Printing an APR

1. Log into Sage and select your entity.
2. On your Dashboard click on the project name you want to print the report for.

A single CSV-APR will only have the information contained in the specific CSV-APR upload selected. To print a single CSV-APR, on the Submission Launchpad, scroll down to where you see CSV APR upload. Click VIEW/PRINT on the line of the CSV-APR REPORT you want to print.

On the next screen, click on the button to print the CSV-APR.

The Complete APR will generate all the APR Submission Information as well as the CSV-APR upload. If there are multiple CSV-APRs uploaded, Sage will add the results of the two (or more) CSVs together and where necessary generate a weighted average. To Print the Complete APR, on the Submission Launchpad, scroll down to where you see the Sign and Submit line. Click the VIEW/PRINT COMPLETE APR to print the APR.

Sage will generate an on-screen report. Click on Print to print the report.