

Arkansas State University - Jonesboro

Effective Date: 07/01/91

Number: 05-04

Section: Finance and Administration

Subject: Departmental Budget Reports

Departmental budget reports are available for access on the e-print web site on the fourth business day of the month following the reporting period. To login, users must have an Internet Native Banner account. To obtain INB access the Banner Security form must be completed by the employee's supervisor.

Departmental personnel should verify the report for accuracy within ten days. If an error is discovered on the monthly budget report, submit an email to the [Controller's Office](#). The Controller's Office may request supporting written documentation for a correction. Corrections should be reflected on the next report. The department should verify that corrections have been made.

Reviewed on 06/11/13.