BANNER ePRINT REPORT DEFINITION

Check Banner eprint instances where report will be stored: ☐ PROD ☐ PPRD ☐ TEST

Check ePrint repository where report will be sent:

☐ Banner Finance ☐ Banner Financial Aid ☐ Banner Human Resource ☐ Banner Student ☐ Other _____

Report ID: (Must be from 6-14 positions) _____

Report Title: _____

Date of Request: _____

Report Description: _____
Optional field for entering descriptive information about report

_____

Page Keys: _____
Optional field for defining up to three fields to be used as page keys

_____

Report Requester: _____
Enter name of person requesting this report

_____

List all Banner classes that will need access to this report:

ULM_Programmer_ePrint (all Banner ePrint reports are added to this class)

_____

_____

_____

_____

Copies to keep on ePrint: _____ *If you enter number of copies do not enter months to keep.*

Months to keep on ePrint: _____ *enter number from 0 - 24* *If report should remain on ePrint for more than 24 months, please attach explanation signed by department head.*

Should report be archived at the end of its months on ePrint: ☐ Yes ☐ No *If you need to keep report more than two years check "yes"*

How many years should the archived report be kept? _____
If you need to keep report more than two years indicate the number of years the report must be kept in archive.

You must enter either a number of copies to be kept on ePrint or a number of months a report should be kept on ePrint.

Data Owner: _____
Please print name of data owner

Signature of Data Owner: _____

Interactive Banner Print Report Definition Form