# Year One Reports

## Reporting year one

SameGoal includes many standard reports in varying formats that pull information from documents in SameGoal.

These reports:

- **Can** pull information from "stub" documents that have been loaded with basic program information.
- **Cannot** pull information from the PDF attachments connected to the **Upload** documents.

During your district's first year on SameGoal, you can run reports, but the information that can be returned is limited. As more information is entered in the system, reports will become more robust as they pull from documents that have been completed in SameGoal.

💡 Tip  When running reports, you will only see information from documents you have access to. If "stub" documents are loaded into the system, they will likely have *Archives* as the owner. If you do not have default document access, you will need someone to share documents with you in order to see the information in a report.

## Effective date

Several reports have an **Effective Date** field on the settings configuration page. A document is effective between its start and end dates. When an effective date is set, a document will be returned if the given effective date is after the start date and before the end date.

If "stub" documents are created in SameGoal your first year, they are only populated with basic program information. These documents will usually have a meeting date set but not a start date or end date.

Since these documents do not have a start or end date, they will not be returned when an effective date is set. To include "stub" documents in your report, clear the **Effective Date** field when configuring the report settings.

By default, this field is set to the date the report is being run, but it is not a required parameter.