Banner e~Print Navigation

Using e~Print

1) Accessing e~Print reports
    a. Using an internet browser, log into the MYNEU portal – http://myneu.neu.edu
    b. Click the Services & Links tab – the Banner e~Print reports link can be found within the Faculty/Staff Services channel just below the SSB link

2) Reports
    a. The first menu page you see will be the list of reports available to you
        i. The number of reports listed will differ by user group, but here is an example:

Banner Finance Production

	Report	Description	Latest Date
PDF TEXT	FZR0090	Monthly Budget Summary by FOAP	Mon Aug 25, 2008 11:43am
PDF TEXT DATA	FZR0091	Monthly Transaction Detail by FOAP	Mon Aug 25, 2008 11:44am

    b. View icons
        i. Viewing the most recent version of the report ('Latest date' column identifies the that date)
            1. PDF will open the report as an Adobe PDF file
            2. Text will open the report as a text file within your browser
            3. Data will open the report as a CSV file within Excel
                a. Not all files are built to allow for this option

  ii. Viewing previous versions
    1. Click the drill to see all versions of a given report

Banner Finance Production : FZR0091

	Title	Date
PDF TEXT DATA	REPORT OF TRANSACTIONS - SL From Date: 07/01/2008 Through Date: 07/31/2008	Mon Aug 25, 2008 12:00pm
PDF TEXT DATA	REPORT OF TRANSACTIONS - SL From Date: 07/01/2008 Through Date: 07/31/2008	Mon Aug 25, 2008 11:44am

  iii. Viewing specified Fund or Orgs
    1. Opening your report as described above will list all Fund/Org combinations that you can access
    2. You can also view a subset of your Fund Org combinations using the magnifying glass icon
      a. Clicking that will bring up a sub-menu

Banner Finance Production : FZR0090 : Pick Pages

Page Key: Orgn ▼

Pick Values Manually	Search:
GO	GO

Range: _____ to _____ GO

    3. Page key drop allows you to bring up a subset of your data based on either Fund or Org
      a. Pick value manually will allow you to view a specified list of funds or Orgs
      b. Search allow you to view a single Fund or Org (type that value in the box)
      c. Range allows you to view a range of funds or Orgs

3) Downloading reports (note that downloaded data can be manipulated on your PC, but the ePrint reports will not change).
    a. CSV file (comma separated value)
        i. Open the report by clicking the Data icon
            1. Click OK to get through the pop up window
            2. Click Open to view an Excel file in your web browser
        ii. Click File, Save as
            1. Identify the appropriate directory where the text file should be stored
            2. Type will default to CSV & can be changed to Excel using the dropdown next to Save as Type

4) Navigating within e~Print
    a. To get out of the report you are in but stay in e~Print
        i. Click the back arrow button at the top left of the screen
            1. This will bring you to the submenu of the specific report you were viewing
        ii. Click the back arrow again to get to the main report menu
    b. To close e~Print and your browser
        i. Simply click the x at the far top right of the screen