

MISSOURI WESTERN STATE COLLEGE

REPORTING ANALYSIS AND REPORTING STRATEGY

Prepared by: Report Analysis and
Reporting Strategy
Committee

Version: 1.3

Last Revision Date: 8 Dec 03

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Missouri Western State College

Organizational Reporting Analysis and Reporting Strategy

Executive Summary

The purpose of this report is to identify key requirements and match them with a reporting solution. Western currently uses an administrative system with a combination of departmental and in-house applications with some integration provided by programs developed by the Western IT analysts and programmers. Requests for new administrative system-related reports are documented, approved and presented to the IT department for construction, testing and release. Documentation with the appropriate department approval is also required for extraction of data from one or more system modules. Extracted data is reported utilizing various third party reporting tools such as Microsoft Access or Microsoft Excel. Two of the greatest challenges with the current administrative system have been the lack of ad-hoc end-user query/report capabilities and the campus-wide inability to access a common data set. Other challenges, such as the need for duplicate data entry, have surfaced due to an administrative system that is not fully integrated.

Western has started the implementation of the SCT Banner products with the following milestones:

Luminis Self-Serve Applications will be incorporated as part of the SCT Banner implementation

SCT Banner Finance Completion	02/01/05
SCT Banner Student Completion	08/01/05
SCT Banner Financial Aid Completion	08/15/05
SCT Banner-R25 Interface	11/01/05
SCT Human Resources Completion	01/01/06
Project Completion	05/31/06

Western has established a Project Team that will oversee and expedite the implementation of all systems. The Project Team will submit a written status report to the Executive team as described in the Communications Plan. The Project Team has established a Report Analysis and Reporting Strategy Team that is responsible for developing a report strategy for the institution. The team will identify the key requirements and match them to a reporting solution. The Report Team will collect all existing reports and determine if the report still satisfies the end-user reporting needs. The Report Team will also identify future reporting needs after the analysis is concluded. The Report Team will determine what will be the best reporting tool for the College needs.

Primary reporting concerns:

- Banner standard reports vs. existing system reports
- Reporting methods to be used once Banner has been installed
- Fulfilling departmental ad-hoc reporting needs
- Improved access and utilization of data for institutional research and reporting
- Improved access and organization of self-serve web enabled reporting features
- Elimination of shadow systems
- Enhanced end-user access vs. security of confidential information

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During the process the College will determine:

How the college will meet the varying reporting needs of end-users.

How the college will get users the information they need so they can have the knowledge to manage their business processes.

Scope of Document

This document addresses current and future

Institutional Reporting Needs

Reporting Tools

Data Source Processes

Reporting Strategy Team Members

Terry Smith, Chair	Admissions
Judy Fields	Institutional Research
John Comerford	Residential Life
Dan Eckhoff	Bursar's Office
Elaine Bryant	Student Services
Jennie McDonald	Academic and Student Affairs
Ed Gorsky	Western Institute for Regional Development
Mark Ellis	Computer Center
Angie Beam	Financial Aid
Sally Sanders	Human Resources
Jeff Wilson	Career Development
Deatra Tyler	Business Office
Rick Gilmore	Accounting Services
Randy Teschner	Computer Center
Susan Bracciano	Registrar's Office
Don Willis	Scheduling Services
Jeanie Crain	President's Office
Carolyn Jones	Human Resources
Mark Mabe, Ex Officio	Computer Center
Gene Eulinger, Ex Officio	Registrar

Missouri Western State College

Organizational Reporting Analysis and Reporting Strategy

Introduction

The purpose of this document is to identify, develop and specify an institutional-wide reporting methodology for the SCT Banner administrative system. Reporting processes and requirements should be developed to support a reporting methodology with the ability to capture key institution information and provide the ability for access to this information through a controlled and manageable strategy. Reporting Organizational Objectives include: Strategic Reporting Analysis, Data Access and Security, and Report Generation. This document will provide the results of the organizational reporting analysis and the recommended reporting control methodology that will be applied to the SCT Banner administrative system.

Focus of Reporting Analysis

This process reviews, documents and evaluates the following seven operational elements.

- Background
- Administrative System Future
- Training
- Reporting Tools
- Security
- Data Models
- Reporting Methodology

Site Analysis

Background

Guidelines - Supply institutional information and demographic data including a wrap-up of any pre-analysis meetings or telephone conferences.

Site Findings –

Missouri Western State College is a co-educational state college located in Saint Joseph, Missouri. Western has an enrollment of approximately 5000 students. The college course schedule is based on the traditional Fall/Spring semester schedule. Academic programs and departments are divided into two schools, the School of Professional Studies and the School of Liberal Arts and Sciences.

Western currently uses a combination of third party and in-house applications with some integration provided by programs developed by the Western IT analysts and programmers. Two of the greatest challenges with the current systems have been the lack of ad-hoc end-user query/report capabilities and the campus-wide inability to access a common data set. Other challenges requiring duplicate data entry have surfaced due to an administrative system that is not fully integrated.

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Organizational Reporting Analysis and Reporting Strategy

Western currently uses the following applications as primary resources for administration:

Admissions Office	Student Admission Module (SAM), Software Research Northwest In-house applications
Registrar's Office	Primary application is in-house Computing Options, SOAR/SAFERS NCAA Compliance VACert/ETCert
Financial Aid Office	Computing Options, SOAR/SAFERS Elm Resources, Student Loan Transmission NCAA Compliance U.S. Department of Education In-house applications
Bursar's Office	Bi-Tech, Payroll Computing Options, SOAR/SAFERS Sallie Mae, Netpay, ImageNow In-house applications
Finance Office	Bi-Tech, GL/AR/AP/Fixed Assets/Purchasing In-house applications
Human Resources	Bi-Tech, Human Resources In-house applications
Web Access	In-house web applications
Western Institute	Computing Options, CERTS
Scheduling Services	In-house application, R25 pending
Public Safety	ARMS, Terminator

Western has started the implementation of the SCT Banner products with the following milestones:

Luminis Self-Serve Applications will be incorporated as part of the SCT Banner implementation.

SCT Banner Finance Completion	02/01/05
SCT Banner Student Completion	08/01/05
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Organizational Reporting Analysis and Reporting Strategy

Primary reporting concerns:

- Banner standard reports vs. existing system reports
- Reporting methods to be used once Banner has been installed
- Fulfilling departmental ad-hoc reporting needs
- Improved access and utilization of data for institutional research and reporting
- Improved access and organization of self-serve web enabled reporting features
- Elimination of shadow systems
- Enhanced end-user access vs. security of confidential information

Administrative System Future/Other Systems

Guidelines – Describe the anticipated view of the site's information management systems over the next one to five years. Include phased approaches to proposed ideas where necessary.

Site Findings –

Western is currently in the process of implementing the SCT Banner suite of products. The products are going to be implemented according to the following milestones:

Luminis Self-Serve Applications will be incorporated as part of the SCT Banner implementation.

SCT Banner Finance Completion	02/01/05
SCT Banner Student Completion	08/01/05
SCT Banner Financial Aid Completion	08/15/05
SCT Banner-R25 Interface	11/01/05
SCT Human Resources Completion	01/01/06
Project Completion	05/31/06

Western has established a Project Team that will oversee and expedite the implementation of all systems. The Project Team meets on a weekly basis and will submit a written status report to the Executive team as described in the Communications Plan. The Project Team has established a Report Analysis and Reporting Strategy Team that is responsible for developing a report strategy for the institution. The team will identify the key requirements and match them to a reporting solution. The Report Team will collect all existing reports and determine if the report still satisfies the end-user reporting needs. The Report Team will also identify future reporting needs after the analysis is concluded. The Report Team will determine what will be the best reporting tool for the College needs.

A number of departments download data and use various reporting tools to produce ad-hoc reports. One concern of all departments using this reporting method is that the reports should be representative of the same data sub-set. With different departments accessing different sub-sets of data, results between departments are inconsistent.

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Organizational Reporting Analysis and Reporting Strategy

The Report Team will identify smaller shadow systems utilized by various departments. Banner solutions for eliminating shadow systems and duplicate entry will be examined.

Training

Guidelines – List any current training available to both Information Technology Personnel as well as the site’s end-user community. List training at other affiliated campuses or regional affiliates. Include reporting tools and data modeling when describing types of training.

Site Findings –

Periodic training provided by IT personnel is currently available for Microsoft Office products to the end user community. A number of department personnel are knowledgeable in using Microsoft Excel and Microsoft Access for creating and generating reports. A limited number of departmental personnel have knowledge of SPSS.

As part of the implementation of the SCT Banner products, assigned teams will create a training plan and training materials for end-users.

Reporting Tools

Guidelines – List all reporting tools currently available, tools researched for future use, and planned investment on new tools. Correlation between this and the Training section ensures that existing reporting tools have equivalent training programs. Address budgetary considerations.

Site Findings –

Currently Western uses a number of reporting tools for the various system applications. COBOL programs, customized data extracts, customized report formats, Microsoft Access, Microsoft Excel and Microsoft Word are included in the reporting tools.

There is a moratorium on the development of new reports during the implementation of Banner.

Shadow systems use a variety of reporting tools such as Microsoft Access, Microsoft Excel, Microsoft Word and a limited usage of SPSS. SPSS training and support is not provided by the IT department.

Most reports are created by the IT department with data extracted from various administrative systems. The IT department provides data extracts to departments for use with shadow systems. Limited data is imported back into the administrative systems. Most departments are just beginning to review the types of reports that are delivered with the Banner products. There is a concern considering the ‘canned’ reports that are delivered as part of the package and the appropriateness of using the ‘canned’ reports in place of existing reports. A review of the standard Banner reports will be completed at the appropriate time as the implementation progresses.

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Organizational Reporting Analysis and Reporting Strategy

A number of team members have expressed great interest in the ability of ad-hoc reporting and on-line query features available through Banner. Ad-hoc reporting and on-line query capabilities will be provided by Microsoft Office products. An investigation of other reporting products will be examined at a later date. Budgetary constraints will be considered before purchasing additional reporting tools.

Security

Guidelines – List all security concerns including data and machine accessibility.

Site Findings –

Currently, the IT department creates reports and extracts from various administrative modules. When a new report/extract is requested, the department supervisor of the person requesting the information must sign off on the request. If the request was outside the area normally associated with the requestor, the IT department staff verifies the appropriateness of the request by requiring written approval from the data custodian(s) most closely associated with the data. The person requesting the report and extracts is responsible for acquiring appropriate approval(s).

A data access plan will be incorporated into the **Data Standards Document**.

Western has completed a documented Information Security Policy. The Electronic Data and Information Systems Security Policy provides general guidance for the protection of information and technology systems owned and maintained by Missouri Western State College. The policy is in direct response to the Gramm-Leach-Bliley Act (GLBA) enacted in 1999 by the Federal Trade Commission. This policy defines procedures to train users regarding federal guidelines for using public and non-public information, to protect confidential and sensitive information, for safeguarding the information in electronic and printed format, and to protect the computer systems and network that access or contain the electronic information.

The designated employee for the coordination and execution of the Information Security Plan and the Information Security Policy is the Missouri Western State College Risk Manager. The designated employee for the coordination and execution of the FERPA privacy policy is the Registrar. The designated employee for the coordination and execution of the HIPAA privacy policy is the Benefits Coordinator.

The Risk Manager will convene the Information Security and Privacy Committee once each year to review the Information Security Plan, the Information Security Policy, and the Confidential Information Agreement for Employees. The Risk Manager and the Committee will also review compliance within the affected departments at least once per year.

The Western IT department has a documented Disaster Recovery Plan.

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Data Models

Guidelines – Supply information that describes the institution’s current data models and data dictionary. This information identifies:

- How data elements are made available for reporting purposes

- If specific data is available to the end user community

- If data is kept current

- Whether or not reported data contains all required details (fields)

Site Findings –

The data models for centralized administrative systems are not currently available to most end-users.

Most departments rely on IT department staff for the knowledge of the data model and the creation of reports/extracts.

Data models for stand-alone shadow systems are known by the persons or departments who created the system.

Reporting Methodology

Guidelines – List and describe the current reporting methodology.

Site Findings -

For administrative system modules a request is completed that describes the required report and once approved by department management, is submitted to the IT department for coding. The IT department will then work with the original requester to finalize the requirements and then build the report. Once built, the report will be presented to the user for review and further modification if necessary.

In some cases, completed report structures are placed in a departmental menu. Access to the report menu is provided by authentication of the user identification and password.

All systems also provide standard reports that either run on a prescheduled basis or are requested by the department via a form from the IT department.

In addition, several departments have the ability to enter search criteria for reports within the department application.

A number of departments develop reports through downloaded data from the primary system. These reports may be produced through MS Office products that create ad-hoc search criteria and report formats.

Some ad-hoc reports are provided by re-entering selected data on stand-alone systems.

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Data Source Processes

1. **Leave the process as it exists today.**

The IT department would remain the primary group responsible for the development of reports against the Banner data. This current request process includes a formal report request and approval process. The IT department would use the tools discussed under reporting tools to complete the reports. The reports can be printed directly on departmental printers in a centralized location, or distributed on the web via e-print. Users would work with the IT department to establish the report format as they currently do and work with the IT department to have it run. Reports can be added to the Banner menu of reports by the IT department and run by the users. Under this reporting method, views could be used for the generation of reports or the programs could go directly against the tables themselves.

Advantages:

Greatly reduces the amount of training necessary to begin developing reports.

Limits access to the data outside of the Banner system to the IT department thereby reducing security issues.

Eliminates the need for an easily understood method of presenting the data to the users.

Reduces the need for complex/expensive report writing tools as the IT department will use tools delivered with Banner.

Disadvantages:

Does not provide any improvement in current report development times or effort.

Does not take advantage of the openness of data provided for by Oracle.

Does not significantly change the amount of data available to users to make decisions.

Does not allow for time based analysis unless the IT department saves files on a periodic basis.

Requires a significant learning curve as the IT department people learn the Banner data model if reporting against the tables is selected.

2. **Conduct reporting using Object:Access views against the production database.**

Under this option, ad-hoc reports would be created by the end-users using tools discussed under the reporting tools section against data views provided by SCT or the IT department. The College could start out with the Object:Access views that are delivered as part of the

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Banner installation. As reporting needs mature, additional views could be created or existing views modified by the IT department to fill additional reporting needs. These new views could be requested from the IT department using the same process for requesting a new report.

Since the production data is presented by the views to the end-users for reporting, the data would be consistently in-sync with what is happening in the production environment. Documentation of the new/modified views similar to the documentation provided by SCT would be created for the Object:Access views so the end users would understand the origin of the data in the views.

Advantages:

- Allows the end users to build/modify their own ad-hoc reports to meet their information needs more quickly.

- Allows the IT department to focus more on the delivery of information to the user community vs. the actual formatting of reports.

- Use of the views groups like data for simplified reporting.

- Views can be modified to show only the data that groups of users have access.

- Data is constantly in-sync with the production environment.

Disadvantages:

- Reporting against the production environment could affect response time.

- Response time for views could be negatively affected by number of tables linked, functions within each view, etc.

- Would not allow for time-based analysis, as Banner data is consistently changing.

3. Review existing reports compared to standard reports delivered with Banner.

This review will identify gaps where new reports will need to be written or the delivered reports modified. A method for identifying and evaluating all existing reports will be needed. To ensure consistency of reporting, it is essential that the evaluation and any modifications be planned and completed prior to the implementation of each Banner module.

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Missouri Western State College Report Analysis and Strategies Team
Office/User Report Survey

Missouri Western State College
OFFICE: Wellness & Health Services

PERSON COMPLETING
SURVEY: Joyce Courter

Please identify below the reports your office utilizes from database systems available or independent database systems? Please add additional rows as necessary.

A. Regular (standard) reports currently generated from ADMIN database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
A.1. Health Services Activity Report	082-74-004	Summary/list of visits to Health Center for a selected date range. Includes breakdown by diagnosis, procedures, lab work, provider, medications dispensed, patient demographics. Data also used to report activities to Dean.	Health Services staff.	Monthly, semi-annually, annually.
A.2. Health Services Charges Report	082-74-002	Summary/list of fees collected for a selected date range. Used to balance cash drawer, reconcile deposits to operating account, and assign revenue to selected programs. Indicates whether paid or charged to student account.	Health Services staff.	Daily, monthly, semi-annually, annually.
A.3.				



Missouri Western State College Report Analysis and Strategies Team
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A.4.				
B. Regular (standard) reports currently generated from _____ database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
B.1.				
B.2.				
B.3.				
B.4.				
B.5.				
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B.9.				



Missouri Western State College Report Analysis and Strategies Team
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B.10.						
B.11.						
C. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from _____ database and imported into external report writer such as Microsoft Access or Excel)?						
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)		
C.1.						
C.2.						
C.3.						
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Missouri Western State College Report Analysis and Strategies Team
Office/User Report Survey

C.10.				
C.11.				
D. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
D.1.				
D.2.				
D.3.				
D.4.				
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D.7.				
D.8.				
D.9.				



Missouri Western State College Report Analysis and Strategies Team
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D.10.				
D.11.				
E. Reports generated from stand-alone database systems (e.g., Microsoft Access or Excel)?				
Report Name	Software	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
E.1. Expenditures and Budget Status Report	Microscsoft Money	Used to categorize and track departmental revenue and expenditures for a selected date range. Provides more detailed reporting than what is in the monthly report received from Accounting and allows for user-defined categories that are more useful to the department.	Director of Wellness & Health Services	Monthly, semi-annually, annually.
E.2. Residence Halls Immunization Compliance	Microsoft Access	Contains data for all students currently living in residence halls. Tracks student immunizations and helps to ensure all resident students are complaint with immunization policy.	Health Services Staff	As needed.



Missouri Western State College Report Analysis and Strategies Team
Office/User Report Survey

E.3.				
E.4.				
E.5.				
E.6.				

F. New reports desired from Banner integrated student and administrative database (wish list)?

Report Name	Purpose	Brief Description (Variables, Fields, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
F.1. An integrated immunizations database that is not dependent upon stand-alone software like Access and allows the user to initiate queries and generate reports without having to go back to the Computer Center for re-programming.				
F.2. A fees/charges program that allows the user to add/delete fields, manipulate data, designate specific health programs, and generate reports without need for re-programming.				
F.3. An inventory tracking system for supplies and medications that is more user friendly; e.g., would like to be able to enter a particular drug and/or lot number to get a list of patients who took it.				
F.4. A package that allows for scheduling appointments for multiple health care providers				



Missouri Western State College Report Analysis and Strategies Team
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and is available to view and write from multiple stations.				
F.5.				
F.6.				
F.7.				

*Please return the completed report electronically as an e-mail attachment to Terry Smith (tls8534@mwsc.edu) by _____.
If you have questions regarding the survey, please contact Terry Smith via e-mail or at x5691 or x4266 for leaving messages.*

Missouri Western State College

OFFICE: Academic & Student Affairs

Date: 2/13/04

PERSON COMPLETING

SURVEY: Jennie McDonald

Please identify below the reports your office utilizes from database systems available or independent database systems? Please add additional rows as necessary.

A. Regular (standard) reports currently generated from Administration database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
A.1. Advisement Information Report – Faculty Advisor Sequence	082-84-540	Used to calculate advisees for faculty merit points	Jennie McDonald	Once per semester
A.2. Students Graduating Current Semester	082-84-134	Used for graduates needing to take Academic Profile exam	Jennie McDonald	2-3 times per semester
A.3. Labels for Graduates for current	082-84-	Labels – alpha order for	Jennie McDonald	2-3 times per semester



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semester	858	grads to take Academic Profile exam		
A.4. Graduate List - Diploma Name Sequence	082-84-520 10000000	Used for commencement mailings	Jennie McDonald	2 times per semester
A.5. Graduate List – Degree/Major/Minor sequence	082-84-520 00001000	Used for commencement program	Jennie McDonald	2 times per semester
A.6. Graduate List – Attending commencement	082-84-520	Used for mailings and commencement seating of graduates	Jennie McDonald	2 times per semester
A.7. Graduate List – Not Attending commencement	082-84-520	Used for mailings	Jennie McDonald	2 times per semester
A.8 Graduate List – Honors 3.5 and above	082-84-520	Used for commencement – distribution of honor stoles and program	Jennie McDonald	2 times per semester
A. Regular (standard) reports currently generated from Administration database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
A.9. Semester GPA report – Suspension List and labels	082-83-240	Used for mailing letters to suspended students	Jennie McDonald	Once per semester
A.10. Semester GPA report – Probation List and labels	082-83-240	Used for mailing letters to students on probation	Jennie McDonald	Once per semester
A.11. Semester GPA report – Deans List and labels	082-83-240	Used for mailing letters to students on Deans List	Jennie McDonald	Once per semester
A.12. Semester GPA report – All students	082-83-240	Kept in file for reference for student information	Jennie McDonald	Once per semester and summer
A.13. Faculty Evaluations	095-11-	VP uses to review faculty	Jennie McDonald	Once per semester and



Missouri Western State College Report Analysis and Strategies Team
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	002	evaluations; statistics compiled for each school		summer
A.14.				
A.15.				
A.16.				
A.17.				
A.18.				
C. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from _____ database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
C.1.				
C.2.				
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Missouri Western State College Report Analysis and Strategies Team
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C.5.				
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D. Ad hoc (non-standard) reports currently generated using special report request to ITS or information extracted from _____ database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
D.1.				
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D.11.				

E. Reports generated from stand-alone database systems (e.g., Microsoft Access or Excel)?

Report Name	Software	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
E.1. Faculty Database	Excel	Used for faculty letters of intent, contracts, merit, promotion, tenure, etc.	Jennie McDonald	Used on avg. monthly
E.2. Part-time faculty database	Excel	Used for merging letters of appointment (verification of workload hours & pay)	Jennie McDonald	Used once per semester
E.3.				



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E.4.				
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E.11.				

F. New reports desired from Banner integrated student and administrative database (wish list)?				
Report Name	Purpose	Brief Description (Variables, Fields, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
F.1. Faculty office hours	To have easy access and posted knowledge of faculty office hours	Would include faculty name, office location and hours available	Academic & Student Affairs, Deans Assistants, Dept. Secretaries	Updated each semester
F.2.				
F.3.				



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F.11.				

*Please return the completed report electronically as an e-mail attachment to Terry Smith (tls8534@mwsc.edu) by _____.
If you have questions regarding the survey, please contact Terry Smith via e-mail or at x5691 or x4266 for leaving messages.*

Missouri Western State College
OFFICE: _____Accounting_____
Date: _____

PERSON COMPLETING
SURVEY: _____Carey McMillian_____

Please identify below the reports your office utilizes from database systems available or independent database systems? Please add additional rows as necessary.

A. Regular (standard) reports currently generated from _____ database system



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Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
A.1. Income/Expense Report		Revenues & Expenses	Accounting	Monthly
A.2. Transaction Listing		Transactions for specific o/c and departments	Accounting & Departments	Daily
A.3. Budget to Actual totals		Total revenue/expenses & bottom line budget	Accounting & Departments	Daily
A.4.				
A.5.				
A.6.				
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B. Regular (standard) reports currently generated from _____ database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
B.1				



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D.1.				



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D.2.				
D.3.				
D.4.				
D.5.				
D.6.				
D.7.				
D.8.				
D.9.				
D.10.				
D.11.				

E. Reports generated from stand-alone database systems (e.g., Microsoft Access or Excel)?

Report Name	Software	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
E.1.				Daily



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E.2.				Monthly
E.3.				Daily
E.4.				
E.5.				
E.6.				
E.7.				
E.8.				
E.9.				
E.10.				
E.11.				
F. New reports desired from Banner integrated student and administrative database (wish list)?				
Report Name	Purpose	Brief Description (Variables, Fields, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
F.1.				



Missouri Western State College Report Analysis and Strategies Team
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F.2.				
F.3.				
F.4.				
F.5.				
F.6.				
F.7.				
F.8.				
F.9.				
F.10.				
F.11.				

Please return the completed report electronically as an e-mail attachment to Terry Smith (tls8534@mwsc.edu) by _____.

If you have questions regarding the survey, please contact Terry Smith via e-mail or at x5691 or x4266 for leaving messages.

Missouri Western State College

OFFICE: Accounting

Date: 1-6-04

PERSON COMPLETING

SURVEY: Kathy Joe



Missouri Western State College Report Analysis and Strategies Team
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Please identify below the reports your office utilizes from database systems available or independent database systems? Please add additional rows as necessary.

A. Regular (standard) reports currently generated from IFAS database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
A.1. Department Budget Reports		Report detailing all activity for each individual department	Department heads	Monthly
A.2. Officer Budget Reports		Report detailing activity for each individual department under specific officer	All Officers	Monthly
A.3. General Ledger		Report detailing all GL activity & balances	Accounting	Monthly
A.4. Budget to Actual		Summarization of selected accounts & their balances YTD	Accounting & campus personnel	Daily (as needed)
A.5. Transaction Reports		Detailed reports of activity to a specific account	Accounting & campus personnel	Daily (as needed)
A.6. Object Code Listing		Report of all object codes & their descriptions	Accounting & campus personnel	As needed
A.7. Departmental Listing		Report of all department # & their descriptions	Accounting & campus personnel	As needed
A.8 Cancelled Check Report		Listing of all cancelled checks& grand total	Accounting	Monthly
A. 9. Outstanding Check Report		Listing of all outstanding		



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		checks & grand total	Accounting	Monthly
B. Regular (standard) reports currently generated from		SOAR	database system	
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
A.10. Cancelled Check Posting Report		Reports detailing cancelled checks posted to check management database	Accounting	Monthly
A.11. Journal Entry Batch Proof		Report showing all data entered into JE batch prior to distributing	Accounting	Weekly
A.12. Journal Entry Distribution Report		Report showing the distribution of JE batch to various dept/obj codes in GL	Accounting	Weekly
A.13. Audit Reports		One page grand total of debits & credits within particular yr & mo that prints after and distribution	Accounting	Daily
A.14. Journal Entry Posting Report		Reports showing all activity just distributed to GL & how it posted	Accounting	Weekly
B.1. Transel		Selection of activity by batch, date, or code that is in SOAR system	Business Office Personnel Accounting	Daily (as needed)
B.2. Accounting Summary		Summary of all transactions hitting all codes within the SOAR	Business Office Accounting	Monthly



Missouri Western State College Report Analysis and Strategies Team
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		system for specific time frame		
B.3.				
B.4.				
C. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from ____IFAS____ database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
C.1. Object Code Comparison		Specified account totals compared to the prior year totals & fed into excel worksheet		
C.2.				
C.3.				
C.4.				
C.5.				
C.6.				
C.7.				



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C.8.				
C.9.				
C.10.				
C.11.				
D. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from _____ database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
D.1.				
D.2.				
D.3.				
D.4.				
D.5.				
D.6.				
D.7.				
D.8.				



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D.9.				
D.10.				
D.11.				
E. Reports generated from stand-alone database systems (e.g., Microsoft Access or Excel)?				
Report Name	Software	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
E.1.				Daily
E.2.				Monthly
E.3.				Daily
E.4.				
E.5.				
E.6.				
E.7.				



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E.8.				
E.9.				
E.10.				
E.11.				
F. New reports desired from Banner integrated student and administrative database (wish list)?				
Report Name	Purpose	Brief Description (Variables, Fields, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
F.1. Operating Receivable & Aux. Receivable	To maintain total amounts due in both op & aux. By particular agency	Agecy/Desc/Amount/Date For both Total Amount	Accounting	Monthly
F.2. VP & President Account Summary	Brief summary of all accounts under a particular VP or Pres with total bal including specified encumbrances			
F.3.				
F.4.				
F.5.				
F.6.				



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F.7.				
F.8.				
F.9.				
F.10.				
F.11.				

Please return the completed report electronically as an e-mail attachment to Terry Smith (tls8534@mwsc.edu) by _____.

If you have questions regarding the survey, please contact Terry Smith via e-mail or at x5691 or x4266 for leaving messages.

Missouri Western State College

OFFICE: Accounting

Date: 1-22-04

PERSON COMPLETING

SURVEY: Leanne Weber

Please identify below the reports your office utilizes from database systems available or independent database systems? Please add additional rows as necessary.

A. Regular (standard) reports currently generated from IFAS database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
A.1. Batch Proof Listing		Detail of info entered into system	Accounting	Weekly Monthly
A.2. Open/Hold Reports		Detail of info entered into system	Accounting	Weekly Monthly
A.3. GL Reports		Reporting detailing all GL activity	Accounting	Weekly



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A.4. Open Hold Pay Selection		Detail of info paid by system	Accounting	Weekly Monthly
A.5. Check Registrar		Listing of individuals paid	Accounting	Weekly
A.6. Transaction Reports		Transactions for specific o/c & dept	Accounting	Daily Monthly
A.7. Year End 1099 Report		Detail of 1099 info	Accounting	Yearly
A.8 Journal Entry Batch Proof		Shows all data entered into JE batch prior to distribution	Accounting	Weekly
A. 9. Journal Entry Distribution Report		Shows the distribution of JE batch to various dept/obj codes in GL	Accounting	Weekly
B. Regular (standard) reports currently generated from SOAR database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
A.10. Audit Reports		One page grand total of debits & credits within particular year & month that prints after any distribution	Accounting	Daily
A.11. Journal Entry Posting		Shows all activity just distributed to CL & how it posted	Accounting	Weekly



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B.1. Transel		Selection of activity by batch, date, or codes that is in SOAR system	Business Office Accounting	Daily (as needed)
B.2. Account Summary		Summary of student accounts	Business Office Accounting	Monthly
B.3.				
B.4.				
B.5.				
B.6.				
B.7.				
C. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from ____ IFAS ____ database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
C.1. Object Code Comparison		Specified account totals compared to the prior year totals & fed into excel work sheet	Accounting	Yearly
C.2. Dept/Object Code Listing		List of dept & obj codes. Numbers, names, & person responsible for	College Personnel Accounting	Yearly



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		dept		
C.3.				
C.4.				
C.5.				
C.6.				
C.7.				
C.8.				
C.9.				
C.10.				
C.11.				
D. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from _____ database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
D.1.				
D.2.				



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D.3.				
D.4.				
D.5.				
D.6.				
D.7.				
D.8.				
D.9.				
D.10.				
D.11.				
E. Reports generated from stand-alone database systems (e.g., Microsoft Access or Excel)?				
Report Name	Software	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
E.1.				Daily



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E.2.				Monthly
E.3.				Daily
E.4.				
E.5.				
E.6.				
E.7.				
E.8.				
E.9.				
E.10.				
E.11.				
F. New reports desired from Banner integrated student and administrative database (wish list)?				
Report Name	Purpose	Brief Description (Variables, Fields, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
F.1.				
F.2.				



Missouri Western State College Report Analysis and Strategies Team
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F.3.				
F.4.				
F.5.				
F.6.				
F.7.				
F.8.				
F.9.				
F.10.				
F.11.				

Please return the completed report electronically as an e-mail attachment to Terry Smith (tls8534@mwsc.edu) by _____.
If you have questions regarding the survey, please contact Terry Smith via e-mail or at x5691 or x4266 for leaving messages.

Missouri Western State College
OFFICE: _____Accounting_____
Date: _____1-22-04_____

PERSON COMPLETING
SURVEY: _____Sherri Cooper_____

Please identify below the reports your office utilizes from database systems available or independent database systems? Please add additional rows as necessary.



Missouri Western State College Report Analysis and Strategies Team
Office/User Report Survey

A. Regular (standard) reports currently generated from IFAS database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
A.1. General Ledger		Report detailing all GL activity	Accounting	Daily Weekly
A.2. Transaction Reports		Detail Reports of Activity of Departments	Accounting	Daily
A.3. Cancelled Check Report		List of checks canceled and date of cancellation	Accounting	Monthly
A.4. Outstanding Checks		List of checks outstanding	Accounting	Monthly
A.5. Batch Proof-Canceled Checks		Listing of checks to cancel	Accounting	Monthly
A.6. Disposal Reports		List of fixed assets showing as disposed of	Accounting	Monthly
A.7. Fixed Assets by Building, by Department, by Asset IP		List of fixed assets in tag # order in department # order	Accounting & Departments	Weekly Monthly
A.8 Fixed Asset by Tag		Fixed assets in tag # order both AC & DI all FA on system	Accounting	Yearly
A. 9. Fixed Assets by Department		List of one Department's fixed assets at a time	College Departments & Accounting	As needed
B. Regular (standard) reports currently generated from database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)



Missouri Western State College Report Analysis and Strategies Team
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		etc.)		
A.10. Fixed Assets by tag ID		List of fixed assets for fiscal year	Accounting	Yearly
A.11. Fixed Assets by Fiscal Year		List of fixed assets for specific dates	Accounting	Quarterly As needed
A.12.				
A.13.				
A.14.				
A.15.				
A.16.				
A.17.				
A.18.				
A.19.				
A.20.				
C. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from _____ database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report	Brief Description	User(s)	Frequency



Missouri Western State College Report Analysis and Strategies Team
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	Number	(Purpose, Variables, etc.)		(Wk., Mo., Qtr., Annual, etc.)
C.1.				
C.2.				
C.3.				
C.4.				
C.5.				
C.6.				
C.7.				
C.8.				
C.9.				
C.10.				
C.11.				
D. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from database and imported into external report writer such as Microsoft Access or Excel)?				



Missouri Western State College Report Analysis and Strategies Team
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Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
D.1.				
D.2.				
D.3.				
D.4.				
D.5.				
D.6.				
D.7.				
D.8.				
D.9.				
D.10.				
D.11.				
E. Reports generated from stand-alone database systems (e.g., Microsoft Access or Excel)?				



Missouri Western State College Report Analysis and Strategies Team
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Report Name	Software	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
E.1.				Daily
E.2.				Monthly
E.3.				Daily
E.4.				
E.5.				
E.6.				
E.7.				
E.8.				
E.9.				
E.10.				
E.11.				
F. New reports desired from Banner integrated student and administrative database (wish list)?				
Report Name	Purpose	Brief Description	User(s)	Frequency



Missouri Western State College Report Analysis and Strategies Team
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		(Variables, Fields, etc.)		(Wk., Mo., Qtr., Annual, etc.)
F.1.				
F.2.				
F.3.				
F.4.				
F.5.				
F.6.				
F.7.				
F.8.				
F.9.				
F.10.				
F.11.				

***Please return the completed report electronically as an e-mail attachment to Terry Smith (tls8534@mwsc.edu) by _____.
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Missouri Western State College Report Analysis and Strategies Team
Office/User Report Survey

Missouri Western State College

OFFICE: Accounts Payable

Date: 1-7-04

PERSON COMPLETING

SURVEY: Jan Stockbauer

Please identify below the reports your office utilizes from database systems available or independent database systems? Please add additional rows as necessary.

A. Regular (standard) reports currently generated from _____ database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
A.1. Open A/P Batch Proof		Listing of Vendors for payment	A/P & Accounting	Weekly
A.2. Open Hold DB Posting		OH Posting to reports before payment	A/P & Accounting	Weekly
A.3. Open Hold Distribution Report		OH dept listing of object codes and vendors	A/P & Accounting	Weekly
A.4. Disencumbrances		PO Disenc. of vendors and totals	A/P & Accounting	Weekly
A.5. OH Posting to Cash GLDB		A track of cash and totals	A/P & Accounting	Weekly
A.6. OH Posting to GLDB, a listing		Listing of GL postings	A/P & Accounting	Weekly
A.7. OH Pay Select		Final listing of vendors for payments & totals	A/P & Accounting	Weekly
A.8 OH A/P Check Register		Listing of check numbers & payments	A/P & Accounting	Weekly
A. 9. OH A/P Postings to GLDB		Cash	A/P & Accounting	Weekly



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B. Regular (standard) reports currently generated from		database system		
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
A.10. OH A/P Cap. Listing		Listing of Cap. Payments		
A.11. OH A/P Unpaid Inv RP		Listing of Discounts etc. left		
A.12. GL Transaction Listing		GL Account transactions		



Missouri Western State College Report Analysis and Strategies Team
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C. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from _____ database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
C.1.				
C.2.				
C.3.				
C.4.				
C.5.				
C.6.				
C.7.				
C.8.				
C.9.				
C.10.				
C.11.				



Missouri Western State College Report Analysis and Strategies Team
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D. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
D.1.				
D.2.				
D.3.				
D.4.				
D.5.				
D.6.				
D.7.				
D.8.				
D.9.				
D.10.				
D.11.				



Missouri Western State College Report Analysis and Strategies Team
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E. Reports generated from stand-alone database systems (e.g., Microsoft Access or Excel)?				
Report Name	Software	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
E.1.				Daily
E.2.				Monthly
E.3.				Daily
E.4.				
E.5.				
E.6.				
E.7.				
E.8.				
E.9.				
E.10.				
E.11.				



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F. New reports desired from Banner integrated student and administrative database (wish list)?				
Report Name	Purpose	Brief Description (Variables, Fields, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
F.1.				
F.2.				
F.3.				
F.4.				
F.5.				
F.6.				
F.7.				
F.8.				
F.9.				
F.10.				
F.11.				



Missouri Western State College Report Analysis and Strategies Team
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*Please return the completed report electronically as an e-mail attachment to Terry Smith (tls8534@mwsc.edu) by _____.
If you have questions regarding the survey, please contact Terry Smith via e-mail or at x5691 or x4266 for leaving messages.*

Missouri Western State College
OFFICE: Admissions Office
Date: February 3, 2004

PERSON COMPLETING
SURVEY: Jamie Hahn, Mary Dean, & Tyson Schank

Please identify below the reports your office utilizes from database systems available or independent database systems? Please add additional rows as necessary.

A. Regular (standard) reports currently generated from the Student Admissions Module (SAM) database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
A.1. List and Labels for Applied Accepted		A list and set of labels of students that have applied and been accepted for registration/orientation materials and invitations.	Admissions and Orientation Office	Four times per semester
A.2. Honors List		List of students with 26 + ACT to determine Honors Studnets	Admissions and Honors Office	Prior to Registration Programs (about 4 times per year)
A.3. Midwest Student Exchange Program List		List of students from Kansas, North Dakota, Nebraska, Minnesota, Michigan	Admissions Office and Financial Aid	Each semester (3 times a year)
A.4. Access Plus List		List of students that have less than a 16 unit core curriculum	Admissions Office	Prior to Registration Programs and after each semester (6 times per year)
A.5. Applied Pending/Applied Accepted Checks		List for verification of correct status in the system	Admissions Office	Prior to Registration Programs (about 4 times per year)
A.6. Registration/Orientation Interview Date Entry Check		List of students by date invited to Registration/ Orientation Program (R/O)	Admissions Office	Prior to Registration Programs (about 11 times per year)
A.7. Non Traditional List and labels		To determine non traditional students for recruiting purposes and non trad office.	Admissions Office and Non Traditional Student Office	Prior to Registration Programs (about 11 times per year)



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A.8 Enrolled Students List		List of students that enrolled at each R/O date.	Admissions office	Prior to Registration Programs (about 11 times per year)
A. 9. Residency Check		Check of in-state/out-of-state status in database	Admissions Office	Prior to each roll into Records (about 11 times a year)
A.10. Religion List		List of enrolled students who have expressed a religious preference for student activity purposes.	Admissions Office and Student Organizations	After Fall and Spring term.
A.11. Gender Check		Check of gender status entry and statistical information.	Admissions Office	Prior to each final roll into Records (about 2 times a year)
A.12. Totals for Admissions (TAD) Report		Demographic breakdown by gender, state, county, first 3 digits of zip code, and major. For final admission report. Assorted lists by classification.	Admissions Office	Prior to every final report (2 times a year)
A.13. International Student List	S8280064	Reports all students on an F-1 Visa.	Admissions Office	Once a semester (3 times a year)
A.14. High School Core Report	J8280450	Reports all high school core scores for all first time students.	Admissions Office	Once a semester (3 times a year)
A.15. High School Students without Core	J8284452	First time students without a core on file for verification purposes.	Admissions Office	Once a semester (3 times a year)
A.16. Counselor Lists		List and labels of prospective students of each school that each counselor recruits at.	Admissions Office	Beginning of Fall and Spring semester
A.17. MSEP List		List of all students that applied living in Kansas, Nebraska, Michigan, Minnesota, and North Dakota. This information is used to add a scholarship to their record.	Admissions Office and Financial Aid Office	Monthly
A.18. Missing Core List		Determines students that are only missing the Core Curriculum Form from their file.	Admissions Office	Monthly



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A.19. Applied Students Labels		Determines students that have applied, and labels are used for mailings.	Admissions Office	Monthly from October through May
A.20. Activities Lists		List of prospective students for departments and certain activities (Cheerleading, Dance, etc.)	Academic Departments and Campus sponsored activities	After each ACT tape becomes available (7 times a year)
A.21. High School Core Report		Comprehensive report listing students' core curriculum information for state reporting.	Admissions Office and State of Missouri	After beginning of Fall and Spring semester (2 times a year)

B. Regular (standard) reports currently generated from Student Tape System (STS) database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
B.1 Cold ACT Lists, Letters, and Labels(EOS)	082-80-123, 082-80-122	Lists, Letters, and Labels with names, contact information and ACT scores of prospective students purchased for recruiting purposes	Admissions Office	As tapes become available (7 times a year)

C. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from SAM database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
C.1. SAM Roll	S8280999	Roll of students from SAM to Records	Admissions Office	Prior to an Registration Programs (about 11 times per year)
C.2. SAM Status Update	S8280815	Updates the SAM database of student status of either enroll or no show by matriculation date.	Admissions Office	After each semester (3 times a year)
C.3. Records Delete	J8280117	Deletes students from Records that did not enroll	Admissions Office	After each semester (3 times a year)

D. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from STS database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report	Brief Description	User(s)	Frequency



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	Number	(Purpose, Variables, etc.)		(Wk., Mo., Qtr., Annual, etc.)
D.1. Hot ACT Lists and Labels		Contact information and ACT scores of students that have voluntarily sent their scores.	Admissions Office	As tapes become available (5 times a year)
D.2. Hot ACT Flat File		ASCII Delimited file downloaded into an Access database	Admissions Office	As tapes become available (5 times a year)
E. Reports generated from stand-alone database systems (e.g., Microsoft Access or Excel)?				
Report Name	Software	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
E.1. Admissions Reporting	Excel	Demographical count information	Admissions Office	Monthly with a final report after Spring and Summer Semester.
E.2. 800 Number Comparison	Excel	Money spent on 800 number phone calls. Justification of 800 number usage	Admissions Office	Monthly
E.3. Advertising Costs	Excel	Comparison of Adverting cost through different media.	Admissions Office	Yearly
E.4. Access Plus ACT Breakdown	Excel	Breakdown of enrolled and no show students that were Access Plus, by ACT.	Admissions Office	After each Registration Program (11 times a year)
E.5. Campus Visit Statistics	Excel	Status summary of students that visited campus	Admissions Office	Yearly
E.6. EOS Response Statistics	Excel	Breakdown of response rate by state, cycle and ACT, from mailings	Admissions Office	As tapes become available (7 times a year)
E.7. Cold ACT Mailing Cost	Excel	Breakdown of costs associated with Cold ACT Mailings	Admissions Office	Yearly
E.8. Student Core Breakdown	Excel	Multiple year comparison	Admissions Office	Yearly
E.9. Missing Core Units	Excel	Breakdown of missing core units by Registration Date,	Admissions Office	Yearly



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		ACT, units missing, and area of core missing. Also shows enrollment information.		
E.10. Enrollment Projections	Excel	Projected enrollments based on past information.	Admissions Office	Yearly
E.11. Student Payroll	Excel	Breakdown of pay, work study, and amount from budgeted areas.	Admissions Office	Monthly
E.12. VIP Day Attendance	Excel	Comparison of attendance at VIP visit days.	Admissions Office	Yearly
E.13. Registration RSVP Counts	Excel	Count of RSVPs received leading up to all Registration Programs	Admissions Office	Prior to Registration Programs
E.14. Registration Overview	Excel	Analysis of registration attendance, drops, and total enrollment numbers	Admissions Office	After each semester's late registration (3 times a year)
E.15. Registration Overview/Headcount	Excel	Breakdown by classification of registration programs. Multiple year comparison	Admissions Office	Yearly
E.16. Registration Program Comparison	Excel	Breakdown of invited and attendance at each registration program.	Admissions Office	Yearly
E.17. Regents' Scholarship List	Access	List of students that have sent their ACT scores to us that have composite scores of 23 or higher for mailing.	Admissions Office	As tapes become available during scholarship period (5 times a year)
E.18. Top Schools Report	Excel	List of all students that enrolled for Fall semester for record of our top feeder schools and comparison of previous years.	Admissions Office	Yearly
F. New reports desired from Banner integrated student and administrative database (wish list)?				
Report Name	Purpose	Brief Description (Variables, Fields, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
F.1. Count Information	Provide application counts and compare to previous year (s).	Count information by major, county, classification, and metropolitan area.	Admissions Office	Monthly



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If you have questions regarding the survey, please contact Terry Smith via e-mail or at x5691 or x4266 for leaving messages.*

Missouri Western State College
OFFICE: Athletics
Date: February 13, 2004

PERSON COMPLETING
SURVEY: Linda Weitlich, Department of Athletics

Please identify below the reports your office utilizes from database systems available or independent database systems? Please add additional rows as necessary.

A. Regular (standard) reports currently generated from *WS92 ADMIN W92 Database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
A.1. *MWSC Admin. System Main Records Student Schedules	S8284314	View student-athletes' schedules	Athletics ++++++	W+++ Q + M ++
A.2. * Student Information Screen	S8285336	View student-athletes' information for advising	Athletics +++++++	W+++++ Daily + Monthly ++
A.3. * Class Enrollment	S8281420	Use for advising Use for academics/teaching	Athletics ++	M+ Q+
A.4. * Open Classes	S8281434	To advise athletics academics	Athletics +++	W++ Q+
A.5. * Class Roster	S8284320	Use for academics	Athletics ++	W+ Q+
A.6. * Faculty Screen to View Advisees	S8284544	Use for academics/Advising	Athletics +	Semester +
A.7. * 	S8281316	Use for advising/student	Athletics ++	Semester +



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Course Over-Ride		enrollment		Q+
A.8 *	S8284870	Use for advising	Athletics +	Semester +
Open Admission Policies by Student				
Continued Report Name	Report Number	Brief Description <u>*WS 92 Admin.W92</u>	User(s)	Frequency
A.9. *	S5208012	View Monthly events	Athletics +++	Monthly + Weekly++
Calendar of Events				
A.10. *	S5208002	View availability of rooms	Athletics +++	Monthly ++ Weekly+
Facility Schedule Inquiry System				
A.11. *		To view leave accruals	Athletics ++++	Annually +++ Weekly+
Vacation and Sick Leave Main Menu				
A.12.		Student Scholarship	Athletics +	Weekly +
Financial Aid Screen				
A.13.		Check monthly budget status	Athletics/Director of Finance+	Monthly +
YTD Actual Annual Budget-Gen. Ledger				
A.14.		View Individual Transactions	Athletics/Dir. Of Finance +	Daily+
Transaction Details – General Ledger				
A.15. *		To research purchase orders	Athletics/Dir. Of Finance	Weekly+
Accounts Payable – Purchase Orders				
A. 16. *		To research purchases from vendors	Athletics/Dir. Of Finance	Weekly +
Accounts Payable – Vendor				
A.17. *		Input work study hours, Print timesheets	Athletics/Dir. Of Finance	Weekly +
Work Study time cards				



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B. Regular (standard) reports currently generated from *NCAA Compliance Assistant database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
B.1. * Team rosters		Allows us to know who is on rosters	Brett Esely Pat Stillman	Weekly ++
B.2. * Squad List		Monitor Financial Aid	Brett Esely Pat Stillman	Qtr. ++
B.3. * Eligibility Check List		Certifies Eligibility	Brett Esely	Weekly +
B.4. * Affirmation of Eligibility form		List for coaches of eligible players	Brett Esely	Weekly +
B.5. * MIAA Transfer Report		Provides information on transfer students	Brett Esely	Weekly +
B.6. NCAA Demographics Report		Provides a breakdown of staff and student-athlete eligibility	Brett Esely	Annual +
B.11. Meeting Maker Meeting Maker		Daily Meetings	Athletics Staff	Daily +++++++
C. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from _____ database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report	Brief Description	User(s)	Frequency



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	Number	(Purpose, Variables, etc.)		(Wk., Mo., Qtr., Annual, etc.)
C.1. End-of-month forms	Excel	Allows to monitor forms submitted by coaches	Brett Esely	Monthly +
C.2. Regional Rankings Program	Excel	Program to determine NCAA basketball formula	Brett Esely	Daily +
C.3. Satisfactory Progress Tracker	Excel	Allow to monitor student-athlete academic progress	Brett Esely	Quarterly +
C.4. Marketing Plans	Microsoft Word	Helps keep track of seasonal events	Brett Esely	Daily +
C.5. Area Codes	IT	Request of Area Codes for student-athletes for survey done by MIAA Office	Sports Information/Brett King	Annual +
C.6.				
C.7.				
C.8.				
D. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
D.1.				
D.2.				



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D.3.				
D.4.				
D.5.				

E. Reports generated from stand-alone database systems (e.g., Microsoft Access or Excel)?

Report Name	Software	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
E.1. Fundraising, alumni database, camp information, opponents information, recruiting information, current-player information	Access	To keep track of baseball related information	Athletics Baseball+	Weekly+
E.2. Grant-in-aid reports	Excel	Breakdown of scholarship dollars	Athletics	Monthly+
E.3. GPA's for student-athletes	Excel	Team GPA and overall GPA	Athletics	Semester +
E.4. Gold Coat Database	Excel	Keep track of funds during annual fund drive. Keep track of members and pledges.	Athletics/Gold Coat++	Annual + Weekly +
E.5. Alumni Letterwinner database	Access	Member Contact List	Athletics/Lau	Weekly+
E.6. Little Griff Club	Access	Membership contact	Athletics/Lau	Weekly+
E.7.	Excel	Inform Athletic Staff of Budget Status	Athletic Dir. Of Finance	Monthly +



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Budget Status				
E.8. Budget Status	Excel	Report Status of Athletic Dept. to Assoc. VP & President	Athletic Dir. Of Finance	Quarterly +
E.9. Budget Status of Sport Foundation Accounts	Excel	Inform Athletic Staff of Status of Fundraising	Athletic Dir. Of Finance	Monthly +
E.10. Budget Status of Gold Coat & related accounts	Excel	Report to Athletic Director status of Gold Coat	Athletic Dir. Of Finance	Monthly +
E.11. Pledges/payments for Gold Coat	Excel	To provide list of current members and create billings	Athletic Dir. Of Finance	Weekly +
E. 12. Pledges/Payments for Corporate Sponsors	Excel	To provide current list of Corporate sponsor and create billings	Athletic Dir. Of Finance	Monthly+
E.13. Gold Coat Accounts Receivable	Excel	To set-up payment schedule from Foundation to College	Athletic Dir. Of Finance	Annual +
E. 14. Memorandum of Agreements	Excel	Set-up for President's approval prior to Human Resources	Athletic Dir. Of Finance	Annual +
E. 15. Gift-In-Kind	Excel	To track use of gift-in-kind form donors = report to Foundation	Athletic Dir. Of Finance	Monthly +
E. 16. Grant-in-Aid	Excel	Status of Gift-In-Kind by tuition, R & B books	Athletic Dir. Of Finance	By Semester +
E.17. Schedules/Rosters	Desktop Publishing	Generate schedules/rosters	Sports Information	Daily +
E. 18. Statistics	Automated Scorebook	Football stats; basketball stats; baseball stats;	Sports Information	Daily – Weekly +



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		softball stats; volleyball stats		
E.20. Pre-season Outlook	Automated Scorebook	COSIDA preseason prospectus – outlooks for upcoming season	Sports Information	Monthly
E.19. Score Report Forms	Automated Scorebook	All sports schedules and results sent to MIAA & NCAA Offices	Sports Information	Daily – Weekly +
F. New reports desired from Banner integrated student and administrative database (wish list)?				
Report Name	Purpose	Brief Description (Variables, Fields, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
F.1. Student-Athlete Profile Sheet	Sheet to have current information and insurance address, telephone numbers, etc.	Student-athlete addresses and insurance information	Athletic Trainer, Sports Information Director, and Medical Providers.	Weekly +++
F.2. Mid-term grades by athletic code	To have access to mid-term grades	Same	Athletics+	Semi-annual+
F.3. Electronic grade check for student-athletes	To monitor grades	Same	Athletics++	Qtr. ++
F.4. Equity in Athletics Disclosure Act = NCAA	To report revenues and expenses to the NCAA	Would like to be able to pull information from system in format comparable to necessary reports.	Athletic Dir. Of Finance	Annual +
F.5. Equity in Athletics Disclosure Act – Federal	To report revenues	Same as above.	Athletic Dir. Of	Annual +



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	and expenses by gender to federal government.		Finance	
F.6. Foundation – Fundraising and Gold Coat trial balance	To review revenues and expenses	Would like to be able to access by computer. Paper reports outdated.	Athletic Dir. Of Finance	Monthly +
F.7. Admissions Office – and Registrar’s Office	Having access to this information would lessen the amount of telephone calls needed to make to the respective offices.	Allow to track if a student-athlete has all forms submitted or necessary transfers	Compliance/ Brett Esely	Daily +
F.8. Last High school and/or College attended	Informational	See F.8.	Sports Information/Brett King	Semester +
F.9.				
F.10.				

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Missouri Western State College
OFFICE: Career Development
Date: February 13, 2004

PERSON COMPLETING
SURVEY: Elaine Bryant for Linda Garlinger

Please identify below the reports your office utilizes from database systems available or independent database systems? Please add additional rows as necessary.

A. Regular (standard) reports currently generated from _____ database system



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Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
A.1.				
A.2.				
A.3.				
A.4.				
A.5.				
A.6.				
A.7.				
A.8				
A. 9.				
B. Regular (standard) reports currently generated from _____ database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
B.1				



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B.2.				
B.3.				
B.4.				
B.5.				
B.6.				
B.7.				
B.8.				
B.9.				
B.10.				
B.11.				
C. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from _____ database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
C.1.				



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C.2.				
C.3.				
C.4.				
C.5.				
C.6.				
C.7.				
C.8.				
C.9.				
C.10.				
C.11.				
D. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from _____ database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
D.1.				



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D.2.				
D.3.				
D.4.				
D.5.				
D.6.				
D.7.				
D.8.				
D.9.				
D.10.				
D.11.				

E. Reports generated from stand-alone database systems (e.g., Microsoft Access or Excel)?				
Report Name	Software	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
E.1.				Daily



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E.2.				Monthly
E.3.				Daily
E.4.				
E.5.				
E.6.				
E.7.				
E.8.				
E.9.				
E.10.				
E.11.				
F. New reports desired from Banner integrated student and administrative database (wish list)?				
Report Name	Purpose	Brief Description (Variables, Fields, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
F.1.	Career development	Student's major, # of hours taken, contact information and list if	Linda Garlinger	Weekly



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		employed		
F.2.				
F.3.				
F.4.				
F.5.				
F.6.				
F.7.				
F.8.				
F.9.				
F.10.				
F.11.				

*Please return the completed report electronically as an e-mail attachment to Terry Smith (tls8534@mwsc.edu) by _____.
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Missouri Western State College
OFFICE: _____CONTINUING EDUCATION_____

PERSON COMPLETING
SURVEY: _____



Missouri Western State College Report Analysis and Strategies Team
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Date: _____

Please identify below the reports your office utilizes from database systems available or independent database systems? Please add additional rows as necessary.

A. Regular (standard) reports currently generated from ADMIN database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
A.1. Course Offerings Sorted by Date	J20-60-006		Registr Clerk/Grad Secr/Secr Ext Campus	Semester
A.2. Student Course Account Inquiry	J20-60-010		Registr Clerk/Admin Asst to Dean/Secr Ext Campus	Daily
A.3. Dual Credit & Distance Ed Reports	J8284198 S82-84-250 S82-84-326		Registr Clerk/Ext Campus Staff	Daily
A.4. Credit Class Roster	S8284320		Registr Clerk/Admin Asst to Dean/Ext Campus Staff/Grad Secr/MECA Secr/CE Accountant	Daily
A.5. Student Schedules	S8284314		Registr Clerk/Admin Asst to Dean/Ext Campus Staff/Grad Secr	Daily
A.6. C.E. Registration Program	S8281305		.Registr Clerk/Admin Asst to Dean/MECA Secr/Ext Campus Staff/CE Accountant	Daily
A.7. Walk-In Screen	S8280105		Registr Clerk/MECA Secr/Admin Asst to Dean/Ext Campus Staff	Daily



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A.8 Post/View Bill			Registr Clerk/Admin Asst to Dean/Ext Campus Staff/Grad Secr/MECA Secr	Daily
A. 9. View Student's Permanent Password Screen	S8284153		Registr Clerk/Admin Asst to Dean/Ext Campus Staff	Daily
A.10.Currently enrolled Dual Credit Students	S82-84- 252		Secr Ext Campus/Regist Clerk	Daily
A.11.Currently Enrolled Distance Ed Students	J20-60- 020		Secr Ext Campus/Regist Clerk	Daily
A.12.Distance Ed Mailing Labels	J8284858		Secr Ext Campus/Regist Clerk	Daily



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B. Regular (standard) reports currently generated from ADMIN database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
B.1 Student Info Screen	S8285336		Registr Clerk/MECA Secr/Admin Asst to Dean/Ext Campus Staff/Grad Secr	Daily
B.2. Class Enrollment	S8281420		Registr Clerk/MECA Secr/Admin Asst to Dean/Ext Campus Staff/Grad Secr	Daily
B.3. Class Rosters	S8284320		Registr Clerk/Admin Asst to Dean/ Ext Campus Staff/Grad Secr	Daily
B.4. Course Over-Ride Screen	S8281309		Registr Clerk/MECA Secr/Admin Asst to Dean/Ext Campus Staff/Grad Secr	Daily
B.5. Facility Scheduling Inquiry System	S5208002	Facility availability & booking	Registr Clerk/Dir of NonCredit Prog/B&I Ind Trng/Sec-NonCredit Prog/MECA Secr/Admin Asst to Dean/ MECA Coord	Daily
B.6. Vacation & Sick Leave	S04-09- 007		Registr Clerk/MECA Secr/Admin Asst to Dean/MECA Coord	Monthly
B.7. Stop Code Update Screen – CE Office	S8284121	Place holds on student accounts	Registr Clerk/Ext Campus Staff/CE Accountant/MECA Secr	Daily



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B.8. Faculty/Staff Phone Directory	S40-50-050		All Staff	Daily
B.9. Preliminary Class Schedules by Semester	J8281250		Registr Clerk	Daily
B.10. Print CE NonCredit Worksheets	J20-60-002	Print CE NonCredit Worksheets	Sec-NonCredit Prog/MECA Secr	Semester
B.11. Print CE Credit Worksheets	J20-60-004	Print CE Credit Worksheets	Sec-NonCredit Prog/MECA Secr	Semester
B.12. Available Facilities	S5208014	To check facility availability	MECA Coord	Weekly
B.13. Class Report Sorted by Faculty Name	J-20-60-008	Faculty Report by name used for payroll control sheets, division workload, contract verification	CE Accountant/Contract Clerk	Monthly



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C. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from _CERT_____ database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
C.1. Non-Credit A/R Post	CES204		Registr Clerk/MECA Secr/Admin Asst to Dean/Sec-NonCredit Progr	Daily
C.2. Non-Credit Registration/Billing	CES006		Registr Clerk/Sec- NonCredit Prog/MECA Secr/Admin Asst to Dean/Secr Ext Campus/CE Accountant	Daily
C.3. FA Financial Aid Programs	COCO SAF015	Pending Fin Aid Status for Students	Registr Clerk/Ext Campus Staff/CE Accountant	Daily
C.4. Student ID Search	CES020		Registr Clerk/Grad Secr/Admin Asst to Dean/Secr Ext Campus/Secr-NonCredit Prog	Daily
C.5. Student ID Change/Delete	IDCHG2		Registr Clerk/MECA Secr/Secr Ext Campus/Secr NonCredit Progr	Daily
C.6. Institutional Data Maintenance	CES010	New instructor info Course Worksheet Input	Registr Clerk/MECA Secr/Admin Asst to Dean/Dir of NonCred Prog/B&I Trng/Secr Ext Campus/Secr NonCr Progr/Grad Secr	Daily
C.7. Course Inquiry	CES705		Registr Clerk/MECA	Daily



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			Secr/Admin Asst to Dean/MECA Coord	
C.8. Class List	CES106	Roster	Registr Clerk/Sec-NonCredit Prog/MECA Secr/Admin Asst to Dean/Dir of NonCred Prog/B&I Trng/Secr Ext/Grad Secr/Ext Campus Staff	Daily
C.9. Student Data Maintenance	CES020	Assign ID #	Registr Clerk/MECA Secr/Secr NonCr Progr/Grad Secr/Ext Campus Staff	Daily
C.10. Drop Cancelled Classes	CES061	Drop Cancelled Classes	MECA Secr/Secr Ext Campus/CE Accountant	Daily
C.11. Instructor Contracts	CES730	Instructor Contracts	MECA Secr/Secr Ext Campus/CE Accountant	Daily
C12. Bill Codes	CES011	Codes for billing courses	Secr Ext Campus/MECA Secr/CE ACCountant	Daily



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D. Ad hoc (non-standard) reports currently generated using special report request to ITS or information extracted from _____ CERTS _____ database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
D.1. Labels/Letters/Inquiry	CES350	Name tags/mailling labels	MECA Secr	Weekly
D.2. Student Ledger Report	CES230	Credit balance report	MECA Secr	Weekly
D.3. Student Batch Totals	CES265	Detailed Transaction Rept	MECA Secr	Weekly
D.4. Student Account Inquiry	COCO-SAF220	Balance on student account, charges and balance due	CE Accountant	Weekly
D.5. Section Revenue and Expenses	COCO-CES721	SumGrad Secr of Revenue and expenses by course	CE Accountant	Weekly
D.6. Section Revenue and Expense Statement	COCO-CES270	Listing of revenue and expenses by course and groups of courses	CE Accountant	Semester
D.7. Transel (transaction selection)	SAF-59220	Selected transactions of students. For student charges. Used to total revenue by course.	CE Accountant	Weekly
D.8. Company Account Inquiry	COCO-CES225	SumGrad Secr of account balance for a company used to attach with an invoice	CE Accountant	Weekly
D.9. Student Account Inquiry	COCO-CES220	Sum Grad Secr of account balance for a student used	CE Accountant	Weekly



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		to attach with an invoice		
D.10. Company Statement	COCO- CES245	Company invoice of charges	CE Accountant	Weekly
D.11. Student Evaluations *Distance Education *High School College Credit *2+2+2 Education/ Business * Travel Study Abroad	Evals Compiled in IT Ctr; Comments compiled on Word in CE Dept	Monitor Course Quality	Extended Campus Staff	QTR
D.12. Student Grades *Distance Education *High School College Credit *2+2+2 Education/ Business	Grades Compiled from ADMIN; entered into Excel in CE Dept	Monitor Course Quality	Extended Campus Staff	QTR
D.13. The number of High School College Credit students that end up enrolling in MWSC courses after high school.	IT Gives CE report; then entered into Excel	Monitor Program Effectiveness	Extended Campus Staff	QTR
D.14.Listing of all CERT codes	COCO CES230		Secr Ext Campus	
D.15.Company Codes	CES206		Secr Ext Campus	
D.16.Transaction Codes	CES205		Secr Ext Campus	
D.17.Student Data Maintenance (stop codes)	CES011		Secr Ext Campus	
D.18.A/R Invoices (students)	CES240		Secr Ext Campus	
D.19.Faculty Labels/Letters	CES124		Secr Ext Campus	
D.20. Mailing Lists	Requested	Compose various mailing	Continuing Education	Semester/Annually



Missouri Western State College Report Analysis and Strategies Team
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	thru IT Dept by need	lists by interest groups, demographics, time period	Marketing Director	
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E. Reports generated from stand-alone database systems (e.g., Microsoft Access or Excel)?				
Report Name	Software	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
E.1. Payroll	Excel		MECA Secr	Monthly
E.2. Income/Expense	Excel		MECA Secr	Monthly
E.3. CD/Photo/Costume Orders	Excel		MECA Secr	Semester
E.4. Enrollment Tracking	Excel		MECA Secr	Daily/Weekly
E.5. Audition Sign-Ups	Excel	3 choirs/symph youth orchestra/string quartet	MECA Secr	Semester
E.6. 3 Choirs Listing (by school)	Word		MECA Secr	Semester
E.7. Mailing List Database	Word	Current Instructor Listing	MECA Secr	Monthly
E.8. Payment Plans	Excel	Student course payment agreements	MECA Secr	Semester
E.9. Student/Parent Scholarship Agreement	Word		MECA Secr	Semester
E.10. Overview of Scholarship Apps	Excel		MECA Secr	Semester
E.11. Instructor Address List	Access		MECA Secr	As needed



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E.12. Course Trend Analysis	Excel	Course enrollment, expenses, revenue, cancellation rate	Dir of NonCred Prog/B&I Trng	Monthly
E.13. Marketing Report	Excel	List marketing expenses, quantities, frequencies/broken down into accounts, services, vendors, dates, and total costs	CED Marketing Director	Daily
E.14. Dept Chair Report (Art, Music, Theatre)	Word	To report stats back to depts. regarding MECA classes	MECA Coord/MECA Secr	1-2 Semester
E.15. Cash Deposit	Excel	Records monies collected by department and object code	CE Accountant	Daily
E.16. Credit Card Deposit	Excel	Records monies collected by dept and object code with charge cards	CE Accountant	Daily
E.17. Trip Roster/Payment Reports	Excel	Records students enrolled in programs and the account balances	CE Accountant	Weekly
E.18. Student Tuition and Fee Transfer Authorization Form	Excel	List of charges sent to Business Office authorizes a charge to be added to student account	CE Accountant	Weekly
E.19. Funds Transfer	Excel	Internal transfer of funds between depts.	CE Accountant	Monthly
E.20. Revenue/Expense (Income Statement)	Excel	SumGrad Secr of revenue and expenses by course or program	CE Accountant	Semester



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E.21. Budget Worksheet	Excel	Used to develop budgets for courses and programs	CE Accountant	Monthly or as needed
E.22. Payroll Control Sheet	Excel	Used to list payroll for depts within division	CE Accountant	Monthly
E.23. Enrollment *Distance Education *High School College Credit *2+2+2 Education/ Business * Travel Study Abroad	Excel	Monitor Program Effectiveness	Extended Campus Staff	QTR
E.24. Develop address labels and bulk email addresses for all Distance Education students with and without High School Distance Education	Word/Groupwise	Monitor and process program material delivery	Extended Campus Staff	WK
E.25. Develop address labels and bulk email addresses for all high school college credit, Distance Education and Extended Campus instructors.	Word/Groupwise	Monitor and process program material delivery	Extended Campus Staff	WK
E.26. Develop address labels and bulk email addresses for high school college credit and high school distance education students.	Word/Groupwise	Monitor and process program material delivery	Extended Campus Staff	WK
E.27. Develop address labels for each 2+2+2 Education and Business courses.	Word/Groupwise	Monitor and process program material delivery	Extended Campus Staff	WK
E.28 Letters to Dist Ed/High School College Credit/Extended Campus/Travel Study Abroad enrolled students (grouped by course)	Word	Inform students	Extended Campus Staff	QTR
E.29. Professional Skills Report	Excel	Database of students enrolled & test scores	Secr NonCr Progr	Semester
E.30 American Management Assoc Report	Excel	Database of students enrolled & course completed successfully	Secr NonCr Progr	Semester
E.31. Manufacturing Consortium Report	Excel	Database of student enrollment, test scores & successful completion	Secr NonCr Progr	Semester



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E.32 .Horticulture Report	Excel	Database of student enrollment & successful completion	Grad Secr	Semester
E.33. Driver Education Report	Excel	Database of student enrollment & successful completion	Admin Asst-Conf & Sp Progr	Semester
E.34.Appraisal Report	Excel	Database of student enrollment, test scores & successful completion	Grad Secr	Semester



Missouri Western State College Report Analysis and Strategies Team
Office/User Report Survey

F. New reports desired from Banner integrated student and administrative database (wish list)?				
Report Name	Purpose	Brief Description (Variables, Fields, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
F.1. Part-Time Adjunct Faculty	Listing to VP/Acad & Stud Aff for Fin Aid verification reporting	Name, SS#, address & birthdate	Admin Asst to Dean	Semester
F.2. Course Roster (combined credit & non-credit students)	Accurate rosters for instructors	Student name, SS#, CR/NC, Class dates, course name, course #, student name, contact information	Director, Non-Credit Programs/B&I Training; CE registration staff; CE instructors	Daily
F.3. Completion certificates (hard copy and electronic versions)	To improve efficiency	Course name and #; date(s); Student Name, Instructor Name	Director, Non-Credit Programs/B&I Training	
F.4. Contract letters (hard copy and electronic versions)	To improve efficiency	Instructor name, SS#, Address, email, electronic signatures, course name, course number, course dates and times	Contract Clerk	
F.5. Trend analysis data (drop in the data from ADMIN/CERTS/Finance so I do not have to recreate and re-key	To assist in determining cost effectiveness of courses	Course enrollment, expenses, revenue, cancellation rate	Director, Non-Credit Programs/B&I Training	
F.6. Marketing Data by course, e.g., other courses of interest for those who took this course.	To improve target marketing	Course Name; Course #, Course Dates and times; Course Costs; Student	Marketing Coordinator; Director, Non-	



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	To improve cost effectiveness of courses To improve scheduling for specific audiences	Name; Student #; Contact information, including email	Credit Programs/B&I Training; MECA Coordinator; Director of Extended Campus	
F.7. Mailing lists	Compose various mailing lists by interest groups, demographics, time period		CED Marketing Director	Semester/Yearly
F.8. E-Mail Mailing List	Automated responses to internet inquiries		CED Marketing Director	Semester/Yearly
F.11. Worksheet/Payroll Report Form	Information from course worksheets would automatically generate payroll report	Instructor name, SS#, pay amount, etc.	MECA Coord/MECA Secr	Weekly
F.12. Non-credit enrollment statistics by course	To compare & complete program stats easily	Course name, # of students, ages, zip code, etc.	All CE Staff	Weekly
F.13. Scheduling statistics form	To compare & compile room stats as needed	Total number of hours room used in previous year and # of students, etc.	All CE Staff	
F.14. Trend Reports for: *Expenses *Revenue *Grades *Enrollment *2+2+2 Education/Business	Monitor Program Effectiveness		Extended Campus Staff	QTR



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F.15. Print a report that will allow us to choose courses and calculate the enrollment numbers for a grand total.	Monitor Program Effectiveness		Extended Campus Staff	WK
F.16. Report that will automatically generate a bill for high school students and any outstanding accounts.	Monitor Program Effectiveness		Extended Campus Staff	WK
F.17.Deposit Slips	Automated deposits totaling funds received by account	Lists monies received during the day and automatically generates a daily deposit slip	CE Accountant	Daily
F.18.Custom Reports (Income Statement)	Ability to detail course revenues and expenses from online data	Replaces need for excel spreadsheets, and redundant data entry	CE Accountant	Monthly
F.19.Generate invoices	Ability to edit and maintain invoices within the system	Replace the need for EFS.EDIT	CE Accountant	Weekly
F.20.Payroll	Calculate payroll and enter it directly into a system for approval	Replaces payroll control sheets	CE Accountant	Monthly
F.21. Report generation (enrollments, statistical, summaries)	Create custom reports using selected fields	Replaces need to recreate user-friendly reports in Excel	CE Accountant	Weekly

NOTE: Conferences and Special Programs will coordinate reports with the new campus scheduling software.



Missouri Western State College Report Analysis and Strategies Team
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*Please return the completed report electronically as an e-mail attachment to Terry Smith (tls8534@mwsc.edu) by _____.
If you have questions regarding the survey, please contact Terry Smith via e-mail or at x5691 or x4266 for leaving messages.*

Missouri Western State College
OFFICE: _Financial Aid Office
Date: _____

PERSON COMPLETING
SURVEY: __Angie Beam_____

Please identify below the reports your office utilizes from database systems available or independent database systems? Please add additional rows as necessary.

Missouri Western State College

Office:
SCT Banner Reporting Team

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September 16, 2010



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A. Regular (standard) reports currently generated from COCO database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
A.1. Audit Report	SAF040	To identify students who are over budget or over need	Financial Aid Staff	Weekly
A.2. Award Summaries (By award code and sub code)	SAF020 SAF022	To print detail reports by specific program fund to validate/verify awards	Financial Aid Staff	Weekly
A.3. FISAP	SAF100	To report data for annual FISAP report to US DOE	Director/Senior Coordinator, Auditor	Yearly
A.4. ALL Studs	SAF030	To review detail of all awards received by student	Director/Senior Coordinator	Quarterly
A.5. Financial Aid Transcript	SAF045	To verify aggregate totals by student by program	Financial Aid Staff	Daily
A.6. Packaging Report	SAF6107	To auto package Federal Pell, FSEOG, Work-Study, and Perkins Loan funds	Senior Coordinator, Director	Weekly – April – August
A.7. Award Letter	SAF010	To track students and notify students receiving aid	Senior Coordinator	Daily
A.8. No Need/ No Funds report and letters	SAF6003 SAF6005	To track and notify students not receiving Federal Campus Based Aid	Senior Coordinator	
A. 9. Pell Check	SAF1207	To adjust Pell to appropriate registration	Senior Coordinator	Quarterly



Missouri Western State College Report Analysis and Strategies Team
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		level – Full, ¾, half, < half-time status		
B. Regular (standard) reports currently generated from COCO database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
B.1. Pell Disbursement, Pell Origination, Pell Disbursement Acknowledgment, Pell Origination Acknowledgment	SAF425 SAF489 SAF415 SAF484	To transmit Pell Payment Data to US DOE via Edconnect software	Senior Coordinator	Monthly
B.2. Doeloand03, Need Out, Need In,	SAF0306	To upload need analysis information into system	Senior Coordinator	Daily
B.3. Unofficial Academic Transcripts	SAF336	To review student academic detail	Financial Aid Office Staff	Daily
B.4. Payroll Control Report, Payroll Authorization	SAF560 SAF510	To authorize work-study eligibility and balance with payroll	Financial Aid Coordinator Institutional and Campus Based Aid	Weekly/Monthly
B.5.				
B.6.				
B.7.				
B.8. Various ELM Reports	From ELM System	To track and monitor loan certification and guarantees	Financial Aid Coordinators	Daily
B.9.				
B.10.				



Missouri Western State College Report Analysis and Strategies Team
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B.11.				
C. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from _____ database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
C.1. Loan Award Letters	6028	To report loans awarded and aggregate awards to date	Financial Aid Coordinators	Daily
C.2. To electronically post loan disbursements received from ELM NDN	0029	To validate disbursements posted to system	Financial Aid Coordinators	Daily
C.3. Pending Disbursement/ Enrollment Verification	6022	To identify students enrolled less than half-time with loans	Financial Aid Coordinators	Prior to classes starting each term
C.4. Load Registration Hours	SAF07	To load hours to SAFERS system to validate awards	Director/ Senior Coordinator	Prior to classes starting and on Census date.
C.5. Electronic Time Cards		To print electronic time sheets for work-study students	Financial Aid Coordinator	Monthly
C.6. Transfer Monitoring Report	260	To identify transfer students to report to NSLDS for monitoring	Financial Aid Coordinator	Quarterly
C.7. Average Loan Debt/Graduation Report	4044	To calculate average loan debt by major	Financial Aid Coordinator	Quarterly
C.8. Satisfactory Academic Progress		To determine students not completing 75% of coursework or below 2.0	Financial Aid Staff – Computer Center runs	Annually



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		GPA		
C.9. Electronic Scholarships		To print out applicants by individuals or groups by award	Senior Coordinator, Computer Center, Scholarship Committees	Annually or as needed
C.10. Attendance Verification	S2784014	To collect attendance verification by instructors	Financial Aid Office	Quarterly
C.11. Non-degree Seeking	082-84-814	Identify students not enrolled as degree seeking	Financial Aid Office	Quarterly
D. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
D.1. Unduplicated head counts by award criteria	027-86-208	To provide unduplicated head counts for specific awards and total \$ awarded	Director	Monthly
D.3. Delinquent Borrowers	6032	To notify borrowers who are delinquent on FFELP Loans	Default Prevention Coordinator	Monthly
D.4.				
D.5.				
D.6.				
D.7.				



Missouri Western State College Report Analysis and Strategies Team
Office/User Report Survey

D.8.				
D.9.				
D.10.				
D.11.				

E. Reports generated from stand-alone database systems (e.g., Microsoft Access or Excel)?

Report Name	Software	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
E.1. Scholarship Validation	ACCESS	To track and validate awards for renewal and reporting	Senior Coordinator	Daily
E.2.				Monthly
E.3.				Daily
E.4.				
E.5.				
E.6.				
E.7.				



Missouri Western State College Report Analysis and Strategies Team
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E.8.				
E.9.				
E.10.				
E.11.				
F. New reports desired from Banner integrated student and administrative database (wish list)?				
Report Name	Purpose	Brief Description (Variables, Fields, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
F.1. Suspension and Graduation reports for students who received student loans	To identify students who need to be reported as no longer attending to loan holders		Default Prevention Coordinator	Weekly
F.2. Activity Reports	Identify students who have dropped below half-time status			
F.3. Missouri DHE-14	To provide award data to Missouri Department of Higher Education	Unduplicated headcounts by award category, funding source, and total awarded	Director	Annual
F.4. Call List tracking screens				
F.5. Labels	To print address			



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	labels			
F.6. Satisfactory Academic Progress	More detailed reports and ability to track multiple years of progress			
F.7. Enrollment status verification – system determines last date of enrollment to report to lenders				
F.8.				
F.9.				
F.10.				
F.11.				

*Please return the completed report electronically as an e-mail attachment to Terry Smith (tls8534@mwsc.edu) by _____.
If you have questions regarding the survey, please contact Terry Smith via e-mail or at x5691 or x4266 for leaving messages.*

Missouri Western State College
OFFICE: Institutional Research
Date: February 12, 2004

PERSON COMPLETING
SURVEY: Judy Fields

Please identify below the reports your office utilizes from database systems available or independent database systems? Please add additional rows as necessary.

A. Regular (standard) reports currently generated from <u>ADMIN</u> database system				
Report Name	Report Number	Brief Description (Purpose, Variables,	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)



Missouri Western State College Report Analysis and Strategies Team
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		etc.)		
A.1. Student Profiles Reports	82-84-600	Headcounts of students by various categories	Institutional Research (IR)	Each term, and various times during terms
A.2. Enrollment by Student Level	82-82-720	Headcount and credit hours by various classifications and enrollment status of students	IR—DHE 02-4	Each term—census date
A.3. Ability Descriptors of First time Entering Student by High School Rank	82-82-710	Number of FTIC grouped by hs rank	IR—DHE 06	Fall and Spring—census date
A.4. Ability Descriptors of First time Entering Student by ACT Composite	82-82-712	Number of FTIC grouped by ACT Composite scores	IR—DHE 06	Fall and Spring—census date
A.5. Residence of First time Students	82-82-740	Number of FTIC students from each state	IR—IPEDS Enrollment	Fall and Spring—census date
A.6. Geographic Origin of Students	82-82-760	Number of students from each MO. County, and each state	IR—DHE 07-1	Fall and Spring—census date
A.7. Institutional Origin of Students	82-82-770	Number of new transfers from each MO institution and from each state	IR—DHE 07-2	Fall and Spring—census date
A.8. Age of Students	82-82-750	Number of students by age groups, FT/PT, M/F, DS/NDS	IR—IPEDS Enrollment	Fall and Spring—census date
A. 9. Enrollment and Compliance Report	82-82-730	Number of students by gender, race, enrollment status, class level, CIP	IR--IPEDS Fall Enrollment	Fall and Spring—census date
A. 10. Degrees & Awards Conferred	82-84-550	Number of Graduates by gender, race, CIP	IR—IPEDS Completions	Each term and at the end of the fiscal year
A. 11. Headcount & Credit Hours by Student Level	82-82-250	Credit hours by dept/School/CIP by	IR	Fall and Spring—census date



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		student level		
A. 12. Headcount & Credit Hours by Course Level	82-82-240	Credit hours by dept/School/CIP by course level	IR	Fall and Spring—census date
A. 13. Retention Summary	82-82-790	Retention of students by enrollment status, class level from one semester to next semester; and fall to fall	IR, and IPEDS Enrollment	Fall and Spring—census date
A. 14. Summary of Summer Sessions Enrollments	005-30-740	Headcount and credit hours for each session	IR	Census date at each of 3 summer sessions
A. 15. Graduate List	82-84-250	List of graduates with degrees & majors	IR	Fall, Spring, & Summer after graduates are finalized
A. 16. Minority List	82-84-570	List of minority students with ethnicity and majors	IR	Fall and Spring—census date
A. 17. Course Catalog	82-81-106	Listing of all courses ever offered by Western	IR	Fall and Spring—census date
A. 18. Enrollment by Course Offering	82-84-350	Enrollment information of each section/course by school/dept/discipline	IR	Fall and Spring—census date
A. 19. Work Schedule by Faculty ID	82-81-440	Faculty teaching schedule by school/dept	IR	Fall and Spring—census date
A. 20. Major Information Report	82-84-440	Listing of students within each major by school/dept	IR—VP, Deans, Chairs	Fall, Spring & Summer census date and at end of Fall & Spring after grades are posted
A. 21. GPA Student Comparison Report	82-84-130	Listing of students with current semester GPA; summary data by gender/classification and	IR—Pres, VP, Deans, Chairs	Each term after mid-term grades are posted and after final grades are posted



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		housing		
A. 22. Enrollment & Compliance Report	82-82-734	Headcount by gender, race, student level for selected CIP	IR—LSAMP Grant report	Fall and Spring—census date
A. 23. Final Grade Distribution by Faculty Name (also Mid-term Grade Distribution)	82-83-220	Final grades by courses/sections by school/dept by faculty name	IR—Academic Deans	Each term after mid-term grades are posted and after final grades are posted
A. 24. Final Grade Distribution by Faculty Name (also Mid-term Grade Distribution)	82-83-220	Final grades by courses/sections by faculty name	IR	Each term after mid-term grades are posted and after final grades are posted
A. 25. Final Grade Distribution by Offering (also Mid-Term Grade Distribution)	82-83-210	Final Grades by courses/sections schools/dept	IR—Pres, VP, Deans, Chairs	Each term after mid-term grades are posted and after final grades are posted
A. 26. Attrition Report	82-84-610	List of students who were enrolled in the previous semester and did not return with reason for non-return	IR	Fall and Spring—census date
A. 27. Course Offering Enrollment	82-81-270	Enrollment and credit hour by dept/discipline /course/section	IR	Fall and Spring—census date
A. 28. Student Achievement Study Student Listing/Data file	82-82-414	Listing of graduates and majors/degrees for EMSAS	IR--DHE	Annual—FY data
A. 29. Term Registration Layout Listing/Data file	82-82-408	End of term data file on each enrolled student for EMSAS	IR--DHE	Annual—FY data
A. 30. Fall Enrollment Record Layout Listing/Data file	82-82-412	Fall census data for all currently enrolled students	IR—DHE	Fall census date



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		for EMSAS		
A. 31. 12-month Summary Report	82-82-620	Unduplicated headcount of DS and NDS for FY; also remedial credit hours for FY	IR--DHE	Annual—FY data
A. 32. Currently Enrolled Students	82-82-752	Unduplicated headcount for FY of enrollment by gender/race	IR—IPEDS Enrollment Report	Annual—FY data
B. Regular (standard) reports currently generated from _____ database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)



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C. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from _ADMIN_____ database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
C.1. In-State & Out-State Students by Credit Hours		Number of students taking credit hours by residence status	IR—Assoc VP Finance	Each Semester
C.2. ACT Math, English, Composite scores for First time Freshmen		Number of students at each ACT score	IR for VP, Deans, Enrollment Mgmt	Fall Semester
C.3. Persistence of FT First time Students by gender/race, HS rank, ACT, HS core, etc			IR for CSRDE report, various depts, committees	As Needed
C.4. Lists of students by various Majors, age, GPA, class level, enrollment status, gender, race, etc			IR for various depts	As requested
C.5. Success Rates of Freshmen by ACT, HS core, etc.	EMSAS Data file		IR for VP, Deans, Enrollment Mgmt	As requested
C.6. Persistence of Freshmen for several semesters	EMSAS Data file		IR for VP, Deans, Enrollment Mgmt	As requested
C.7.				



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C.8.				
C.9.				
C.10.				
C.11.				
D. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from _ADMIN___ database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
D.1. Students enrolled in selected courses/sections	82-83-022	For depts that are doing assessment/research on certain courses	Various academic departments	As requested
D.2.				
D.3.				
D.4.				
D.5.				
D.6.				
D.7.				



Missouri Western State College Report Analysis and Strategies Team
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D.8.				
D.9.				
D.10.				
D.11.				

E. Reports generated from stand-alone database systems (e.g., Microsoft Access or Excel)? Institutional Research Faculty Database

Report Name	Software	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
E.1. Faculty by Rank	R-Base	To complete IPEDS, AASCU, etc and internal reports	IR	As needed
E.2. Faculty by School/Dept	R-Base	For internal reports	IR, VP	As needed
E.3. Faculty by CIP	R-Base	To complete CUPA, etc and internal reports	IR	As needed
E.4. Faculty by Tenure Status	R-Base	To complete IPEDS, AASCU, etc and internal reports	IR, VP	As needed
E.5. Faculty by name	R-Base	Various needs	IR	As needed
E.6. Merit point list	R-Base	To calculate merit pay for faculty	IR, VP	As needed
E.7. Budgeted Faculty Position	R-Base	For the annual budget	IR, VP	As needed



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E.8. Faculty by terminal Degree	R-Base	For internal & external reports	IR, VP	As needed
E.9. Continuing Faculty	R-Base	For internal & external reports	IR, VP	As needed
E.10. Faculty by gender/rank/salary	R-Base	For internal & external reports	IR, VP	As needed
E.11. Faculty Information for Contracts	R-Base		IR, VP	As needed
F. New reports desired from Banner integrated student and administrative database (wish list)?				
Report Name	Purpose	Brief Description (Variables, Fields, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
F.1.				
F.2.				
F.3.				
F.4.				
F.5.				
F.6.				
F.7.				



Missouri Western State College Report Analysis and Strategies Team
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F.8.				
F.9.				
F.10.				
F.11.				

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If you have questions regarding the survey, please contact Terry Smith via e-mail or at x5691 or x4266 for leaving messages.*

Missouri Western State College
OFFICE: President's Office
Date: February 10, 2004

PERSON COMPLETING
SURVEY: Karen Elifrits

Please identify below the reports your office utilizes from database systems available or independent database systems? Please add additional rows as necessary.

A. Regular (standard) reports currently generated from _____ database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
A.1. Semester GPA Report	President's Honor Roll	President's Honor Roll Congratulatory Letters from President Scanlon	Karen Elifrits James Scanlon	Fall, Spring, and Summer Semesters
A.2. Semester GPA Report		GPA Listing for all students	Karen Elifrits James Scanlon	Fall, Spring, and Summer Semesters
A.3.				



Missouri Western State College Report Analysis and Strategies Team
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A.4.				
A.5.				
A.6.				
A.7.				
A.8				
A. 9.				
B. Regular (standard) reports currently generated from _____ database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
B.1				
B.2.				
B.3.				
B.4.				
B.5.				



Missouri Western State College Report Analysis and Strategies Team
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B.6.				
B.7.				
B.8.				
B.9.				
B.10.				
B.11.				
C. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from _____ database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
C.1.				
C.2.				
C.3.				
C.4.				
C.5.				



Missouri Western State College Report Analysis and Strategies Team
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C.6.				
C.7.				
C.8.				
C.9.				
C.10.				
C.11.				

D. Ad hoc (non-standard) reports currently generated using special report request to ITS or information extracted from _____ database and imported into external report writer such as Microsoft Access or Excel)?

Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
D.1.				
D.2.				
D.3.				
D.4.				
D.5.				



Missouri Western State College Report Analysis and Strategies Team
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D.6.				
D.7.				
D.8.				
D.9.				
D.10.				
D.11.				

E. Reports generated from stand-alone database systems (e.g., Microsoft Access or Excel)?				
Report Name	Software	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
E.1.				Daily
E.2.				Monthly
E.3.				Daily
E.4.				
E.5.				



Missouri Western State College Report Analysis and Strategies Team
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E.6.				
E.7.				
E.8.				
E.9.				
E.10.				
E.11.				
F. New reports desired from Banner integrated student and administrative database (wish list)?				
Report Name	Purpose	Brief Description (Variables, Fields, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
F.1.				
F.2.				
F.3.				
F.4.				
F.5.				
F.6.				



Missouri Western State College Report Analysis and Strategies Team
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F.7.				
F.8.				
F.9.				
F.10.				
F.11.				

*Please return the completed report electronically as an e-mail attachment to Terry Smith (tls8534@mwsc.edu) by _____.
If you have questions regarding the survey, please contact Terry Smith via e-mail or at x5691 or x4266 for leaving messages.*

Missouri Western State College
OFFICE: Purchasing
Date: 1-14-04

PERSON COMPLETING
SURVEY: Carlyn Howard

Please identify below the reports your office utilizes from database systems available or independent database systems? Please add additional rows as necessary.

A. Regular (standard) reports currently generated from database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
A.1. Organization Key Listing		Organization key listing (dept #)	Carlyn	Quarterly
A.2. Object Code Listing		Object codes		



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			Carlyn	Quarterly
A.3. Disencumbrance Summary		Purchasing disencumbrance summary	Carlyn	Weekly
A.4. Disencumbrance Summary		Purchasing disencumbrance summary	Carlyn	Weekly
A.5. Encumbrance Audit Trail		Encumbrance audit trail	Carlyn	Weekly
A.6.			.	
A.7.				
A.8				
A. 9.				
B. Regular (standard) reports currently generated from _____ database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
B.1				
B.2.				
B.3.				
B.4.				



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B.5.				
B.6.				
B.7.				
B.8.				
B.9.				
B.10.				
B.11.				
C. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from _____ database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
C.1.				
C.2.				
C.3.				
C.4.				



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C.5.				
C.6.				
C.7.				
C.8.				
C.9.				
C.10.				
C.11.				
D. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from _____ database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
D.1.				
D.2.				
D.3.				
D.4.				



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D.5.				
D.6.				
D.7.				
D.8.				
D.9.				
D.10.				
D.11.				

E. Reports generated from stand-alone database systems (e.g., Microsoft Access or Excel)?

Report Name	Software	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
E.1.				Daily
E.2.				Monthly
E.3.				Daily
E.4.				



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E.5.				
E.6.				
E.7.				
E.8.				
E.9.				
E.10.				
E.11.				
F. New reports desired from Banner integrated student and administrative database (wish list)?				
Report Name	Purpose	Brief Description (Variables, Fields, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
F.1.				
F.2.				
F.3.				
F.4.				
F.5.				



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F.6.				
F.7.				
F.8.				
F.9.				
F.10.				
F.11.				

*Please return the completed report electronically as an e-mail attachment to Terry Smith (tls8534@mwsc.edu) by _____.
If you have questions regarding the survey, please contact Terry Smith via e-mail or at x5691 or x4266 for leaving messages.*

Missouri Western State College
OFFICE: Purchasing
Date: 1-12-04

PERSON COMPLETING
SURVEY: Nancy Gray

Please identify below the reports your office utilizes from database systems available or independent database systems? Please add additional rows as necessary.

A. Regular (standard) reports currently generated from <u>IFAS-Purchasing</u> database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
A.1. PO Launch		Launch of Purchase Orders	Nancy & Carlyn	Daily



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A.2. Individual PO Launch		Launch of individual purchase order	Nancy & Carlyn	Daily
A.3.				
A.4.				
A.5.				
A.6.				
A.7.				
A.8				
A. 9.				
B. Regular (standard) reports currently generated from _____ database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
B.1				
B.2.				
B.3.				



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B.4.				
B.5.				
B.6.				
B.7.				
B.8.				
B.9.				
B.10.				
B.11.				
C. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from _____ database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
C.1.				
C.2.				
C.3.				



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C.4.				
C.5.				
C.6.				
C.7.				
C.8.				
C.9.				
C.10.				
C.11.				
D. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from database and imported into external report writer such as Microsoft Access or Excel?				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
D.1.				
D.2.				
D.3.				



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D.4.				
D.5.				
D.6.				
D.7.				
D.8.				
D.9.				
D.10.				
D.11.				

E. Reports generated from stand-alone database systems (e.g., Microsoft Access or Excel)?

Report Name	Software	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
E.1.				Daily
E.2.				Monthly
E.3.				Daily



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E.4.				
E.5.				
E.6.				
E.7.				
E.8.				
E.9.				
E.10.				
E.11.				
F. New reports desired from Banner integrated student and administrative database (wish list)?				
Report Name	Purpose	Brief Description (Variables, Fields, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
F.1.				
F.2.				
F.3.				
F.4.				



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F.5.				
F.6.				
F.7.				
F.8.				
F.9.				
F.10.				
F.11.				

*Please return the completed report electronically as an e-mail attachment to Terry Smith (tls8534@mwsc.edu) by _____.
If you have questions regarding the survey, please contact Terry Smith via e-mail or at x5691 or x4266 for leaving messages.*

Missouri Western State College
OFFICE: Recreation Services
Date: January 26, 2004

PERSON COMPLETING
SURVEY: Wonda Berry-Howe

Please identify below the reports your office utilizes from database systems available or independent database systems? Please add additional rows as necessary.

A. Regular (standard) reports currently generated from _____ database system				
Report Name	Report Number	Brief Description (Purpose, Variables,	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)



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		etc.)		
A.1. Student Time sheets	J04-09-004	We print both Fitness Center and Recreation Time sheets from this report	Wonda Berry-Howe Amy Headding Stephanie Heater	Monthly
A.2. View multiple day in the FC And PE Facilities	S1039992	This lets us view and print individual user usage of the FC and PE Facilities	Wonda Berry-Howe Amy Headding Stephanie Heater	Daily As Needed
A.3. Age Reports	J10-30-010	This tells us the age of the user in our facility.	Wonda Berry-Howe Amy Headding Stephanie Heater	Semi Annually
A.4. Expiration Report	J10-30-012	This tells us the expiration dates of individual users of the FC and PE Facilities	Wonda Berry-Howe Amy Headding Stephanie Heater	Daily As Needed
A.5. Membership Report	J10-30-014	This tells us who is a member of what organization	Wonda Berry-Howe Amy Headding Stephanie Heater	Daily As Needed
A.6. Totals Report	J10-30-019	This give us the totals all on one report of all organizations	Wonda Berry-Howe Amy Headding Stephanie Heater	Semi Annually
A.7. Delete Old users report	J10-30-019	This report deletes old users And prints a report of who was deleted.	Wonda Berry –Howe Amy Headding Stephanie Heater	Only when needed
A.8				
A. 9.				
B. Regular (standard) reports currently generated from database system				
Report Name	Report	Brief Description	User(s)	Frequency



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	Number	(Purpose, Variables, etc.)		(Wk., Mo., Qtr., Annual, etc.)
B.1				
B.2.				
B.3.				
B.4.				
B.5.				
B.6.				
B.7.				
B.8.				
B.9.				
B.10.				
B.11.				
C. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from _____ database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report	Brief Description	User(s)	Frequency



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	Number	(Purpose, Variables, etc.)		(Wk., Mo., Qtr., Annual, etc.)
C.1. NONE ?				
C.2.				
C.3.				
C.4.				
C.5.				
C.6.				
C.7.				
C.8.				
C.9.				
C.10.				
C.11.				
D. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from database and imported into external report writer such as Microsoft Access or Excel)?				



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Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
D.1.				
D.2.				
D.3.				
D.4.				
D.5.				
D.6.				
D.7.				
D.8.				
D.9.				
D.10.				
D.11.				
E. Reports generated from stand-alone database systems (e.g., Microsoft Access or Excel)?				



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Report Name	Software	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
E.1. Intramural Participation Report	Excel	List of Activities with total participants	Wonda Berry- Howe	Weekly
E.2. Facility Usage Reports	Excel	List activities in facility and number of participants per activity	Stephanie Heater Wonda Berry- Howe	Weekly
E.3. Budget Reports	Excel	Has updated budgets	Stephanie Heater Wonda Berry- Howe	Daily/weekly
E.4.				
E.5.				
E.6.				
E.7.				
E.8.				
E.9.				
E.10.				
E.11.				

F. New reports desired from Banner integrated student and administrative database (wish list)?



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Report Name	Purpose	Brief Description (Variables, Fields, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
F.1.				
F.2.				
F.3.				
F.4.				
F.5.				
F.6.				
F.7.				
F.8.				
F.9.				
F.10.				
F.11.				



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*Please return the completed report electronically as an e-mail attachment to Terry Smith (tls8534@mwsc.edu) by _____.
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Missouri Western State College
OFFICE: Registrar
Date: February 17, 2004

PERSON COMPLETING
SURVEY: Susan Bracciano

Please identify below the reports your office utilizes from database systems available or independent database systems? Please add additional rows as necessary.

A. Regular (standard) reports currently generated from ADMIN database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
A.1. Registration Activity Report	82-81-310/312	A list of students who have changed their schedules during a particular time frame – detailed or summary, with or without student schedules, for continuing ed classes only	Registrar's Office, Financial Aid, Business Office, Admissions	Monthly (but with various monitoring issues at hand, this might be changed to weekly or daily)
A.2. Specialized Class roster Report for Math Department	80-84-378	A list of general study math class rosters for current semester	Math Department	Once per semester
A.3. Graduate Reports	82-84-520	A list of students who have applied and/or been approved for graduation for a particular semester – by alpha or degree/M/M or select dept. or M/M code or GPA - with or without addresses, commencement	Registrar's Office, VP of Academic & Student Affairs, Deans, Career Services, Academic Depts, Bookstore, Alumni	Monthly – Weekly



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		attendance, early and/or late commencement and student interest code		
A.4. Graduate Mailing Labels	82-84-530	Prints mailing labels for prospective graduates	Registrar's Office, VP of Academic & Student Affairs, Deans, Career Services, Academic Depts, Bookstore, Alumni	3-4 times per semester
A.5. Currently Enrolled Student Reports	82-80-202	A list of currently enrolled students with local or permanent address	Campus-wide	Once per semester
A.6. Major Information Report	82-84-440	A list of currently enrolled students and their addresses who have declared (or intended) a particular major or minor – can also determine a cum hour range and gpa range.	Academic Depts.	Weekly
A.7. Students with a “Pre” major for a Particular Semester	82-84-192	A list of students who have a pre-major listed that will be expiring at the end of the current semester.	Registrar's Office	Once per semester
A.8 Foreign Student Report	82-84-576	A list of students who are coded as foreign students	Registrar's Office, Admissions, Foreign Student Advisor	Once per semester
A. 9. Students who have a Privacy Indicator Report	82-84-212	A list of students who have an information release hold.	Registrar's Office	Once per semester
A. 10. Registration Activity for Veterans Report	82-84-474	A list of students coded as veterans and are currently	Registrar's Office	Weekly



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		enrolled. A secondary report lists all registration activity for a particular time period.		
A. 11. Currently Enrolled Students with GPA ≥ 3.50 Not Honor	82-83-256	A list of students having a 3.50 or higher gpa who are not coded as honor students.	Honors Office	Once per semester
A 12. Class Roster	82-84-320	A list of students in a particular course/section number with or without the dropped students.	Registrar's Office, Academic Depts.	Monthly-Weekly
A.13. Specialized Class Roster Report	82-84-382	A set of rosters by section number range.	Registrar's Office, Honors Office	Once per semester
A.14. Faculty Identifier List	82-81-918	List of current faculty for a particular semester	Registrar's Office	Once per semester
A.15. Major/Minor code List	82-84-966/968	List of current and discontinued major/minor codes	Registrar's Office, Admissions	Once per semester
A.16. Name and DOB Match Report	82-84-568	List of students in system that have the same name and birthdate	Registrar's Office, Admissions	Once per semester
A.17. Merge/Purge List	82-84-516	List of students that are officially enrolled in the current semester that should be merged from Admissions to Registrar's Office (both combo list and first-timers)	Registrar's Office, Admissions	Once per semester
A.18. Class Rank List	82-84-556	List of graduates by rank (# and %) for a particular	Registrar's Office	Once per semester



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		semester		
A.19. Currently Enrolled Students with ACT Scores	82-84-712	List of currently enrolled students with ACT scores	Academic Support	Once per semester
A.20. Independent Study Courses Report and Forms	82-84-170	List of students in independent study courses for the current semester and the title form for the instructor to submit.	Registrar's Office, Academic Depts.	Once per semester
A.21. Repeat Report	82-85-360	List of students who are currently enrolled and are taking a course that is coded as a repeat or has been marked during enrollment as a repeat	Registrar's Office	Once per semester
A.22. Student Interest Code List	82-84-480 482/484	List of students for a particular semester with a chosen student interest code – also can run complete schedule and registration activity for each student	Registrar's Office, Athletics, Business Office, Honors, Admissions	Monthly
A.23. Semester Class Schedule List	82-81-250	List of all courses offered for the current semester – can be broken down between division (including cont ed) and department	Registrar's Office	Monthly
A.24. Semester GPA Report	82-83-240	Lists of students just completing the term with gpa – can be broken down to honor roll students, probation list and suspension list	Registrar's Office, Financial Aid, Business Office	Once per semester



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A.25. Final Grade Distribution with Incomplete Grade	82-83-222	List of all students given incomplete grades for current semester with corresponding courses	Registrar's Office, Deans, Academic Departments	Once per semester
A.26. Mass Class Roster Report	82-84-380	Current rosters for all or selected divisions or departments	Academic Depts	Once per semester
A.27. Solomon Amendment Report	82-84-274	List of approved directory information on currently enrolled students	Military Recruiters	2-3 times per semester
A.28. Mass Transcripts	82-85-350/ 354/358	Transcripts for students alpha or by advisor – with or without a particular interest code	Registrar's Office, Athletics, Student Services	Once per semester
A.29. Stop Code Report	82-84-552	List of current stop codes	Campus-wide	2 times per semester
A.30. Annotation Code List	82-84-946	List of current annotation codes	Registrar's Office	Once per semester
A.31. Students with all Audits	82-84-240	List of currently enrolled students with all classes marked as audit	Registrar's Office	Once per semester
A.32. Student Profile Headcount	82-84-600	Summary of enrolled student counts	Registrar's Office, Institutional Research	Daily during registration/ Once per semester
A.33. Diploma Order Report	82-84-574	List of graduating to send to Jostens for diploma order	Registrar's Office, Jostens	Once per semester
A.34. Final Grades Distribution Reports	82-83-210/ 220	List of courses by division, department or faculty and corresponding grades assigned	Academic Depts	Once per semester



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A.35. Classes with No Instructor Report	82-81-550	List of courses that do not have an instructor assigned.	Registrar's Office, Academic Depts	2-3 times per semester
A.36. Twice-Repeat (#5 OA Violator) Report	82-84-857	Lists currently enrolled students in violation of Open Admissions #5	Registrar's Office	Once per semester
A.37. Violators of Open Admissions #9 Report	82-84-854	Lists currently enrolled students in violation of Open Admissions #9	Registrar's Office	Once per semester
A.38. Violators of Open Admissions #10 Report	82-84-856	Lists currently enrolled students in violation of Open Admissions #10	Registrar's Office	Once per semester
A.39. Advisor Report of Violators (#5, #9, #10)	82-84-860	Lists currently enrolled student's violations by advisor	Registrar's Office, Student Services, Advisors	Once per semester
A.40. Advisor Report with Student PIN Number	82-84-518	Lists currently enrolled student's PIN number, registration and academic information by advisor	Advisor, Academic Depts	Once per semester
A. 41. Student's Advisor Report	82-84-528	Lists currently enrolled students by advisor	Registrar's Office, Student Services, Business Dept	Once per semester

*Please return the completed report electronically as an e-mail attachment to Terry Smith (tls8534@mwsc.edu) by _____.
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Missouri Western State College
OFFICE: Residential Life
Date: 2/13/04

PERSON COMPLETING
SURVEY: John Comerford

Please identify below the reports your office utilizes from database systems available or independent database systems? Please add additional rows as necessary.

A. Regular (standard) reports currently generated from <u>C-BORD</u> database system
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Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
A.1. Alpha Roster		Residential students by last name	Res. Life, Telephone services	Weekly
A.2. Site Roster		Shows occupied and empty beds	Res. Life	Weekly
A.3. Occupancy		Does a count and percentages of occupancy by building, area, and total	Res. Life, Admissions, Accounting Services	Weekly
A.4. Phone List		Lists students by last name with room number and phone number – report must mark confidential information and be able to match a unique phone number to each student	Res. Life, Student Development	Weekly
A.5. Letter generation		Able to print personalized room assignment letters directly from the system	Res. Life	Quarterly
A.6.			.	
A.7.				
A.8				
A. 9.				



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B. Regular (standard) reports currently generated from Admin database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
B.1 Student enrollment confirmation		Shows number of hours each residential student is enrolled in	Pro. Staff	Monthly
B.2. Student billing count		Shows totals and names of students being charged by room rate	Pro. Staff	Monthly
B.3.				
B.4.				
B.5.				
B.6.				
B.7.				
B.8.				
B.9.				
B.10.				
B.11.				



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C. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from _____ database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
C.1.				
C.2.				
C.3.				
C.4.				
C.5.				
C.6.				
C.7.				
C.8.				
C.9.				
C.10.				
C.11.				



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D. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
D.1.				
D.2.				
D.3.				
D.4.				
D.5.				
D.6.				
D.7.				
D.8.				
D.9.				
D.10.				
D.11.				



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E. Reports generated from stand-alone database systems (e.g., Microsoft Access or Excel)?				
Report Name	Software	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
E.1.				Daily
E.2.				Monthly
E.3.				Daily
E.4.				
E.5.				
E.6.				
E.7.				
E.8.				
E.9.				
E.10.				
E.11.				



Missouri Western State College Report Analysis and Strategies Team
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F. New reports desired from Banner integrated student and administrative database (wish list)?				
Report Name	Purpose	Brief Description (Variables, Fields, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
F.1. GPA averages	Break down GPA in residence halls by class, building, floor, etc.		Pro. Staff	Quarterly
F.2. Judicial history	Show judicial history of an individual student	Date, report number, hearing date, hearing finding, sanction, sanction completion, etc.	Res. Life & Student Development	Weekly
F.3. Judicial trends	Shows judicial incident by building, floor, date, type, etc.		Res. Life & Student Development	Monthly
F.4. Waiting list	Show names and totals of students on waiting list for housing, sorted by contract submission date	Contract submission date, building requests, etc.	Res. Life	Weekly
F.5. Empty Room roster	Shows only empty beds		Res. Life	Weekly
F.6. Work order tracking	Shows work orders by room, date, etc.		Res. Life, Physical Plant	Weekly
F.7. Inventory tracking	Shows contents and general condition of room furnishings, tracks replacement dates, could sort by	Furniture type, date of replacement, etc.	Res. Life, Physical Plant	Monthly



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	any factor			
F.8. Occupancy trends	Shows historical contract submissions and occupancy over several year period		Res. Life, Accounting, Admissions	
F.9. Contract/Applicant Status	Shows new students with housing contracts and their status in the admissions process		Res. Life, Admissions	
F.10. Immunization checks	Shows residential students' individual status on immunization requirements		Res. Life, Health Services	
F.11. Individual GPA reports	Shows students who have above or below a designated GPA at mid-terms or final grades		Res. Life	

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Missouri Western State College
OFFICE: Student Development
Date: 02/11/04

PERSON COMPLETING
SURVEY: Barbara Young

Please identify below the reports your office utilizes from database systems available or independent database systems? Please add additional rows as necessary.

A. Regular (standard) reports currently generated from <u>Admin, excel, access</u> database systems				
Report Name	Report	Brief Description	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)

Missouri Western State College

Office:
SCT Banner Reporting Team

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	Number	(Purpose, Variables, etc.)		
A.1. Parents' Council Report (For Labels for bulk mailings, directory, and membership information)	Excel	Names, Addresses, Phone#, Date Paid, Renewal Memberships	Student Development	Daily
A.2. Organizations/Clubs Report	Access	Listing of current clubs and organizations, president's names, sponsors, contact info	Student Development	Daily
A.3. Student Information Labels	Admin	Student names and addresses for various mailings	Student Development	Twice a semester
A.4. Parents of Students Address Labels	Admin	Letters mailed to parents of students for Parents Day	Student Development	Semi-annual
A.5. Student GPA Listing (Alpha at end of each semester of only people currently enrolled.)		To pull information for a Greek Organization GPA report.	Student Development For Clubs/Organizations	Each semester
A.6. Student Verification Reports	Admin	To verify when a student attended MWSC and if they were in good standing, SS#	Student Development	Daily
A.7. Student Labels	08284922 & SRS140SB label file	Mailing labels of currently enrolled students who enrolled for the first time – request for a particular semester-addressed to: Family of - Permanent Address/Local Address	Student Development	Twice a semester
A.8 Day Nurseries/Child Care/Pre-school Report	Excel	Current listing of child care facilities with contact names, phone #, address, hours, costs	Student Development For Non-Trad Students	Yearly
A. 9. Off-Campus Housing	Excel	Current listing of off-campus Housing.	Student Development	Yearly
B. Regular (standard) reports currently generated from _____ database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
B.1 Faculty/Staff Labels	Excel	Mailing Labels for staff and	Student Development	Annual



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		faculty for Cleary Act mailing		
B.2. Account Director's Report with Encumbrance	Bi-tech	For reconciliation of our accounts, and tracking of all accounts under Bob Klostermeyer	Student Development	Daily
B.3.Lost and Found Report	Excel	List of people who have lost items, phone #s, e-mails, and description of lost items	Student Development	Daily
B.4.Fundraising & other events in SU building – lobby and on campus-	Excel	List of Dates, organizations, event description being held in SU Building lobby-how many tables & chairs needed/ contact maintenance department	Student Development	Daily
B.5.				
B.6.				
B.7.				
B.8.				
B.9.				
B.10.				
B.11.				
C. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from _____ database and imported into external report writer such as Microsoft Access or Excel)?				



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Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
C.1.				
C.2.				
C.3.				
C.4.				
C.5.				
C.6.				
C.7.				
C.8.				
C.9.				
C.10.				
C.11.				
D. Ad hoc (non-standard) reports currently generated using special report request to ITS or information extracted from _____ database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report	Brief Description	User(s)	Frequency



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	Number	(Purpose, Variables, etc.)		(Wk., Mo., Qtr., Annual, etc.)
D.1.				
D.2.				
D.3.				
D.4.				
D.5.				
D.6.				
D.7.				
D.8.				
D.9.				
D.10.				
D.11.				
E. Reports generated from stand-alone database systems (e.g., Microsoft Access or Excel)?				
Report Name	Software	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)



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E.1.				Daily
E.2.				Monthly
E.3.				Daily
E.4.				
E.5.				
E.6.				
E.7.				
E.8.				
E.9.				
E.10.				
E.11.				
F. New reports desired from Banner integrated student and administrative database (wish list)?				
Report Name	Purpose	Brief Description (Variables, Fields, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
F.1.				



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F.2.				
F.3.				
F.4.				
F.5.				
F.6.				
F.7.				
F.8.				
F.9.				
F.10.				
F.11.				

Please return the completed report electronically as an e-mail attachment to Terry Smith (tls8534@mwsc.edu) by _____. If you have questions regarding the survey, please contact Terry Smith via e-mail or at x5691 or x4266 for leaving messages.

Banner Gold Needs Assessment Wish List Report

Student Employment Office – Jeff Wilson

1. We need access to financial aid information regarding work-study and whether or not a student has those funds available.



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2. We also need access to the total number of new hires, and the total number of student workers who are working on campus; both work-study and non-work study students. This information would come from the business office, so that we may track how many students are working on campus at any given time. We also need average on-campus salaries, for both work-study and non-work-study. Please also include average hours worked by work-study students and non work-study students on campus. We ought to be able to pull this information both monthly and yearly.
3. There needs to be a database behind our Student Employment Web page, which will track if a student has ever been in to see us, how often, and some normal personnel file info, such as various positions, wages, supervisors, performance appraisals etc. The theory would be tat student s would register into our database, and then we could track their successes over their college career, and help to guide them. It would give me an advantage to have lots of helpful information in database format.
4. A database to help track employers (both on and off campus). We should be able to keep pertinent contact info, as well as jobs posted, frequency of postings, how long each position was posted, and whether or not our services benefited the employer for each position they listed. For on campus employers it would be helpful to ensure that they posted their position with us for at least one week before we are able to process any new hire paperwork.
5. The ability to search select groups, such as all employers, or narrow down the group to include on employers who have posted in the last 3 months (as an example). Just the ability to execute searches on info in the database, and then e-mail the selected group in mass e-mailings to either employers or students, or faculty or staff.

Missouri Western State College

OFFICE: Student Services

Date: February 6, 2004

PERSON COMPLETING

SURVEY: Elaine Bryant

Please identify below the reports your office utilizes from database systems available or independent database systems? Please add additional rows as necessary.

A. Regular (standard) reports currently generated from Administrative database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
A.1. Student's Permanent Password	S8284153	Listing of current passwords For currently enrolled students	Entire staff of Student Services and academic advisors all over campus access this report	Annually (unless passwords are changed and this requires an additional printing of the



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				report
A.2. Student PIN report	J8284536	Listing of PINs for currently enrolled students	Advising staff	Each semester
A.3. Student Interest Codes	S8284145	Listing of student interest codes (used for A+)	Rosalie Guyer and George Hammer	Quarterly
A.4. Faculty Advisor Report	S8280105	Lists the advisement load for faculty/staff advisors	Rosalie Guyer	Quarterly
A.5. Stop Code Report	J8284524	Lists the stop codes for students	Advising staff	Quarterly
A.6. New Students by Initial Registration Report	J8284526	Lists students who have just registered to enable Advisement Coord. To know who needs advisors assigned	Rosalie Guyer	Semester
A.7. New or Returning Students, New Transfers, 1 st Time Freshman	J8284508 J8284492 J8284096	Identifies new students who have just registered to sort out who needs advisors assigned to them	Rosalie Guyer	Quarterly
A.8 New or Returning Students, New Transfers, 1 st Time Freshman	J8284508 J8284858	Letters to go with previous report	Rosalie Guyer	Semester
A. 9. Advisement Faculty Name Sequence	J8284540	Advisement load report for assignment of advisors	Rosalie Guyer	Semester
A.10 Transfer report	J8284508	Letter to go with Transfer report	Rosalie Guyer	Semester
A.11 Inactive Advisee Report	J8284538	Lists all inactive advisees for advisors.	Advising Staff	Semester
A.12 Currently Enrolled Student Report	J8280202	Lists all currently enrolled degree-seeking students for advisement purposes	Advising Staff	Semester



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A.13 Advisement Directory	J8284546		Rosalie Guyer	Quarterly
A.14 Mailing labels for Advisors	J8284578	Mailing labels of advisees for advisors (runs labels for each individual advisor)	All Academic Advisors	Weekly/Monthly
A.15 A+ Student Transcripts	S8285358	Listing of transcripts for all A+ students	Rosalie Guyer and George Hammer	Semester
A.16 Students Declaring Associates Degree	J8284158	Shows all students who are declaring an Associates Degree – by semester	Advisors	Semester
A.17 Freshman on Academic Probation	8283258	Listing of freshman who are on academic probation	Advisors	Semester
A.18 Class Rosters		Lists all students enrolled in a specific class	Instructors and advisors	Semester
A.19 Student Registration Report	J8284532	Lists all students who have not pre-registered but are eligible to do so	Advising Staff	Semester



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B. Regular (standard) reports currently generated from _____ database system				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
B.1				
B.2.				
B.3.				
B.4.				
B.5.				
B.6.				
B.7.				
B.8.				
B.9.				
B.10.				
B.11.				



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C. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from Admin database and imported into external report writer such as Microsoft Access or Excel)?				
Report Name	Report Number	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
C.1. Shared file which is stored on the network drive		Excel database for use with A+ stored on network for all users	Rosalie Guyer and George Hammer, Rhonda Puffer, Angie Beam	Monthly
C.2. Flat file		Run miscellaneous reports with different variables regarding A+ students	Rosalie Guyer, George Hammer and Administration	Monthly
C.3.				
C.4.				
C.5.				
C.6.				
C.7.				
C.8.				
C.9.				
C.10.				
C.11.				



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D. Ad hoc (non-standard) reports currently generated using special report request to IT or information extracted from database and imported into external report writer such as Microsoft Access or Excel)?				
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D.1.				
D.2.				
D.3.				
D.4.				
D.5.				
D.6.				
D.7.				
D.8.				
D.9.				
D.10.				
D.11.				



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E. Reports generated from stand-alone database systems (e.g., Microsoft Access or Excel)?				
Report Name	Software	Brief Description (Purpose, Variables, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
E.1.				Daily
E.2.				Monthly
E.3.				Daily
E.4.				
E.5.				
E.6.				
E.7.				
E.8.				
E.9.				
E.10.				
E.11.				



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F. New reports desired from Banner integrated student and administrative database (wish list)?				
Report Name	Purpose	Brief Description (Variables, Fields, etc.)	User(s)	Frequency (Wk., Mo., Qtr., Annual, etc.)
F.1.				
F.2.				
F.3.				
F.4.				
F.5.				
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F.7.				
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F.9.				
F.10.				
F.11.				



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