

The Banner Finance User Training Manual has been updated and can be accessed at http://appleap.appstate.edu/finance_over.html.

The Banner Finance Homepage appears with a link near the bottom entitled "Banner Finance Training Manual". A click on this link will open the manual in a Microsoft Word document. In order to be more sustainably responsible, the University Budget Office will no longer print the manual. If a Banner Finance User wishes to print the manual for their use (or portions of the manual) they may do so. If a user has two computer monitors on their desk, an ideal situation is to access the manual on one screen (for instruction) while working in Banner Finance on the other screen. It must be noted that computer links listed in the Microsoft Word document will not access the desired location while in the Microsoft Word document. However, when accessing the Banner Finance homepage (through the Appleap path), you will be able to use all links listed on the homepage.

Notification by e-mail will be sent as other updates to the manual are required. Although the manual has a comprehensive table of contents, we have placed online a one-page listing of an at-a-glance helpful guide to various topics, which can be accessed by clicking on this link: <http://budget.appstate.edu/sites/budget.appstate.edu/files/BannerWorkshopAgenda.xlsx>

Please do not hesitate to contact the University Budget Office if you have questions or require additional information.

Thank you,
Betsy Payne

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