

# ACOE - ESCAPE REPORT REQUEST FORM

Requested By \_\_\_\_\_ Phone # \_\_\_\_\_ District Name \_\_\_\_\_ Date Requested \_\_\_\_\_

Orientation (**Landscape**/Portrait) \_\_\_\_\_ Module (A/P, G/L, Chart, Budget, Purchasing, Fixed Assets, Payroll, Personnel) \_\_\_\_\_

Sort Sequence (Major to Minor) \_\_\_\_\_

Selection Criteria & Defaults \_\_\_\_\_

Suppress Column Headings for Excel Extract (Y/N) \_\_\_\_\_ Suppress lines with all Zeros (Y/N) \_\_\_\_\_

=====  
 Headers (Code # and Desc) \_\_\_\_\_ Report Title \_\_\_\_\_ Page: ###  
 \_\_\_\_\_ Date: MM/DD/YY  
 \_\_\_\_\_ Time: HH:MM pm  
 \_\_\_\_\_

Detail Info (Account # and Desc; Employee Name)	Column Names Column 1	Column 2	Column 3	Column 4	Column 5
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Subtotal Info (List desired Subtotals: Minor to Major)	Underline Subtotal (None/Single/Double)	Line Feeds # (print after Subtotal)	Page Break (Y/N)	Restart Page # (Y/N)	Omit Zero Subtotals (Y/N)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Please include a sketch of the desired report or (preferably) an existing report with desired changes.**