SAN DIEGO COMMUNITY COLLEGE DISTRICT
Management Report Request Form Instructions

The following describes how the data fields are used in completing the Management Report form:

Link to form: https://bussrv.sdccd.edu/forms/Management%20Report%20Request%20Form.pdf

1. **Site**: Use the drop down to choose the site/campus of the report

2. **Action:** Use the drop down to add or delete a report

3. **Recipient's Name:** Name of person requesting the report

4. **Email Address:** Email address that report will be sent to

5. **Report Name:** Title for the report

6. **Schedule frequency:** Use the drop down to have the report sent monthly, quarterly, or annually

7. **Report Format:** Use the drop down to choose the report sent via a pdf or crystal report. If requesting crystal report format, then IT must install crystal reader on end user's computer

8. **Report Type:** Use drop down to request a detail or summary of the report

9. **Fund:** Enter the 2 digits fund number

10. **Detail Fund:** Enter the 4 digit detail fund

11. **Cost Center:** Enter the cost center. You can request a specific cost center (5 digit) or just include the campus or part of a cost center (i.e. 7xxxx for District Office or 75xxx for Human Resources).

12. **Tops:** Enter the tops. You can request a specific tops (6 digits) or to include all values of this component, you can leave this field blank.

13. **Object Code:** Enter the object code**.** You can request to include a specific object code or to view all object codes under an umbrella (i.e. 1xxx, 2xxx, 3xxx, 4xxx, 5xxx, or 6xxx) or to include all object codes, you can leave this field blank.

14. **Email Subject:** What you would like on the subject line of the email

15. **Email Body:** What you would like the body of the email to say

16. **Additional Comments:** Include any special instructions

17. **Approvals:** Obtain signatures

   a) **Supervisor/Manager** signature – required for **all** requests
   b) **VP of Admin Services** signature – required for **Campus** requests (VPAs at the various sites – City – Jaquelin Bell, Mesa – Rachelle Agatha, Miramar – Brett Bell, Continuing Ed – Bob Parker)
   c) **D.O. Business Services signature** – required for **all** requests - Charles Rogers (Controller)

18. Scan form and email to itrequest@sdccd.edu to have work order created.
    Subject line on email should say at least "Management Report Request"