



GOVERNMENT OF NEWFOUNDLAND AND LABRADOR
 DEPARTMENT OF FINANCE
GOVERNMENT ACCOUNTING FINANCIAL SYSTEMS
REPORT/PROGRAM REQUEST SET MAINTENANCE FORM

Department Name: _____

Requested By: _____ Phone Number: _____

Responsibility Name: _____

_____ Add New Request Set
 _____ Change Existing Request Set Name: _____

Include the following Reports/Concurrent Programs to Request Set:

Exclude the following Reports/Concurrent Programs from Request Set:

Parameter Defaults

REQUEST DATE: _____ APPROVED BY: _____

GOVERNMENT ACCOUNTING DIVISION USE ONLY:

New Request Set Name Created: _____

ACTIONED ON: _____ ACTIONED BY: _____

APPROVED DATE: _____ APPROVED BY: _____

Instructions for Completing the Report/Program Request Set Maintenance Form

1. General:

A *request set* is a collection of reports and/or programs that you group together. You can submit the reports and/or programs in a request set all at once using a single request. Request Sets are a quick and convenient way to run several reports and concurrent programs with predefined print options and parameter values. Complete the Report/Program Request Set Maintenance Form to add or change a Request Set

2. Department Name:

Self explanatory

3. Requested By:

Self explanatory

4. Phone Number:

Self explanatory

5. Responsibility:

Enter the name of the responsibility that requires a new or updated request set
i.e.GOVT_GL_RPTS_EXEC

6. Add new Request Set:

Check this area if your responsibility requires a new Request Set.

7. Change Existing Request Set:

Check this area if your responsibility request group has a request set that needs to be updated.

8. Name:

Enter the name of request set to be added or updated.

9. Include the following Reports/Concurrent Programs to Request Set:

Use this section to list reports/programs that you wish to be added to a request set.

10. Exclude the following Reports/Concurrent Programs to Request Set:

Use this section to list reports/programs that you wish to be deleted from a request set.

11. Parameter Defaults:

Identify parameters and their default values. For example if a program in a request set has a Date parameter, it can be defaulted to "Current Date"

12. Request Date:

Self explanatory

13. Approved By:

To be completed by Departmental Divisional Manager or Director.

14. New Request Set Name Created:

To be completed by System Administrator, OMSP Division, Department of Finance.

15. ACTIONED ON:

Self explanatory

16. ACTIONED BY:

To be signed by System Administrator, OMSP Division, Department of Finance

17. APPROVED Date:

Self explanatory

18. APPROVED BY:

To be signed by OMSP Manager, Department of Finance.