

**Printing Financial Reports  
(Budget and Payroll Month-End)  
via ePrint**

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## What is Banner ePrint?

The Office of Finance has not provided monthly budget reports to the vast majority of departments since the implementation of Banner in 1998. Banner ePrint allows users to print monthly budget reports as soon as they are available – usually the first business day of the month. It also replaces the distribution of hard-copy reports for departments with a large number of budgets. Please ensure that you see the message indicating that budget reports have been **validated** before using any budget reports via ePrint.

Employees who monitor and report on budget and payroll activity can obtain access to ePrint. However, before the access is granted, all users must attend Office of Finance ePrint training.

ePrint allows a user to view reports as a PDF (Adobe Portable Document Format) file which can be viewed via Adobe Reader or to download a CSV file into Excel. Keep in mind that when you download a CSV file, you must format the *size* of the columns to display all information.

ePrint users will be notified via **Repository Messages/Notifications** when reports are available and validated. If reports are delayed, a message concerning the delay will be posted in the **Repository Messages/Notifications**.

**What is a Repository?** A simple way to define a repository is to think of it as a silo of information. Initially, there is only one repository in ePrint – **FINANCE eprint AIR**. This repository houses the financial reports currently loaded in ePrint. Eventually, there will be other repositories – i.e. Human Resources, Student. Several Finance reports and the month-end payroll detail reports, NHRSDST and NWRSDST, are currently loaded to this repository.

## What Do You Need to Get Started?

- **Banner System Account (with appropriate access)**
- **Current Web Browser**
  - Microsoft® Internet Explorer \* (Preferred)
  - Mozilla® Firefox
  - Opera Software® Opera
  - Apple® Safari
  - Chrome
- **Adobe® Reader**
  - Download the latest version from *www.adobe.com*
  - Run within your browser or in stand-alone mode (recommended)

**Banner System Account:** Since ODU uses security to control access to at least some of the ePrint reports, you'll need a Banner system account (user ID and password). Contact the Banner Hotline ([bannerhotline@odu.edu](mailto:bannerhotline@odu.edu)) for more information.

**REMINDER REGARDING PAYROLL REPORTS** - Access to departmental Payroll ePrint Reports must be requested separately. To obtain access to Payroll ePrint reports, the Office of Finance ePrint Payroll Report Request Form must be completed and submitted to Data Control, Office of Finance (requires approval of the Budget Unit Director).

<http://www.odu.edu/content/dam/odu/offices/finance-office/data/payroll-eprint-request.pdf>

**Web Browser:** Banner ePrint was designed to run on the newer web browsers. It is recommended that you use the latest released version of your current browser.

**Adobe® Reader:** This helper application enables you to view, navigate and print documents in the Adobe® Portable Document Format (PDF). You probably already have it installed on your computer. If not, you can get the latest version for free at *www.adobe.com*.

When you view and print ePrint documents, you can run Adobe® Reader within your browser, or as a stand-alone application. The mode of operation that you select may depend on the browser you use.

Because of some display problems, if you use Microsoft® Internet Explorer, you may wish to run Adobe® Reader independently of the browser.

Office of Finance Eprint Payroll Report Request Sheet	
Date of Request _____	
Name _____	Department _____
Part Time Reports <input type="checkbox"/> Yes <input type="checkbox"/> No	Full Time Reports <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Eprint Training Video Reviewed _____	
<a href="https://www.odu.edu/facultystaff/university-business/information-management/data-control/eprint">https://www.odu.edu/facultystaff/university-business/information-management/data-control/eprint</a>	
Report Access for ALL Budget Codes currently approved for Banner Finance <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," please contact the Data Control staff at 757-683-3257.	
Budget Unit Director Approval (required)	Date _____
Printed Name _____	Signature _____
Send completed form to the office shown below for processing:  Data Control Office of Finance	

Rev. February, 2020

## How Do You Access ePrint?

ePrint is accessed through the web from the link shown below. You will use your **MIDAS User ID** and **MIDAS password** to log into ePrint. **You will also need to select the appropriate repository.** A repository is equivalent to access type and what a user has access to print is tied specifically to the user's Banner access. For Budget and Payroll reports, specify "**FINANCE eprint AIR**" under *Repository*. Once you enter your User ID, password and repository, press **ENTER**.

**Type carefully** – your account will be locked if you repeatedly attempt to log in with the wrong password. If this happens, a system message will be displayed – contact ITS at 757-683-3192 to have your ePrint account unlocked. **Also be sure to verify that you are using the correct repository.** If you are trying to log into the wrong repository, you may end up locking your ePrint account.

<http://eprint.odu.edu/cgi-bin/eprint.cgi>

The screenshot shows the Banner ePrint Reports Login page. The browser window title is "Banner ePrint Reports Login - Windows Internet Explorer". The address bar shows the URL "https://gutenberg.imgr.odu.edu/cgi-bin/eprint.cgi". The page has a navigation bar with "Banner ePrint" logo, "Login", "About Banner ePrint | FAQ", "Change Repository | Help | Logout". The main content area contains a login form with the following fields and buttons:

- User ID: 1
- Password: 2
- Repository: FINANCE eprint AIR (dropdown menu)
- Enter button

Below the form, there is a list of instructions:

1. User ID = Banner ID
2. Password = Banner Password
3. Repository = FINANCE eprint AIR (for Finance Reports)
4. Press ENTER

Below the instructions, there is a warning:

**TYPE CAREFULLY** - your account will be "locked" if you repeatedly attempt to log in with the wrong password.

The page footer shows "powered by SUNGARD HIGHER EDUCATION". The browser status bar at the bottom shows "Done", "Internet", and "100%" zoom.

## Repository Messages/Notifications

You will see the message “Repository Message is Available” when you log in. Simply click on the *Repository Message is Available* link to view the information (allow the message a moment to load). You will also see the date of the last message. Please review this information whenever you log in since it is the way we will notify you when new reports are available and verified, and when reports may be delayed. If the message displays on a tab in your browser, be very careful not to close your browser. Most times the message will display as shown in the second screenshot.

The screenshot shows the Banner ePrint Reports Repository website. At the top, there is a navigation bar with the Banner ePrint logo and links for 'Select Report from Repository FINANCE eprint AIR', 'FINANCE eprint AIR Repository kparker', 'About Banner ePrint | FAQ | My ePrint', and 'Change Repository | Help | Logout'. Below this, a central notification box states 'Repository Message is Available' with 'Message updated: 02/1/12 11:14 AM'. A red circle highlights this notification, and a red arrow points to a 'Tab' button in the browser's address bar. Below the notification, there is a table of reports:

		Report	Description	Latest Date
P.D.F.	TEXT DATA	FGRBDSC	Budget Status Report	Wed Feb 01, 2012 11:04am
P.D.F.	TEXT DATA	FGRODTA	Organizational Detail Activity	Wed Feb 01, 2012 11:04am

The screenshot shows the same Banner ePrint Reports Repository website, but with a message window open. The message window title bar is highlighted, and a red arrow points to the 'x' button. A callout box says: 'If your message opens this way, you can close it via the red "x"'. The message content reads: 'January month-end reports are loaded and verified. Reports for July - December have been loaded and verified. Please note that the FGRBDSC reports for July - December contain budget adjustment entries, BD02 type, that processed later than the report data dates because that is how the report was designed to work. This type of budget information does not have cutoff dates for reporting purposes. Please refer to Banner detail on FGRITRND to view any of the transaction details for the BD02 entries. Consequently, the Available Balance column will also reflect this later adjusted balance.' Below the message window, the report table from the previous screenshot is visible, showing the 'Latest Date' column with 'Wed Feb 01, 2012 11:04am' for both reports.

## When You First Log In

When you first log into ePrint, you will see all the reports available *in the selected repository* for you to print via ePrint – the budget reports currently available in the **FINANCE eprint AIR** repository are FGRBDSC and FGRODTA; and the Payroll detail reports, NHRSDST and NWRSDST, are also loaded. For each report shown, you will see the report type, the report name, description and the **latest date and time the report was run (you are able to access older reports by drilling down – discussed later)**. Keep in mind that you will only see the reports to which you have access. If you have created groups using the **My ePrint** function (more information later), then the group tabs will also be displayed. You can do one of the following by clicking the appropriate icon:

- Retrieve the latest report in its entirety in PDF format – has navigation choices for orgs on left
- Download the latest report as a text file in its entirety – no navigation choices – must scroll
- Download the latest report as a comma-separated values (CSV) file – into Excel
- List all the reports of a given type (by report type or latest date)

**FGRBDSC, Budget Status Report, similar to FGIBDST (Organization Budget Status Form)** – this report shows the summary information for a budget by sub-account and by the following totals:

Labor (all salary sub-accounts – no pay details display – details in payroll reports)  
 Employee Benefits (4999 pool)  
 Non-Personal Services (6999 pool)  
 Travel (7999 pool)  
 Equipment (9899 pool)  
 Transfers  
 TOTAL ORGANIZATION (roll-up similar to FGIBSUM)

**FGRODTA, Organizational Detail Activity – similar to FGITRND (Detail Transaction Activity Form)** – shows activity by sub-account (payroll details display totals by pay period – no details by employee name).

**NOTE FOR ALL REPORTS: At this level you see the most recent report posted – older reports are available in descending date order by drilling down.**

The screenshot shows a web browser window displaying the Banner ePrint Reports Repository. A callout box points to the repository name 'FINANCE eprint AIR' in the header, stating: 'Shows the repository selected - for Finance Budget Reports, you would see "FINANCE eprint AIR"'. Below the header, a message reads 'Repository Message is Available' with a timestamp of '02/1/12 11:14 AM'. The main content area features a table of reports:

	Report	Description	Latest Date
P.D.F TEXT DATA	FGRBDSC	Budget Status Report	Wed Feb 01, 2012 11:04am
P.D.F TEXT DATA	FGRODTA	Organizational Detail Activity	Wed Feb 01, 2012 11:04am



**NHRSDST, Employee Payroll Summary by Org.** – shows payroll activity for each part-time payee by budget code.

**NWRSDST, Employee Payroll Summary by Org.** – shows payroll activity for each full-time payee by budget code.

**REMINDER REGARDING PAYROLL REPORTS - Access to departmental Payroll Reports must be requested separately. To obtain access to Payroll ePrint reports, the Office of Finance EPrint Payroll Report Request Form must be completed - requires approval of the Budget Unit Director(BUD).**

<http://www.odu.edu/content/dam/odu/offices/finance-office/data/payroll-eprint-request.pdf>

**(NOTE: when reviewing payroll reports, drill down by clicking on the drill icon rather than the PDF icon – this will allow you to choose a sub-account to review – use NEXT to see more reports.)**

**Select Report from Repository FINANCE eprint AIR**

FINANCE eprint AIR Repository LSTONE

Repository Message is available  
Message updated: 08/3/15 12:56 PM

FINANCE eprint AIR

**ORG DET**

Report	Description	Latest Date	
PDF TEXT DATA	FGRODTA	Organizational Detail Activity	Sat Aug 01, 2015 06:53am
PDF TEXT	FGROPNE	Open Encumbrance Report	Fri Jul 17, 2015 07:08am
PDF TEXT	FGRREOB	Statement of Revenue, Expend, Other Changes	Sat Aug 01, 2015 07:51am
PDF TEXT DATA	FGRTBAL	Trial Balance Report	Sat Aug 01, 2015 06:53am
PDF TEXT	NHRSDST	Employee Payroll Summary - PT	Mon Aug 03, 2015 5:19pm
PDF TEXT	NWRSDST	Employee Payroll Summary - FT	Mon Aug 03, 2015 5:23pm

Previous FGRODTA ▼

**Report Detail: NWRSDST**

FINANCE eprint AIR Repository LSTONE

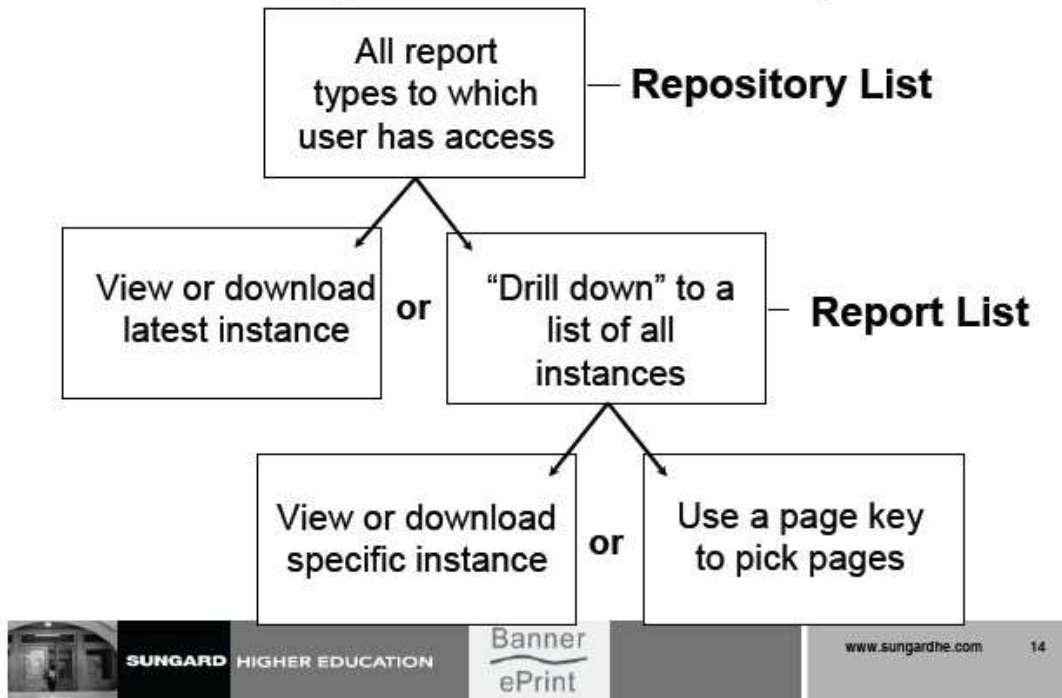
FINANCE eprint AIR : NWRSDST

Title	Date
4904 . ACCOUNT IN NWRSDST	Mon Aug 03, 2015 5:23pm
4961 . ACCOUNT IN NWRSDST	Mon Aug 03, 2015 5:14pm
4031 . ACCOUNT IN NWRSDST	Mon Aug 03, 2015 5:10pm
4041 . ACCOUNT IN NWRSDST	Mon Aug 03, 2015 4:57pm
4011 . ACCOUNT IN NWRSDST	Mon Aug 03, 2015 4:45pm
4036 . ACCOUNT IN NWRSDST	Mon Aug 03, 2015 4:45pm
4032 . ACCOUNT IN NWRSDST	Mon Aug 03, 2015 4:41pm
4001 . ACCOUNT IN NWRSDST	Mon Aug 03, 2015 2:19pm

4904 . ACCOUNT IN NWRSDST - Mon Aug 03, 2015 5:23pm Next

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## “Drilling Down” to Select a Report



**Repository List:** When you log into the system, you are provided with a list of all the report types on file that you are authorized to see. This highest level of report selection pages is called the repository list. It includes the report types for the repository you selected at login.

At this level, you can either retrieve the latest version of a report in its entirety or you can “drill down” to the report list for a selected report type.

**Report List:** The report lists displays all the instances on file for a particular report type. At this level, you can either retrieve a specific instance (date) of a report in its entirety, or (if the report is sorted with at least one page key) you can use a page key to target the pages to be included on a particular report instance.

## Use the Icons as a Guide

Banner ePrint's icons make it easy for you. At any level, click the corresponding icon to perform a function. If a function is not available, the icon will not be displayed. *If you forget an icon's function, you can display a brief description by moving your cursor over the icon so that you can see bubble help pop up.*

**Use the back browser arrow for navigation purposes.**

Simply point-and-click to . . . retrieve a PDF file, download to TXT, download to CSV into an Excel file, drill down, or use a page key to pick pages/search report.



Retrieve a PDF file to view in Adobe® Reader

Report		Description	Latest Date
P.D.F. TEXT DATA	FGRBDSC	Budget Status Report	Mon Sep 12, 2011 09:36am
P.D.F. TEXT DATA	FGRODTA	Organizational Detail Activity	Wed Aug 17, 2011 01:48am

To retrieve the report in PDF, click the PDF icon. Depending on the way you have Adobe® Reader configured, the report will open within your browser or in stand-alone mode. **For best performance, open Adobe®Reader *outside* of the browser. Technical assistance is provided by your TSP (technical support person) via Footprints. (NOTE: when reviewing payroll reports, you will want to drill down by clicking on the drill icon rather than the PDF icon – this will allow you to choose a sub-account to review – use NEXT to see more reports.)**

When you retrieve the PDF file, you will see all the budgets to which you have access displayed in the left hand pane. Clicking the expand/collapse symbol (plus or minus sign) next to the budget code will display the fund code associated with that budget. Clicking the budget code will take you to that specific budget report.

**Use your *back browser arrow* to return to the Report list shown above.**

The screenshot shows a financial report interface. On the left, there is a 'Bookmarks' pane with a tree view showing a budget code 'FGRBDSC' expanded to show several organizational units (Org: [redacted]). The main area displays a detailed report for 'Old Dominion University' with columns for 'ACCOUNT', 'ACCOUNT TITLE', 'BUDGETED', 'CURRENT', 'YEAR TO DATE', 'REPORT', 'AVAILABLE', and 'CHG'. The report lists various accounts such as 'ADMINISTRATIVE SALARIES', 'CLASSIFIED SALARIES', 'UNCLASSIFIED OFFICIALS', 'SALARIES - GENERAL', 'STUDENT NAME - GENERAL', 'STUDENT NAME - MERCHANDISE', 'SSFC PAY FOR ACAD ENR', 'EMPLOYEE RETIREM CONT-REG DEF SER', 'REG SALARIES STATE ENR', 'SHEW LIFE INSURANCE', 'SUSPENSION/RETIRES INSURANCE', 'TEACHERS INS. ANNUITY', 'VETS HEALTH CMAD', 'UNEMPLOYMENT - UN PAID BY US', 'L/T DISABILITY INSURANCE', 'CASH MATCH DEFERRED', and 'SOCIAL-EMPLOYERS CONTRIBUTION'. The report shows a total budgeted amount of 441,342.00 and a current amount of 441.00.



Download the TXT version of a report

Report	Description	Latest Date
	FGRBDSC Budget Status Report	Mon Sep 12, 2011 09:36am
	FGRODTA Organizational Detail Activity	Wed Aug 17, 2011 01:48am

Click the Text icon to download the text version of a report. When you see the message below, click ok to display the report in the browser – you will be able see all budgets to which you have access beginning with the first budget. You will need to use the scroll bar. If you have multiple budgets and wish to display one at a time (or in specified groups), this is not the way to do so (refer to the section entitled *Search Report Icon and Picking Pages*) Use the back browser arrow to return to the menu shown above.

Report	Description	Latest Date
	FGRBDSC Budget Status Report	Mon Sep 12, 2011 09:36am
	FGRODTA Organizational Detail Activity	Wed Aug 17, 2011 01:48am

**Message from webpage**

Warning: Continuing this download will display this report in your browser. Depending on the size of the report it may cause your browser to become unstable. If you would like to download this report directly to your hard drive, cancel this action, right click on the text icon, and choose Save Target As...

https://gutenberg.lmvr.edu/cgi-bin/getreport.cgi?DETAIL-FGRBDSC.2012\_02\_01&TYPE-TEXT&TIME-1 - Windows Internet Explorer

Use the scroll bar to move through the budget report - use the back browser arrow to return to the report menu

Old Dominion University  
Budget Status (Current Period)  
AS OF 31-MAR-2012

MON DATE: 02/01/2012  
TIME: 11:04 AM  
PAGE: 1

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CHG TYP
4001	ADMINISTRATIVE SALARIES	247,808.00	18,759.22	183,289.92	.00	127,548.68	U
4002	CLASSIFIED SALARIES	22,400.00	3,640.92	42,951.22	.00	26,408.77	U
4003	SAL-APPOINTED OFFICIALS	103,427.00	2,902.90	26,267.70	.00	69,069.00	U
4007	SALARIES-NONFAC LEAVE BAL	12,500.00	.00	12,499.49	.00	.52	U
4021	WAGES - GENERAL	86.00	.00	.00	.00	86.00	U
4023	STUDENT WAGES - W/O FICA	3,400.00	80.75	2,881.94	.00	708.06	U
4025	STUDENT WAGES - WORKSTUDY	1,552.00	.00	1,234.26	.00	417.74	U
4041	SPEC PAY FOR ACAD SVCS	421.00	.00	.00	.00	421.00	U
4041	MOBILE DEVICE ALLOWANCE	.00	112.77	587.16	.00	-587.16	U
TOTAL	EXPENDITURES-LABOR	417,517.00	22,482.87	323,791.09	.00	293,429.91	
4901	EMPLOYER RETIRE COST-GRS DEF BEN	.00	1,727.42	17,000.44	.00	-17,000.44	U
4902	FOBI SALARIED STATE ENG	.00	2,224.17	17,795.94	.00	-17,795.94	U
4904	GROUP LIFE INSURANCE	.00	290.05	3,070.05	.00	-3,070.05	U
4905	HOSPITALIZATION INSURANCE	.00	1,014.01	10,109.13	.00	-10,109.13	U
4908	TEACHERS INS. ANNUITY	.00	318.98	4,432.76	.00	-4,432.76	U
4909	UNFA HEALTH CARE	.00	290.10	2,890.22	.00	-2,890.22	U
4914	UNEMPLOYMENT - EE PAID BY ER	.00	.00	792.41	.00	-792.41	U
4920	L/T DISABILITY INSURANCE	.00	98.00	1,242.42	.00	-1,242.42	U
4925	CARE MATCH EXPENSE	.00	40.12	551.65	.00	-551.65	U
4999	FOOL-EMPLOYEES BENEFITS	169,165.00	.00	.00	.00	169,165.00	U
TOTAL	EMPLOYEE BENEFITS	169,165.00	4,832.29	44,029.41	.00	120,103.30	
5001	EXPRESS SERVICES	.00	.00	24.17	.00	-24.17	U
5002	MESSENGER SERVICES	250.00	.00	.00	.00	250.00	U
5006	POSTAL SERVICES & COST	4,300.00	71.79	1,267.00	.00	2,993.79	U
5008	PRINTING SERVICES	3,500.00	.00	228.00	.00	3,272.00	U
5008	TELEPHONE SERVICE-EQUIP	6,200.00	684.31	3,412.67	.00	2,787.33	U
5008	TELECOM OTHER-CRDS/CREDITS	.00	878.24	436.23	.00	-441.77	U
5010	TELEPHONE SERV-LONG DIST.	2,200.00	18.01	49.32	.00	2,132.67	U
5101	ORGANIZATION MEMBERSHIPS	4,500.00	.00	2,500.00	.00	2,000.00	U



**Download the CSV version of a report (into Excel)**

This feature is not currently available for Payroll NHRSDST/NWRSDST reports.

	Report	Description	Latest Date
P.D.F. TEXT <b>DATA</b>	FGRBDSC	Budget Status Report	Mon Sep 12, 2011 09:36am
P.D.F. TEXT DATA	FGRODTA	Organizational Detail Activity	Wed Aug 17, 2011 01:48am

Click the Data icon to download the comma-separated values version of a report.

When you see the message below, click ok to display the report in the browser – click ok and you will see the file download dialog box. You can choose to *Open, Save, or Cancel*. *If using Internet Explorer, you may use the alternate (right) mouse button to see a menu and select “Save Target As” for a quicker way to save the file.* **Opening the file may take a while.**

	Report	Description	Latest Date
P.D.F. TEXT <b>DATA</b>	FGRBDSC	Budget Status Report	Mon Sep 12, 2011 09:36am
P.D.F. TEXT DATA	FGRODTA	Organizational Detail Activity	Wed Aug 17, 2011 01:48am

Message from webpage

Warning: Continuing this download will display this report in your browser. Depending on the size of the report it may cause your browser to become unstable. If you would like to download this report directly to your hard drive, cancel this action, right click on the text icon, and choose Save Target As...

	Report	Description	Latest Date
P.D.F. TEXT <b>DATA</b>	FGRBDSC	Budget Status Report	Sep 12, 2011 09:36am
P.D.F. TEXT DATA	FGRODTA	Organizational Detail Activity	Aug 17, 2011 01:48am

File Download

Do you want to open or save this file?

Name: FGRBDSC.csv  
 Type: Microsoft Excel 97-2003 Worksheet  
 From: gutenbergr.ingr.odu.edu

Always ask before opening this type of file.

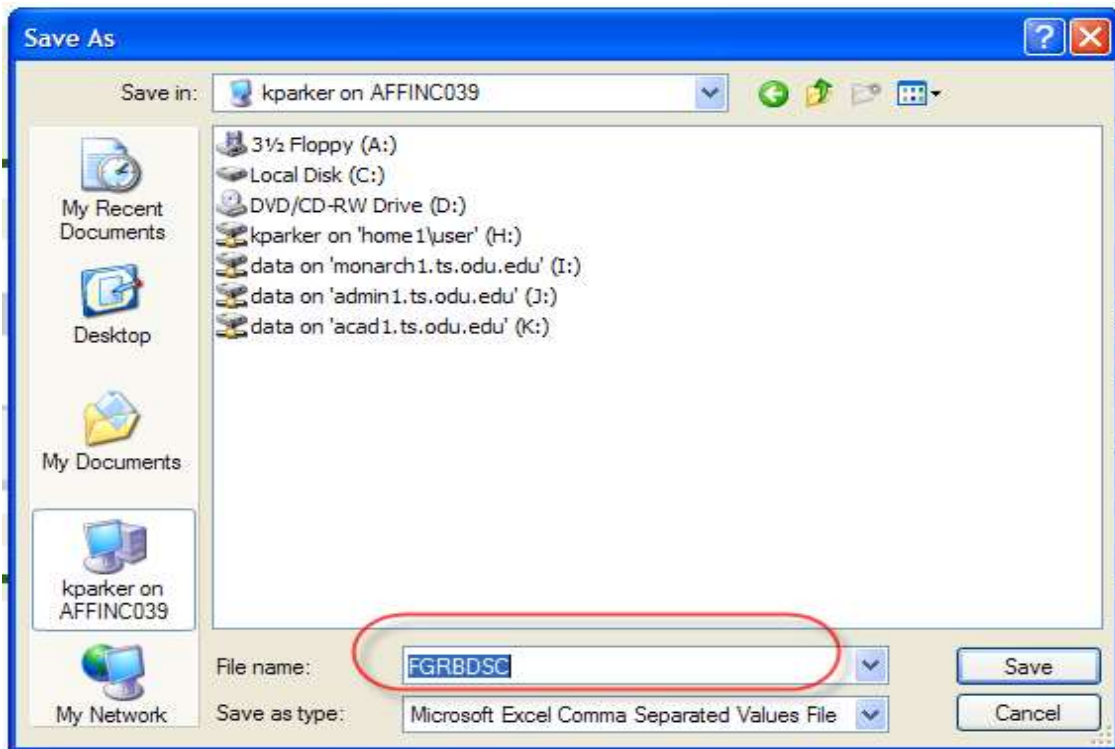
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

PRINTING FINANCIAL REPORTS VIA EPRINT

If you **Open** the file (remember it opens as a standard CVS file), the report name and run date display. Note that you will need to format the columns. *When you see ##### display in columns, that means the columns are not wide enough for the data contained.*

ACCOUNT	BUDGET	ACTIVITY	RESERVAT	BALANCE	TYP
4001 ADMINIST	##### 00	29,477.67	0	#####	U
4002 CLASSIFIE	83,585.00 00	13,792.35	0	69,792.65	U
4003 SAL-APPO	##### 00	27,298.70	0	#####	U
4007 SALARIES-	13,500.00 00	13,499.48	0	0.52	U
4021 WAGES - C	56 00	0	0	56	U
4025 STUDENT	1,400.00 00	1,708.63	0	-308.63	U
4028 STUDENT	1,055.00 00	0	0	1,055.00	U
4031 SPEC PAY	421 00	0	0	421	U
TOTAL EXPENDIT	##### 00	85,776.83	0	#####	
4901 EMPLOYEE	00	3,841.60	0	-3,841.60	U
4902 FOAI SALF	00	3,815.98	0	-3,815.98	U
4904 GROUP LI	00	719.78	0	-719.78	U
4905 HOSPITAL	00	4,684.04	0	-4,684.04	U
4906 TRACHPRE	00	1,267.36	0	-1,267.36	U

If you select **Save** the file, you will see the Save As dialog box – choose where you want to save your file and use the default file name or choose one of your own – you will then be able to retrieve the file and format the columns as noted above:








“Drill down” for detail (See Report List)

	Report	Description	Latest Date
PDF TEXT DATA 	FGRBDSC	Budget Status Report	Mon Sep 12, 2011 09:36am
PDF TEXT DATA 	FGRODTA	Organizational Detail Activity	Wed Aug 17, 2011 01:48am

The **See Report List** icon enables you to “drill down” from the repository list to a specific report list. A report list shows all the available reports in date order for the selected report type. This is the recommended method for viewing payroll reports, as noted earlier. Using the “drill down” feature takes you to all reports in descending date order.

	Title	Date
PDF TEXT DATA 	Budget Status (Current Period) AS OF 15-SEP-2011	Mon Sep 12, 2011 09:36am
PDF TEXT DATA 	Budget Status (Current Period) AS OF 10-AUG-2011	Wed Aug 17, 2011 09:36am
PDF TEXT DATA 	Budget Status (Current Period) AS OF 10-AUG-2011	Tue Aug 16, 2011 3:30pm
PDF TEXT DATA 	Budget Status (Current Period) AS OF 10-AUG-2011	Tue Aug 16, 2011 3:17pm
PDF TEXT DATA 	Budget Status (Current Period) AS OF 10-AUG-2011	Tue Aug 16, 2011 3:02pm
PDF TEXT DATA 	Budget Status (Current Period) AS OF 10-AUG-2011	Thu Aug 11, 2011 11:33am
PDF TEXT DATA 	Budget Status (Current Period) AS OF 10-AUG-2011	Thu Aug 11, 2011 11:28am










**Report Detail: NWRSDST**

Home Banner ePrint TAG My ePrint

FINANCE eprint AIR Repository LISTING

Change Repository Help Logout

**FINANCE eprint AIR : NWRSDST**

	Title	Date
PDF TEXT 	4904 . ACCOUNT IN NWRSDST	Mon Aug 03, 2015 5:23pm
PDF TEXT 	4901 . ACCOUNT IN NWRSDST	Mon Aug 03, 2015 5:14pm
PDF TEXT 	4031 . ACCOUNT IN NWRSDST	Mon Aug 03, 2015 5:10pm
PDF TEXT 	4041 . ACCOUNT IN NWRSDST	Mon Aug 03, 2015 4:57pm
PDF TEXT 	4011 . ACCOUNT IN NWRSDST	Mon Aug 03, 2015 4:49pm
PDF TEXT 	4036 . ACCOUNT IN NWRSDST	Mon Aug 03, 2015 4:45pm
PDF TEXT 	4032 . ACCOUNT IN NWRSDST	Mon Aug 03, 2015 4:41pm
PDF TEXT 	4001 . ACCOUNT IN NWRSDST	Mon Aug 03, 2015 2:19pm

4904 . ACCOUNT IN NWRSDST - Mon Aug 03, 2015 5:23pm

**Next**

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Use a page key to pick pages  
(Search Report)

## Search Report Icon and Picking Pages (customizing budget searches)

When you see the *Search Report* icon (magnifying glass in the screenshot below), it means you have reports for more than one budget and/or fund. A Page Key is either a **Fund** or **Organization**. You will need to “pick” which you want to display. Click the *Search Report* icon to “pick pages.” This will allow you to select the funds or budgets to appear on the report. If you have access to multiple budgets, ***you may wish to select which budget codes you want to display.*** Otherwise, ALL budgets included in your access will display.

If you have multiple budgets/funds, you will want to save your searches so that you do not have to perform a search each time you wish to view individual budget reports. Saving your searches will allow you to display budget reports in ways that are most useful to your department. (If you use your back browser arrow when starting a new search, be sure to *uncheck* your choices or those choices will be included in the new search.)

Stored Reports : FGRBDSC

	Title	Date
PDF TEXT DATA 	Budget Status (Current Period) AS OF 15-SEP-2011	Mon Sep 12, 2011 09:36am

After you Click the *Search Report* icon, you will be taken to *Pick Pages* for the report selected

Stored Reports : FGRBDSC : Pick Pages

Page Key: Fund

Pick Values Manually  Search:

Range:  to

**Choose Fund or Organization**

You can choose to pick your values manually or you can choose a range to display.



- Choose either *Fund* or *Organization* under Page Key – **be sure you are selecting the correct description.**
- If you want to choose from a list of funds or organizations, under “Pick Values Manually” click **Go**.

etest : FGRBDSC : Pick Pages

Saved Searches:

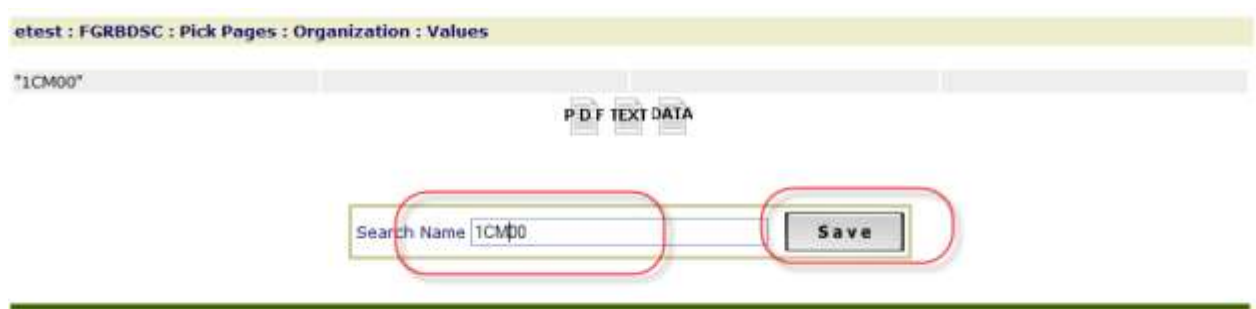
**You will now be able to Choose Organizations from the budgets to which you have access.** If you have access to more budgets than can display on this screen, you will see the **Next** button in the lower right corner of your screen. If you wish to go to a specific budget or fund, enter the budget or fund in the field next to the word “go” and click **Go**. Select the budgets you want to display. Then you can click on **Get the Report (see next page.)**

**You may choose multiple budgets or a range of budgets when creating your search. Saving your search will allow you to access those budget(s) whenever you wish to view budget information without having to choose budgets each time (see next page for info on saving a search).**

The budgets you selected will now be displayed and you can choose a report format (PDF, Text, Data). You also have the option of saving your search criteria using a name of your choosing. Then, every time you wish to access reports for those funds or organizations, you can run this search. Using a saved search is especially useful if you have access to budget information for multiple funds or budgets.

If you do not save your search criteria, you will always have to scroll through the full report to find an individual budget. **These saved searches apply to currently available reports as well as future reports.**

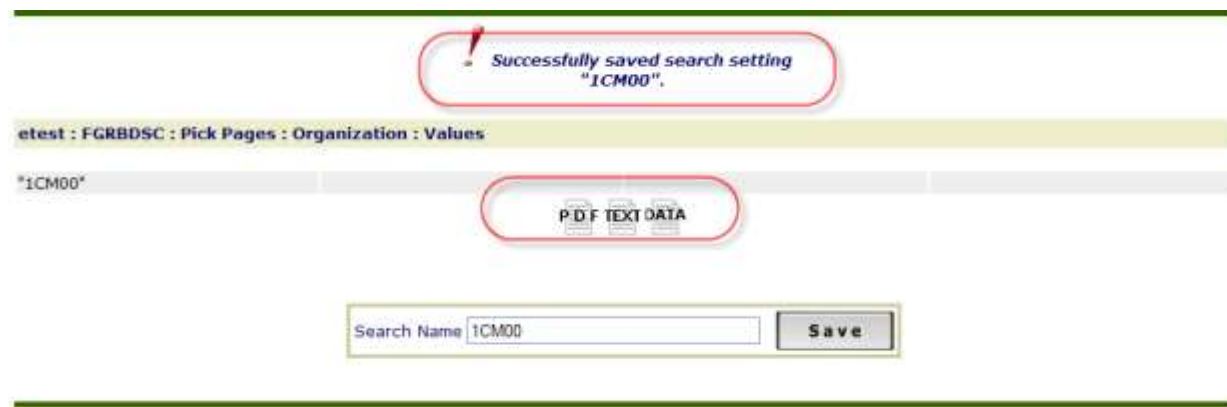
**Choose a name for your search and Save it. You may not use the same name again. Define a distinct name for each search. (Remember that you will need to define your searches for each type of report available – ie FGRBDSC/FGRODTA/NHRSDST.)**



If you have successfully saved your search, you will see the following message. This means you will be able to use this search when reviewing your reports.

At this point, you can access your reports (discussed earlier) in the format of your choice.

Use the back browser arrow to navigate backwards.



## USING A SAVED SEARCH

All saved searches (Organization or Fund, depending on which *Page Key* you have selected) will display via the drop-down under Saved Searches. Select the search you want to access and click **Go**. You may also delete searches.



*In the example below, a range of budgets was selected and you can now access the report in the format of your choice.*



## Pick Page by Range

If you want to display a range of budgets – or only one – fill in the range and click **Go**. Be sure that your range is sequential. **Make sure you use UPPER CASE when entering a budget code range, otherwise, you will see all your budgets and not just the ones contained in the range entered.**

Banner ePrint Search FGRBDSC (Mon Sep 12, 2011) ePrint Repository kparkar

About Banner ePrint | FAQ | My ePrint Change Repository | Help | Logout

etest : FGRBDSC : Pick Pages

Page Key: Organization

Pick Values Manually Search: Go

Range: 1AA00 to 1AA15 Go

Saved Searches: Academic Affairs Range Go Delete

Your range of budgets or funds will display and you will be able to select a report format. Remember, you will only see budgets/funds to which you have access. You also have the option of saving your search criteria using a name of your choosing. Then, every time you wish to access reports for those funds or organizations, you can run this search.

If you do not save your search criteria, you will always have to scroll through the full report to find an individual budget. **These saved searches apply to currently available reports as well as future reports.**

**Choose a name for your search and Save it. You may not use the same name again. Define a distinct name for each search. (Remember that you will need to define your searches for each type of report available – ie FGRBDSC/FGRODTA/NHRSDST.)**

etest : FGRBDSC : Pick Pages : Organization : Values

"1AA00" "1AA04" "1AA05" "1AA06"  
"1AA07" "1AA10" "1AA15"

PDF TEXT DATA

Search Name: Academic Affairs Range Save

If you have successfully saved your search, you will see the following message.



You will then select how you want your report to display (icon usage discussed previously).

**PDF** – displays in your browser - in the left tab, you will see a list of all funds or organizations for the range you selected.

**Text** – displays in your browser – no tabs will display and you will need to scroll to view.

**Data** – allows download to Excel – you will always see the file download message and will be prompted to open or save your file – not available for Payroll reports, NHRSDST/NWRSDST.

## Customizing Your Reports

You can customize your reports to make them more useful by using **My ePrint**. Click on **My ePrint** to begin customization. *If you have access to multiple repositories, you must customize the reports in each repository.*

The screenshot shows the Banner ePrint interface for the 'etest' repository. At the top, there is a navigation bar with 'My ePrint' highlighted in a red circle. Below this, a table lists available reports:

Report	Description	Latest Date
FGRBOSC	Budget Status Report	Mon Sep 12, 2011 09:36am
FGRODTA	Organizational Detail Activity	Wed Aug 17, 2011 01:48am

Below the first table, another report is shown:

Report	Description	Latest Date
NHRSDST	Employee Payroll Summary	Thu Dec 13, 2012 3:03pm

Once you click **My ePrint**, you will see the information below. You will see **Available reports** on the left and **Selected reports** on the right. (Your available reports will differ from the screenshot below.) Initially, the information in **Selected reports** will be blank. The **Available reports** will display the reports available in the selected repository. Click on the **Create Group** tab to begin customizing.

The screenshot shows the Banner ePrint interface for the 'finpprd' repository. The page title is 'My ePrint for Repository finpprd'. Below the navigation bar, there are tabs for 'Configure Report Groups', 'Reorder Search Settings', and 'Set List Length'. The 'Configure Report Groups' tab is active, showing a 'Select a group' dropdown menu set to 'Payroll Group' and a 'Default login group' checkbox. A red arrow points to the 'Create Group' button. Below this, there are two columns: 'Available reports' and 'Selected reports'. The 'Available reports' column contains a list of reports, including 'FARVHST-Vendor History Report', 'FGRBLSH-Balance Sheet', 'FGRCHFB-Change in Net Assets', 'FGRGLTA-General Ledger Detail Transaction', 'FGROPNE-Open Encumbrance Report', 'FGRREOB-Statement of Revenue, Expend, Oth', 'FGRTBAL-Trial Balance Report', 'FWEVALOG-Eva Daily Import Log', 'FGRBOSC-Budget Status Report', 'FGRODTA-Organizational Detail Activity', and 'NHRSDST-Employee Payroll Summary'. The 'Selected reports' column is currently empty. Below the columns, there is a 'Group name' field containing 'Payroll Group' and three buttons: 'Save', 'Cancel', and 'Delete'.

Using **My ePrint** allows you to separate the actual reports into separate groups – i.e., Budget Status Report, Organizational Detail Activity, or Payroll Detail Report.

- Enter the **Group name** (this is where you determine how you want your info to display) – in the screenshot below, we are naming the group **Budget Status**
- Highlight the report you wish to put in the group
- Click the **Add reports to this group** button (right pointing arrow). This will put the report you selected under **Selected reports**.



Once the report is moved into Selected reports, you can **Save** your group.

**Banner ePrint** My ePrint for Repository etest etest Repository Sparker

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**!** Group requires at least 1 report.

etest : My ePrint

Configure Report Groups | Reorder Search Settings | Set List Length

Modify Groups | Reorder Groups | **Create Group**

Group name: Budget Status Copy from this group: [dropdown]

Available reports: FGRODTA-Organizational Detail Activity

Selected reports: FGRBDSC-Budget Status Report

Save Cancel

If successful, you will see the message indicating you have successfully added the group. You will also note that the available reports now displays the original default list and you will be able to create other groups using that report. If you attempt to use the same name again, you will see a message "Duplicate Name: Group 'XXXX' already exists, please use a unique name."

**Banner ePrint** My ePrint for Repository etest etest Repository Sparker

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**!** Successfully added group "Budget Status"

etest : My ePrint

Configure Report Groups | Reorder Search Settings | Set List Length

Modify Groups | Reorder Groups | **Create Group**

Group name: [empty] Copy from this group: [dropdown]

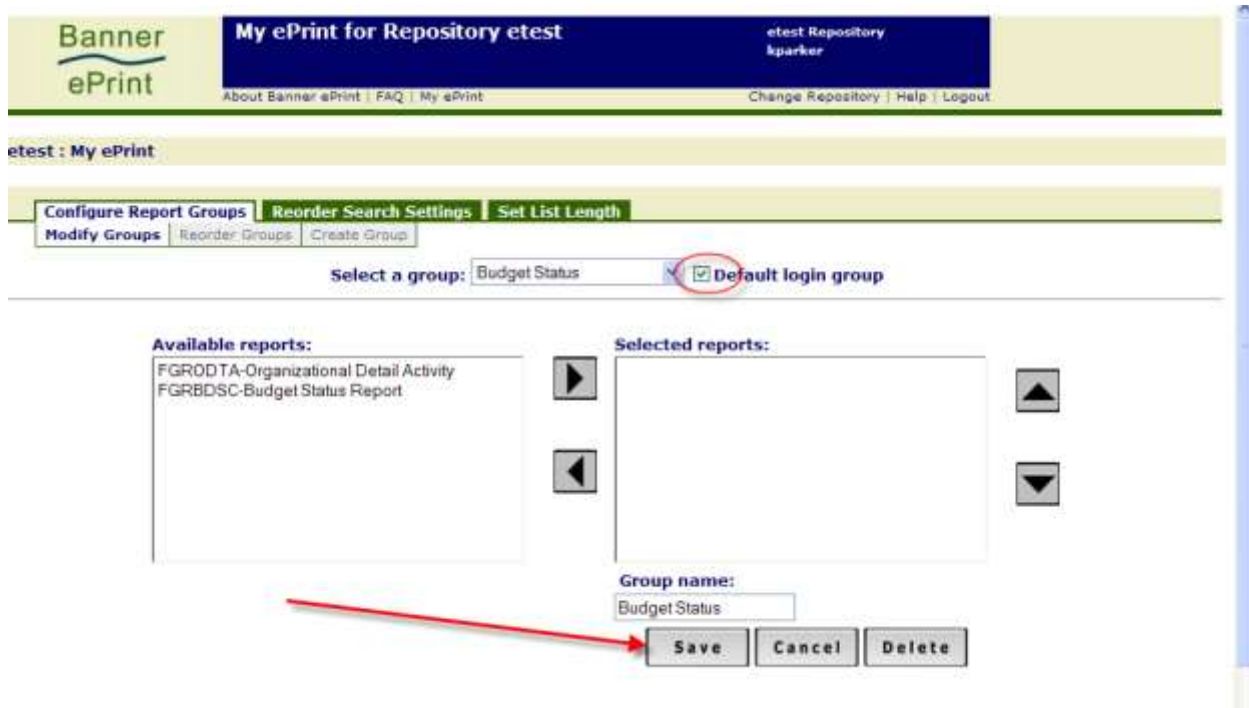
Available reports: FGRBDSC-Budget Status Report, FGRODTA-Organizational Detail Activity

Selected reports: [empty]

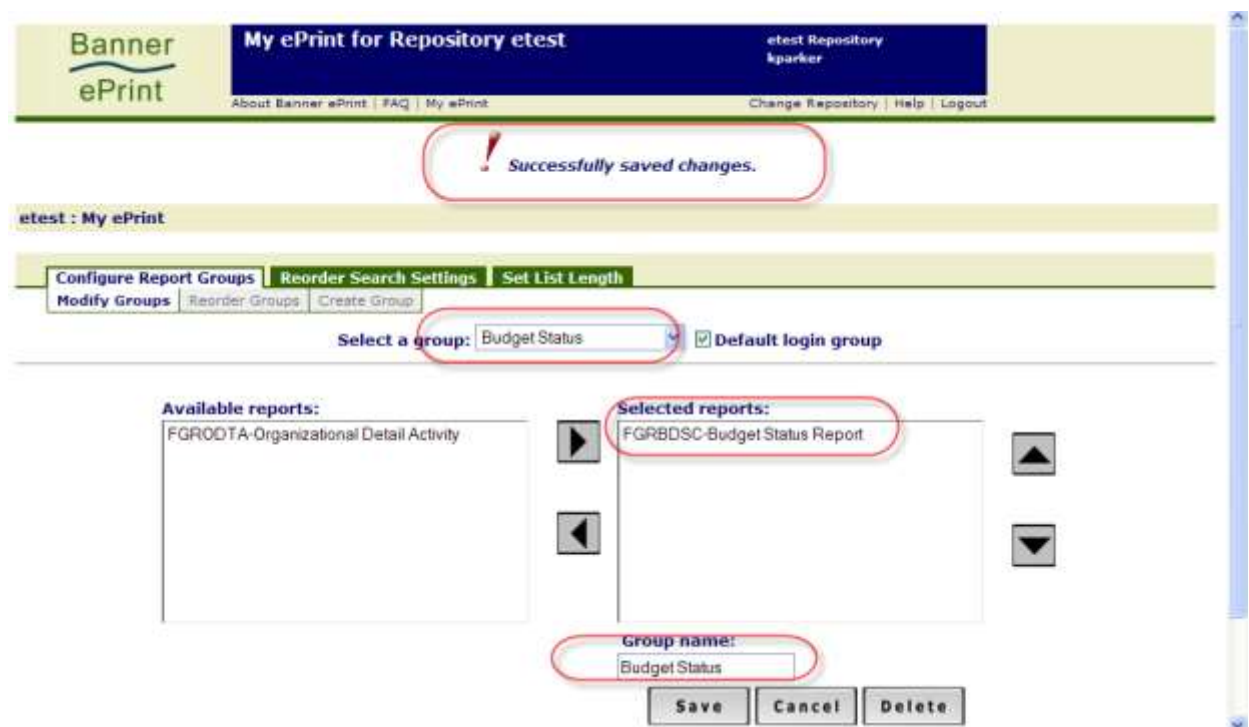
Save Cancel



If you have set up multiple groups in a repository, you can make a group the default when you log in to ePrint by checking the **Default login group** check box and clicking **Save**.



If you have successfully set your default login group, you will see the following message.



## User Change Repository Function

When you log into the repository, you will see your group tabs with the default login group highlighted. You can change your repository by selecting *Change Repository*.

The screenshot shows the Banner ePrint interface. At the top, there is a navigation bar with the Banner ePrint logo on the left, a central menu titled "Select Report from Repository etest", and a user profile section on the right showing "etest Repository" and "kparkr". Below the navigation bar, there is a "Repository Message is Available" section with a message updated on 12/7/11 at 9:19 AM. The main content area shows the user is in the "etest : Budget Status" group. Two tabs are visible: "Budget Status" (highlighted with a red circle and arrow) and "Detail Activity". Below the tabs is a table of reports:

Report	Description	Latest Date
P.D.F TEXT DATA	FGRBDSC Budget Status Report	Mon Sep 12, 2011 09:36am

If you attempt to move to a repository where there are no reports for you to view, you will receive the message "There are no reports for you to view in this repository."

The screenshot shows the "Change Repository" function in the Banner ePrint interface. The title "User Change Repository Function" is at the top. The navigation bar includes the Banner ePrint logo, a "Change Repository" menu, and a user profile for "Banner Finance" with "Financegrm". Below the navigation bar, the current repository is identified as "Banner Finance". A "Change to" dropdown menu is open, showing a list of repositories: Banner Student, Banner Student, Banner HR, RAC Security, Test SDR/EPRINT, Student Reports, Human Resources, Kathy's HR Demo, Blank, Testonly, and Your\_initials. A "GO" button is next to the dropdown. Arrows point to the dropdown and the GO button. Below the screenshot, the text reads: "Highlight the Repository that you want to move to and click GO."

## NAVIGATION BAR

The **navigation bar** appears near the top of each ePrint page and displays your current location within the system. Its sections are separated by colons. Click within a section to return to that system page.

Using the **navigation bar** is more specific than using the **back browser arrow** since you can select a particular page instead of having to link backwards one by one through all the pages you have accessed.

### ePrint's Navigation Bar

- Provides a shortcut to previous pages. Click a section to return to that page.


**Repository List**

**Report List**


**Search Report (Pick Pages)**

**Page Key Values**

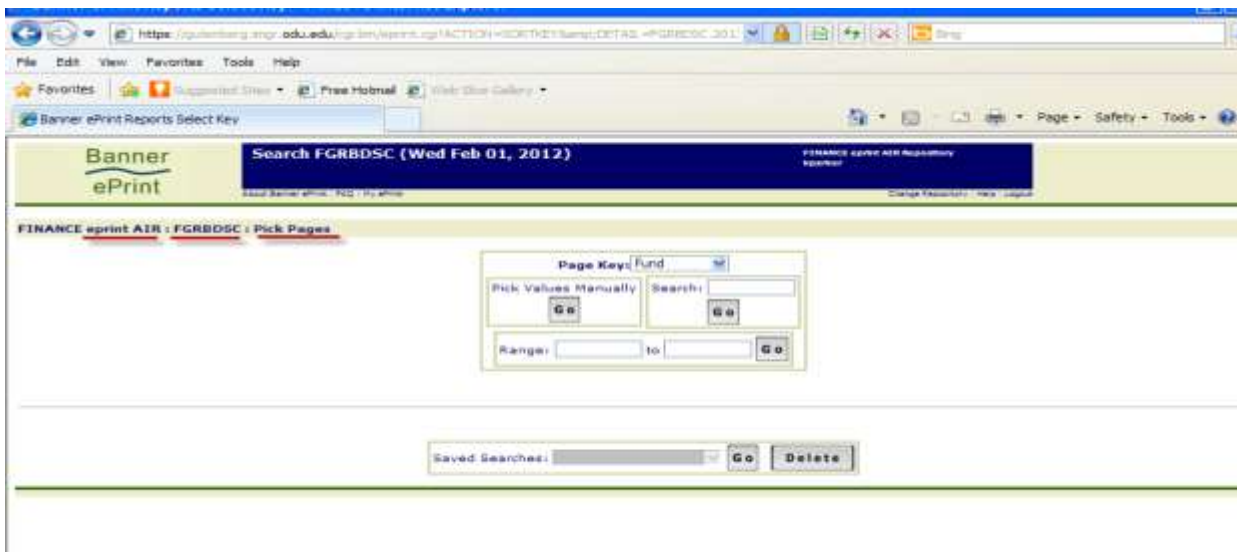
Finance : FGRBDSC : Pick Pages : Org



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## Remember to Use ePrint Help!

- **Every page (even login page) has link to context-sensitive Help.**
- **Every Help page has link to:**
  - Contents Page**
  - Alphabetized Index**
  - Related Topics**



Help is never more than a click or two away in Banner ePrint, *so use the Help pages when you have questions!* There is a link just below the title bar on each ePrint page. This link will open a context-sensitive topic with information on that particular part of the system.

In addition, each ePrint Help page provides links to other pages. Near the top of each page, you'll find a link to the Help's table of contents and index. Near the bottom of applicable pages, you'll find links to related topics. There are additional references to related material within most of the Help pages; follow the links.

If your questions are *not* answered, please send an e-mail to [bannerhotline@odu.edu](mailto:bannerhotline@odu.edu).

## FREQUENTLY ASKED QUESTIONS

Do you have questions about something about ePrint? Select FAQ (Frequently Asked Questions).

The screenshot shows the Banner ePrint login interface. At the top left is the Banner ePrint logo. To its right is a dark 'Login' button. Below the logo and button are links for 'About Banner ePrint | FAQ' and 'Help | Logout'. The main content area contains a login form with the following fields: 'User ID:' with an input box, 'Password:' with an input box, and 'Repository:' with a dropdown menu currently showing 'Banner Student'. Below these fields is an 'Enter' button. At the bottom of the page, there is a footer with a small image on the left, the text 'SUNGARD HIGHER EDUCATION' in the middle, and the Banner ePrint logo on the right.



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**Select Topic and click link**

When you click the FAQ link, you will be directed to the User FAQ page. The Table of Contents has the major topics of information. Click the topic link to see more information.


## LOGGING OUT IS IMPORTANT


For security reasons, you should log out of Banner ePrint if your browser will remain open and you will be leaving your computer unattended.

### Logging Out of ePrint



- ▶ Click the *Logout* link in the top, right-hand corner of any page.
- ▶ Log out if your browser will remain open.
- ▶ Automatic logout when you close browser.





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Note that the *Logout* link does not appear in your browser when you are viewing a PDF document (if Adobe® Reader is configured to run within the browser).

In order to log out after viewing a PDF document, you must first click the **back arrow** in your browser to return to an ePrint report selection page. Then you can click the *Logout* link.

## CONTACT INFORMATION

Please direct questions about using ePrint to [bannerhotline@odu.edu](mailto:bannerhotline@odu.edu).