

# Banner Finance

## *e~Print User Guide*

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# e~Print Instructions

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## Getting Started

This guide provides instructions for e~Print features used in viewing and printing your Banner financial reports on the web. To use e~Print you will need a Web Browser, Adobe Acrobat® Reader, and your Banner Finance E-Print ID and password. Banner access is required to view reports on e~Print.

### 1. Log on using the e~Print Login Screen.

Start your Web browser, Netscape or Internet Explorer. Type the URL <http://eprint.ncarts.edu/> (Be sure to bookmark the web address for quick access later). The following will display:

**User ID – Banner E-Print User ID**

**Password – Banner E-Print Password**


**Repository – Choose Banner Finance**

### 2. Once you log in, the Banner Finance Repository page will display.

This page lists the different reports you have access to view. The “Latest Date” indicates the last time the report was run. If you click on the column heading for Latest Date, it will display the reports in order of the date run, either ascending or descending.

Report	Description	Latest Date
FPPPOBC - Purchase Order Batch Close Process	Purchase Order Batch Close Process	Sun Aug 03, 2008 09:18am
WURR702 - BD702 Monthly Allotment Report	BD702 - Monthly Allotment Report	Thu Jul 31, 2008 3:54pm
FARBREC - Bank Reconciliation	Bank Reconciliation	Wed Jul 16, 2008 3:40pm
FABMATC - Receiving Matching Process	Receiving Matching Process	Tue Jul 15, 2008 09:21am
FARINVA - Invoice Activity Report	Invoice Activity Report	Wed Jul 02, 2008 10:31am
FGRACCI - Account Index Report	Account Indexes	Tue Jun 03, 2008 07:53am
FGRBLSH - Balance Sheet Report	Balance Sheet Report	Mon May 26, 2008 08:56am
FGRORGH - Organization Hierarchy Report	Organization Hierarchy Report	Fri May 23, 2008 3:22pm

**3. To find the report you need.**

Click  until report appears or click the drop down box  at the bottom of the screen to select report.




## Drilling down on Reports

**4. Click on the drill icon to “Drill Down” and view the different versions (run dates) of the report.**



**5. The Report Detail page will display, listing all existing versions of the report selected.**

The most recent report is always at the top of the list.

Banner Finance : FGRBDSC	
Title	Date
   Budget Status (Current Period AS OF 08-AUG-2008)	Fri Aug 08, 2008 07:11am
   Budget Status (Current Period AS OF 07-AUG-2008)	Thu Aug 07, 2008 08:33am
   Budget Status (Current Period AS OF 31-JUL-2008)	Thu Jul 31, 2008 3:47pm

**6. You can either select the PDF Icon to the left of the report desired to view the report including ALL Fund, Organizations and Accounts which you are authorized to view OR elect the Magnifying Glass Icon to limit the report search to specific values.**



7. If you opt to select the PDF Icon, click on the Icon and proceed to step #12 of this document. If you opt to narrow the selection of data included in the report, click the magnifying glass icon and the Pick Pages page will display.

The Pick Pages page allows you to search the report based on the Page Key identified. The Page Key option is Fund. These Page Keys are pre-determined based on the report you select.

In the following examples, Fund is the Page Key, allowing you to search the report by specific 6-digit fund numbers.

8. You have 3 options to limit your selection.

- **Pick Pages Manually:**

Based on the Page Key, values are displayed giving you the ability to click beside the values you wish to choose. Once all values are selected, click the “Get the Report” icon.

<input type="checkbox"/>	<input type="checkbox"/> 101310	<input type="checkbox"/> 101990	<input type="checkbox"/> 103230
<input type="checkbox"/> 101190	<input type="checkbox"/> 101330	<input type="checkbox"/> 102250	<input type="checkbox"/> 103250
<input type="checkbox"/> 101200	<input type="checkbox"/> 101350	<input type="checkbox"/> 102310	<input type="checkbox"/> 103260
<input type="checkbox"/> 101210	<input type="checkbox"/> 101360	<input type="checkbox"/> 102350	<input type="checkbox"/> 103300
<input type="checkbox"/> 101240	<input type="checkbox"/> 101363	<input type="checkbox"/> 102360	<input type="checkbox"/> 103350
<input type="checkbox"/> 101250	<input type="checkbox"/> 101400	<input type="checkbox"/> 102500	<input type="checkbox"/> 103400
<input type="checkbox"/> 101300	<input type="checkbox"/> 101920	<input type="checkbox"/> 102990	<input type="checkbox"/> 103540

- **Search:** Key a specific value.

**Example of Valid Entries for Search**

Page Key = Fund: 170030

- **Range:** Enter a range of accounts for retrieval.

**Example of Valid Entries for Range**

Page Key = Account: 170010 to 170150

**9. The Selected Values page will be displayed.**

This screen is referred to as the Validation Page because it allows you to verify your selections. To backtrack and change your selections, use the navigation bar (discussed below in #10) and return to the appropriate page level.

These are the results using the Search field for a single fund.

The screenshot displays the 'Selected Fund Values' page from the Banner Finance Repository. At the top left is the 'ePrint' logo. The main header is a dark blue bar with 'Selected Fund Values' in white. To the right of the header is the 'Banner Finance Repository dphilips' logo and navigation links: 'Change Repository | Help | Logout'. Below the header is a breadcrumb trail: 'Banner Finance : FGRBDSC : Pick Pages : Fund : Values'. The main content area shows a search result for the value '"170030"'. Below the search result is a 'PDF TEXT' button with two green arrows pointing downwards.

**10. At this point, it is helpful to note that the e-Print product contains a Navigation Bar.**

*The Navigation Bar provides a shortcut to a specific system page. It is more efficient to use the Navigation Bar rather than use the back-arrow button on your browser since you can select a particular page when using the Navigation Bar instead of the browser back-arrow to scroll back through all the pages you have visited.*



**Finance PROD : FGRGLTA : Pick Pages : Fund : Values**



The navigation bar displays your current location within the system. In the above example, this indicates that you are on the Validation Page (discussed in #9). The sections are separated by colons. Click within a section to return to that system page.

**11. Select the PDF icon:**

The screenshot shows the Banner Finance website interface. At the top left is the 'ePrint' logo. The main header is 'Selected Fund Values' with sub-links 'About ePrint | FAQ'. On the right is the 'Banner Finance Repository dphilips' logo with links 'Change Repository | Help | Logout'. Below the header is a navigation bar with 'Banner Finance : FGRBDSC : Pick Pages : Fund : Values'. A search box contains the text '"170030"'. Below the search box, a red arrow points to a 'PDF TEXT' icon, which is highlighted with a green box and a green arrow pointing downwards.

**12. Viewing your report using Acrobat® Reader:**

This is a view of Acrobat® Reader configured to run within your browser:

The screenshot shows a Windows Internet Explorer browser window displaying a financial report. The address bar shows the URL: [http://eprint.ncarts.edu/cgi-bin/getreport.cgi?DETAIL=FGRBDSC.2008\\_08\\_14&TYPE=PDF&SORTKEY=fund](http://eprint.ncarts.edu/cgi-bin/getreport.cgi?DETAIL=FGRBDSC.2008_08_14&TYPE=PDF&SORTKEY=fund). The browser window has several tabs open, including 'http://eprint.ncarts.e...', 'View Document', and 'NCSAPROD INB'. The report content is as follows:

REPORT FGRBDSC  
FISCAL YEAR: 09

NC School of the Arts  
Budget Status (Current Period)  
AS OF 14-AUG-2008

RUN DATE: 08/14/2008  
TIME: 07:54 AM  
PAGE: 98

COAS: A Univ of NC School of the Arts  
FUND: 170030 Business Affairs  
PRED ORG: 3300 BUSINESS AFFAIRS  
ORG: 33000 Sr. Director for Business Affairs

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT TYP
61100	EPA Adm Reg Sal, Ap	319,257.00	.00	25,552.51	.00	293,704.49	U
61200	EPA Reg Salary	513,768.00	.00	38,215.40	.00	475,552.60	U
61400	Non Student Reg Wages	37,000.00	.00	4,051.70	.00	32,948.30	U
61450	Student Regular Wage	.00	.00	790.00	.00	-790.00	U
<b>TOTAL</b>	<b>SALARIES</b>	<b>870,025.00</b>	<b>.00</b>	<b>68,609.61</b>	<b>.00</b>	<b>801,415.39</b>	
61800	Social Security	66,727.00	.00	5,160.16	.00	61,566.84	U
61820	State Retirement	46,551.00	.00	4,478.45	.00	42,072.55	U
61830	Medical Insurance	70,669.00	.00	.00	.00	70,669.00	U
61870	Optional Retirement Plan	12,033.00	.00	.00	.00	12,033.00	U
618710	TIAA Opt Retirement	.00	.00	1,002.75	.00	-1,002.75	U
<b>TOTAL</b>	<b>BENEFITS</b>	<b>196,080.00</b>	<b>.00</b>	<b>10,641.36</b>	<b>.00</b>	<b>185,438.64</b>	
724000	Repair Supplies	.00	.00	.00	.00	.00	U
726000	Office Supplies	.00	891.33	3,159.24	.00	-3,159.24	U
<b>TOTAL</b>	<b>SUPPLIES AND MATERIALS</b>	<b>.00</b>	<b>891.33</b>	<b>3,159.24</b>	<b>.00</b>	<b>-3,159.24</b>	
73000P	Purchased Services Budget Pool	80,000.00	.00	.00	.00	80,000.00	U
730190	Other Contract Serv	.00	10,895.00	19,045.00	.00	-19,045.00	U
730700	Advertising	.00	352.80	352.80	.00	-352.80	U
730800	Data Processing Other	.00	.00	869.45	.00	-869.45	U
730988	Other Services	.00	-765.90	-222.85	8,000.00	-7,777.15	U
731120	In-State Transportation Ground	.00	.00	1,311.18	.00	-1,311.18	U
731150	In-State Meals	.00	.00	221.25	.00	-221.25	U
731210	Out-of-State Transportation-Air	.00	.00	536.50	.00	-536.50	U
731240	Out-of-State Lodging	.00	.00	289.38	.00	-289.38	U
731290	Out-of-State Registration Fee	.00	.00	549.00	.00	-549.00	U
731440	Board/Non-Employee Travel-Subsis	.00	1,989.00	2,999.00	.00	-2,999.00	U
732100	Telephone Services	.00	.00	14,050.13	.00	-14,050.13	U
732201	Cellular Telephone Services	.00	36.61	176.17	.00	-176.17	U
732500	Postage	.00	4.29	95.01	.00	-95.01	U
735930	Bank Svc Charges	.00	.00	130.73	.00	-130.73	U
737000	Advertising	.00	.00	.00	.00	.00	U
74000P	Fixed Charges Budget Pool	61,070.00	.00	.00	.00	61,070.00	U
742200	Rent/Lease Voice Comm Equipment	.00	12.50	25.00	.00	-25.00	U
743300	Rental-General Office Equipment	.00	527.97	527.97	2,696.01	-3,223.98	U
744900	Maint Contract-Other	.00	.00	2,150.80	.00	-2,150.80	U
745300	Insurance On Mtr Veh	.00	.00	23,518.00	.00	-23,518.00	U
745900	Insurance, Other	.00	.00	807.34	.00	-807.34	U

## Use the Acrobat® Reader's toolbar to navigate the report.



The most commonly used icons for viewing e-Print reports are described below:



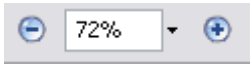
Zoom In and Zoom Out tool



These icons move through the pages of the report – First Page, Previous Page, Next Page, Last Page, and the two larger arrows are the View History



These icons change the view – Single Page, Continuous, Continuous – Facing, Facing



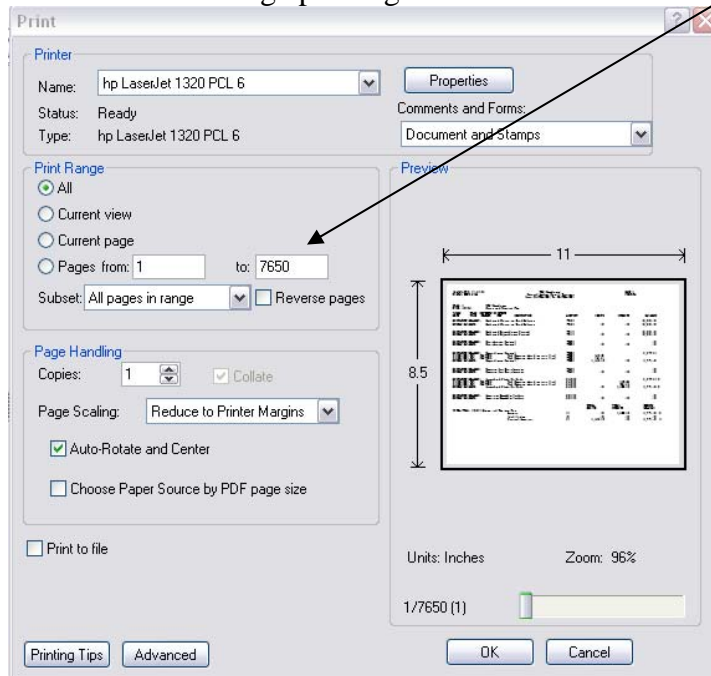
Increase or decreases the magnification of the report



Find tool – this may help you locate text in a report which can be used to search for a string of numbers or letters



Print the PDF report – Use with caution! Review the number of pages listed to avoid large printing errors.



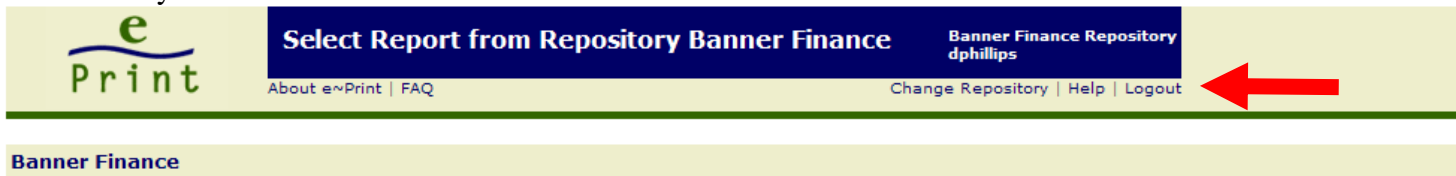
## Returning to e~Print and Logging Off

### 13. Returning to e~Print from the Acrobat® Reader:

Click the Browser Back button. This takes you back to the Validation page. You can use the Navigation Bar to go back to a previous page to either select another value, report version, report, or repository.

### 14. Logging Off e~Print

- Click the logout button at the top of the e~Print screen.
- Close your browser.



### Questions or Problems related to e~Print:

Email the e~Print System Administrator at [financehelp@ncarts.edu](mailto:financehelp@ncarts.edu)

## E~Print on-line help

Each system page has on-line help. There is a link just below the title bar on each e~Print page. This link will open a context-sensitive topic with information on that particular part of the system.



## Using e~Print to view FRS reports



A screenshot of a login form with a light green border. It contains three input fields: 'User ID' with the value '1090', 'Password' with four black dots, and 'Repository' with a dropdown menu showing 'FRS'. Below the fields is a green 'Enter' button.

**User ID – Continue to use FRS #**

**Password – Same password used before with FRS E-Print**

**Repository –FRS**

Note – if you do not remember your FRS user id or password, send an email to [financehelp@ncarts.edu](mailto:financehelp@ncarts.edu)