ACCOUNTING SERVICE REQUEST FORM (ASR) revised 07/18/2013

Research and document activity (attach appropriate screen prints from Banner)				
Departmental Use – complete all sections – <i>incomplete forms will be returned</i> .				
The ASR process is used for researching				
Coding corrections must be submitted using an Interdepartmental Transfer (IDT) form.				
Date Contact Name	Department		Talanhana #/a mail	
Contact Name			Telephone #/e-mail	
Provide full details regarding the research requested.				
Fiscal Year	Original Doc # in Banner	Dollar Amount	Notes to a	assist research
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	<u> </u>			
Action Requested - Be specific and provide the appropriate back-up documentation. ASRs without back-up				
documentation will be returned without action.				
Justification/Reason				
Additional information concerning your request that would assist us in error correction or researching/decumentation				
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Submit the completed ASR form and required support documentation via e-mail to DataControlASR@odu.edu.				
Keep copies for your files.				
E-mail date is submission date. (E-mails received after 2:00pm will be considered received on the next work				
day.)				
Average processing time – 14 business days.				
Questions about the ASR process may be addressed to DataControlASR@odu.edu or 757-683-3257. Please				
reference the assigned ASR number.				
The ASR number is reflected in Banner when corrections posted in Banner.				
** Office of Finance Use Only Below This Line**				
Reference # Dat	e Processed	Assigned to:		
Problem Type				
Response Section – completed by department assigned to resolve/research.				
Date Received				
Name of Person Responding		Department		