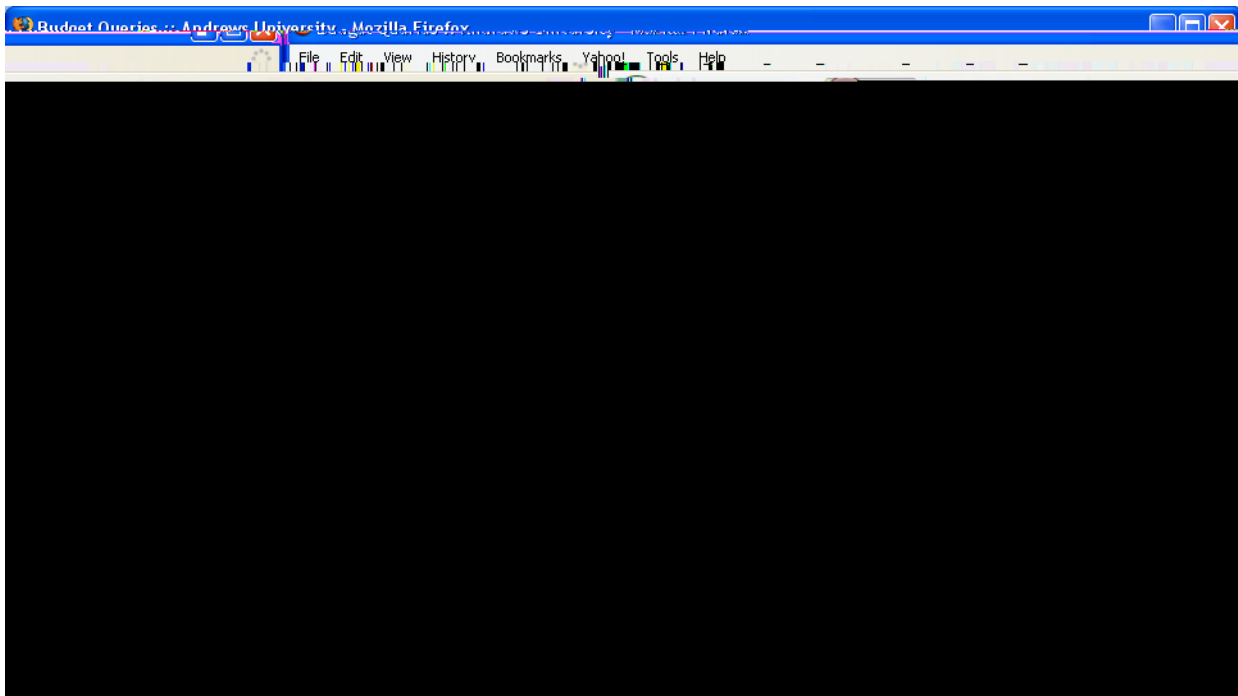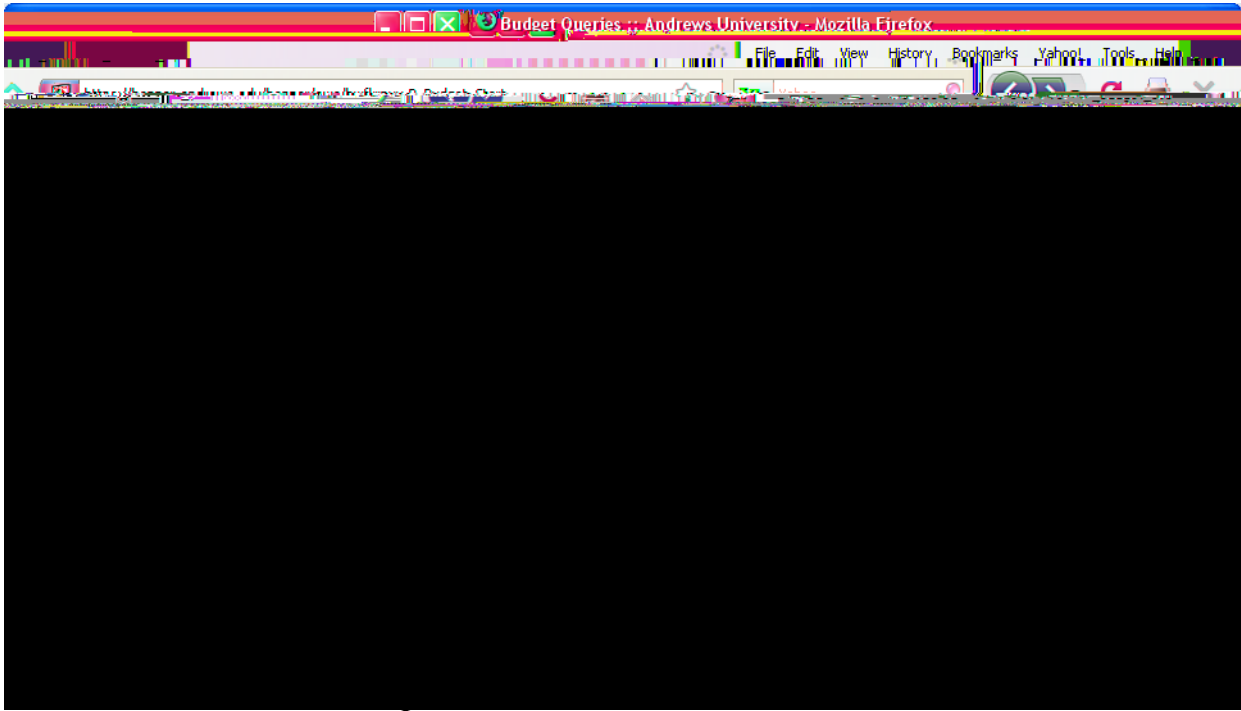# Banner Web for Finance

Dear Financial statement user:

If you have permission to access financial statements on the web, you may also access real time Banner finance data via the web through Vault.   Please follow the instructions below to access your financial data on the Web.

1.   Go to Vault
2. Click "My Account" in the gray shaded are on the left.
3. Log in
4. Click "Banner Web"
5. Then select the "Financial Information Menu"
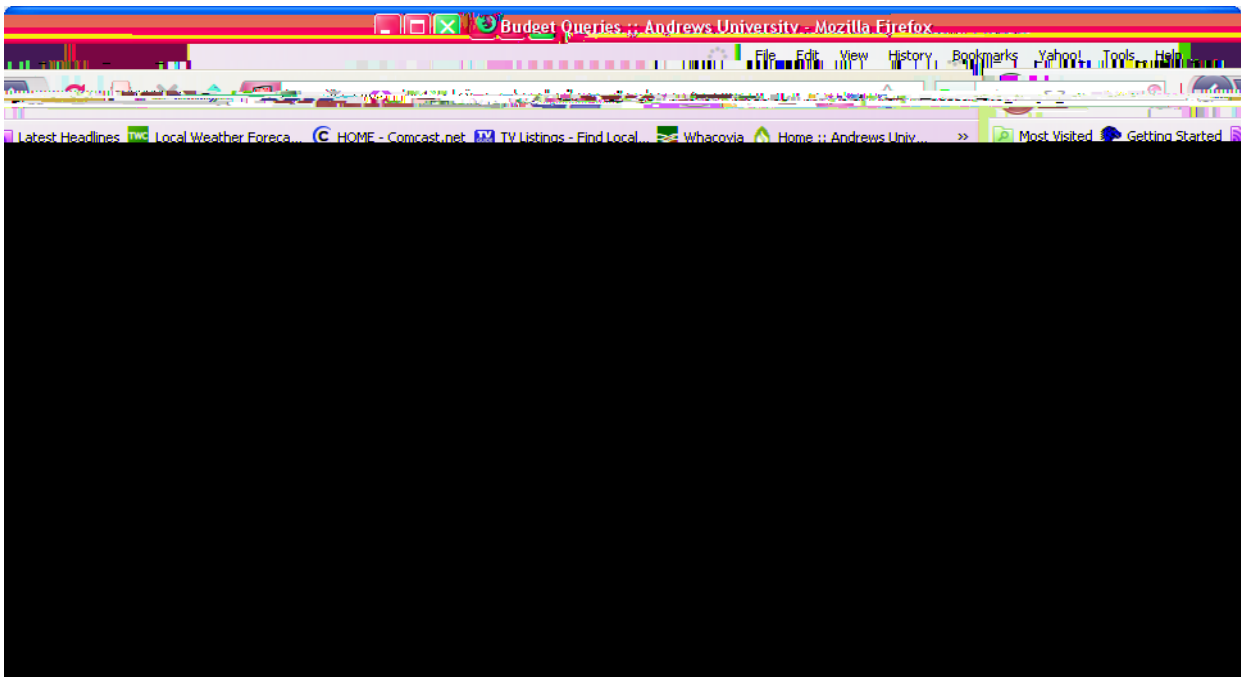6. Select Budget Queries.

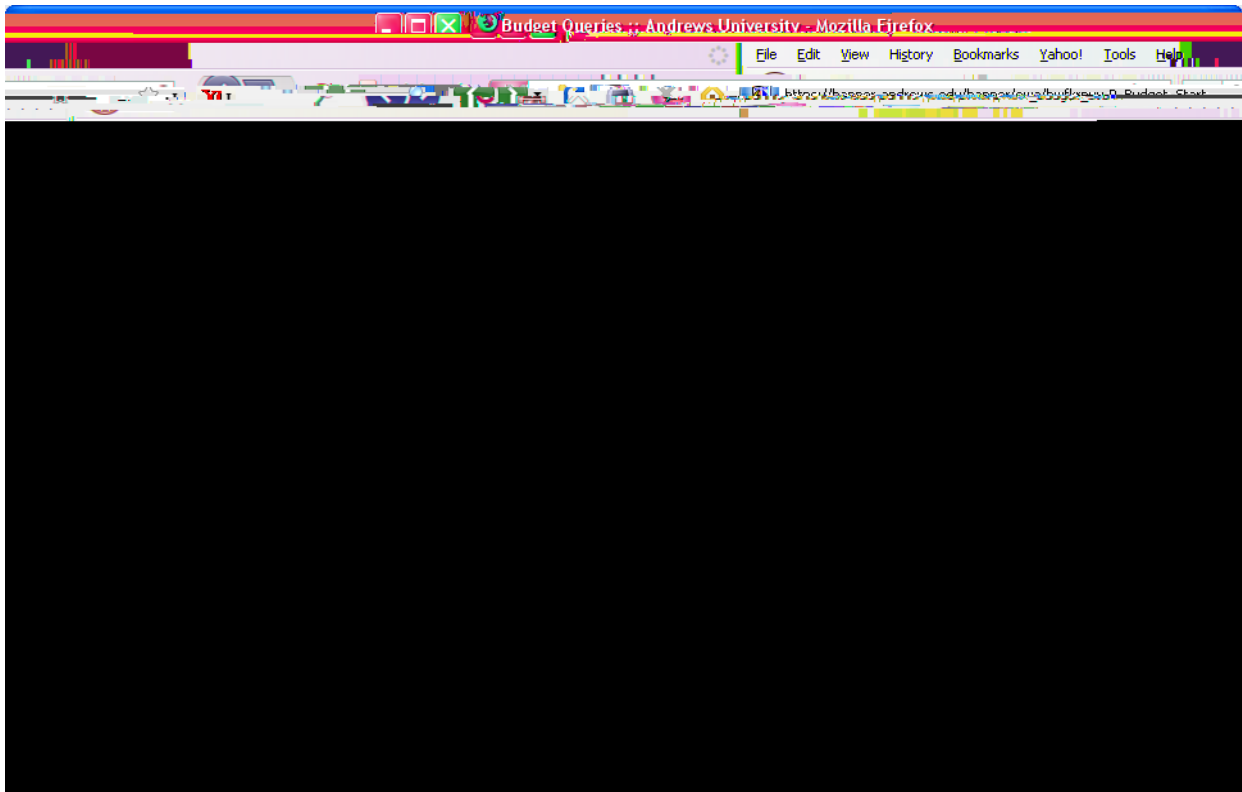This should bring you to the following screen:

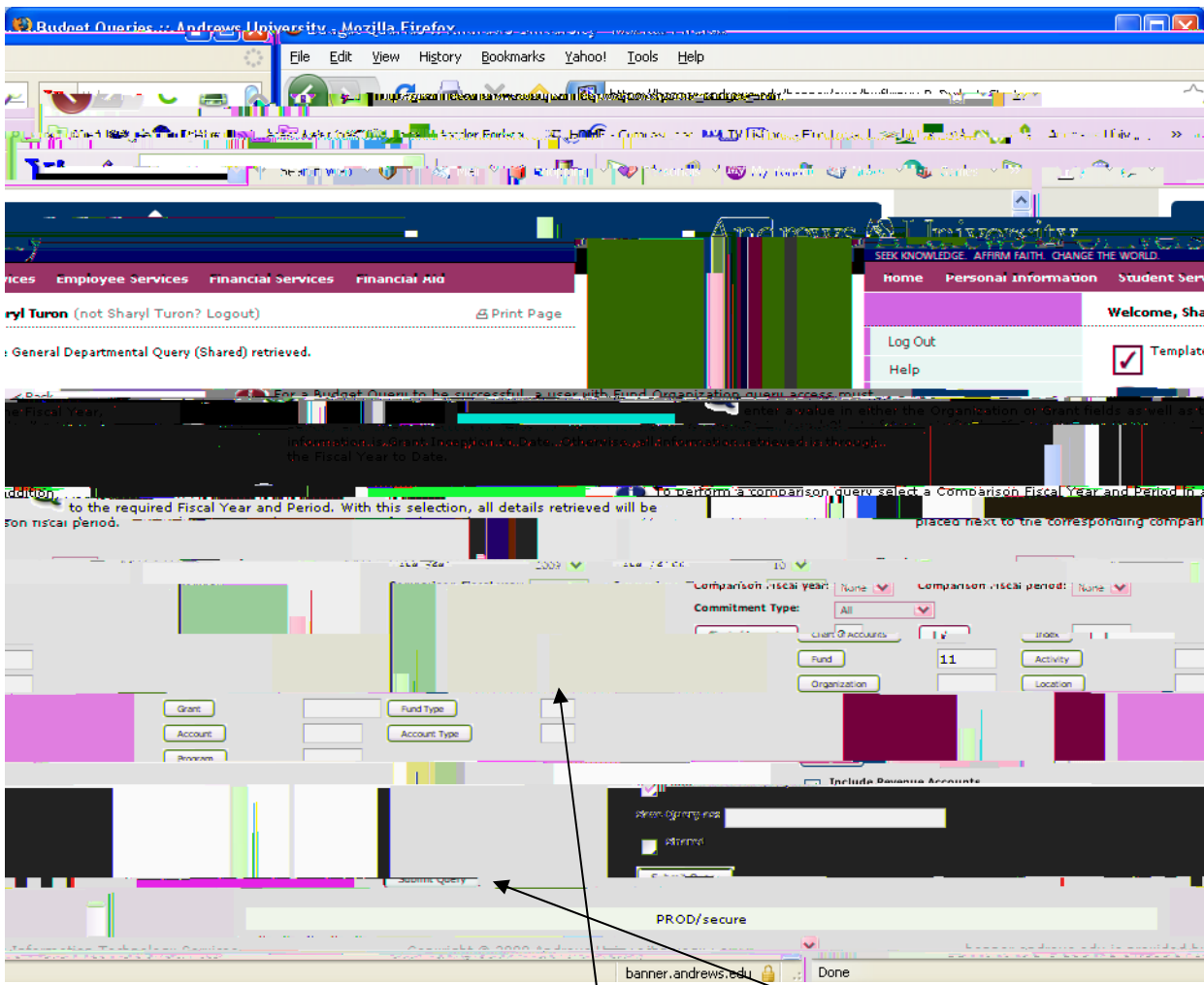Click the drop down menu under "Retrieve Existing Query (shared)".

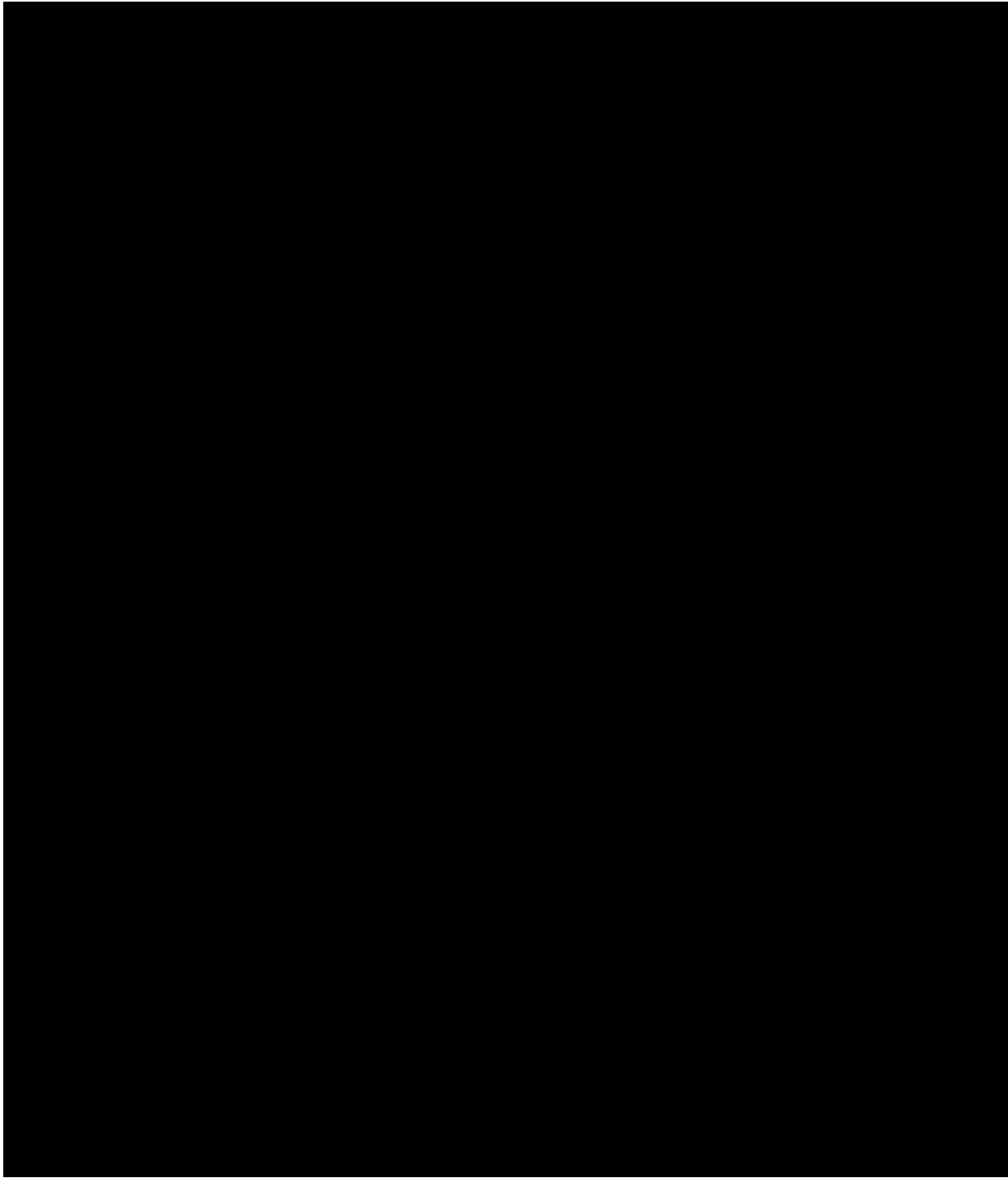Select "General Departmental Query".

Click "Retrieve Query"

Click "Continue"

Enter your 4 digit Organization code in the Organization field.   Click Submit Query.

The first 15 line of your Organization with Budget and Year to date columns should appear.   The fields in the   to
Year to date column are underlined. You can click on any of these fields to see the detail for that number.