

MAISD DATA ARCHIVE INSTRUCTIONS

Print the Data Archive Request form and complete the Requestor information at the top of the page. Please complete a separate form for each application.

- ❖ The process for requesting ACCOUNTING ARCHIVES has been automated. When you request your SHFT menu item, a window will pop up asking if you want final reports either printed and/or archived. If you request them to be archived from that screen, the computer operator will save them after processing so that they can be converted to .PDF format and put to CD. You will receive the CD shortly after that time. This new process eliminates the need for the Technology staff to keep track of all of the districts requests and shift processes occurring at all times of the year. If you want any additional reports that are not listed on the pop-up window, please talk directly to the Technology Help Desk to make sure that you receive what you need.
- ❖ If you want the BASIC PAYROLL ARCHIVE, indicate the calendar year to the left and submit your request prior to the end of the first quarter. If you want any additional reports, please fill out a separate form when that information is considered to be current.
- ❖ If you want any STUDENT transcripts archived specify the graduation year and submit it prior to the student bump process after the end of school.

All accumulated Accounting reports from one fiscal year will be put on ONE CD shortly after your shift process has been completed.

All accumulated Payroll reports from one calendar year will be put on ONE CD shortly after the year-end information has been completed.

All accumulated Student reports will be put on ONE CD after the end of the school year.

Once you receive your CD(s) **please verify the information on them immediately**. Although we will be checking the CD's as they are created, any discrepancies will need to be resolved in a timely manner. Reports will be permanently deleted from our server two weeks from the date of delivery and some reports may not be able to be recreated after that time.

If there are any questions please contact Kathy Morris at the MAISD Technology Services Help Desk at (231) 767-0414.