

Banner ePrint Overview

What is e~Print?

- A product used to distribute reports electronically rather than printing them
- A tool to allow users to view reports using an internet browser on their computer
- A tool that uses the security of the source system (FRS or Banner) to screen what data users can view

What is ePrint NOT?

- It is not Banner Finance, nor is it a replacement for Banner Finance
- It is not something that will allow you to change the data in Banner Finance
- The main idea behind e~Print is NOT to allow users to print their own reports remotely. The main purpose is to allow users to view their reports online to avoid having to print these reports
 - Note that these reports are stored on the server & are not purged
 - Prior versions of these reports remain available to end users

What are the advantages of using e~Print?

- Paper reduction
 - Saves money, physical space, and trees
- Ability to download certain reports
- Archiving
 - Past versions of e~Print reports are kept on the server to allow you to view historical data
- Access
 - Multiple people can access the same report simultaneously
 - Reports can be accessed remotely from a web browser
- Security
 - Reports viewed via e~Print are screened using Banner Finance security.
 - Printed reports can easily be viewed by people who should not have authority to view the data within the report.

Banner e~Print vs. FRS e~Print

- e~Print reports are stored in two different locations – FRS & Banner repositories
- These are separate because the data and the security used to screen that data are different
 - This is true primarily because of the change from account & object code to FOAP

Accessing e~Print reports

- Banner e~Print
 - Accessed via the portal
 - <http://myneu.neu.edu/cp/home/loginf>
 - Service & Links tab, link found just below the Self-Service Banner link in the Faculty/Staff services channel
- FRS e~Print
 - Same access, user ID & password that you used before Banner went live
 - <https://eprint.finance.neu.edu/cgi-bin/eprint.cgi>
- Note - you cannot log into the Banner repository from the FRS login screen (even though the drop down list shows Banner as an option)