

Banner ePrint

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Access and Log On to ePrint

- Access ePrint by clicking on the 'ePrint' link on the Banner Enterprise Information System page (<http://www.siu.edu/its/banner/>).

Please Note: If you are experiencing a blank page after logging in to Banner Admin Pages, please click the "Refresh" button in your browser. This should allow the page to load completely.

Banner 9 Admin Pages Browser Requirements:

Google Chrome and Firefox are the recommended browsers to use with Banner 9 Admin pages. Internet Explorer and Microsoft Edge are known to have issues and should not be used.

The Banner Enterprise Information System is comprised of the following components:

- Banner Student**
Supports a full range of functions necessary for student administration including: creation of catalogs; data collection for scheduling of classes, admissions, and registration; financial aid, accounts receivable; and academic history and degree audit reporting. The Banner Student System benefits many of our administrative offices including Admissions, Registrar, Bursar, and Financial Aid. Housing, Parking, Dining Services, Library, Textbook Services, Fitness Center, Health Services, Academic Advising, etc. also benefit by way of data feeds.
- Banner Human Resource**
Banner Human Resource administration including: employment and control and staffing; EEO, W-2 and 1099-R reporting; payroll processing; administration of benefits and leaves.
- Banner Operational Data Store (ODS)**

- The repository should be Banner ePrint Reports.
- Click Enter.

User ID:

Password:

Repository: Banner ePrint Reports

Enter

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Navigation of ePrint

Report List

- Page will open to your ePrint Repository (a list of the reports that you have been granted access to).

The screenshot displays the Banner ePrint Reports interface. At the top, there is a navigation bar with the Banner ePrint logo, a title 'Select Report from Repository Banner ePrint Reports', and links for 'Banner ePrint Reports Repository' and 'jwilder'. The main content area is titled 'Banner ePrint Reports' and includes tabs for 'AOP_Cancel', 'Cancellation', and 'Grades'. Below this is a table with columns for 'Report', 'Description', and 'Latest Date'. The table lists eight reports, each with a PDF icon and a download icon. At the bottom of the page, there is a dropdown menu showing 'eprousr - ePrint Object User Authorization Report' and a 'Next' button circled in red. The footer contains the copyright notice '© 2020 Ellucian Company L.P. and its affiliates. ellucian.'

Report	Description	Latest Date
eprousr - ePrint Object User Authorization Report	ePrint Object User Authorization Report	Wed Mar 31, 2021 2:09pm
eprusgd - ePrint Report Usage Detail Report	ePrint Report Usage Detail Report	Wed Mar 31, 2021 2:24pm
gmrpts - Banner List of Reports and Parameters	Banner List of Reports and Parameters	Sun Dec 12, 2021 03:55am
glfetr - Letter Generation Print Report	Letter Generation Print Report	Thu Dec 16, 2021 10:34pm
gurirol-Institution role Maintenance	Institution Role Maintenance	Fri Dec 17, 2021 07:15am
gzpcnty-County Code Insert for Banner Addresses	County Code Insert for Banner Addresses	Fri Dec 10, 2021 5:02pm
gzpcvid - Employee And Student Extract for COVID Testing	Employee and Student Extract for COVID Testing	Fri Dec 17, 2021 08:02am
gzpextu_audit-update.GOATPAC.Extml UserId wSIUE campus.emai	Update GOATPAC External User Id w the SIUE Campus Email addr	Fri Dec 17, 2021 07:33am

- ePrint will default to list 8 reports per page. To navigate to other reports you can click the 'Next' button at the bottom right of the page (circled above) or use the drop down menu in the bottom center of the page.

Navigation

- To use the drop down menu:
 - Click on the arrow next to the report name displayed. This will give you the entire list of reports to which you have access.
 - Click the report you wish to view.

The screenshot shows the 'Banner ePrint Reports' interface. At the top, there is a navigation bar with the Banner ePrint logo, a title 'Select Report from Repository Banner ePrint Reports', and the Banner ePrint Reports Repository logo. Below the navigation bar, there are tabs for 'AOP_Cancel', 'Cancellation', and 'Grades'. The main content area displays a table of reports with columns for 'Report', 'Description', and 'Latest Date'. A dropdown menu is open over the 'Report' column, listing various report names such as 'eprntsr - ePrint Report Usage Detail Report', 'gprpts - Banner List of Reports and Parameters', and 'gplegl_name-check-rpt-Legal.Name.Discrepancy.Report'. The 'Previous' button is visible at the bottom left, and the 'Next' button is at the bottom right.

- This will take you to the page where that report is displayed on the top row of the table.

The screenshot shows the 'Banner ePrint Reports' interface with a specific report selected in the dropdown menu. The 'Previous' button at the bottom left is circled in red. The table of reports is visible, with the selected report 'gplegl_name-check-rpt-Legal.Name.Discrepancy.Report' highlighted in the top row. The 'Previous' button is circled in red, and the 'Next' button is at the bottom right.


- Once you have navigated from the first page, you will notice a 'Previous' button at the bottom left of the page (circled above). Use this to button to navigate through previous pages of reports.

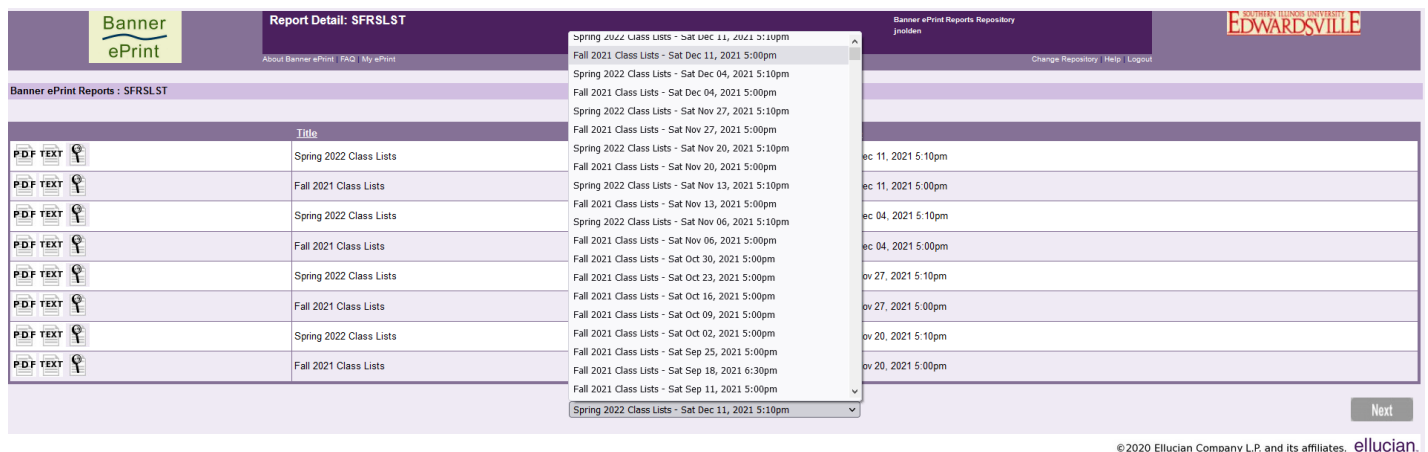
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Report Access Options

- Each line of the table contains access options and report details.


	Report	Description	Latest Date
  	sfrslst	Class Lists	Sat Dec 11, 2021 5:10pm

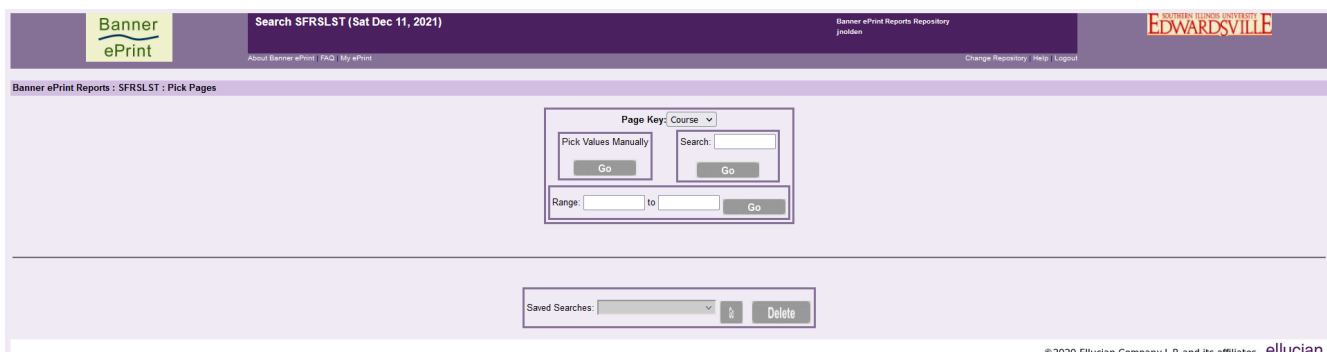
- The first column of the table contains the three access option buttons (detailed below).
- The second column of the table contains the report name.
- The third column contains a more detailed description of the report.
- The fourth column contains the date of the most recent report (this is the default report that will open when accessing from this table).
 - Choosing PDF will open the report in the current browser as a .pdf document.
 - Choosing TEXT will open the report in the current browser as a .txt document.
 - Choosing the image of the drill  will open an historical list for that specific report (see image below).
 - The Banner ePrint Reports heading will change to include the name of the report selected (circled below).
 - Navigate this report list in the same manner you would navigate the previous report list ('Previous' and 'Next' buttons and the drop down menu).
 - Instead of a list of different reports available, the drop down menu in the bottom center of the page will display a list of dates available for the report selected.



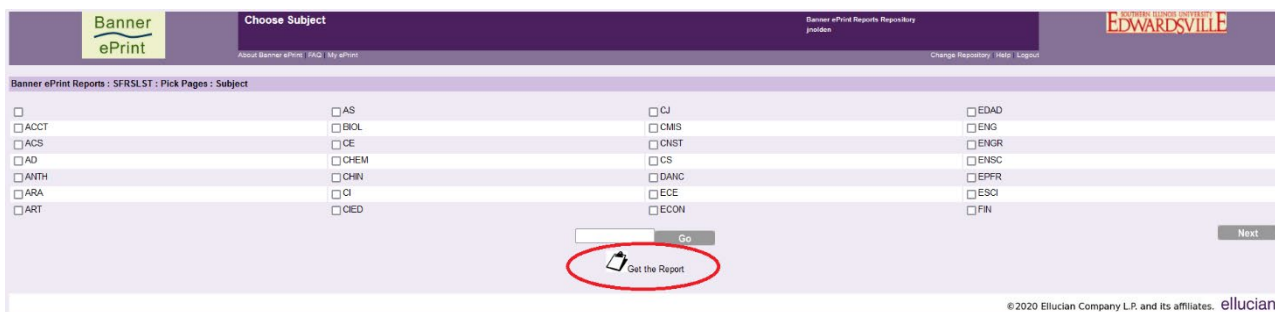
The screenshot shows the Banner ePrint Reports Repository interface. The main heading is "Banner ePrint Reports : SFRSLST". A dropdown menu is open, displaying a list of reports with their titles and latest dates. The reports listed include "Spring 2022 Class Lists", "Fall 2021 Class Lists", and "Spring 2021 Class Lists" for various dates from 2020 to 2022. The interface also includes navigation buttons like "Next" and "Previous", and a footer with the copyright notice "© 2020 Ellucian Company L.P. and its affiliates. ellucian."

Navigation

- This table will also offer you the additional option of searching for data within a report. Choosing the image of the magnifying glass  will open the 'Pick Pages' page offering search options. For example:

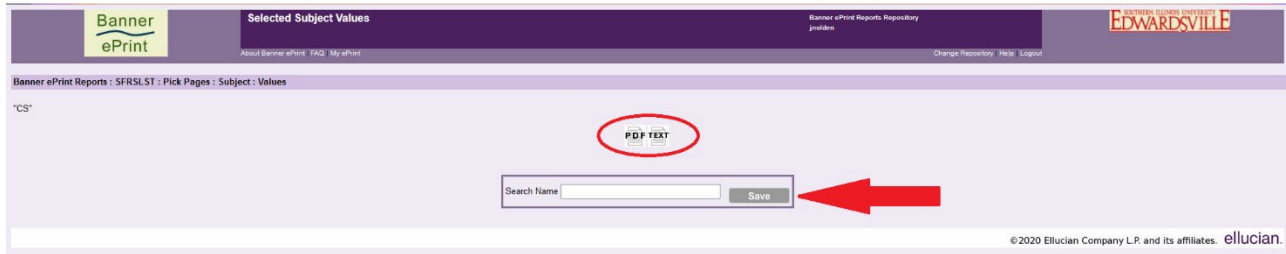


- In the report above (sfrslst – Class Lists), if you choose the Subject option from the 'Page Key' drop down menu and select the 'Go' button beneath 'Pick Values Manually', you will be taken to a list of available Subject codes within the selected report.
- If you wish to view only CS courses, select the checkbox next to CS and click 'Get the Report' at the bottom center of the page (circled below).

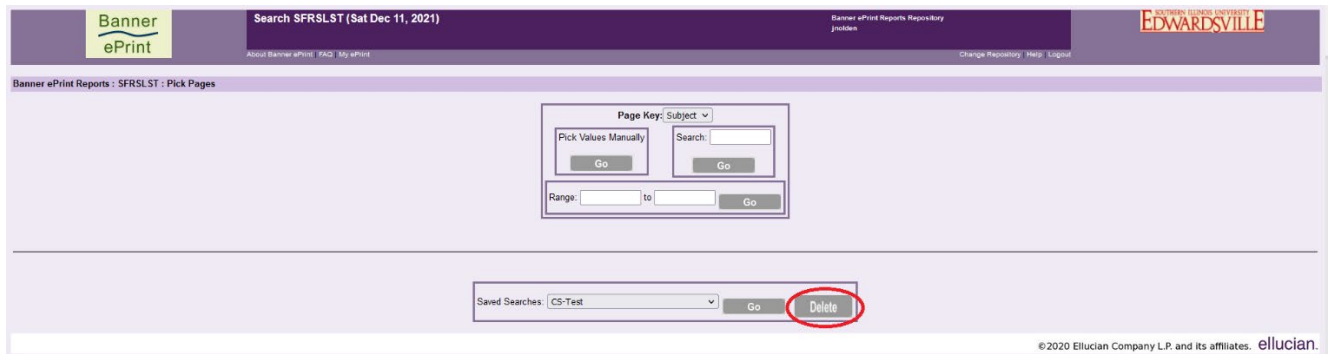


- Select the format in which you wish to view the report (PDF or TEXT) to display it in the current browser window (circled below).
- The report displayed will contain CS courses only.

Navigation



- You may also choose to save any search by entering a name in the 'Search Name' box and clicking the 'Save' button (as indicated above). This will make your search available directly from the 'Saved Searches' drop down menu on the previous 'Pick Pages' page (as indicated below).
- To remove a saved search, simply choose it from the 'Saved Search' drop down menu and click the 'Delete' button.

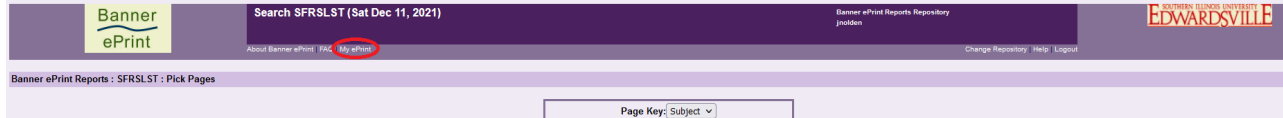


- There are multiple search options available depending on the report you are searching. The best way to find out what options are available for any given report is to simply try it.

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My ePrint Options

- Access 'My ePrint' by clicking the 'My ePrint' link at the top of the Banner ePrint page (circled below).



- From this page, you have the option to 'Configure Report Groups', 'Reorder Search Settings', and 'Set List Length'.

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Configure Report Groups

- Within the 'Configure Report Groups' tab, you will have the option to 'Modify Groups', 'Reorder Groups' or 'Create Groups'.

Create a Report Group

- Click the 'Create Group' sub tab.
 - This page will display the 'Group Name' field, 'Available Reports', 'Selected Reports' and Report Group organization buttons ('Add', 'Remove', 'Move Up', 'Move Down', 'Save' and 'Cancel').
- Give the Report Group a name – 'Census Reports' in the example below.
- Add a report to the group by clicking on it in the 'Available Reports' column (it will then be highlighted in blue) then click the 'Add' button.

Banner ePrint Reports : My ePrint

Configure Report Groups | Reorder Search Settings | Set List Length

Modify Groups | Reorder Groups | **Create Group**

Group name: Copy from this group:

Available reports:

- EPROUSR-ePrint Object User Authorization Rep ^
- EPRUSGD-ePrint Report Usage Detail Report
- GJRRPTS-Banner List of Reports and Paramet
- GLRLETR-Letter Generation Print Report

SZPICT5_ERROR-ICTS Test Score Load error

SZPICT5_RPT-ICTS Test Score Load Report

SZPIDEL_RPT-Delete Duplicate ID

SZPIMCH_AFTER-s

SZPIMCH_ERROR-ICTS Test Score Load error

SZPINSM-Students

SZPIPXM_NEW-Ne

SZPIPXM_RPT-Inte

SZPIRFL-IR Missing

SZPLETR_DATA-Cr

SZPLIBP-Library Pa

SZPLWVR_DATA-AOP Prior Term Waivers Dat

SZPLWVR_RPT-AOP Prior Term Waivers

SZPLWVR_SOBDATA-SOB AOP Prior Term We

Add

Remove

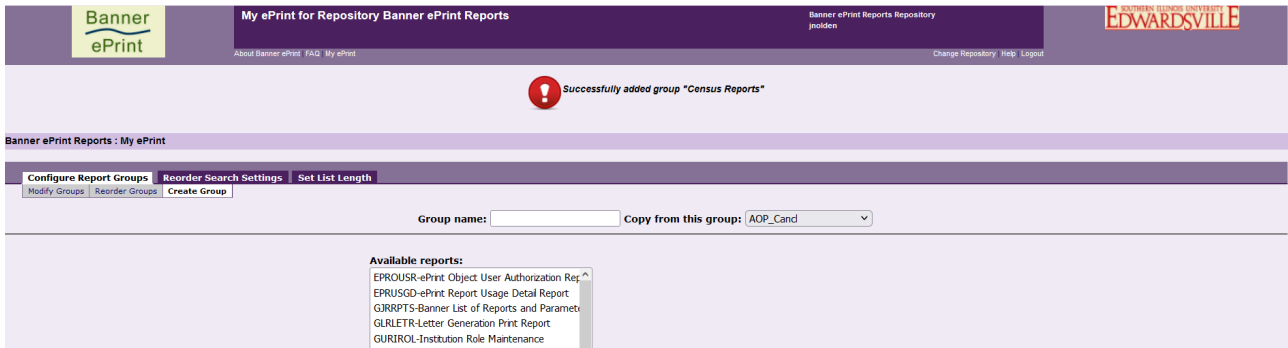
Move Up

Move Down

- Edit the Report Group by clicking on a report in the 'Selected Reports' column and use the 'Remove', 'Move Up' or 'Move Down' buttons.

My ePrint Options

- Once you have the Report Group set, click the 'Save' button.
 - The notation 'Successfully added group "Census Reports"' will appear at the top of the page when save is complete.



- You may also choose to click the 'Cancel' button to cancel the creation of the group or cancel any changes you may have made since the previous save.

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Modify a Report Group

- Click on the 'Modify Groups' sub tab.
 - This page will display the 'Select a group' field, 'Default login group' checkbox, 'Available Reports', 'Selected Reports', the 'Group Name' edit field and Report Group organization buttons ('Add', 'Remove', 'Move Up', 'Move Down', 'Save', 'Cancel' and 'Delete').

- To modify an existing Report Group, use the same adding and editing procedures described for creating a new Report Group.
- Use the 'Group Name' edit field to change the name of an existing Report Group.
- Use the 'Delete' button to completely remove an existing Report Group.
- Once you have the Report Group modified, click the 'Save' button.
 - The notation 'Successfully saved changes.' will appear at the top of the page when save is complete.

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Reorder Groups

- Once you have established your groups, they will be visible from the main Banner ePrint Reports page, as indicated below.

Report	Description	Latest Date
eprousr - ePrint Object User Authorization Report	ePrint Object User Authorization Report	Wed Mar 31, 2021 2:09pm
eprusgd - ePrint Report Usage Detail Report	ePrint Report Usage Detail Report	Wed Mar 31, 2021 2:24pm
gjrpts - Banner List of Reports and Parameters	Banner List of Reports and Parameters	Sun Dec 19, 2021 03:55am
glrletr - Letter Generation Print Report	Letter Generation Print Report	Fri Dec 17, 2021 10:34pm
gurrol-institution.role.Maintenance	Institution Role Maintenance	Mon Dec 20, 2021 06:44am
gzcnty-County.Code.Insert.for.Banner.Addresses	County Code Insert for Banner Addresses	Fri Dec 17, 2021 5:02pm
gzpcvid - Employee And Student.Extract.for.COVID.Testing	Employee and Student Extract for COVID Testing	Mon Dec 20, 2021 08:02am
gzpextu_audit-update.GOATPAC.Extrnl.UserId.w/SIUE.campus.emai	Update GOATPAC External User Id w the SIUE Campus Email addr	Mon Dec 20, 2021 07:04am

- The 'Reorder Groups' tab in 'My ePrint' will allow you to determine the order in which these Report Groups appear on the Banner ePrint Reports page and, if selected, set one of them to be the default page view upon log on.
- Click on the 'Reorder Groups' sub tab.
 - This page will display the 'Group Order' selection box and Report Group organization buttons ('Move Up', 'Move Down', 'Default', 'Save', and 'Cancel').

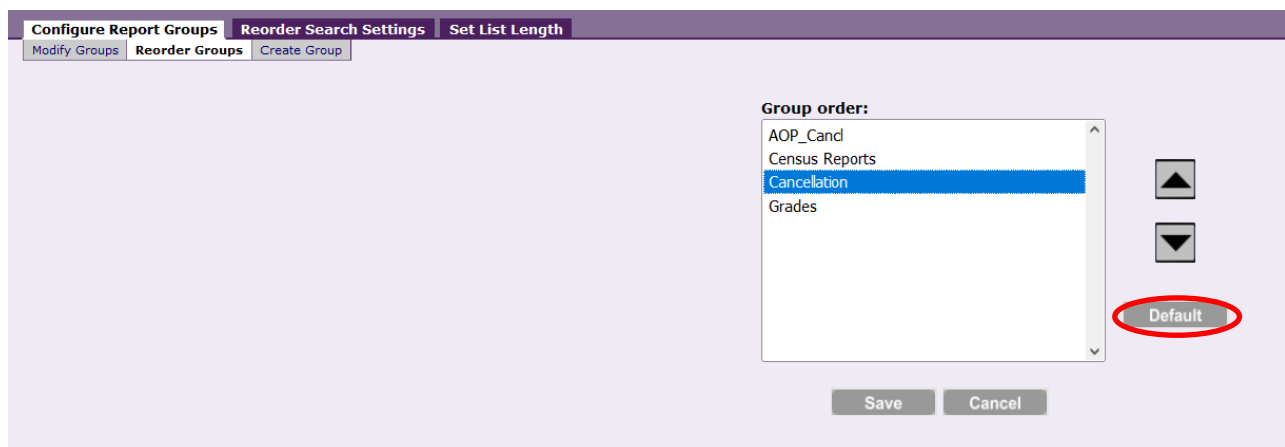
- To move a Report Group to the first tab position on the Banner ePrint Reports page:
 - Click on the report in the 'Group order' selection box to highlight it in blue ('Default Reports' in the above example).

My ePrint Options

- Click the 'Move Up' button to move it to the top of the 'Group Order' selection box.
- Click 'Save'.
- The 'Successfully saved changes.' notation will appear at the top of the page when save is complete.
- This Report Group tab will now be displayed first, as shown below.



- To set a Report Group as your default page view upon log on:
 - Click on the report in the 'Group order' selection box to highlight it in blue ('Default Reports' in the above example).
 - Click the 'Default' button.
 - The '(Default)' notation will appear next to the report name in the 'Group order' selection box.



- Click 'Save'.
- The 'Successfully saved changes.' notation will appear at the top of the page when save is complete.
- This report group will now display automatically upon log on.
- To view the comprehensive list of all reports to which you have access, rather than your default Report Group, simply click on the 'Banner ePrint Reports' notation at the top of the table (circled below).

Banner ePrint Select Report from Repository Banner ePrint Reports Banner ePrint Reports Repository jroden EDWARDSVILLE

About Banner ePrint FAQ My ePrint Change Repository Help Logout

Banner ePrint Reports OP_Cancel

AOP_Cancel Census Reports Cancellation Grades

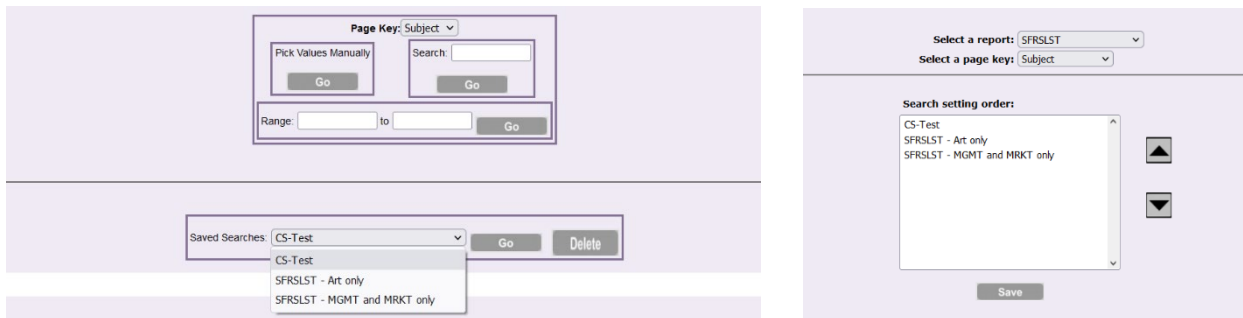
Report	Description	Latest Date
srfasc	srfasc - Batch Fee Assessment	Fri Feb 04, 2022 5:45pm
szpdpch_report-Add DNP Cohort.Not Fin Ctr.Part of Term	ADD DNP Cohort-not financially clear part of term	Fri Jan 14, 2022 10:40am
szpempdp_report-Email Students Dropped 4.Nonpayment PTRM	Email Students Dropped for non payment PTRM	Fri Jan 14, 2022 11:01am
szmppt - Drop for Non-Payment PTRM	Drop for Non-Payment PTRM	Fri Jan 14, 2022 11:15am

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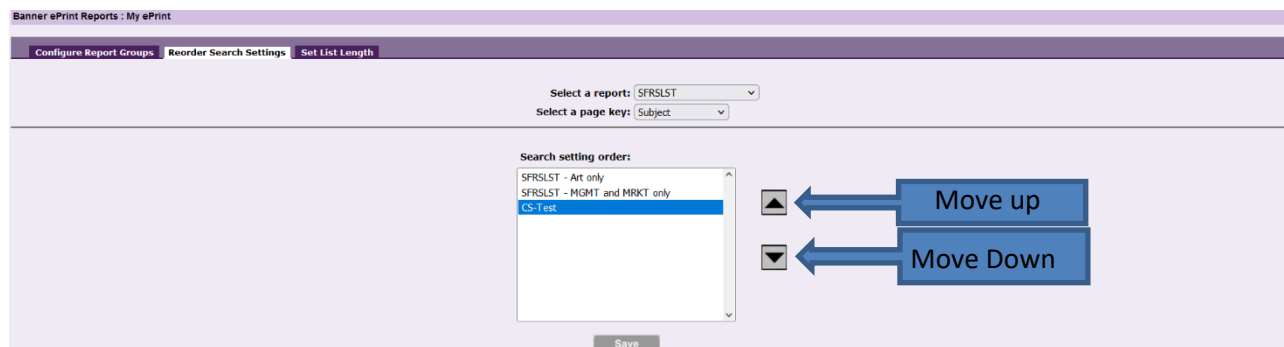
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Reorder Search Settings

- Once you have saved multiple report searches (as described in the Navigation instructions above), you have the option to choose the order in which they appear on the 'Saved Searches' drop down menu.
- In the examples below, 'SFRSLST – CS Only' is the first saved search listed in the 'Saved Searches' drop down menu on the 'Pick Pages' page because it is the first saved search listed in the 'Search setting order' selection box on the 'Reorder Search Settings' tab in 'My ePrint'.



- To change the search order of a given report, choose the 'Reorder Search Settings' tab in 'My ePrint'.
 - This page will display the 'Select a report' field, 'Select a page key' field, 'Search setting order' selection box and 'Saved Searches' organization buttons ('Move Up', 'Move Down' and 'Save').



- - To change the report order, choose the report from the 'Select a report' drop down menu ('SFRSLST' in the above example).
 - Next choose the page key from the 'Select a page key' drop down menu ('Subject' in the above example).
 - This will display the previously saved searches for this report and page key in the 'Search setting order' selection box.

My ePrint Options

- Select the report you wish to reorder to highlight it in blue ('SFRSLST – Art only' in the above example).
- Click the 'Move Up' button to move it to the top of the 'Search setting order' selection box.
- Click 'Save'.
- The 'Successfully saved changes.' notation will appear at the top of the page when save is complete.
- This 'Saved Search' will now be displayed first, as shown below.

Banner ePrint Reports : SFRSLST : Pick Pages

Page Key: Subject

Pick Values Manually Go	Search: <input type="text"/> Go
Range: <input type="text"/> to <input type="text"/> Go	

Saved Searches: SFRSLST - Art only Go Delete

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Set List Length

- The last tab in 'My ePrint' allows you to change the number of reports displayed on each page. In the examples below, the default report list length is set to 8; therefore the number of reports displayed on any given page will be no more than 8.

Configure Report Groups | Reorder Search Settings | **Set List Length**

Your report list length is set to 8

Enter a number for the report list length:

Save

- To change the list length, choose the 'Set List Length' tab in 'My ePrint'.
 - This page will display current setting for the list length as well as the 'Enter a number for the report list length' field.

Banner ePrint Reports

AOP_Cancel | Census Reports | Cancellation | **Grades**

Report	Description	Latest Date
eprousr - ePrint Object User Authorization Report	ePrint Object User Authorization Report	Wed Mar 31, 2021 2:09pm
eprusgd - ePrint Report Usage Detail Report	ePrint Report Usage Detail Report	Tue Jan 04, 2022 08:55am
grrpts - Banner List of Reports and Parameters	Banner List of Reports and Parameters	Sun Feb 06, 2022 03:55am
grietr - Letter Generation Print Report	Letter Generation Print Report	Mon Feb 07, 2022 10:39pm
gurirol-Institution role Maintenance	Institution Role Maintenance	Tue Feb 08, 2022 06:30am
gzpcnty-County Code Insert for Banner Addresses	County Code Insert for Banner Addresses	Fri Feb 04, 2022 5:02pm
gzpcvid - Employee And Student Extract for COVID Testing	Employee and Student Extract for COVID Testing	Tue Feb 08, 2022 07:42am
gzpextu_audit-update.GOATPAC.Extrnl Userid.wSIUE campus email	Update GOATPAC External User id w the SIUE Campus Email addr	Tue Feb 08, 2022 06:49am

eprousr - ePrint Object User Authorization Report

Next

- To change the report list length, simply enter the number of reports you wish to display in the 'Enter a number for the report list length' field.
- Click 'Save'.

Your report list length is set to 8

Enter a number for the report list length:

Save

My ePrint Options

- Upon opening your report list(s), you will see the report list length has been changed to the number chosen.

Banner ePrint Reports

AOP_Cancel Census Reports Cancellation Grades

	Report	Description	Latest Date
	eprousr - ePrint Object User Authorization Report	ePrint Object User Authorization Report	Wed Mar 31, 2021 2:09pm
	eprusgd - ePrint Report Usage Detail Report	ePrint Report Usage Detail Report	Tue Jan 04, 2022 08:55am
	gjrpts - Banner List of Reports and Parameters	Banner List of Reports and Parameters	Sun Feb 06, 2022 03:55am
	glnetr - Letter Generation Print Report	Letter Generation Print Report	Mon Feb 07, 2022 10:39pm
	gunroi - Institution role Maintenance	Institution Role Maintenance	Tue Feb 08, 2022 06:30am
	gzpcnty - County Code Insert for Banner Addresses	County Code Insert for Banner Addresses	Fri Feb 04, 2022 5:02pm
	gzpcvid - Employee And Student Extract for COVID Testing	Employee and Student Extract for COVID Testing	Tue Feb 08, 2022 07:42am
	gzpextu_audit-update.GOATPAC.Extrnl.Userid.wSIUE.campus.email	Update GOATPAC External User Id w the SIUE Campus Email addr	Tue Feb 08, 2022 06:49am
	gzplegl_name-check-rpt-Legal.Name.Discrepancy.Report	Legal Name Discrepancy Report	Thu Jun 10, 2021 12:02pm
	gzplegl_rpt-SPBPERS.Legal.Name.Update.Report	SPBPERS Legal Name Update Report	Mon Feb 07, 2022 5:02pm

eprousr - ePrint Object User Authorization Report **Next**

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ePrint Reports

- All Banner users have access to:
 - SFRSLST - Class List
 - SSRSECT – Class Schedule
 - SSRTALY - Section Tally
- Banner users with access to SHADEGR in Banner have access to:
 - SZRSTAR_RPT1 - Graduation Stats – Summary of Majors and Degrees by Division
 - SZRSTAR_RPT2 - Graduation Stats - Detail of Majors and Degrees by Division
 - SZRSTAR_RPT3 - Graduation Stats - Majors by Degree
- Deans, Directors, Chairs, and their support staff (upon request) have access to:
 - SZPCENE_ERROR-RPT - Enrollment Report for Term - Error Report
 - SZPCENE_MAJOR-RPT - Enroll Rpt - Major & First Concentration Listing
 - SZPCENE_MINOR-RPT - Enroll Rpt - First Minor Listing Listing for Term
 - SZPCENE_SCHOLAR-MAJOR-RPT - Other State of Origin Enrollment Report
 - SZPCENE_SCHOLAR-MINOR-RPT - Enroll Rpt - First Minor Listing Listing for Term
 - SZPCENE_SCHOLAR-SEC-MAJOR-RPT - Second Major& Concentration Listing for Term - Scholars
 - SZPCENE_SECOND-MAJOR-RPT - Enroll Rpt - Second Major & First Concentration Listing
 - SZPCENL_ERROR-RPT - Error Report
 - SZPCENL_GRADUATE-MAJOR-RPT - Graduate First Major within College Rpt
 - SZPCENL_MAJOR-RPT - First Major Listing Report
 - SZPCENL_MINOR-RPT - First Minor Listing Report
 - SZPCENL_SECOND-MAJOR-RPT - Second Major Listing Report
 - SZPCENL_SUMMARY-MAJOR-RPT - Summary By Major Report

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