University Controller's Office
Financial Information Systems

NEW REPORT SPECIFICATION FORM

Date Submitted: _____

Requestor Name: _____

Unit/School & Dept.: _____

E-mail: _____ ***Phone:*** _____

General Information	
Report Name	
Specification Version #	
Creation Date	
Prepared By	
Business Area	
Report Type	
Reporting Tool & Version	

Priority
Critical (legal/business risk)
Must (significant impact)
Need (some impact)
Nice to have (quantify impact of alternatives)

Description

University Controller's Office
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How often is this report to be run and by whom

Report	
Row Fields	Column Fields

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Input Parameters

Parameter	Optional or Required (O or R)	Default Value	Single or Multi-value (S or M)	Wildcards (Y or N)

Sub Totals / Totals

Sort Fields

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Notes

Attached Documents

You may use:

- *A copy of a legacy report with annotations to show changes*
- *An Excel spreadsheet made to look like a report*
- *A hand-drawn report*

Completed forms should be emailed to Steve Roga at rogasr@finance.rutgers.edu or Rich Merkel at merkelrh@rutgers.edu.