

GEORGIA TECH

Job Aid: Exporting Graduate Student ASR Data from LITE

For Unit Financial Managers (UFMs) | Office of Grants & Contracts

Purpose: This job aid provides step-by-step instructions for Unit Financial Managers on how to access and export Graduate Student ASR (Annual Statement of Reasonableness) data using the Graduating Employee report in LITE. This process should be completed **before the ASR certification period opens in late July.**

Audience: Unit Financial Managers (UFMs) only — not intended for student use.

STEP 1 Access LITE

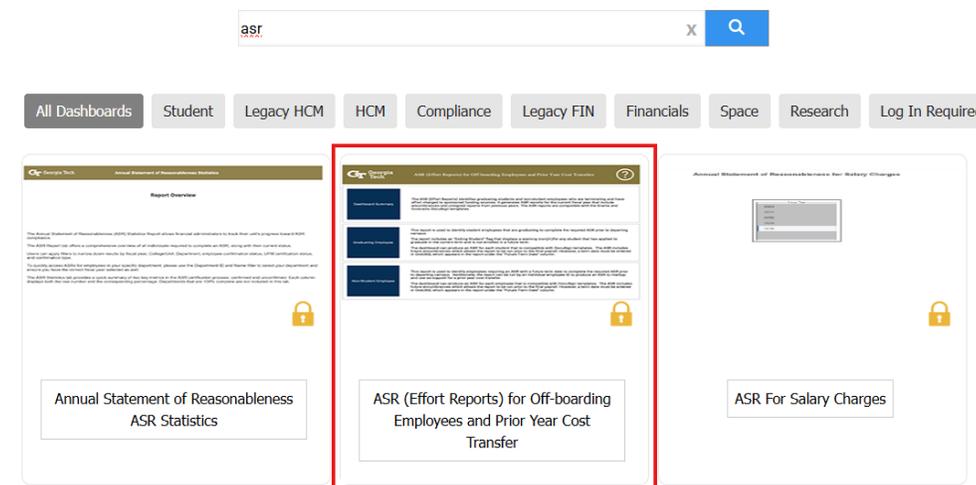
- › Open your browser and navigate to: lite.gatech.edu
- › Log in with your **Georgia Tech (SSO) credentials** when prompted.

NOTE LITE is Georgia Tech's enterprise reporting platform. Ensure you are connected to the GT network or VPN if accessing from off-campus.

STEP 2 Search for the ASR Report

- › In the LITE search bar at the top of the page, type **"ASR"**.
- › From the search results, click on **"ASR (Effort Reports) for Off-boarding Employees and Prior Year Cost Transfer"** report.

Fig. 1 — LITE search results showing the ASR report tile

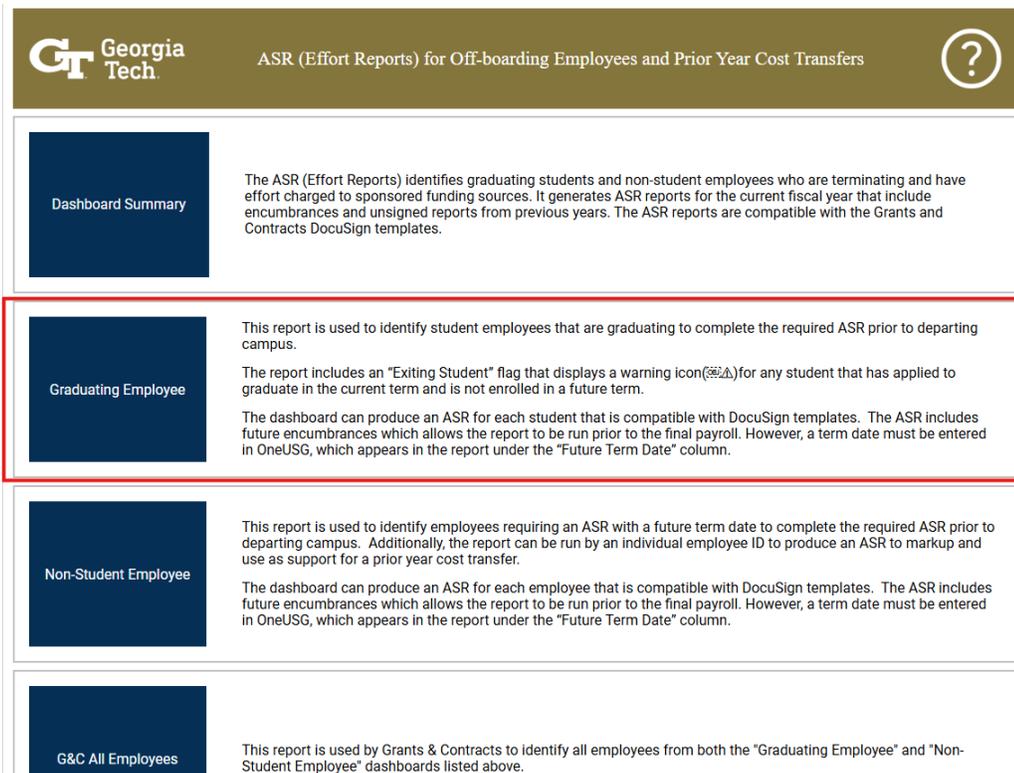


STEP 3 Select the Graduating Employee Report

› On the ASR landing page, locate and click the **"Graduating Employee"** report tile.

NOTE *This report identifies student employees who are graduating and need to complete their required ASR before departing campus. Do not select 'Non-Student Employee' or 'G&C All Employees' for this process.*

Fig. 2 — ASR landing page with Graduating Employee report tile highlighted



STEP 4 Apply Filters

The Filter Selection panel appears at the top of the report. Two filters require your input; others are pre-set by default:

Filter	Action Required	Default / Notes
GT Fiscal Year	Verify the correct fiscal year is selected	Pre-filled to current year
Employee Department	Uncheck '(All)', select your department, click Apply	Must be set by UFM
Graduation Application Request	No action needed	Pre-set to current term (e.g., Spring 2026)
Enrolled in Future Term	No action needed	Pre-set to 'No Future Term Enrollment'
Exiting Student (Y/N)	Uncheck '(All)', select 'Y', click Apply	Must be set by UFM

Fig. 3 — Filter Selection panel: Employee Department and Exiting Student (Y/N) filters require input

The screenshot shows the 'Filter Selection' panel for 'Graduating Employee'. The filters are: GT Fiscal Year (2026), Employee ((All)), Employee Department (320 - Biological Sciences), Job Title ((All)), Employee Paygroup Description ((All)), Future Term Date (Y/N) ((All)), Exp/Enc ((All)), Worktag Name & ID ((All)), Award ID ((All)), Graduation Application Reque... (Spring 2026), Enrolled In Future Term (No Future Term Enrollme...), Exiting Student (Y/N) (Y), and Page Results (500 increments) (1). A 'Run Report' button is located below the filters.

STEP 5 Run the Report

- › After applying your filters, click the "Run Report" button.
- › The report results will load below the filter panel.

Fig. 4 — Run Report button highlighted in the filter panel

This screenshot is identical to Fig. 3, but the 'Run Report' button is highlighted with a red rectangular box.

STEP 6 Export the Results

Follow these two sub-steps to initiate the export to Power Apps:

- › **6a.** Click the "Export Paged Results" section that appears below the Run Report button. This triggers a pop-up with the export link.

Fig. 5 — Export Paged Results section appears after the report runs

- › **6b.** In the pop-up that appears, click the **"Export All – Student (Opens to Power App – Requires Login)"** link.

Fig. 6 — Export pop-up: click the Export All – Student link

STEP 7 Complete Export in Power Apps

Clicking the export link opens Power Apps in your browser. Complete the following:

- › You will see the **Fiscal Year** and a list of **Employee IDs** pre-populated from your filtered report.
- › **First-time users only:** Two dialog boxes will appear requesting permission. Click **"Allow"** to authorize the export.
- › Click the **"Run Report as [your email]"** button to generate the ASR files.

Fig. 7 — Power Apps page showing Fiscal Year, Employee IDs, and the Run Report button

NOTE The 'Allow' authorization dialogs only appear the first time you access Power Apps for this report. Subsequent exports will proceed directly to the Run Report screen.

Fiscal Year

2026

Emp IDs

3591357

4006794

4006923

4031207

4031240

4031619

4034432

4059649

4068152

4137224

4138395

4145031

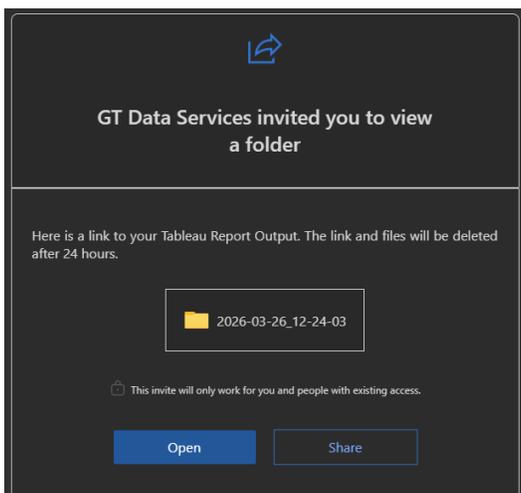
Run Report as agayle31@gatech.edu

STEP 8 Retrieve Your Exported File

- › After clicking 'Run Report', allow up to 15 minutes for the export to process — this estimate is based on approximately 20 to 30 ASRs and may vary with larger batches.
- › You will receive an **email from GT Data Services** containing a link to a SharePoint folder with your Tableau Report Output.
- › Click **"Open"** in the email to access and download your exported files.

NOTE Important: The SharePoint folder link expires after 24 hours. Download your files promptly after receiving the email.

Fig. 8 — GT Data Services email with SharePoint folder link (expires 24 hours after delivery)

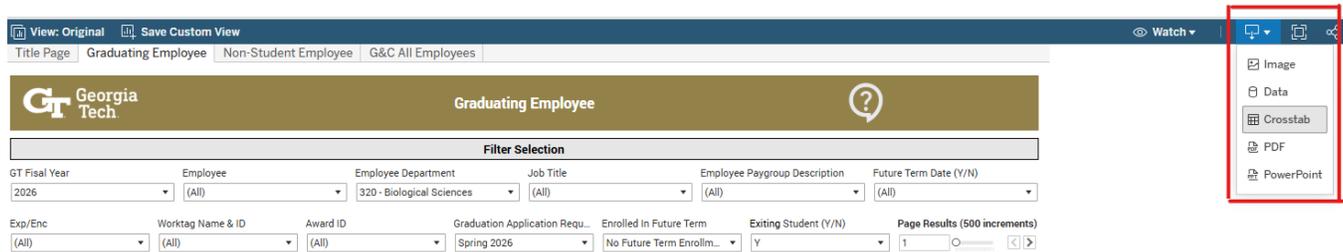


STEP 9 Download the Student ASR Report via Crosstab (Recommended)

In addition to the emailed export, you can download the ASR data directly from the report view:

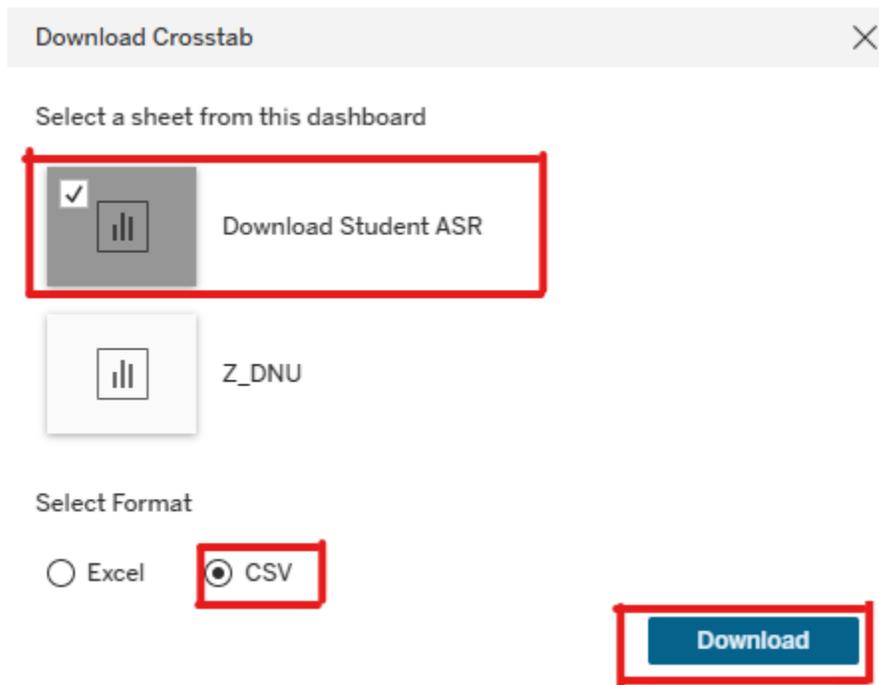
- › **9a.** In the Graduating Employee report view, click the **download icon** in the top-right toolbar.
- › **9b.** From the dropdown menu, select **"Crosstab"**.

Fig. 9 — Download icon in toolbar — select Crosstab from the dropdown menu



- › **9c.** In the Download Crosstab dialog, select **"Download Student ASR"** as the sheet.
- › **9d.** Under Select Format, choose **"CSV"**.
- › **9e.** Click **"Download"** to save the file to your computer.

Fig. 10 — Download Crosstab dialog: select Download Student ASR, choose CSV format, then click Download



NOTE CSV format is recommended for data verification in Excel. Open the file and confirm student names, Employee IDs, and ASR reporting periods match your department's expected graduating students.

STEP ✓ Verify the Exported Data (Recommended)

Once you have the file, perform the following quality checks:

- › Confirm the listed students match your department's expected **graduating or exiting students**.
- › Verify the **ASR lines show the correct reporting periods** for each student.
- › Check that the **Employee IDs** in the export align with students shown in the LITE report.
- › If discrepancies are found, re-run the report after adjusting filters in **Step 4**.

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