Welcome to the Eprint training and general information class. This session is designed to cover eprint from start to finish; from basic logging in instructions to viewing balances.
Prior to Banner implementation, the only way to view prior month information was via eprint. It is important to note that Banner shows us year-to-date or inception-to-date (where applicable) activity. What does this mean to us as users? We can not only extract to the minute information from Banner for YTD or ITD activity, we can also limit our data by month, document type, etc., perform search queries and extract into excel for sorting and highlighting for ease in the reconciliation process.
First step: access the eprint website at eprint.ua.edu
Use the same id and password as when logging into the mybama portal.
Next, you’ll need to select a repository.
How do you choose the correct repository? The log in screen defaults to Banner Finance because that is the most common. It contains reports for chart A and hierarchy reports. For those who have Capstone funds in chart C, you will need to select the Banner Finance Capstone repository to view the related eprint reports. Likewise for Alumni, Law and CTF for those who have activity in charts N, L or T.
The Account Hierarchy report and the Organization Hierarchy report list ALL account codes and organization codes. These are rerun weekly and posted to eprint to ensure the most current data is available for users who prefer to search the hierarchies in this format as opposed to screens FTVACCT and FTVORGN in Banner.
Always drill down when given the choice.
Account Hierarchy Report

- Updated weekly
- Choose most recent PDF

Select pdf rather than text for a more user friendly format.
This is the output. 
Note the binocular icon which allows for keyword searching. It is not case sensitive like Banner.
There are 2 basic reports to remember when viewing financial data, a summary report and a detail report.
You will need to locate and select the ‘Budget Status’ report for the majority of funds you want to view. This is NOT the correct report selection for Contract & Grant funds or other inception-to-date reporting funds. Those reports are discussed in C&G’s training class. Remember to click on the drill icon to ‘drill’ down into more specific reports.
The reports are stored by month. Click the magnifying glass on the line with the month you wish to view.
Next, you’ll come to page that looks like this. Enter the organization code or fund code (if you change the page key using the drop down box) you wish to search on and click on ‘GO’.
### Note report name and date in header detail.

### Note fund, predecessor (or roll up org) and org.
These are all expenses, so why are they separated on this report? Because they have different account types. Do you have to manually add their balances? No! See next page.
Under the TOTAL ORGANIZATION section each high level account type is summarized. Salaries, wages and benefits all roll up to acct type 60 and all other expenditures roll up to acct type 70, Operating Expenses.

NOTE: THIS IS BUDGET BALANCE AVAILABLE! THE NET LINE REFLECTS NEGATIVES BECAUSE THERE IS NO REVENUE FOR THIS PARTICULAR FUND AND ORG AND IT’S TRYING TO SUBTRACT EXPENDITURES FROM REVENUE OF ZERO, THUS THE NEGATIVE NET LINE.

This is the same information you can view in Banner on screen FGIBDST.
We just looked at the first piece of the puzzle, the summary data. Next, we want to see the detail supporting the summaries. You can use the back arrow key to return to the main menu, or click on Banner Finance in the yellow bar underneath the eprint logo.

Note, you can view detailed information by month only or for the entire year-to-date.

Once you click on the drill, you will again be required to select the month and organization code to search on.
Note transaction dates are for April, thus only April activity is displayed here. Beginning balance for each account code is listed, plus the current month activity and then the ending balance for April, by account code.
Note, this page displays new fund number. There is more than one fund associated with this organization.
Finally, the last page sums the total by fund and by organization.
Here's a listing of the common eprint reports and the purpose in which they serve.

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>FGRRDISC</td>
<td>Budget Status</td>
<td>Summary report for all other fund types that operate based on the October 1 - September 30 fiscal year</td>
</tr>
<tr>
<td>FGRODA</td>
<td>Organization Detail Activity</td>
<td>Line by line detail for both Budget Status and Grant Inception to Date Reports</td>
</tr>
<tr>
<td>FGRACTH</td>
<td>Account Hierarchy Report</td>
<td>Master list of all account codes (both general ledger &amp; operating ledgers)</td>
</tr>
<tr>
<td>FGRORSH</td>
<td>Organization Hierarchy Report</td>
<td>Master list of all organization codes</td>
</tr>
<tr>
<td>F CR_FB_REP</td>
<td>Fund Balance Report</td>
<td>Provides fund balances as of the last day of each month for all funds with a specified default organization code not equal to 11000.</td>
</tr>
<tr>
<td>F CR_CH_DPT_FND</td>
<td>Chart of Departmental Funds</td>
<td>Provides a listing of all funds defaulting to a specified org. Also lists the default program code.</td>
</tr>
<tr>
<td>F CHG_FB_REP</td>
<td>Changes in Fund Balance Report</td>
<td>Shows fund balance at the beginning of the year, all activity through the date of the report and the ending fund balance as of the date of the report.</td>
</tr>
<tr>
<td>F CR_BUD_SUM</td>
<td>Budget Summary</td>
<td>Shows adjusted budget, YTD activity, commitments, and available balance.</td>
</tr>
<tr>
<td>FRRGTD</td>
<td>Grant Inception to Date Report</td>
<td>Summary report for Grant funds, Athletics, select Plant funds.</td>
</tr>
</tbody>
</table>
In Conclusion...

- Select repository
- Select report type(s)
- Drill down!
- Select Orgn or Fund
- Select month pdf

- Use both summary and detail reports in conjunction
- When in doubt, compare to Banner
Questions?