

**Jackson State University
Office of Administrative Services
E-Report Request Form Instructions**

TO HELP US SERVE YOU BETTER, PLEASE COMPLETE ALL FIELDS:

FIELD	INSTRUCTIONS	EXAMPLE
PLEASE PROVIDE THE FOLLOWING INFORMATION FOR THE REQUESTOR:	Name, Date of Request, Date needed, JSU E-mail address, JSU phone number, Department name and Fax Number	
PROVIDE A BRIEF DESCRIPTION OF THE REPORT:	In 25 words or less, please briefly describe the information you are requesting	I would like a report of all invoices that have been processed)
TITLE OF REPORT:	Provide the title you would like printed in the heading of your report	JSU, Invoices Processed, 7/1/2007 – 9/30/2007)
FISCAL YEAR:	Indicate the fiscal year needed	2007
BEGIN DATE:	Indicate the begin date for this request	7/31/2007
END DATE:	Indicate the end date for this request	9/30/2007
FUND(S):	Indicate which funds are needed	All Auxiliary Fund
ORGN(S):	Indicate which organization codes are needed	All
ACCT(S):	Indicate which funds are needed	All Expenditures that begin with 7
PROG(S):	Indicate which funds are needed	50
LIST COLUMN HEADINGS:	Please be specific and list the column headings that you would like for this report	Invoice #, Trans. Date, Fund, Organization, Acct, Prog, Vendor J#, Vendor Name, Invoice Amount)
SORT BY:	Indicate how you would like this report to be sorted	Sort by Fund, then Organization, then Account
SUMMARIZE/SUBTOTAL BY:	Indicate how you would like this report to be summarized	Fund
LIST RELEVANT FORMS/TABLES IN BANNER (IF KNOWN) OR OTHER INFORMATION THAT MAY BE HELPFUL IN GENERATING THIS REPORT:	Please indicate any forms that you use to view the above information in Banner	FTMVEND, FAIVNDH
RUN AGAIN? IF SO, WHEN?	Please indicate how often you will need this information	Weekly, every Monday, every month by the 15th
IS THIS REPORT TO BE SHARED WITH OTHERS? IF SO, WHOM?	Indicate whether this information will be shared with others outside of the University.	IHL
APPROVED BY:	Indicate Name, Title & Phone Number	Janieth Adams, Dir of Admin Services, x 2398

- √ Please e-mail to Department Director or immediate supervisor, who will forward to Janieth.w.adams@jsums.edu
- √ OFFICE USE ONLY: DO NOT USE THIS SECTION
- √ PLEASE ATTACH A SAMPLE OF THE REPORT, IF AVAILABLE