Report Conversion Process
Steps Taken

1. Each functional module lead will complete the following columns in the Campus Report Log:
   a. Existing Program Name
   b. Primary User
   c. (Current) Report Type
   d. Report Name/Description
   e. (Current) Refresh Schedule.
   f. (Current) Report Delivery Method
   g. (Current) Report Format

2. Each report is assigned a sequential number. Report numbers are grouped as follows:
   a. 1000-2000 Student Affairs/Campus Community
   b. 2000-3000 Financial Aid
   c. 3000-3999 Admissions
   d. 4000-4999 Advising
   e. 5000-5999 Institutional Research
   f. 6000-6999 Registrar
   g. 7000-7999 Student Financials
   h. 8000-8999 Colleges/Departments
   i. 9000-9999 Extended Education

3. Sample Reports are gathered for each logged report and filed in a Sample Report Notebook. The Report Number is written on the corner of each sample report. Reports are filed by Report Number. A ‘Y’ is placed in the Sample column.

4. Each module will identify those report that MUST be available on each of the GO Live Dates. These will be identified by entering the go live date in the Due Date column of the Campus Report Log
5. Obsolete reports will be marked as such.

6. Potential duplicate reports will be marked as such.

7. As each module is scheduled to go-live, a meeting will be held with the module lead and others to review the Must Have reports for that module. Each report will be reviewed; a Report Description written; additional notes made. A Report Title and an initial PS Report Type (SQR, Query, Data Warehouse, etc) will be defined. This information will be entered into the Campus Report Log.

8. The task of writing the Report Functional Specifications will be assigned and completed for those Must Have reports.