BANNER INSTRUCTIONS

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You have been given access to view Banner web reports. These instructions will walk you through this process.

Begin by accessing MyNMU at <u>http://my.nmu.edu/cp/home/loginf</u>. Enter your NMU User ID and Password.

Click "Login."

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Select the "Employee Services" tab.



In the Administrative Reports box click on "Click here to:"

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This brings you to the Cognos Login screen. The User ID and Password will be your **e-mail User ID** for the first time that you access this system.

- 1. Enter your e-mail User ID (usually your first initial and last name)
- 2. Enter your e-mail User ID <u>again</u>
- 3. Click "OK"
- 4. You will then be asked to change your password

After the data base has been updated with your password change, you are ready to access your web reports.

- If you changed your password in the morning, sign on again after 1:00 p.m.
- If you changed your password in the afternoon, sign on again the next morning.
- PLEASE NOTE: You can not run reports between noon and 1:00 p.m. because the system will be closed for this updating process. You will get an application error.
- Also you may get an application error if you have changed your password and have not waited for the data base to be updated.

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- 1. Click on Cognos Content
- 2. If you don't want to see this screen again, take out check mark.

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Click on Administrative Reports



Click on Finance Reports

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See below for reports listed under:

Current Balance Reports

Balance Sheet

Financial Statement (formerly Current Balance) Financial Statement by Organization Range (formerly Current Balance) Financial Statement for Grants & Projects Organization Range Summary Report (formerly Account Summary Report)

Transaction Reports

Budget Transactions by Year Encumbrance Transactions for the Year Revenue & Expense Transactions for a Month Revenue & Expense Transactions for Projects & Grants Revenue & Expense Transactions for the Year

Month End Reports

December Organization Range Summary Report Period 01-July Financial Statement Period 02-August Financial Statement Period 03-September Financial Statement Period 04-October Financial Statement Period 05-November Financial Statement Period 06-December Financial Statement Period 07-January Financial Statement Period 08-February Financial Statement Period 09-March Financial Statement Period 10-April Financial Statement Period 11-May Financial Statement

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Example:

How to run financial statements for several organizations

Enter 2-digit Fiscal Year (09) Enter 6-digit Organization Code Click Insert after each Code entered Click Run Report

Financial Statement by Organization Range (formerly Current Balance) - Cognos Viewer - Windows Internet Explorer Image: Statement by Organization Range (formerly Current Balance) - Cognos Viewer - Windows Internet Explorer Image: Statement by Organization Range (formerly Current Balance) - Cognos Viewer - Windows Internet Explorer Image: Statement by Organization Range (formerly Current Balance) - Cognos Viewer - Windows Internet Explorer Image: Statement by Organization Range (formerly Current Balance) - Cognos Viewer - Windows Internet Explorer Image: Statement by Organization Range (formerly Current Balance) - Cognos Viewer - Windows Internet Explorer Image: Statement by Organization Range (formerly Current Balance) - Cognos Viewer - Windows Internet Explorer Image: Statement by Organization Range (formerly Current Balance) - Cognos Viewer - Windows Internet Explorer Image: Statement by Organization Range (formerly Current Balance) - Cognos Viewer - Windows Internet Explorer Image: Statement by Organization Range (formerly Current Balance) - Cognos Viewer - Windows Internet Explorer Image: Statement by Organization Range (formerly Current Balance) - Cognos Viewer - Windows Internet Explorer Image: Statement by Organization Range (formerly Current Balance) - Cognos Viewer - Windows Internet Explorer Image: Statement by Organization Range (formerly Current Balance) - Cognos Viewer - Windows Internet Explorer Image: Statement by Organization Range (formerly Current Balance) - Cognos Viewer - Windows Internet Balance) - Cognos Viewer - Windows Internet Balanc	
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Example:

How to run a Financial Statement that "adds together" data for several organizations

Click on Current Balance Reports Click on Financial Statement for Organization Range Type 2-digit Fiscal Year (09) Enter 6-digit Organization Code Range From: To: Click Run Report

Financial Statement by Organization Range (formerly Current Balance) - Cognos Viewer - Windows Internet Explorer	
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It will return to this screen. Just fill in User ID and Password then click on OK. The report will then run.

If you need assistance running your reports, contact Julie Bonner, Controller's Office, Ext. 2054.