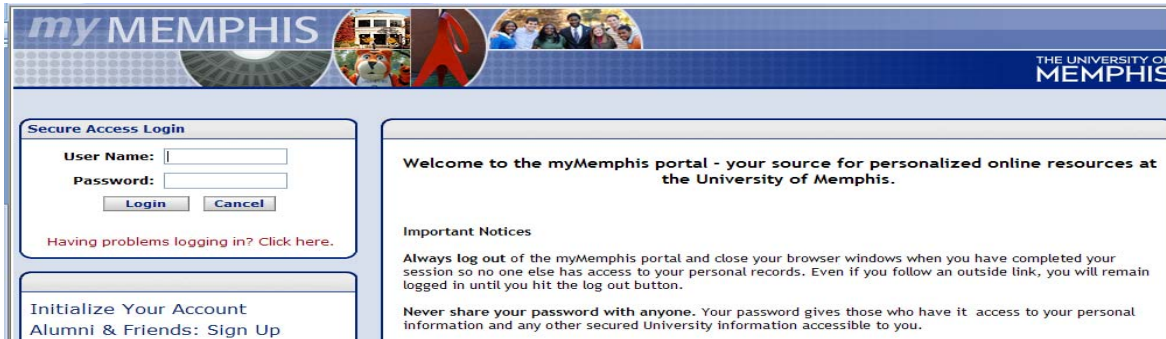# Accessing Department Budget Reports
Three Easy Steps

In order to access ePrint reports from offcampus you must use VPN to log in.
For assistance you can contact the Helpdesk at ext. 8888

1 **Log into My Memphis Portal**
Use your user ID and email password to log in.

2 **On the Finance Tab is a Banner ePrint section**
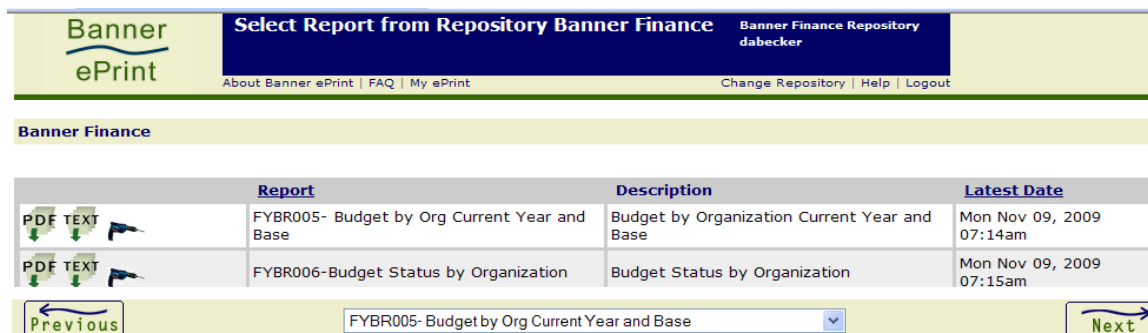**Choose Banner Finance - Repository.**

3 **List of Finance Reports**
Scroll to Budget Reports FYBR005 & FYBR006

Click on PDF icon for Current Report
For all occurrences of a Report Click on the Drill Icon
* Note if you are a Chair/PI additional reports may be listed based on your security access

	Report	Description	Latest Date
PDF TEXT	FYBR005- Budget by Org Current Year and Base	Budget by Organization Current Year and Base	Mon Nov 09, 2009 07:14am
PDF TEXT	FYBR006-Budget Status by Organization	Budget Status by Organization	Mon Nov 09, 2009 07:15am

Previous   FYBR005- Budget by Org Current Year and Base   Next

If you have trouble understanding the reports please contact your Business Officer