED: 1 SSRV: 1	SPED: 0 SSRV: 0	Student Services
Type 3 Exits/DNQs View/Edit Report Data	SPED File Status: Not Submitted Submit SPED File SSRV File Status: Not Submitted Submit SSRV File			SPED: 1 SSRV: 2	SPED: 0 SSRV: 0	Student Services

STEP 3-Submitting Files

Submitting your SPED File

- Click the [Submit SPED file](#) link. The Type 1 SPED (student) file must be loaded first and must be error free before you may submit the SSRV (services) file.

Process	Report Status
Type 1 06/30/2019 Report/Affirmed IEPS View/Edit Report Data	SPED File Status: Not Submitted Submit SPED File SSRV File Status: Not Submitted Submit SSRV File

- This will activate the report (the active icon will display). Click refresh until it shows “in process” this will let you know CALPADS has received the file. You may also view your submission status in CALPADS (see submissions under Certification>Fall 1).

Report Status
SPED File Status:  In Queue Refresh SPED File Status SSRV File Status: Not Submitted Submit SSRV File

- Click the Refresh SPED file Status link to update the status of the report until it reflects “In Review” or “Ready for Review”. You may log out of SEIS during this time that CALPADS is processing the file but will need to click [Refresh SPED file Status](#) when you return to the CALPADS generated reports page to finish the upload.
- Once CALPADS has processed the file and if there were generated errors, you will see [Get SPED Errors](#) link to retrieve your errors. If error free you will be prompted to “[Refresh SPED File Status](#)”. Continue to follow blue highlighted prompts prior to proceeding to the next Transaction Type.

STEP 4-Retrieving Errors and Posting to Homepage

- Click “[Get SPED Errors](#)” to retrieve your errors

Active	Process	Report Status	Report Dates
	View/Edit Report Data	SPED File Status: Ready for Review Refresh SPED File Status Get SPED Errors (Errors Not Received)	Created: 08/26/2019, 8:41:13 pm Last Submission: 08/27/2019, 9:22:28 am
		SSRV File Status: Not Submitted Submit SSRV File	

- Once the errors are received, the Process Options (in Blue) will update to allow for the download of errors and posting to the SEIS Home Page. ***Errors cannot be corrected in CALPADS.***
 - To download a CSV file of the errors, click the Download Error file link
- Click the Post/Manage Homepage Notice to post the errors to the homepage

Active	Process	Report Status	Report Dates
	View/Edit Report Data	SPED File Status: Ready for Review Refresh SPED File Status Resubmit SPED File (Errors Received)	Created: 08/26/2019, 8:41:13 pr Last Submission: 08/27/2019, 9:23:41 ar
	Download Error File Post Errors/Manage Homepage Notice	SSRV File Status: Not Submitted Submit SSRV File	

- On the Post Error/Manage Homepage Error notice page:
 - Enter a message that will display on the homepage
 - Select the User Levels that should view/correct errors
 - Click the Post CALPADS Errors button
 - The Deactivate button will deselect all user levels

File Status: Errors ready for upload as of 8/16/19 4:12 PM

Display fix error button on District level user homepage

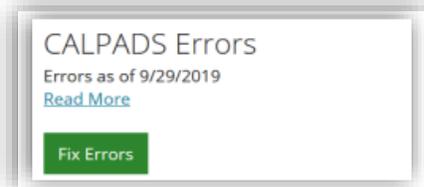
Display fix error button on School Site level user homepage

Display fix error button on the Case Manager homepage

STEP 5-Correcting Errors

The errors will display on the homepage for any user level that was selected on the Post Errors/Manage Homepage Error notice (The SELPA cannot see your errors is they are not posted on your homepage).

- Click the Fix Error button on the SEIS homepage



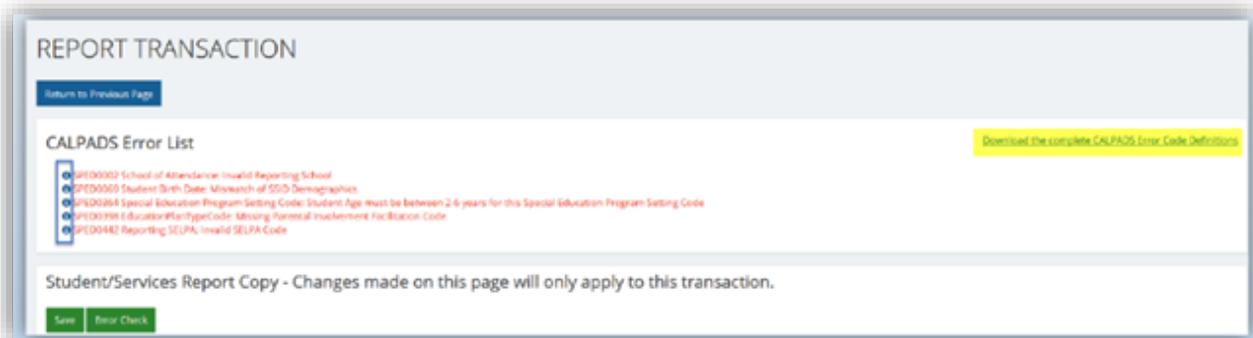
- The button will populate an error list. Clicking on the wrench allows the user to fix the error in the transaction only. This DOES NOT update the Student Record

Meeting Type	Meeting Date	SSID	Studentid	Last Name	First Name	DOB	Case Manager	School Name	Errors/Warnings	ErrorCode	
	40	03/04/2019	1234567890	662463	Blue	Bonnet	08/09/2017	Laura Mahoney Teacher	SF Elementary Kiddos	Invalid Reporting School	SFED0002
	40	03/04/2019	1234567890	662463	Blue	Bonnet	08/09/2017	Laura Mahoney Teacher	SF Elementary Kiddos	Mismatch of SSID Demographics	SFED0069
	40	03/04/2019	1234567890	662463	Blue	Bonnet	08/09/2017	Laura Mahoney Teacher	SF Elementary Kiddos	Invalid Education Plan Type Code for IEP Includes Postsecondary Goals Indicator	SFED0332

- A correction may also require the SEIS record be updated so the error does not return. This change to a student record may require an amendment.
- Once Errors are corrected, save the page. Click the Show Errors button to verify no other errors exist.



- All errors will display at the top of the page and next to the field as well. An info icon has been added to display the description of the error and the validated fields.



- A link of the full list of the CALPADS Error Code Definitions is available. Additional resources for correcting CALPADS errors are the NPA list available in SEIS>Help Center >Training Materials>CALPADS>List of NPA Identifiers or the Valid Code Combinations in CALPADS.

- Errors with missing in the description require a blank field to be populated.

SPED0389	- Missing General Education Participation Percentage Range Code
SPED0426	- Missing Meeting Delay Code for Part B or Part C Initial Evaluation
SPED0398	- Missing Parental Involvement Facilitation Code
SPED0387	- Missing Preschool Program Setting Service Location Code
SPED0423	- Missing Special Education Meeting Date
SPED0346	- Missing Special Education Program Setting Code
SPED0450	- Missing Special Education Referral Date

- Mismatch Errors are the result of conditional Validations. The data in the record does not correspond to what is in CALPADS. The data in the CALPADS ODS sets the condition and the data in your records does not correspond to the student record currently in CALPADS. An examination of the student record in CALPADS ODS and SEIS would have to be conducted to determine where the discrepancy lies.

SPED0438	- Education Plan Amendment Date Mismatch
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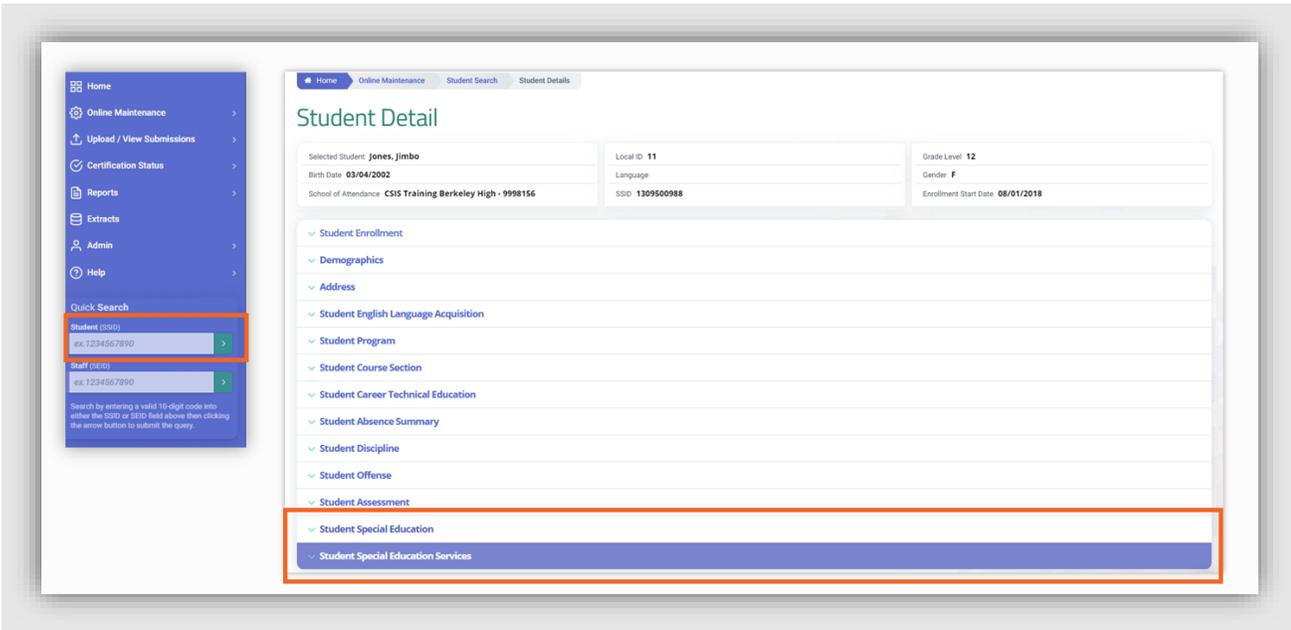
- Invalid Data are errors with “Invalid” in the name and usually means that valid codes were used incorrectly, or the values cannot be referenced in the CALPADS ODS

SPED0006	- Invalid Academic Year
SPED0372	- Invalid Education Plan Type Code and Special Education Program Setting Code Combo
SPED0007	- Invalid SSID

- General Errors (**GERR** errors) are general errors found in several different record types. The most common being GERR0005. This requires a comparison between CALPADS enrollment and the rejected SPED record

GERR0005	- LEA does not have ownership of student enrollment to make the update
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- Correcting errors may require viewing and/or deleting an accepted SPED/SSRV record in CALPADS.
- **To view the ‘Student Container Details UI’ complete the following:**
 - From the CALPADS home page enter the student’s SSID in the quick search box.
 - Scroll down and click to the Student Special Education Container to view the SPED record modal(s) or click the Student Special Education Services container to view the SPED Services modal(s). Containers and Modals are **READ-ONLY**. This is where you can view what has been uploaded from your and previous LEA(s)/District(s) (i.e. researching a duplicate SPED file error).



- You may open and view the SPED modal details by clicking the 'open' button on the modal. This the same information you would see in SEIS on the CALPADS student page on the day the meeting was affirmed.

SPED

Reporting LEA	Reporting SELPA	District of Special Education Accountability	Special Education Referral Date	Initial Eval Parental Consent Date	Special Education Initial Entry Start Date	Special Education Meeting or Amendment Identifier	Special Education Meeting Type Code	Special Education Meeting Date	Education Plan Amendment Date	Education Plan Type Code	Disability Code 1	Special Education Program Exit Date
Natomas Unified - 3475283	Sacramento County - 3401	Natomas Unified - 3475283	02/01/2017	03/30/2018	05/25/2017	11957601931...	Part B Initial Evaluation - 10	10/01/2019		Individualized Education Program (IEP) - 100	Autism (AUT) - 320	

SSRV

Reporting LEA	School of Attendance	AY	Reporting SELPA	District of Special Education Accountability	Special Education Meeting or Amendment Identifier	Special Education Service Code	Special Education Service Provider Code	Special Education Service Location Code	Service Frequency Code	Service Duration	Local Special Education Student ID
Natomas Unified - 3475283	Lenny Greene Academy - 0126060		Sacramento County - 3401		119576019310...	Day Treatment Services - 540	California Department of Social Services (DSS) - 320	Continuation school - 610	Daily - 10	60	1002310

SPED Modal Details

Student Name	SSID	Special Education Meeting Type Code	Special Education Meeting Date	Preschool Program Setting Service Location Code	Ten Or More Weekly Hours in Setting Indicator
Jimbo Jones	999887770	Part B Initial Evaluation - 10	10/01/2019		<input type="radio"/> Not Applicable <input type="radio"/> Yes <input type="radio"/> No
Reporting LEA	Sacramento County - 3401	Special Education Meeting Or Amendment Identifier	Education Plan Amendment Date	General Education Participation Percentage Range Code	Special Education Program Type Code
Natomas Unified - 3475283		1195760193100000		Equal to or Greater than 80 percent - 1	
School Of Attendance	School Of Attendance NPS	Education Plan Type	Meeting Delay Code	IEP Includes Postsecondary Goals Indicator	Postsecondary Goals Updated Annually Indicator
Lenny Greene Academy - 0126060		Individualized Education Program (IEP) - 100	School Break - 40	<input type="radio"/> Not Applicable <input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Not Applicable <input type="radio"/> Yes <input type="radio"/> No
District Of Special Education Accountability	Local Student ID	Special Education Program Exit Date	Special Education Program Exit Reason	Postsecondary Goals Age Appropriate Transition Assessment Indicator	Transition Services in IEP Indicator
Natomas Unified - 3475283	1983319			<input type="radio"/> Not Applicable <input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Not Applicable <input type="radio"/> Yes <input type="radio"/> No
Local Special Education Student ID	Special Education Referral Date	Primary Residence Code	Special Education Initial Entry Start Date	Supportive Services Indicator	Transition Services Goals in IEP Indicator
1983319	02/01/2017	Parent or Legal Guardian and/or Homeless - 140	05/25/2017	<input type="radio"/> Not Applicable <input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Not Applicable <input type="radio"/> Yes <input type="radio"/> No
Referring Party Code	Initial Evaluation Parental Consent Date	Disability 1 Code	Disability 2 Code	Student IEP Participation Indicator	Agency Representative IEP Participation Code
Teacher - 25	03/30/2018	Autism (AUT) - 320	Speech or Language Impairment (SLI) - 240	<input type="radio"/> Not Applicable <input type="radio"/> Yes <input type="radio"/> No	
		Infant Regional Center Services Eligibility Indicator	Special Education Program Setting Code	Special Transportation Indicator	Parental Involvement Facilitation Code
		<input checked="" type="radio"/> Not Applicable <input type="radio"/> Yes <input type="radio"/> No	Regular Classroom/Public Day School - 400	<input type="radio"/> Not Applicable <input checked="" type="radio"/> Yes <input type="radio"/> No	No Response Blank - 38
				Workability 1 Work Based Learning Program Completion Indicator	Department Of Rehabilitation Student Services Work Based Learning Program Completion Indicator
				<input type="radio"/> Not Applicable <input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Not Applicable <input checked="" type="radio"/> Yes <input type="radio"/> No

- You may open and view the SSRV modal details by clicking the ‘Open’ button on the modal. This the the same information you would see in SEIS on the CALPADS Services page the day the meeting was affirmed.

The screenshot shows a modal window titled "Student Special Education Program" with a close button in the top right corner. The form contains the following fields:

- SSID: 1195760193
- Academic Year ID: (empty)
- Reporting LEA: Natomas Unified - 3475283
- Reporting SELPA: Sacramento County - 3401
- School Of Attendance: Leroy Greene Academy - 0126060
- School Of Attendance NPS: (empty)
- District Of Special Education Accountability: (empty)
- Local Special Education Student ID: 1002310
- Nonpublic Agency Identifier: (empty)
- Special Education Meeting Or Amendment Identifier: 11957601931020100000
- Special Education Service Code: Day Treatment Services - 540
- Special Education Service Provider Code: California Department of Social Services (DSS) - 320
- Special Education Service Location Code: Continuation school - 610
- Special Education Frequency Code: Daily - 10
- Service Duration: 60

A "Close" button is located at the bottom right of the modal.

STEP 6-Resubmitting File After Correcting Errors

The SPED file should be resubmitted frequently as some errors are only able to be validated through CALPADS. Once the SPED file is error free, the SRV file (Services) for that same type transaction can be submitted.

- After errors are fixed, click “[Resubmit SPED File](#)” link.
 - Refresh File Status
 - Retrieve Errors (if any)
 - Post Errors onto Homepage (if applicable)
 - Continue the error correction process until error free (if applicable)

Active	Process	Report Status	Report Dates
	View/Edit Report Data	SPED File Status: Ready for Review	Created: 08/16/2019, 3:15:47 pm
	Download Error File	Refresh SPED File Status	
	Post Errors/Manage Homepage Notice	Resubmit SPED File (Errors Received)	Last Submission: 08/16/2019, 3:59:23 pm
		SSRV File Status: Not Submitted	
		Submit SSRV File	

- Once the SPED file is error free, the status will display “Posted” and the Rejected records will =0 (there will no longer be blue links for that file type). The note will indicate that the file is Error Free and you can now submit your SSRV file. Continue to follow blue highlighted prompts prior to proceeding to the next Transaction Type.

Process	Report Status	Errors Received On	Errors Uploaded On	Records	Rejected Records
Type 1 06/30/2019 Report/Affirmed IEPs View/Edit Report Data	SPED File Status: Posted (File Error Free) You can now submit SSRV file. SSRV File Status: Posted (File Error Free)			SPED: 1 SSRV: 1	SPED: 0 SSRV: 0

- The same process will repeat with the SSRV file.
 - Submit the SSRV file
 - Retrieve errors from CALPADS
 - Post to Homepage
 - Resubmit until error free
- When both the SPED file and the SSRV files are error free, both status’ will display ‘Posted’ and File Error Free. You can now proceed to the next Transaction Type and repeat the submission process.

Process	Report Status	Errors Received On	Errors Uploaded On	Records	Rejected Records
Type 1 06/30/2019 Report/Affirmed IEPs View/Edit Report Data	SPED File Status: Posted (File Error Free) You can now submit SSRV file. SSRV File Status: Posted (File Error Free)			SPED: 1 SSRV: 1	SPED: 0 SSRV: 0

- The transactions included in the error free report will be removed from the Reportable Transactions page and will display on the ‘Accepted by CALPADS’ page.

Type of Transactions:

- Reportable Transactions
- Reportable Transactions
- Transactions Marked Do Not Report
- Transactions Accepted by CALPADS**
- Duplicate Transactions
- Blank SSIDs

Transaction Created	Transaction Type	Last Saved By	Last Saved On	Uploaded to CALPADS	SPED Accepted	SSRV Accepted
08/23/2019 6:12 pm	Affirmed IEP			Yes	Yes	Yes
07/15/2019 12:00 am	Exit			Yes	Yes	Yes

STEP 7- Continual Submissions

This process will continue throughout the year, all year! Only one person should be generating and submitting reports!

- LEAs should submit any of the following transactions at least on a bimonthly basis due to pending transactions needing to be submitted prior to the IEP meeting being affirm/attested. **Affirm/Attest within 24 hours of the meeting being held.**
 - Initial Evaluations for Part C
 - Initial Evaluations for Part B
 - Annual IEP meetings
 - Additional IEP meetings (e.g. exit meetings)
 - Triennial meetings
 - Meetings to amend an IEP
- This data will be used to monitor LEAs selected for compliance monitoring on an as-needed basis.
- Special education data needs to be updated regularly so student test accommodations and designated supports can be provided for Test Operations Management System (TOMS) testing
- Maintenance is vital:
 - Complete teacher requests
 - Transfer records in a timely manner. If a student has moved, but you don't receive a record request exit the student Exit Code 76
 - Follow Up on Unaffirmed meetings: Affirm and Attest within 24 hours
- A new CALPADS report would be generated for the transactions that occurred since the last generated report date (all transactions on the Reportable Transactions page). **Prior to submitting confirm your CALPADS coordinator has run a SENR/SINF report!**
 - Click the Generate CALPADS Report button
 - Submit the SPED file
 - Retrieve errors from CALPADS
 - Post to Homepage
 - Resubmit until error free
 - Then follow the same steps for the SSRV file

CALPADS Transactions

Instructions

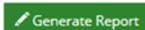
Reportable transactions to CALPADS are listed below. Please use the features available on this page to view/edit the information. Transactions may be marked as Do Not Report and will be available to restore, if displayed.

Type of Transactions:

Reportable Transactions

Generate Report For:

All Records

 Generate Report