

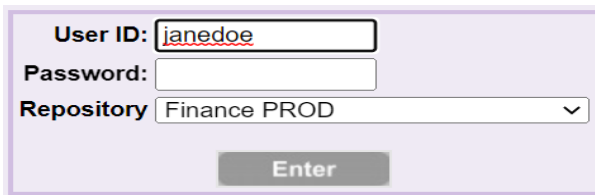
Banner ePrint Instructions

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, Firefox or Google Chrome. Click the link or type the URL <http://eprint.charlotte.edu/cgi-bin/eprint.cgi> (Be sure to bookmark the web address for quick access later). The following will display:



The login screen contains the following fields:

- User ID:
- Password:
- Repository:
- Enter button

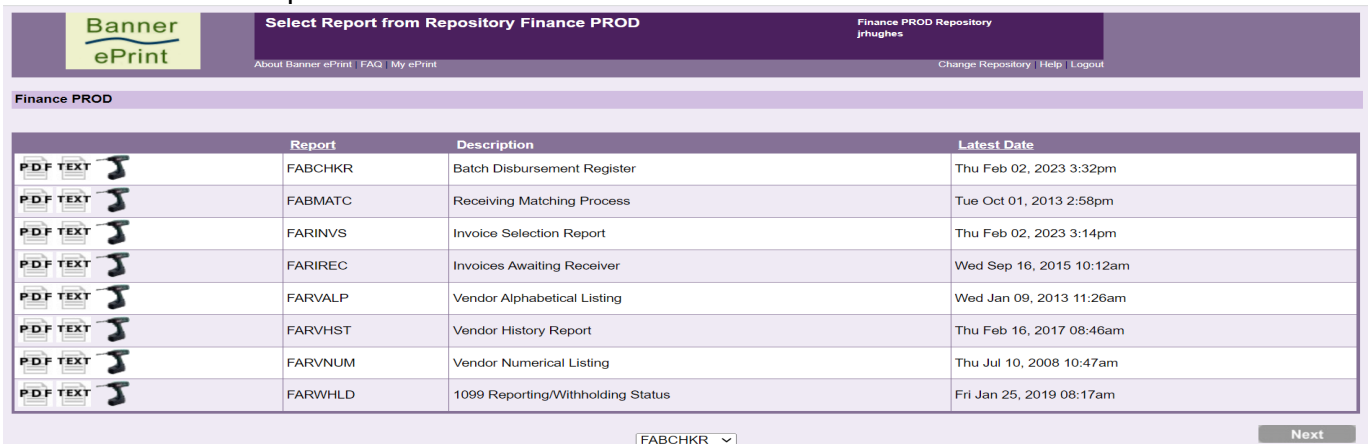
User ID – NinerNET ID

Password – NinerNET Password

Repository – Choose Finance PROD

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


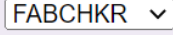
This page lists the different reports a user has access to view. The “Latest Date” indicates the last time the report ran.



Report	Description	Latest Date
FABCHKR	Batch Disbursement Register	Thu Feb 02, 2023 3:32pm
FABMATC	Receiving Matching Process	Tue Oct 01, 2013 2:58pm
FARINVS	Invoice Selection Report	Thu Feb 02, 2023 3:14pm
FARIREC	Invoices Awaiting Receiver	Wed Sep 16, 2015 10:12am
FARVALP	Vendor Alphabetical Listing	Wed Jan 09, 2013 11:26am
FARVHST	Vendor History Report	Thu Feb 16, 2017 08:46am
FARVNUM	Vendor Numerical Listing	Thu Jul 10, 2008 10:47am
FARWHLD	1099 Reporting/Withholding Status	Fri Jan 25, 2019 08:17am

Navigation: FABCHKR (dropdown) | Next

3. To find the report needed:







At the bottom right hand corner, click  until the desired report appears or, at the bottom of the screen, click the drop down box  to select the desired report.

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



5. The Report Detail page will display, listing all existing run dates of the report.

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

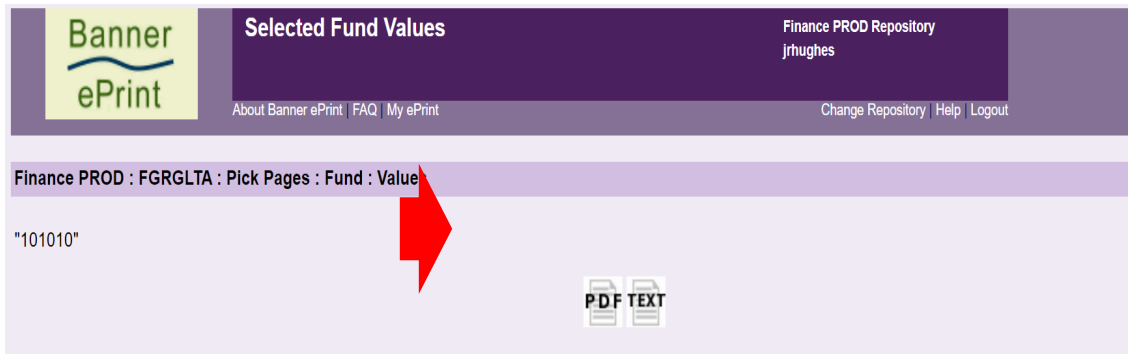
Banner ePrint		Report Detail: FGRGLTA	Finance PROD Repository jrhughes
About Banner ePrint FAQ My ePrint		Change Repository Help Logout	
Finance PROD : FGRGLTA			
	Title	Date	
  	General Ledger Detail Transact From 01-DEC-2022 To 31-DEC-2022	Wed Jan 11, 2023 11:06am	
  	General Ledger Detail Transact From 01-NOV-2022 To 30-NOV-2022	Thu Dec 08, 2022 09:57am	

6. Some reports, such as FGRGLTA (General Ledger Detail Transactions) include data for all Funds.



a. 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.

i. The PDF Icon opens a view configured to open with Adobe Acrobat.



Selected Fund Values


Finance PROD Repository
jrhughes

About Banner ePrint | FAQ | My ePrint

Change Repository | Help | Logout

Finance PROD : FGRGLTA : Pick Pages : Fund : Value

"101010"



Example of the PDF (Adobe Acrobat) view.

11-JAN-2023 10:58:05 AM FISCAL YEAR 2023

UNC Charlotte
General Ledger Detail Transact
From 01-DEC-2022 To 31-DEC-2022

PAGE 28
FGRGLTA

COAS:	1	UNC Charlotte						
FUND:	101010	COEN E & T Program Fee 101						
TRANS DATE:	TRAN TYPE:	DOCUMENT NUMBER:	DOCUMENT REFERENCE:	DESCRIPTION:	ACCOUNT:	DEBITS:	CREDITS:	BALANCE:
BEGINNING BALANCE:		InterFund Claim On Cash			G11000			0.00
ENDING BALANCE:		InterFund Claim On Cash			G11000	0.00	0.00	0.00
BEGINNING BALANCE:		Grants & Contracts Payment Clearing			G16320			0.00
ENDING BALANCE:		Grants & Contracts Payment Clearing			G16320	0.00	0.00	0.00
BEGINNING BALANCE:		Accounts Payable-Vendors			G21100			0.00
ENDING BALANCE:		Accounts Payable-Vendors			G21100	0.00	0.00	0.00
BEGINNING BALANCE:		Net Position			G33010			0.00
ENDING BALANCE:		Net Position			G33010	0.00	0.00	0.00
TOTAL FUND: 101010 COEN E & T Program Fee 101						TOTAL DEBITS:	TOTAL CREDITS:	ENDING BALANCE:
		Assets			10	0.00	0.00	0.00
		Liabilities			20	0.00	0.00	0.00
		Net Position			40	0.00	0.00	0.00



OR



b. Select the Magnifying Glass Icon to limit the report search to specific values.

i. The magnifying glass icon accesses the Pick Pages boxes, to narrow the selection of data included in the report.

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.

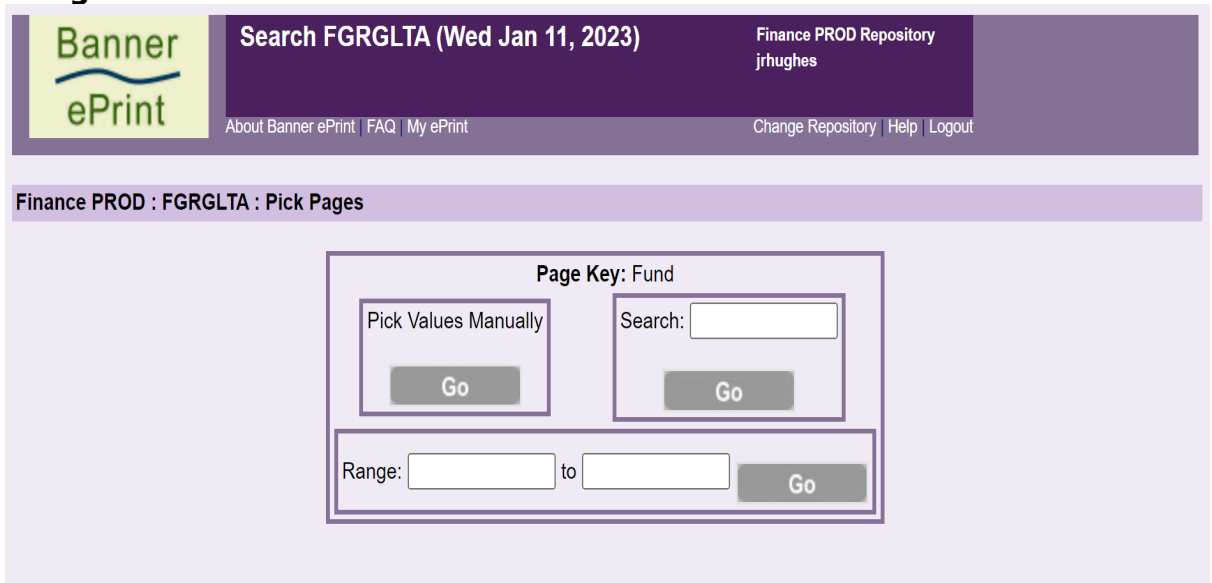
In the following examples, Fund is the Page Key, allowing the report to be searched by specific 6-digit fund numbers.

ii. There are 3 options to limit the selection:

Pick Pages Manually

Search

Range



The screenshot shows the Banner ePrint interface for a report titled "Search FGRGLTA (Wed Jan 11, 2023)". The user is logged in as "Finance PROD Repository jrhughes". The page title is "Finance PROD : FGRGLTA : Pick Pages". Under the heading "Page Key: Fund", there are three search options:

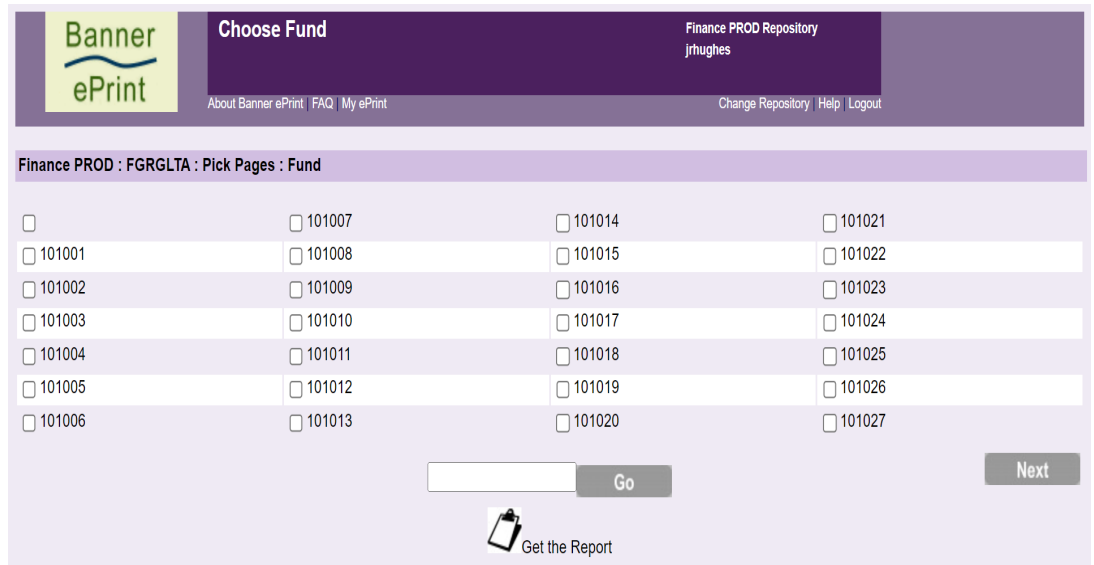
- Pick Values Manually:** A box with the text "Pick Values Manually" and a "Go" button.
- Search:** A box with the text "Search:" followed by an input field and a "Go" button.
- Range:** A box with the text "Range:" followed by two input fields separated by "to" and a "Go" button.

Pick Values Manually

Go

1. **Pick Pages Manually:**

Based on the Page Key, values are displayed for selection. After selecting a value or values needed, click the **"Get the Report"** icon.




Banner ePrint Choose Fund Finance PROD Repository jrthughes

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

Finance PROD : FGRGLTA : Pick Pages : Fund

<input type="checkbox"/>	<input type="checkbox"/> 101007	<input type="checkbox"/> 101014	<input type="checkbox"/> 101021
<input type="checkbox"/> 101001	<input type="checkbox"/> 101008	<input type="checkbox"/> 101015	<input type="checkbox"/> 101022
<input type="checkbox"/> 101002	<input type="checkbox"/> 101009	<input type="checkbox"/> 101016	<input type="checkbox"/> 101023
<input type="checkbox"/> 101003	<input type="checkbox"/> 101010	<input type="checkbox"/> 101017	<input type="checkbox"/> 101024
<input type="checkbox"/> 101004	<input type="checkbox"/> 101011	<input type="checkbox"/> 101018	<input type="checkbox"/> 101025
<input type="checkbox"/> 101005	<input type="checkbox"/> 101012	<input type="checkbox"/> 101019	<input type="checkbox"/> 101026
<input type="checkbox"/> 101006	<input type="checkbox"/> 101013	<input type="checkbox"/> 101020	<input type="checkbox"/> 101027

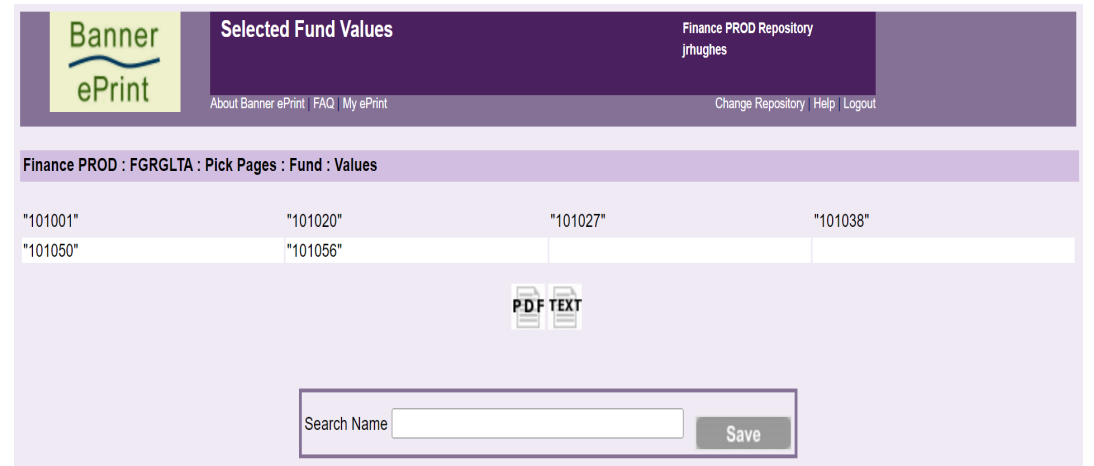
 Get the Report

The Selected Values page will be displayed.

These are the results using the Search field for 6 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 jrthughes

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

Finance PROD : FGRGLTA : Pick Pages : Fund : Values

"101001"	"101020"	"101027"	"101038"
"101050"	"101056"		

Search Name

Search:

2. **Search**

a. Key a specific value based on the Page Key, Click Go.

Search:

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

Note: each report can only have two saved searches.

3. **Range:** Range: to

a. Enter a range based on the Page key Fund/Account/Org.

Range: to

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.

7. Banner ePrint 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.



The screenshot shows the Banner ePrint navigation bar. On the left is the Banner ePrint logo. The main area is titled "Selected Fund Values" and contains the text "Finance PROD Repository jrhughes". Below this are links for "About Banner ePrint", "FAQ", and "My ePrint". On the right side, there are links for "Change Repository", "Help", and "Logout". Below the navigation bar, a breadcrumb trail reads: "Finance PROD : FGRGLTA : Pick Pages : Fund : Values".

Repository : Report List : Search Report : Page Key Value : Validation Page

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

8. Banner ePrint on-line help

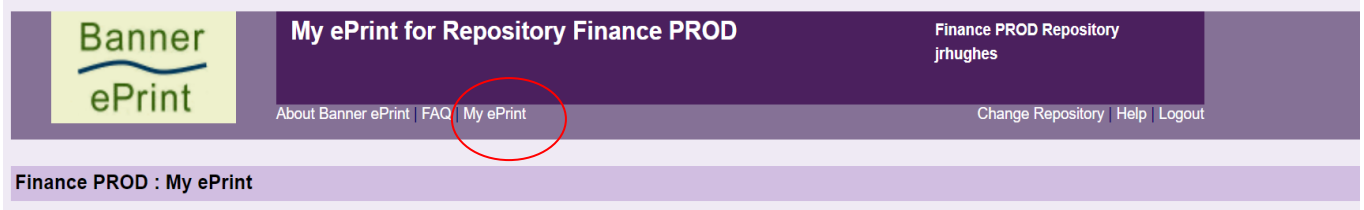
Each system page has on-line help. There is a link just below the title bar on each Banner ePrint page. This link will open a context-sensitive topic with information on that particular part of the system.



The screenshot shows the Banner ePrint navigation bar with a search query. The main area is titled "Search FGRGLTA (Wed Jan 11, 2023)" and contains the text "Finance PROD Repository jrhughes". Below this are links for "About Banner ePrint", "FAQ", and "My ePrint". On the right side, there are links for "Change Repository", "Help", and "Logout".

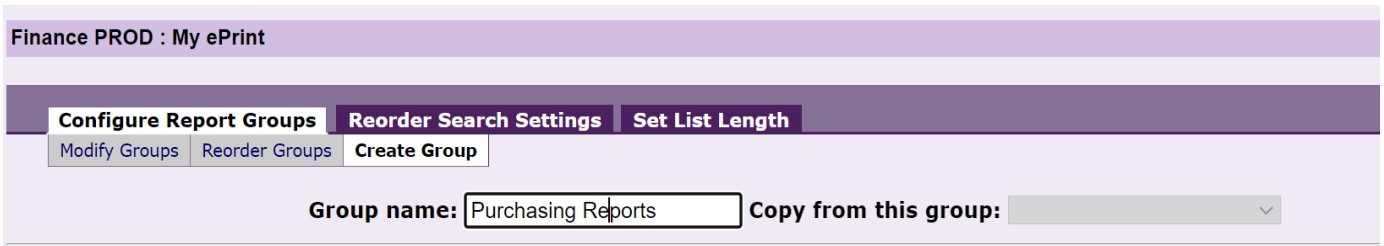
9. Using My ePrint

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.



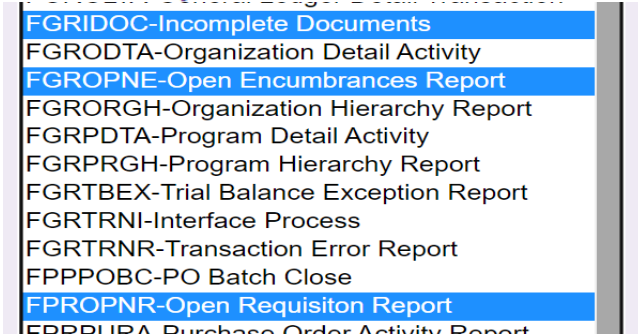
Creating a group of reports


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

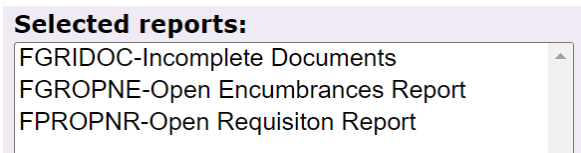



3. Scroll through the list of **Available Reports** and select all reports to include in the group. Hold the **CTRL** key to select multiple reports.

Available reports:



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



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










Finance PROD

Purchasing Reports

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

Finance PROD : Purchasing Reports

Purchasing Reports

	Report	Description	Latest Date
  	FGRIDOC	Incomplete Documents	Fri Jan 27, 2023 7:00pm
  	FGROPNE	Open Encumbrances Report	Fri Jan 27, 2023 10:45pm
  	FPROPNR	Open Requisition Report	Fri Jan 20, 2012 7:01pm

Logout of Banner ePrint

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



The screenshot shows the Banner ePrint interface. At the top left is the Banner ePrint logo. In the center, it says "Report Detail: FGRGLTA". On the right, it says "Finance PROD Repository" and "jrhughes". Below this, there are links for "About Banner ePrint", "FAQ", and "My ePrint". On the far right, there are links for "Change Repository", "Help", and "Logout". A red triangle points to the "Logout" link.

Questions or Problems related to Banner ePrint:

Email the Banner ePrint System Administrator at finsystems@uncc.edu.