



# Banner ePrint Instructions

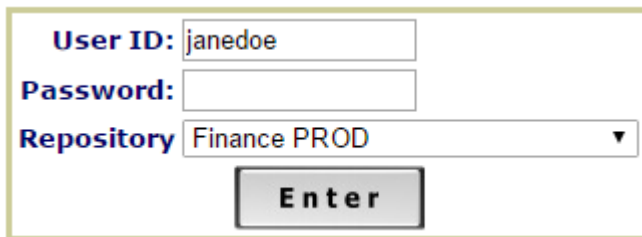
## Getting Started

This guide provides instructions for Banner ePrint features used in viewing and printing Banner financial reports on the web. Banner access is required to view reports on Banner ePrint. Adobe Acrobat® Reader and a NinerNET ID and password are needed to use Banner ePrint.

### 1. Login using the Banner ePrint Login Screen.

Start a Web browser, Netscape or Internet Explorer. Type the URL

**http://eprint.uncc.edu/cgi-bin/eprint.cgi** (Be sure to bookmark the web address for quick access later). The following will display:



The login screen contains three input fields: 'User ID' with the text 'janedoe', 'Password' (empty), and 'Repository' with a dropdown menu showing 'Finance PROD'. Below these fields is a button labeled 'Enter'.

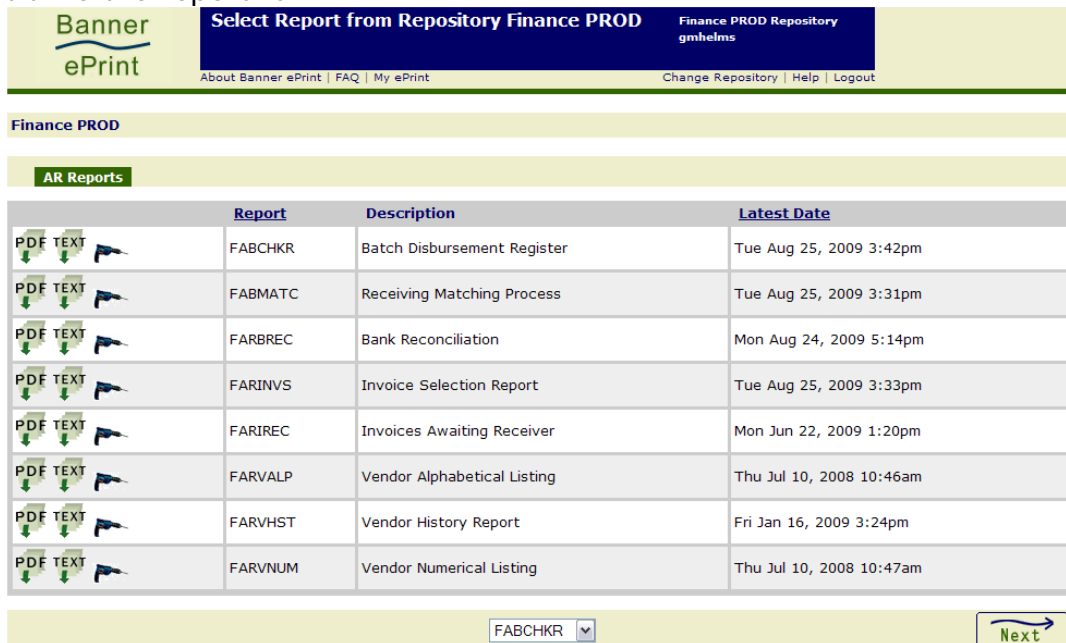
User ID – NinerNET ID

Password – NinerNET Password

Repository – Choose Finance PROD

### 2. Once logged in, the Finance PROD Repository page will display.

This page lists the different reports a user has access to view. The “Latest Date” indicates the last time the report ran.


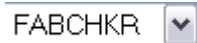


The page header includes the Banner ePrint logo and navigation links: 'About Banner ePrint | FAQ | My ePrint' and 'Change Repository | Help | Logout'. The main content area is titled 'Finance PROD' and 'AR Reports'. It features a table with the following data:

Report	Description	Latest Date
FABCHKR	Batch Disbursement Register	Tue Aug 25, 2009 3:42pm
FABMATC	Receiving Matching Process	Tue Aug 25, 2009 3:31pm
FARBREC	Bank Reconciliation	Mon Aug 24, 2009 5:14pm
FARINVS	Invoice Selection Report	Tue Aug 25, 2009 3:33pm
FARIREC	Invoices Awaiting Receiver	Mon Jun 22, 2009 1:20pm
FARVALP	Vendor Alphabetical Listing	Thu Jul 10, 2008 10:46am
FARVHST	Vendor History Report	Fri Jan 16, 2009 3:24pm
FARVNUM	Vendor Numerical Listing	Thu Jul 10, 2008 10:47am

At the bottom of the table, there is a dropdown menu currently set to 'FABCHKR' and a 'Next' button with a right-pointing arrow.

### 3. To find the report needed.

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 ePrint	Report Detail: FGRGLTA	Finance PROD Repository gmhelms
About Banner ePrint   FAQ   My ePrint	Change Repository   Help   Logout	

Finance PROD : FGRGLTA

	Title	Date
PDF TEXT 	General Ledger Detail Transact From 01-JUL-2009 To 31-JUL-2009	Thu Aug 06, 2009 4:19pm
PDF TEXT 	General Ledger Detail Transact From 01-JUN-2009 To 30-JUN-2009	Tue Jul 21, 2009 12:54pm

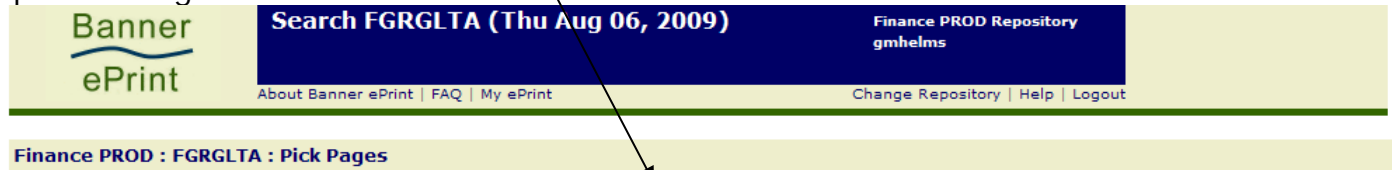
6. Either select the PDF Icon to the left of the desired report to view the report including ALL Fund, Organizations and Accounts that a user is authorized to view OR elect the Magnifying Glass Icon to limit the report search to specific values.



7. If the PDF Icon is selected, click on the Icon and proceed to step #12 of this document. 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 the report to be searched based on the Page Key identified. The Page Key options are Fund and Orgn. These Page Keys are pre-determined based on the report selected.

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



Banner ePrint Search FGRGLTA (Thu Aug 06, 2009) Finance PROD Repository gmhelms  
 About Banner ePrint | FAQ | My ePrint Change Repository | Help | Logout

Finance PROD : FGRGLTA : Pick Pages

**Page Key: Fund**

Pick Values Manually  Search:

Range:  to

8. There are 3 options to limit the selection.

Finance PROD : FGRGLTA : Pick Pages

**Page Key: Fund**

Pick Values Manually  Search:


Range:  to

Saved Searches:

- Pick Pages Manually:**  
 Based on the Page Key, values are displayed giving that give the ability to click beside the values needed. Once all values are selected, click the **"Get the Report"** icon.

Finance PROD : FGRGLTA : Pick Pages : Fund

<input type="checkbox"/>	<input type="checkbox"/> 101017	<input type="checkbox"/> 101024	<input type="checkbox"/> 101031
<input checked="" type="checkbox"/> 101011	<input type="checkbox"/> 101018	<input type="checkbox"/> 101025	<input type="checkbox"/> 101032
<input type="checkbox"/> 101012	<input type="checkbox"/> 101019	<input checked="" type="checkbox"/> 101026	<input type="checkbox"/> 101033
<input type="checkbox"/> 101013	<input checked="" type="checkbox"/> 101020	<input type="checkbox"/> 101027	<input checked="" type="checkbox"/> 101034
<input type="checkbox"/> 101014	<input type="checkbox"/> 101021	<input type="checkbox"/> 101028	<input type="checkbox"/> 101035
<input type="checkbox"/> 101015	<input type="checkbox"/> 101022	<input type="checkbox"/> 101029	<input type="checkbox"/> 101036
<input type="checkbox"/> 101016	<input type="checkbox"/> 101023	<input type="checkbox"/> 101030	<input checked="" type="checkbox"/> 101037

 Get the Report

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

This screen is referred to as the Validation Page because it allows the selection to be verified. To backtrack and change the 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 5 different funds.


To save these values to search on at another time, type in a **Search Name** and press **Save**.

**Note:** each report can only have two saved searches.



Banner ePrint Selected Fund Values Finance PROD Repository gmhelms

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

 **Successfully saved search setting "FGRGLTA - General Fund".**

Finance PROD : FGRGLTA : Pick Pages : Fund : Values

"101011" "101020" "101026" "101034"  
"101037"



Search Name

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

**Example of Valid Entries for Search**

Page Key = Fund: 117510

Page Key = Organization: 11400

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

**Example of Valid Entries for Range**

Page Key = Account: 115710 to 115724

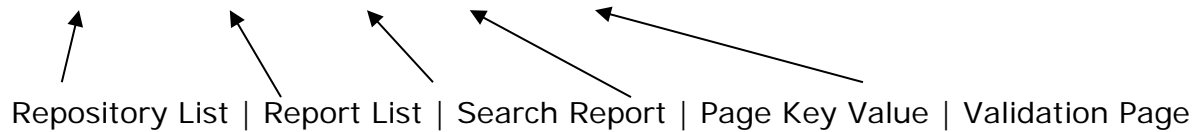
Page Key = Organization: 11400 to 11600

- The selected values in the **Search** and **Range** options can both be saved by typing a **Search Name** on the Validation page.
10. At this point, it is helpful to note that the Banner ePrint 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 the browser since a particular page can be selected when using the Navigation Bar instead of the browser back-arrow to scroll back through all the pages that have been visited.*



Finance PROD : FGRGLTA : Pick Pages : Fund : Values



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

11. Select the PDF icon:



**Selected Fund Values**

**Finance PROD Repository**  
**gmhelms**

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

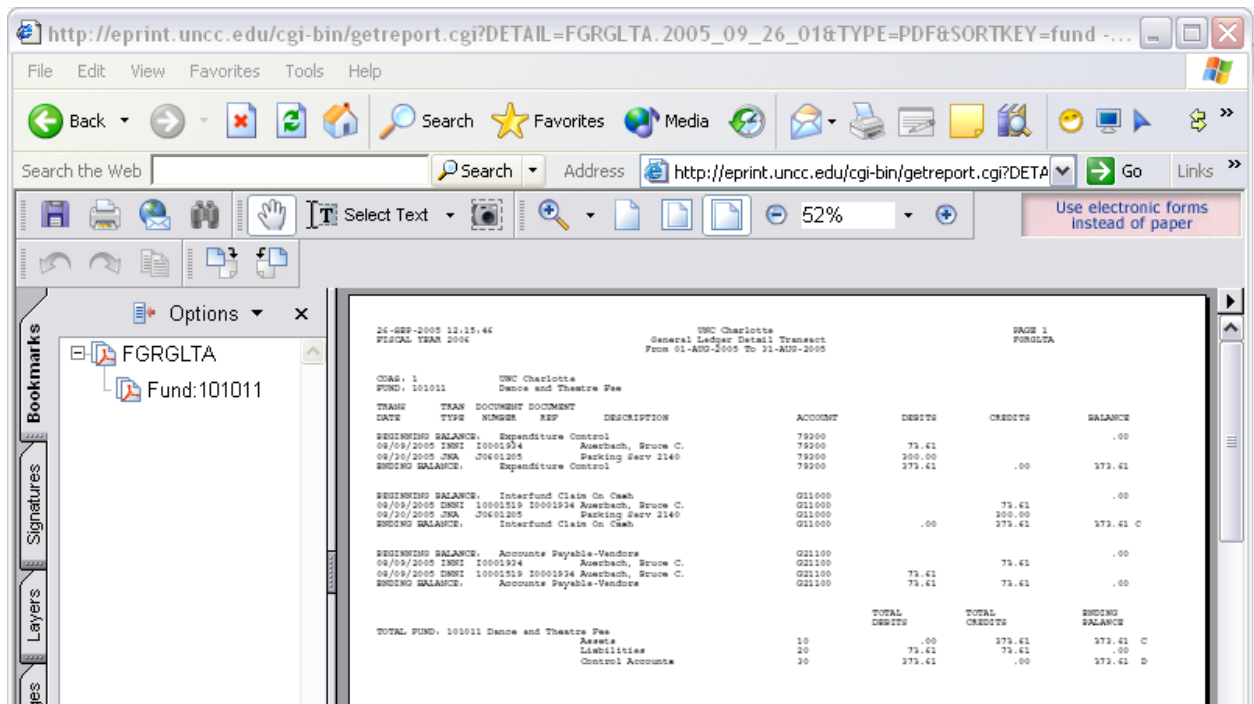
Finance PROD : FGRGLTA : Pick Pages : Fund : Values

"101011"






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



The screenshot shows a browser window with the URL `http://eprint.unc.edu/cgi-bin/getreport.cgi?DETAIL=FGRGLTA.2005_09_26_01&TYPE=PDF&SORTKEY=fund...`. The Acrobat Reader interface is visible, showing a financial report for Fund: 101011. The report includes a table with columns for DATE, TYPE, NUMBER, REF, DESCRIPTION, ACCOUNT, DEBITS, CREDITS, and BALANCE. The report details transactions for Dance and Theatre Fee, including starting and ending balances, and a total summary at the bottom.

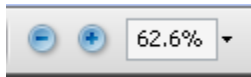
DATE	TYPE	NUMBER	REF	DESCRIPTION	ACCOUNT	DEBITS	CREDITS	BALANCE
08/09/2005	INSE	10001924		Assess	79200	73.61		.00
08/30/2005	JNA	J0601205		Parking Serv 2140	79200	200.00		273.61
				Interfund Claim On Cash	G11000		73.61	.00
				Interfund Claim On Cash	G11000		200.00	273.61 C
				Accounts Payable-Vendors	G21100	73.61		.00
				Accounts Payable-Vendors	G21100		73.61	273.61 C
				Assess	10	.00		273.61 C
				Liabilities	20	73.61		.00
				Control Accounts	30	273.61	.00	273.61 D



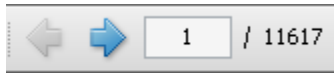
## Using the Acrobat® Reader's toolbar to navigate a report.



The most commonly used icons for viewing Banner ePrint reports are described below:



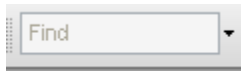
Increase or decreases the magnification of the report



Move to the next or previous page. Enter the page # to move to a specific page.



These icons allow continuous scrolling or one page at a time.



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



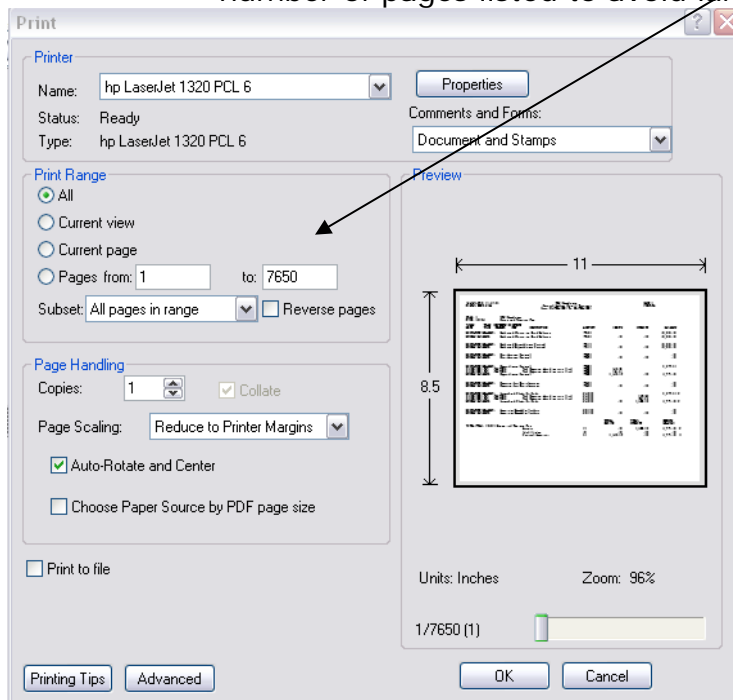
Hand tool (push and pull)



Text Select tool



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

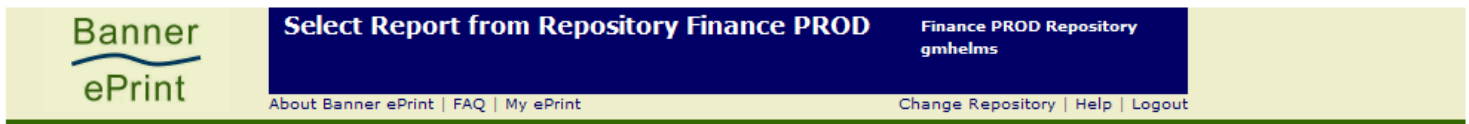


## Returning to Banner ePrint from the Acrobat® Reader:

Click the Browser Back button to go back to the Validation page. Use the Navigation Bar to go back to a previous page to either select another value, report version, report, or repository.

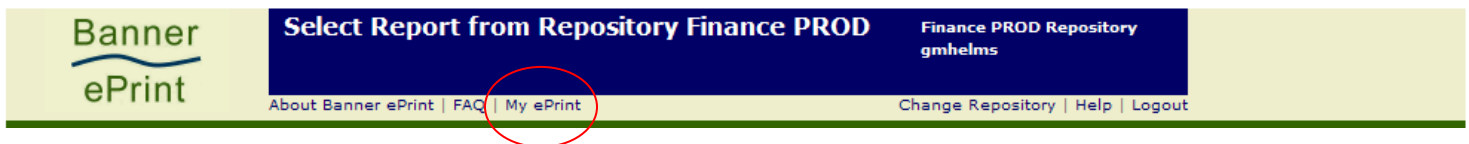
## Banner ePrint on-line help

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



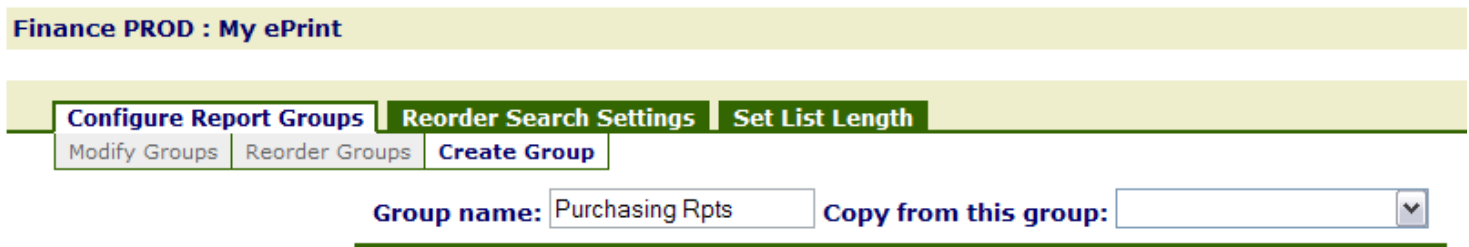
## Using My ePrint

Each system page has a link to My ePrint. My ePrint is used to create groups of reports, reorder search settings, and set the number of reports that are displayed on each page.



### Creating a group of reports

- Click on **My ePrint** to display the **Configure Reports Group** menu.
- Click **Create Group** and enter a Group Name.




- Scroll through the list of **Available Reports** and select all reports that should be in the group. Hold the **CTRL** key to select multiple reports.

**Available reports:**

FGRIDOC-Incomplete Documents
FGRODTA-Organization Detail Activity
FGROPNE-Open Encumbrances Report
FGRORGH-Organization Hierarchy Report
FGRPDTA-Program Detail Activity
FGRPRGH-Program Hierarchy Report
FGRTBEX-Trial Balance Exception Report
FGTRNR-Transaction Error Report
FPPPOBC-PO Batch Close
FPROPNR-Open Requisition Report




- Click  to move reports to the **Selected Reports** column.

**Selected reports:**

FGRIDOC-Incomplete Documents
FGROPNE-Open Encumbrances Report
FPROPNR-Open Requisition Report



- Press .
- Press **Finance PROD** to return to the main page. Each report group will display on a tab above the reports list.










**Finance PROD**

**AR Reports** **Purchasing Rpts**

- Click the tab to see all reports in that group.

**Finance PROD : Purchasing Rpts**

**AR Reports** **Purchasing Rpts**

	<u>Report</u>	<u>Description</u>	<u>Latest Date</u>
  	FGRIDOC	Incomplete Documents	Fri Sep 04, 2009 7:00pm
  	FGROPNE	Open Encumbrances Report	Fri Sep 04, 2009 7:00pm
  	FPROPNR	Open Requisition Report	Fri Sep 04, 2009 7:00pm

**Reorder Search Settings**

- Click on **My ePrint – Reorder Search Settings**.
- Select a report and page key.
- Highlight a search and use the up and down arrows to move it.
- Press **Save**.

Finance PROD : My ePrint

Configure Report Groups | **Reorder Search Settings** | Set List Length

Select a report:

Select a page key:

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**Search setting order:**

FGRODTA - Misc Orgns	<input type="button" value="^"/> <input type="button" value="v"/>
FGRODTA - 21200	

**Set List Length**

The Set List Length tab allows a user to set the number of reports that are displayed on a page in ePrint. The default is 8 reports per page.

- Click on **My ePrint – Set List Length**.
- The current list length will display. ***Your report list length is set to 8***
- Enter the number of reports to be displayed.  
**Enter a number for the report list length:**
- Press **Save**.

Finance PROD : My ePrint

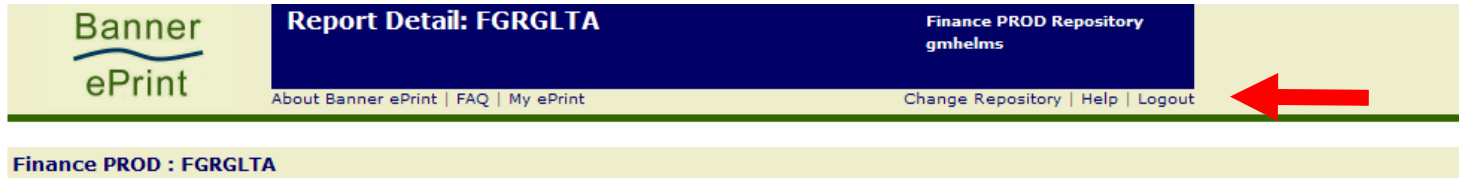
Configure Report Groups | Reorder Search Settings | **Set List Length**

***Your report list length is set to 8***

**Enter a number for the report list length:**

## Logout of Banner ePrint

- Click the logout button at the top of the Banner ePrint screen.
- Close the browser.



### Questions or Problems related to Banner ePrint:

Email the Banner ePrint System Administrator at [finsystems@uncc.edu](mailto:finsystems@uncc.edu).