Research and document activity (attach appropriate screen prints from Banner)

Departmental Use – complete all sections – *incomplete forms will be returned.*
The ASR process is used for researching   .
Coding corrections must be submitted using an Interdepartmental Transfer (IDT) form.

Date	Department	
Contact Name		Telephone #/e-mail

Provide full details regarding the research requested.

Fiscal Year	Original Doc # in Banner	Dollar Amount	Notes to assist research

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/documentation.

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 # _____ Date Processed _____	Assigned to:
Problem Type	
Response Section – completed by department assigned to resolve/research.	
Date Received _____	
Name of Person Responding	Department