

UNCW BASIC⁺ e~PRINT GUIDE

This guide provides instruction for the basics *plus* additional e~print features used in viewing your Banner reports on the web. Please refer to the UNCW Basic e~Print Guide for the “bare bones” version of using e~Print

UNCW e~Print assistance, user guides and system access:
<http://www.uncw.edu/finsystems/eprint/eprint.html>

1. Log on using the e~Print Login screen:



User ID = Banner User Login (the login used to access Banner forms)

Password = Password used in conjunction with this User Login

Repository = Name of the repository containing the type of data desired

2. System 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.



3. Once you log in, the appropriate 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.



FINANCE

	Report	Description	Latest Date
	FWRBSTAT	Budget Status Report	Thu Oct 06, 2005 12:47pm
	FWRDEACCT	Active Data Entry Accounts	Wed Nov 02, 2005 07:01am
	FWRDEORGN	Active Data Entry Orgs	Wed Nov 02, 2005 07:01am
	FWRFNOR	Funds by Default Organization Code	Wed Nov 02, 2005 07:01am
	FWRMTRANS	Monthly Transactions	Thu Oct 06, 2005 12:54pm
	FWROCSTAT	Open Commitment Status Report	Thu Oct 06, 2005 12:59pm
	FWRUPOST	YTD Unposted Documents - YTD Actual and Encumbrances	Wed Nov 02, 2005 09:01am
	GUPDEL	Document Deletion Report	Tue Sep 27, 2005 05:14am

4. Select a report and “Drill Down” to view the previous versions of that report.

- Select the “Drill Down” icon

5. The report detail page will appear, listing all existing versions of the report selected. The most recent report is always at the top of the list.

Report Detail: FWRBSTAT

About e~Print

FINANCE Repository
wilsonc

Help on the Report List | Logout

FINANCE : FWRBSTAT

	Title	Date
	Budget Status Report for the Month of Septembe For the Year Ending June 30, 2006	Thu Oct 06, 2005 12:47pm
	Budget Status Report for the Month of August For the Year Ending June 30, 2006	Thu Sep 08, 2005 4:50pm
	Budget Status Report for the Month of July For the Year Ending June 30, 2006	Wed Aug 10, 2005 4:08pm

6. Select the Magnifying Glass Icon to limit the report search to specific records.

7. The Pick Pages Screen will appear.

This screen allows you to limit you report search to specific data under your authority. e~Print uses Banner security to display only those records the user is authorized to view.

Page Key:

Pick Values Manually


Search:

Range: to

8. You have 3 options in limiting which records you wish to view.

- **Pick Pages Manually:**

Provides a list of records within your access, giving you the ability to click beside the funds you wish to view. Once all funds are selected, click the “Get the Report” icon.




Choose Fund

About e~Print



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Help on Selecting Page Key Values | Logout



FINANCE : FWRBSTAT : Pick Pages : Fund

<input type="checkbox"/> 100000	<input type="checkbox"/> 101180	<input type="checkbox"/> 101996	<input type="checkbox"/> 109984
<input type="checkbox"/> 101101	<input type="checkbox"/> 101990	<input type="checkbox"/> 109970	<input type="checkbox"/> 109985
<input type="checkbox"/> 101110	<input type="checkbox"/> 101991	<input type="checkbox"/> 109976	<input type="checkbox"/> 109986
<input type="checkbox"/> 101152	<input type="checkbox"/> 101992	<input type="checkbox"/> 109980	<input type="checkbox"/> 109987
<input type="checkbox"/> 101161	<input type="checkbox"/> 101993	<input type="checkbox"/> 109981	<input type="checkbox"/> 109988
<input type="checkbox"/> 101164	<input type="checkbox"/> 101994	<input type="checkbox"/> 109982	<input type="checkbox"/> 109989
<input type="checkbox"/> 101170	<input type="checkbox"/> 101995	<input type="checkbox"/> 109983	<input type="checkbox"/> 109990

 [Get the Report](#)


- **Search:**

Key a single record for report retrieval.

Example of valid entry: 172320

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

Example of valid entry: 300000 to 500000 *or*
3 to 5 *or*
120000 to 130000

9. The Selected Values screen will appear.

This screen confirms the records you have selected for report display.

"171000"	"171001"	"171008"	"171020"
"171030"	"171050"	"171060"	"171065"
"171100"	"171200"	"171300"	"171301"
"171400"	"171410"	"171415"	"171500"
"171600"	"171610"	"171981"	"171985"
"171986"	"172000"	"172005"	"172010"
"172020"	"172030"	"172200"	"172300"

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 than to use the Back-Arrow button on your browse, since you can select a particular page when using the navigation bar instead of using the browser back-arrow to scroll back through all the pages you have visited.

Navigation Bar

11. Select the PDF icon.

FINANCE : FWRBSTAT : Pick Pages : Fund : Values

"172320"



12. The report will appear in the Adobe Acrobat Reader.

Report FWRBSTAT
Source: BANNER Warehouse

University of North Carolina Wilmington
Budget Status Report for the Month of September
For the Year Ending June 30, 2006

Date: 10/06/2005
Time: 01:50 PM
Page: 1

Fund: 172300 Support Services Ofc
Orgn: 25300 Business Services

Acct	Acct Title	Perm Budget	Adj Budget	Curr Mo	Ytd	Encumb	Avail Bal	Prg
912000	SPA Regular Salaries Bud Pool	224,691.00	224,691.00	0.00	0.00	194,471.08	30,219.92	170
912100	SPA Regular Salaries	0.00	0.00	19,291.20	55,270.02	0.00	(55,270.02)	170
912700	SPA Longevity Pay	0.00	2,211.00	0.00	2,211.00	0.00	0.00	170
Subtotal Budget Pool or Acct		224,691.00	226,902.00	19,291.20	57,481.02	194,471.08	(25,050.10)	
915000	Temp Employees Wages Bud Pool	2,655.00	2,655.00	0.00	0.00	0.00	2,655.00	170
Subtotal Budget Pool or Acct		2,655.00	2,655.00	0.00	0.00	0.00	2,655.00	
916900	Disabil Shrt Term	0.00	0.00	1,670.27	4,838.65	0.00	(4,838.65)	170
918000	Benefits Budget Pool	59,543.13	59,863.13	0.00	0.00	51,534.84	8,328.29	170
918100	Social Security	0.00	0.00	1,585.16	4,716.45	0.00	(4,716.45)	170
918200	State Retirement	0.00	0.00	1,699.43	3,920.17	0.00	(3,920.17)	170
918600	Medical Insurance	0.00	0.00	1,804.80	4,786.95	0.00	(4,786.95)	170
Subtotal Budget Pool or Acct		59,543.13	59,863.13	6,759.66	18,262.22	51,534.84	(9,933.93)	
920000	Purchased Services Bud Pool	4,261.00	4,261.00	0.00	0.00	0.00	4,261.00	170
926110	Telephone Service	0.00	0.00	2.28	1,689.00	0.00	(1,689.00)	170
926620	Photocopy Charges	0.00	0.00	1.20	15.12	0.00	(15.12)	170
926630	Duplicating Expense	0.00	0.00	0.00	21.00	0.00	(21.00)	170
Subtotal Budget Pool or Acct		4,261.00	4,261.00	3.48	1,725.12	0.00	2,535.88	

13. Use the Adobe Acrobat Reader's toolbar to navigate the report.



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



Displays/hides the navigation pane, which lists the 6-digit Fund number bookmarks.



Increases the report display size.



Use these icons to move through the pages of the report.



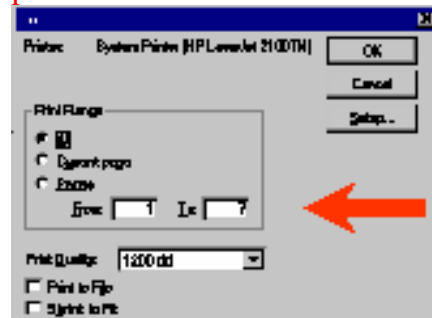
Increases/decreases the report display size



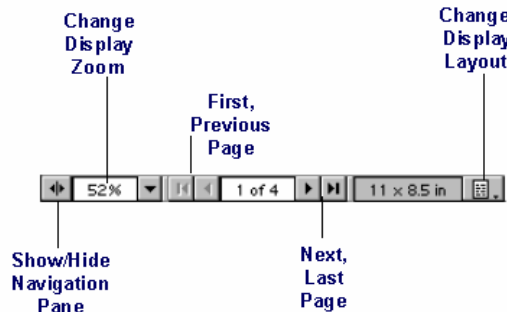
Search to find specific text in the report.



Prints report pages to your laser printer. (Use with caution! Will print the total number of pages listed on the toolbar at the bottom of the screen.) To avoid large printing errors, review the number of pages selected to print.



Also use the toolbar located along the bottom of Acrobat Reader's window.



Set the "Change Display Layout" to continuous for a smoother page transition when scrolling through report pages.

14. Returning to e~Print from the Acrobat Reader

How you return to e~Print from the Acrobat Reader will differ slightly depending on how your Acrobat Reader is configured. (The Adobe Acrobat Reader can be configured to view within a browser or in a standalone mode.) For more information concerning this subject, please visit the tips and techniques section on the UNCW e~Print web page at <http://www.uncwil.edu/finsystems/eprint/eprint.html>.

Option 1 for returning to e~Print from the Acrobat Reader:

If you see the back button of your browser in the active window, then your Acrobat Reader is configured to run within the browser and you should follow these steps.

Click the Browser Back Button.

In Netscape your icon may look like this:



In Microsoft Explorer your icon may look like this:



Option 2 for returning to e~Print from the Acrobat Reader:

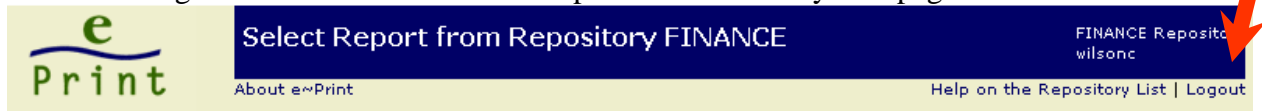
If you do not see the back button of your browser in the active window, then your Acrobat Reader is configured to run in a standalone mode and you should follow these steps.

Close the current browser window by clicking on the browser button in the top right corner of the screen.



15. Logging out of e~Print.

Click on "Logout" which is located at the top of each e~Print system page.



You can also logout of the system by closing your browser.

TROUBLE-SHOOTING

Remember....for the e~Print system you need:

Current Web Browser: Version 4.0 or higher of Netscape Communicator or Microsoft Internet Explorer

Acrobat Reader: Version 4.0 or higher

Additional technical information is available on the UNCW e~Print Web Page located at:

<http://www.uncwil.edu/finsystems/eprint/eprint.html>

Contact the e~Print system administrator at Extension 4262 for questions related to the Finance and HR repositories:

- system login
- using Adobe Acrobat icons
- fund/org access

Contact the e~Print system administrator at Extension 3892 for questions related to the Student and Alumni repositories:

- system login
- using Adobe Acrobat icons

Contact your microsupport technician for questions related to:

- upgrading software (browser or Acrobat Reader)
- printing difficulties
- insufficient display area