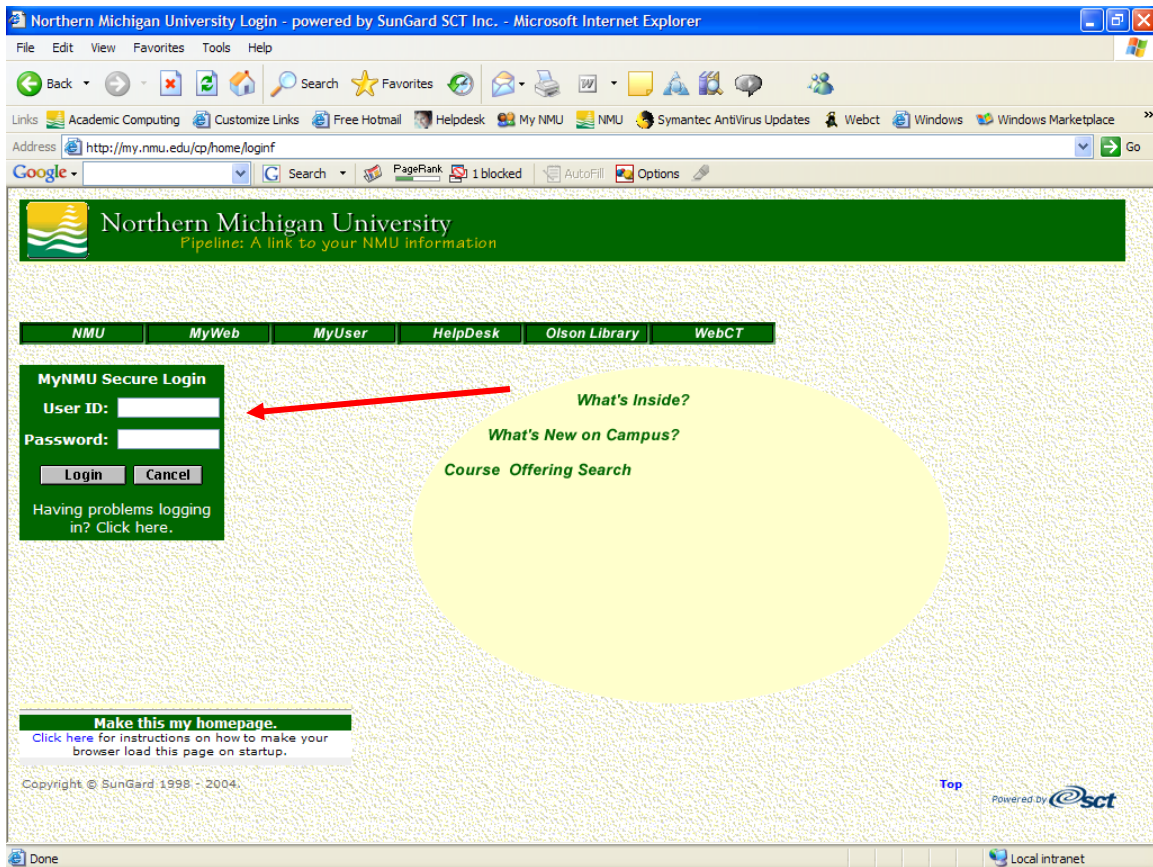


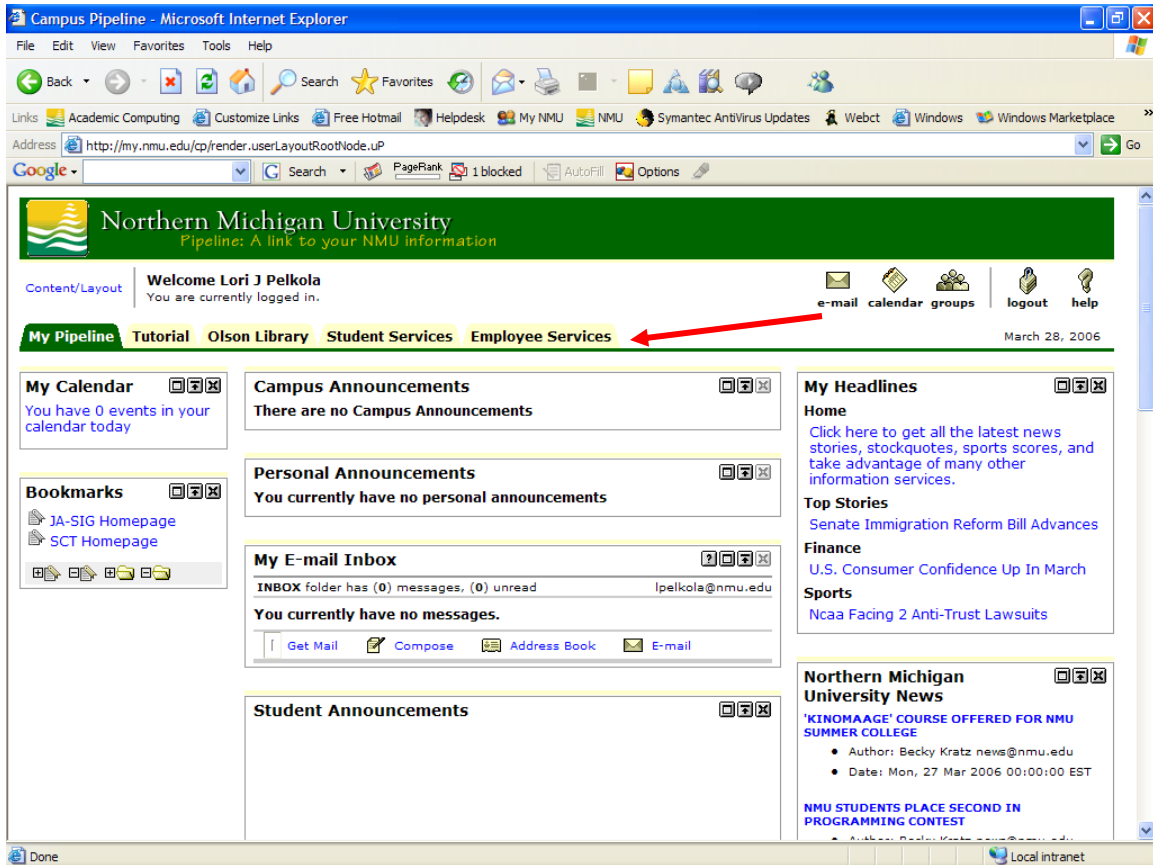
# BANNER INSTRUCTIONS



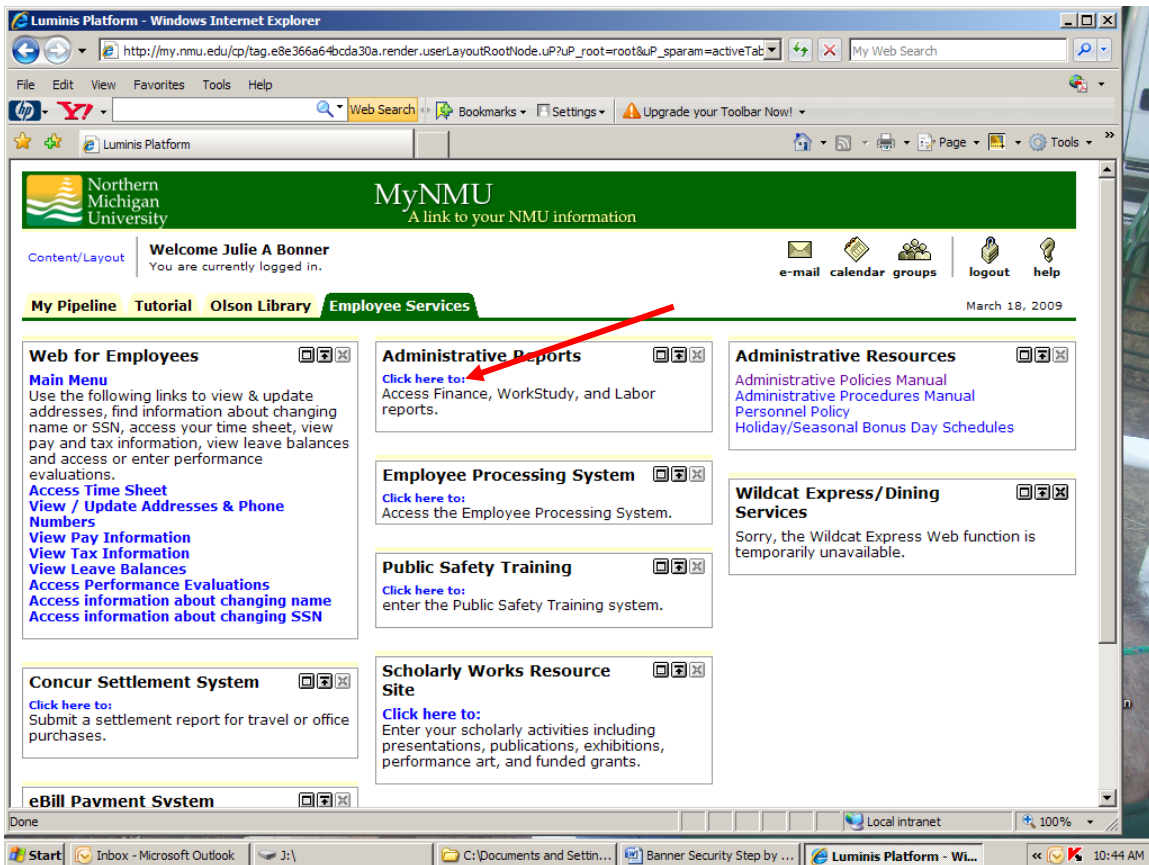
You have been given access to view Banner web reports. These instructions will walk you through this process.

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

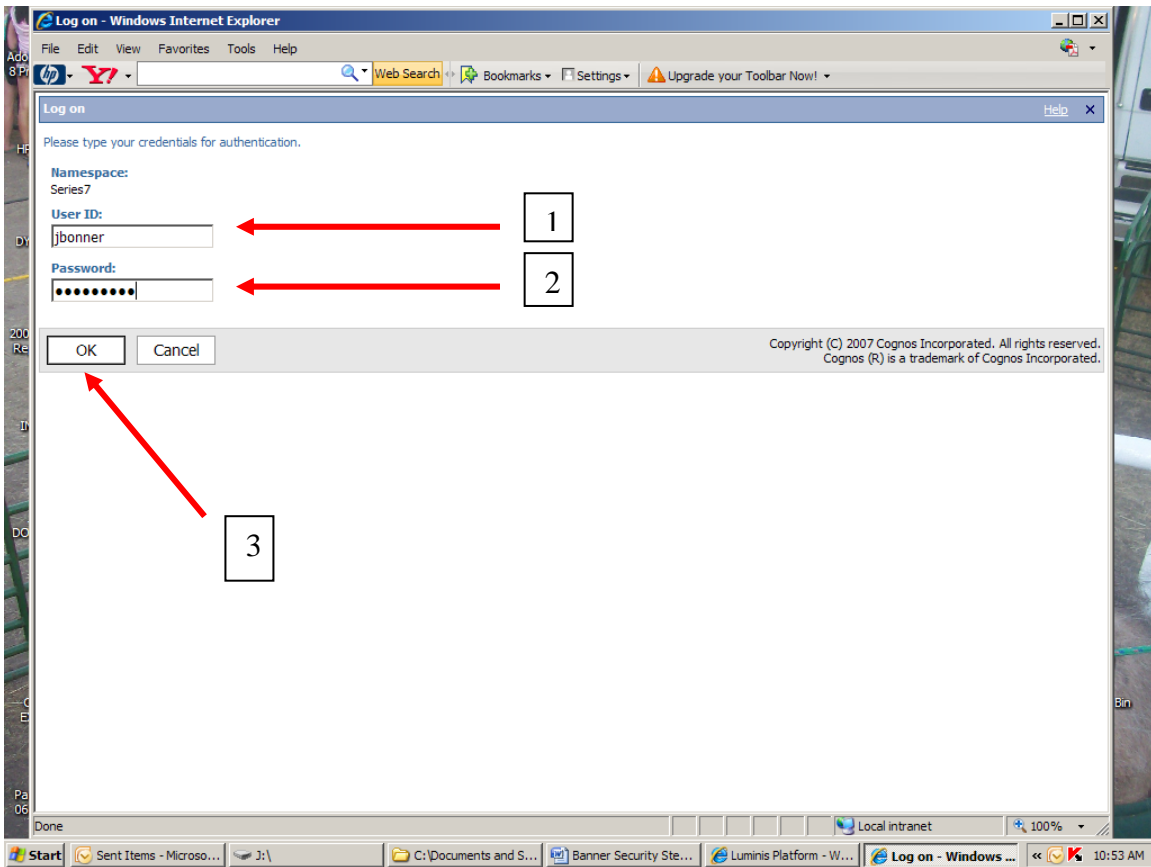
Click “Login.”



Select the “Employee Services” tab.



In the Administrative Reports box click on “Click here to:”

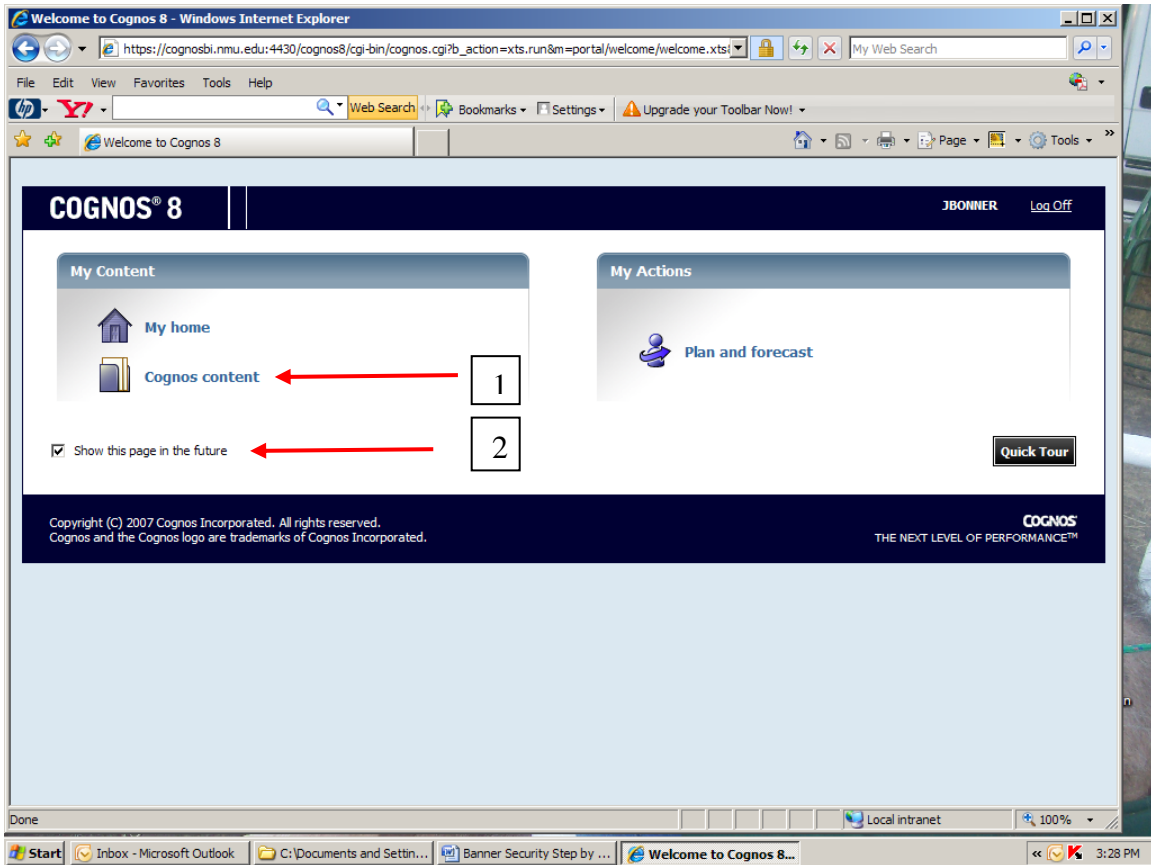


This brings you to the Cognos Login screen. The User ID and Password will be your **e-mail User ID** for the first time that you access this system.

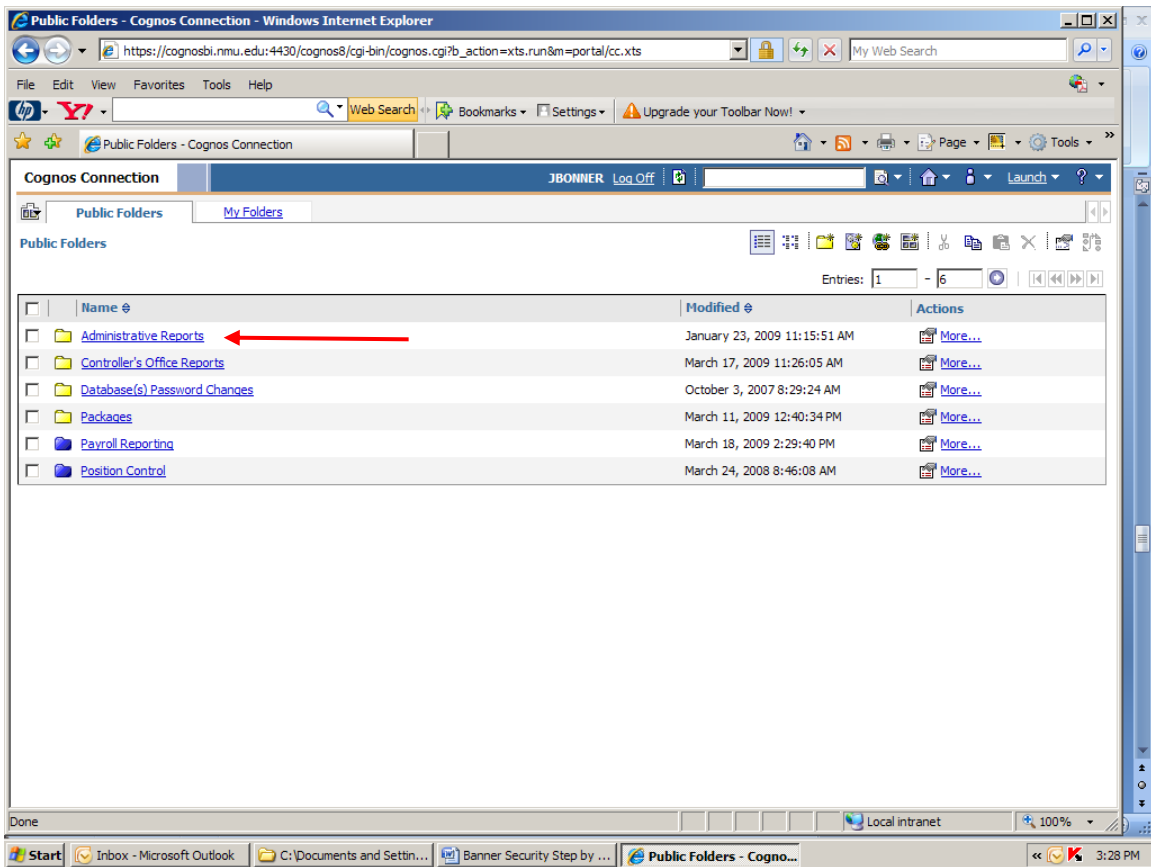
1. Enter your e-mail User ID (usually your first initial and last name)
2. Enter your e-mail User ID **again**
3. Click “OK”
4. You will then be asked to change your password

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

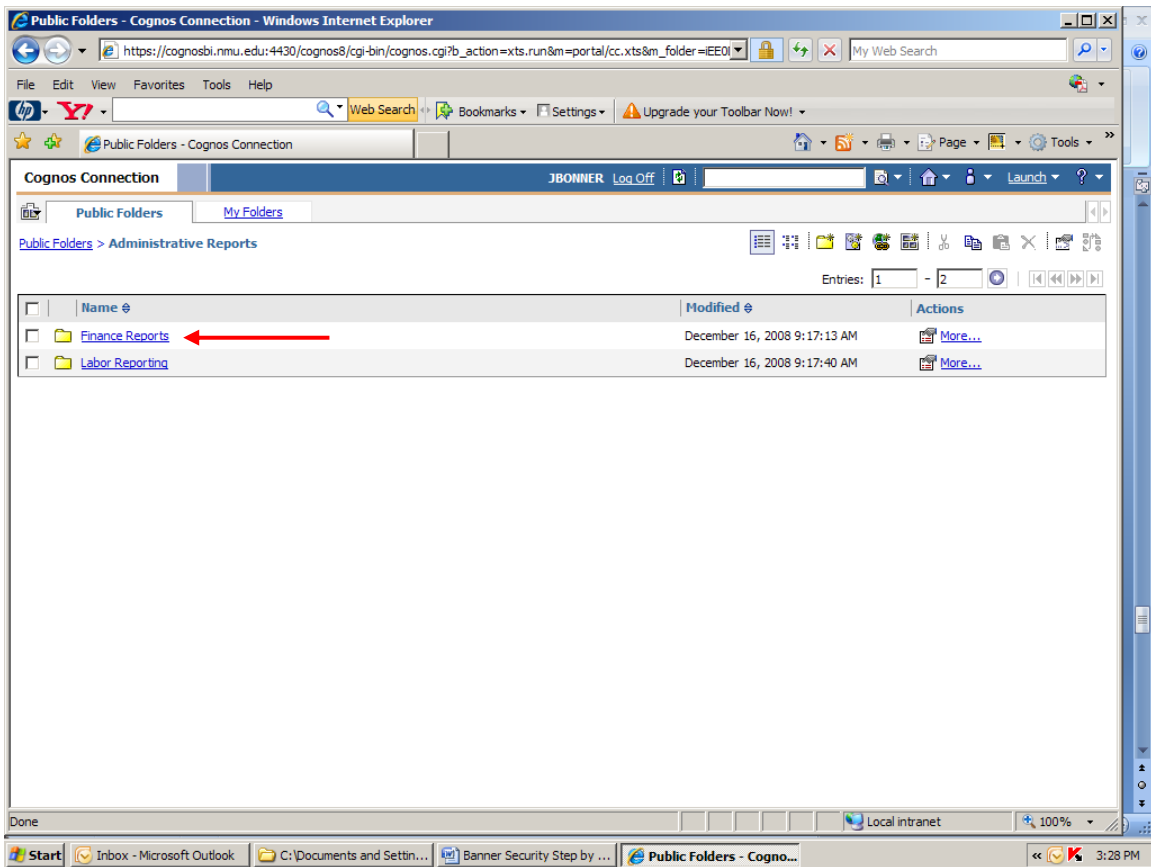
- **If you changed your password in the morning, sign on again after 1:00 p.m.**
- **If you changed your password in the afternoon, sign on again the next morning.**
- **PLEASE NOTE:** You can not run reports between noon and 1:00 p.m. because the system will be closed for this updating process. You 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.**



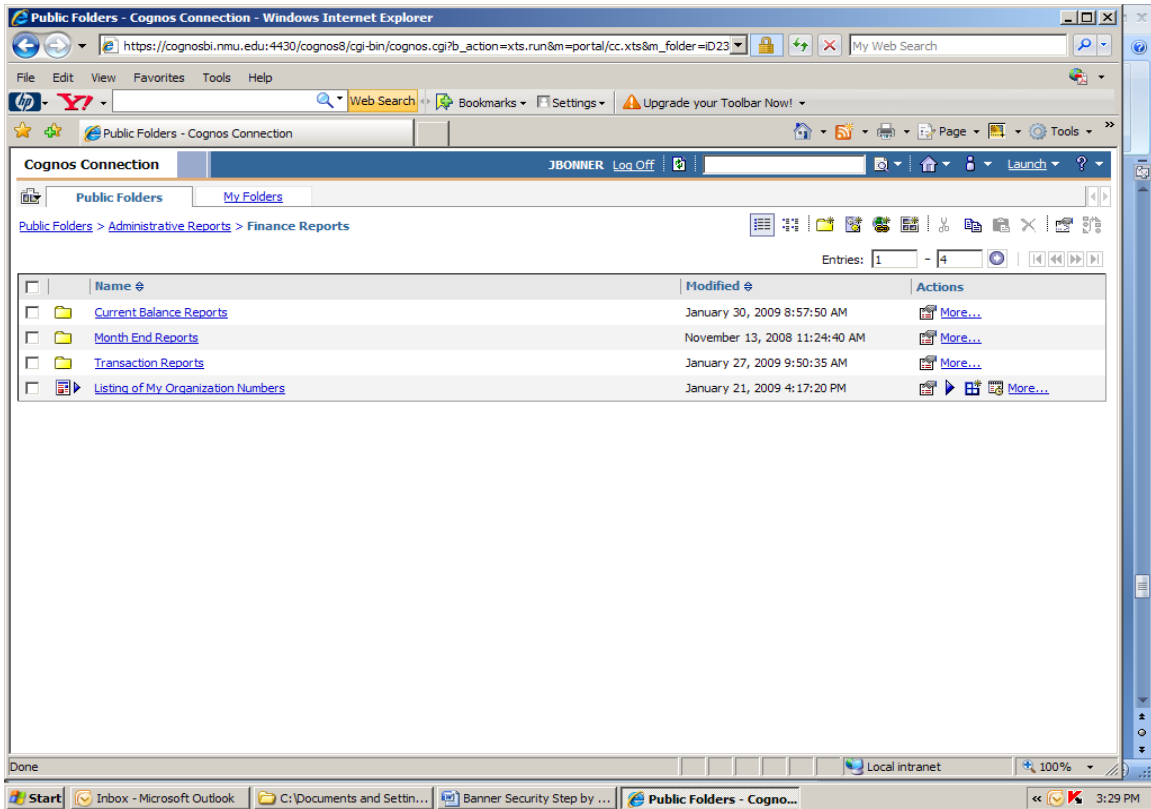
1. Click on Cognos Content
2. If you don't want to see this screen again, take out check mark.



Click on Administrative Reports



Click on Finance Reports



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)

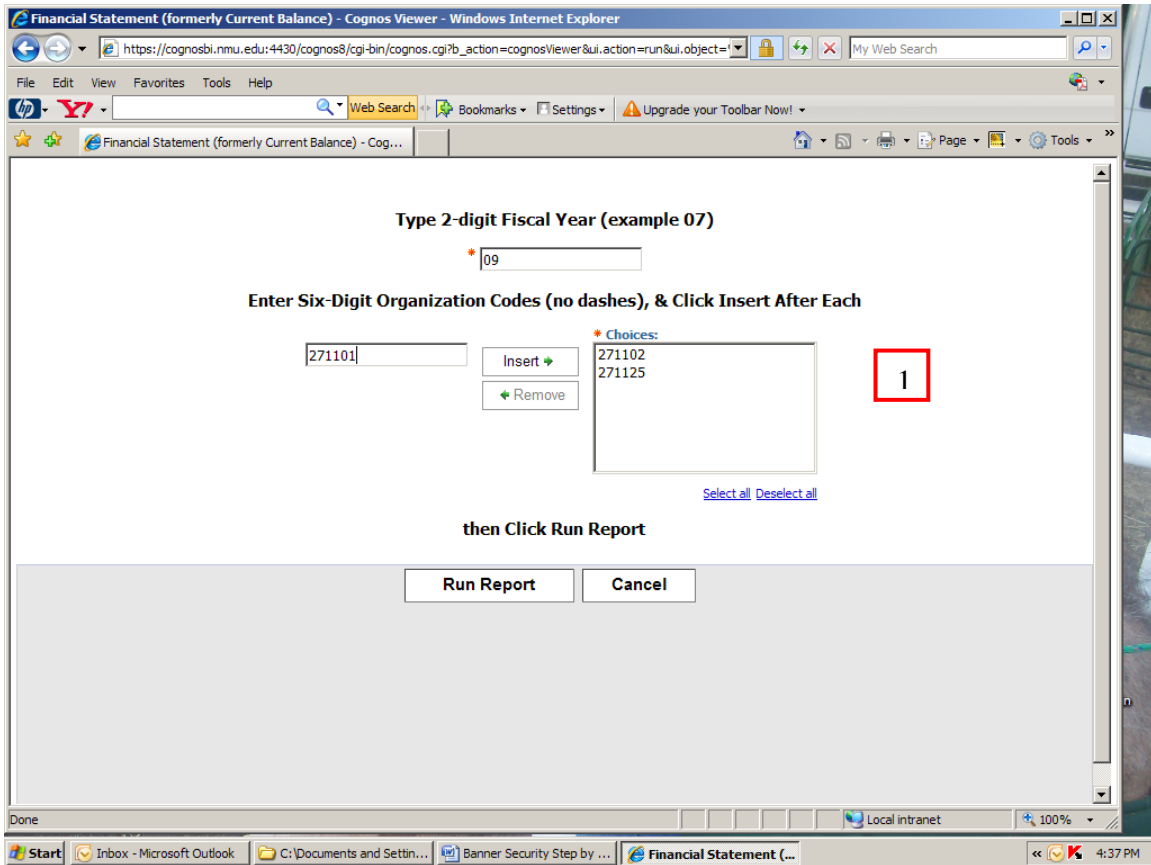
### **Transaction Reports**

- 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



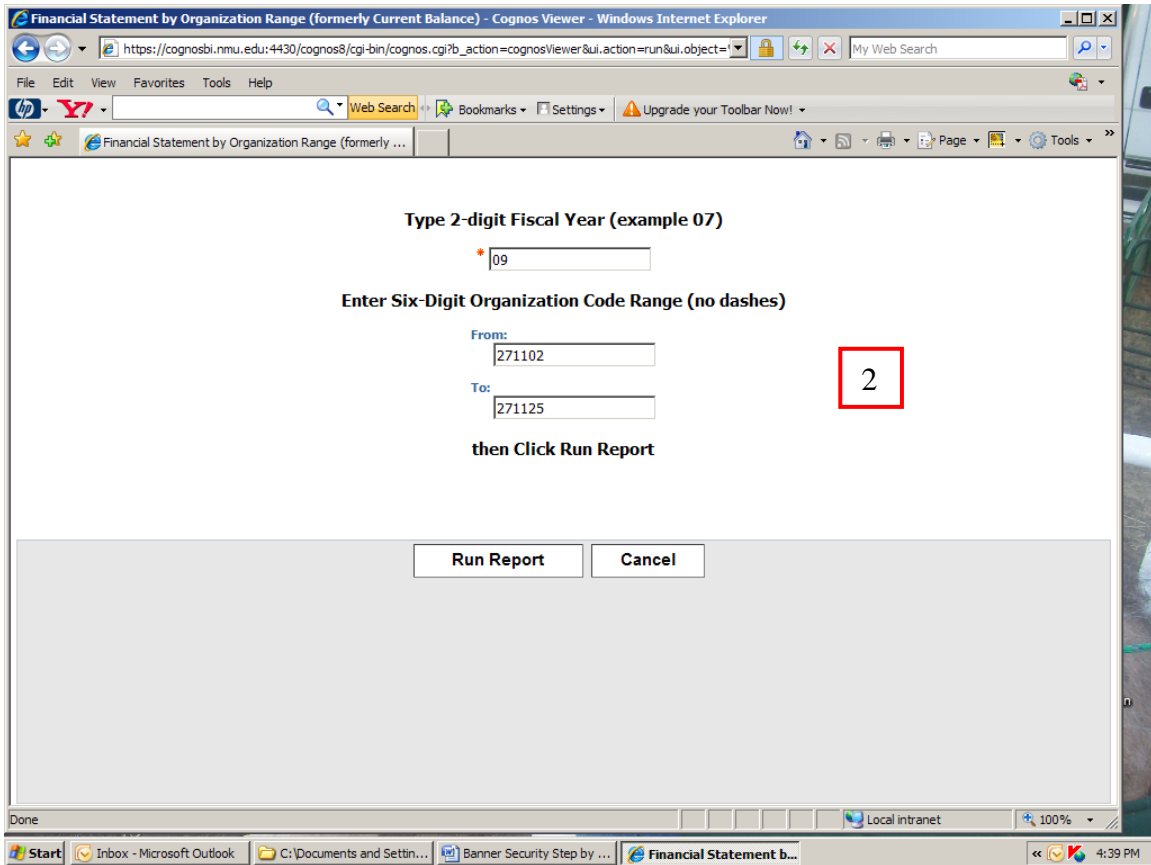


1

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



2

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

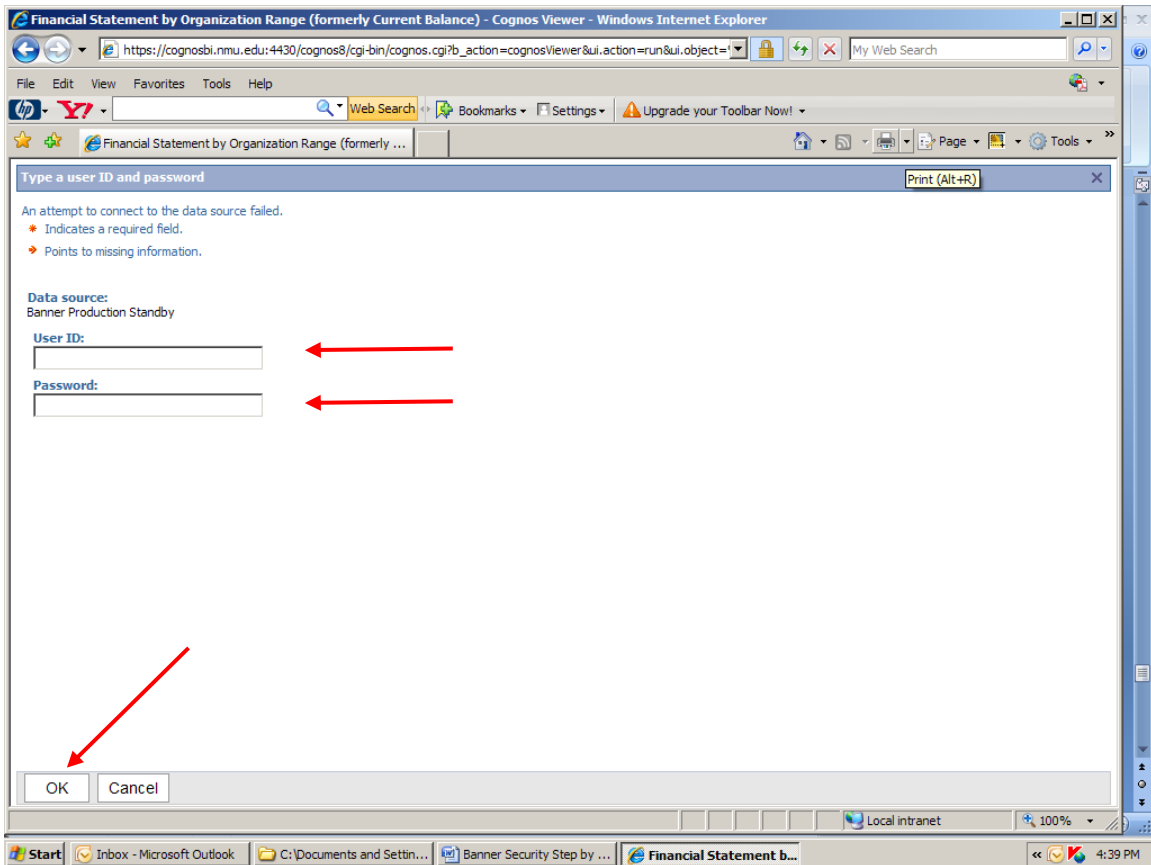
Type 2-digit Fiscal Year (09)

Enter 6-digit Organization Code Range

From:

To:

Click Run Report



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.