



Banner Document Management Reports Management

Explore what's in reports, not how to manage them



Essentials

- Maintains format of print-stream reports to ensure exact reproduction in PDF format
- Provides powerful data-extraction tool for intelligent parsing and indexing of reports
- Processes reports automatically in the background to support immediate delivery
- Offers consistent ease of use as an add-on module to Banner Document Management.

Each day, institutions produce hundreds of thousands of pages of statements, letters, invoices, policies, contracts, and other computer-generated reports. Printed on paper and routed around departments for information sharing and approvals, these documents and their storage exemplify inefficiency.

Institutions know this and are increasingly embracing contemporary solutions such as Banner® Document Management Reports Management, which provides producers and consumers of these reports with an electronic approach to creating, processing, storing, and accessing documents.

Improve processes for better reporting

Accomplishing the business of the institution requires that individuals have appropriate access and interaction with documents. Banner Document Management Reports Management provides this ability starting with fast and efficient capture of report data. Hand-in-hand with data capture is the generation and processing of formatted reports, and the solution enables this for advanced print streams or for traditional output to laser disk (COLD) text formats for management within Banner Document Management.

Banner Document Management Reports Management turns institutional reports into e-reports to simplify processing, delivery, indexing, and archiving of reports. And with the eliminated costs of storing paper, film, and microfiche—as well as lower expenses of associated processes—Banner Document Management Reports Management provides a significant return on investment.

Institutions gain greater flexibility regarding the types of documents that Banner Document Management Reports Management handles. It processes incoming files including PDFs from the Common App, CollegeNet, and other sources. And it generates documents such as:

- Purchase orders
- W2 and 1099 forms (from eVisions FormFusion, for example)
- AP or payroll checks (from eVisions Intellicheck, for example)
- Correspondence letters (financial aid awards, satisfactory academic progress appeal decisions, admissions decisions, academic warning/probation letters)

Funnel documents into one solution for faster processing

Banner Document Management Reports Management offers institutions an unprecedented level of efficiency when it comes to document processing. It accommodates multiple document formats, viewing options, and delivery methods so users can interact with information according to their preference. No longer having to figure out the next step of the process and technology, they instead can focus on document contents and purposes. Among the features for report processing are:

- Direct support for IBM AFP, Xerox Metacode, and HP PCL print streams, Adobe PDF, ASCII and EBCDIC(K) text formats
- Consistency of the format of print stream reports, including fonts, boxes, logos, and other graphics, as well as interpreting dynamic formatting to ensure exact reproduction in PDFs
- Intelligent, automatic parsing and indexing of reports, including mixed report types, with a powerful data extraction tool

- Report viewing on workstations and report transmitting via Banner Document Management clients, email and web-based browser clients
- Forms-overlay capability to enable enhanced presentation for text-based reports
- Multiple indexing rules for basic and complex report processing integration for delivery

Delve deeper with an enterprise-level solution

Banner Document Management Reports Management includes powerful tools to audit system use and performance. Whether users are looking for job status information or a report of completed jobs, this solution reveals those and additional details depending on the set parameters. And as an add-on module to the Banner Document Management suite of products, it brings many other multi-department capabilities such as processing reports automatically in the background for faster availability, and scaling to the level necessary to ensure that all users can benefit from it.

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