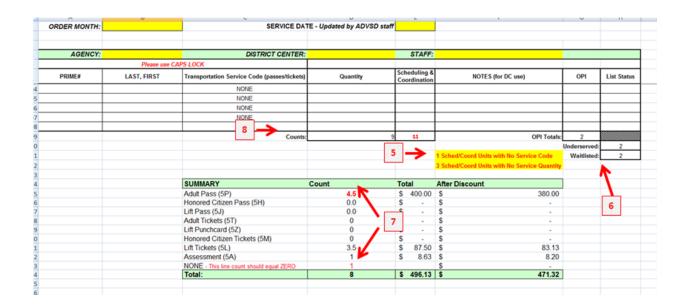# TRANSPORTATION – FARE ASSISTANCE REPORT FORMAT
-LIST of CHANGES-

➢ Some formatting has been added to help identify those values that may not be correct, examples:
   - duplicate PRIMES or Names (if typed exactly the same)
   - empty values, or wrong values
➢ Column "List Status" added to track those clients that are "underserved" or "waitlisted"
➢ Totals with some validation to help identify errors in Scheduling and Coordination units, and possible data missing.
➢ Totals at the bottom of the list for OPI, Underserved and Waitlisted.
➢ Summary totals at the bottom of the list to validate/audit data.
➢ Rows can be added and deleted, in the area for client and service data.
➢ Client and service data can be sorted in its defined area.

ORDER MONTH:			SERVICE DATE - Updated by ADVSD staff					
AGENCY:		DISTRICT CENTER:		STAFF:				
		Please use CAPS LOCK						
PRIME#	LAST, FIRST	Transportation Service Code (passes/tickets)	Quantity	Scheduling & Coordination	NOTES (for DC use)		OPI	List Status
8405837	New York[6], New York	Adult Pass (5P)		1			0	
2891207	Los Angeles, California	Adult Pass (5P)	0.5	1			0	Underserved
1234569	Chicago, Illinois	Adult Pass (5P)	1.0	1			0	Waitlisted
2195914	Houston[7], Texas	Adult Pass (5P)	2.0	1			0	
1553165	Philadelphia[8], Pennsylvani	Adult Pass (5P)	1.0				0	
1513367	Phoenix, Arizona	Lift Tickets (5L)		1			0	
1355896	San Diego, California	Lift Tickets (5L)	0.5	1			0	Underserved
1257676	Dallas, Texas	Lift Tickets (5L)	1.0	1			0	
215656	San Jose, Puerto Rico	Lift Tickets (5L)	2.0	1			0	
1234569	Brownsville, Oregon			1			0	
998337	San Jose, California	Assessment (5A)	1.0	1			0	Waitlisted
885400	Austin, Texas	Assessment (5A)					0	
843393	Indianapolis[9], Indiana	NONE					0	
842583	Jacksonville[10], Florida	NONE					0	
837442	San Francisco[11], California	NONE					0	
822553	Columbus, Ohio	NONE					0	
792862	San Antonio, Texas	NONE					0	
792862	Charlotte, North Carolina	NONE					0	
792727	Fort Worth, Texas	NONE					0	
688701	Detroit, Michigan	NONE					0	
674433	Chicago, Illinois	NONE					0	

1. The column "Transportation Service Code" will turn to Red Font and pink fill if any required data is left blank.
2. The "Quantity" value will turn to Red Font if the quantity is questionable. Example:
   * decimals used for Passes or for Assessments.
3. The "Scheduling and Coordination" value will turn to Red Font if the values for Service Code and Quantity are left blank.
4. The Transportation Service Code "Assessment" is the only one that can have a value of "Waitlisted" in the "List Status" column.

	ORDER MONTH:				SERVICE DATE - *Updated by ADVSD staff*				
	AGENCY:		**DISTRICT CENTER:**			**STAFF:**			
		Please use CAPS LOCK							
	PRIME#	LAST, FIRST	Transportation Service Code (passes/tickets)	Quantity	Scheduling & Coordination	NOTES (for DC use)	OPI	List Status	
4			NONE						
5			NONE						
6			NONE						
7			NONE						
8									
9			Counts:	9	11	OPI Totals:	2		
0								Underserved:	2
1						1 Sched/Coord Units with No Service Code	Waitlisted:	2
2						3 Sched/Coord Units with No Service Quantity		
3									

SUMMARY	Count	Total	After Discount
Adult Pass (5P)	4.5	$ 400.00	$ 380.00
Honored Citizen Pass (5H)	0.0	$ -	$ -
Lift Pass (5J)	0.0	$ -	$ -
Adult Tickets (5T)	0	$ -	$ -
Lift Punchcard (5Z)	0	$ -	$ -
Honored Citizen Tickets (5M)	0	$ -	$ -
Lift Tickets (5L)	3.5	$ 87.50	$ 83.13
Assessment (5A)	1	$ 8.63	$ 8.20
NONE - This line count should equal ZERO	1	$	$ -
Total:	**8**	**$ 496.13**	**$ 471.32**

5. Added notes that may help identifying when data is not complete.

6. Cells with totals for the different things tracked

7. Summary table will show a count by service type, and also use Red Font for those units that seem Incorrect.

8. The count totals should equal, meaning a scheduling and coordination unit is attached to a service.