

ARKANSAS STATE UNIVERSITY- JONESBORO

ePrint User Guide

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Revised 09/03/2014

Accessing ePrint

1. Login to myCampus at <https://mycampus.astate.edu/>
2. Click on the ePrint icon in the Employee folder

A separate browser window will open into the default ePrint repository.

Banner ePrint Select Report from Repository Banner Finance 14 Banner Finance 14 Repository ctune

About Banner ePrint FAQ My ePrint Change Repository Help Logout

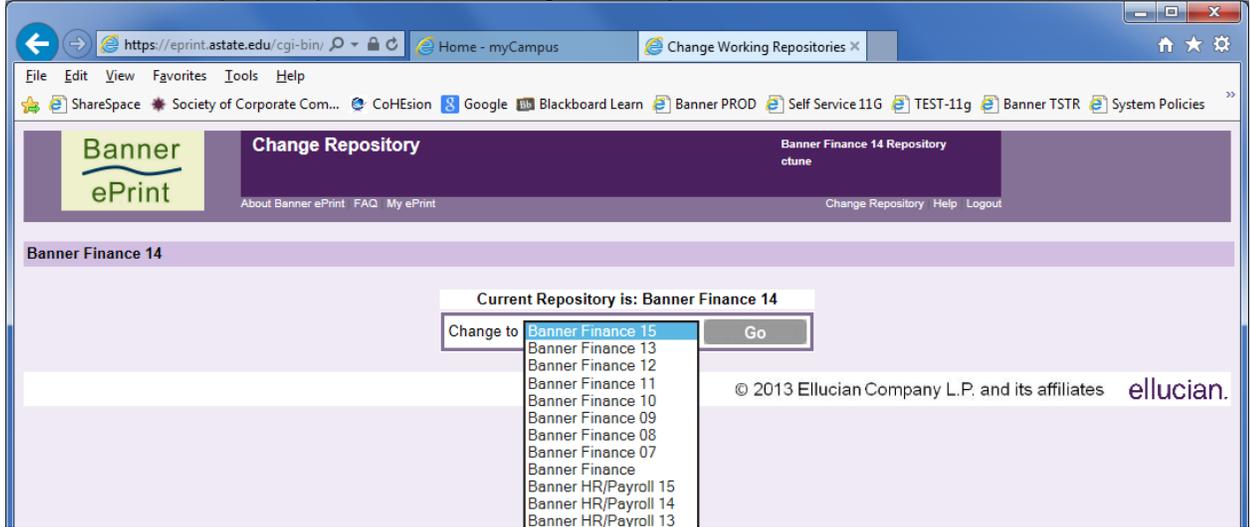
Banner Finance 14

	Report	Description	Latest Date
	Balance Sheet - Monthly June 2014	Balance Sheet	Fri Aug 08, 2014 10:36am
	FARBREC	Bank Reconciliation	Thu Jul 10, 2014 2:50pm
	FFPDEPR	Fixed Assets Depreciation Detail Report	Wed Jul 02, 2014 8:11pm
	FGRBDRL	End-of-Year Budget Carry Forward	Thu Jul 11, 2013 09:04am
	FGRBDSC	Budget Status (Current Period)	Fri Jul 11, 2014 11:39am
	FGRBIEX	Bank I/F Exception Rpt	Fri Jun 27, 2014 6:05pm
	FGRCASH	Bank Interfund Account Control	Fri Jun 27, 2014 6:07pm
	FGCTRL	GL / Subsidiary Ledger Control	Fri Jun 27, 2014 6:09pm

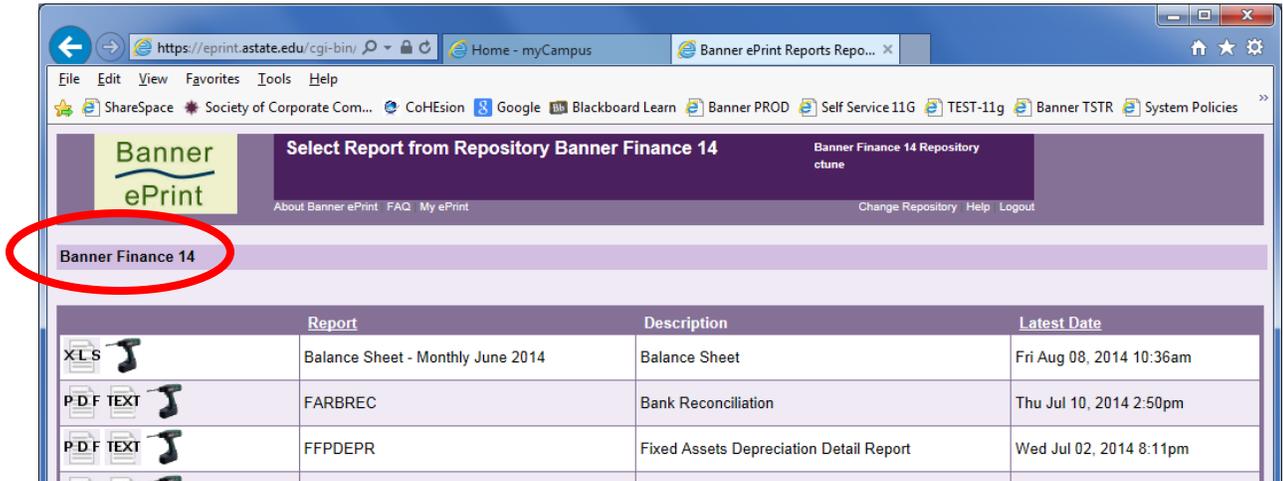
Balance Sheet - Monthly June 2014

To change the Repository to view prior fiscal year data or HR/Payroll reports:

1. Click the Change Repository link in the upper right-hand menu
2. Choose the Repository from the Change to dropdown list and click Go



3. To navigate to the repository selected, click on the Repository link listed in the upper left-hand corner



Repository List

This list includes the report name, description, and the latest date and time the report was ran. To view a prior date, click on the Drill gun

	Report	Description	Latest Date
P.D.F. DRILL TEXT	FGRBDSC	Budget Status (Current Period)	Fri Jul 11, 2014 11:39am
P.D.F. TEXT DRILL	FGRBIEX	Bank I/F Exception Rpt	Fri Jun 27, 2014 6:05pm
P.D.F. TEXT DRILL	FGRCASH	Bank Interfund Account Control	Fri Jun 27, 2014 6:07pm
P.D.F. TEXT DRILL	FGRCTRL	GL / Subsidiary Ledger Control	Fri Jun 27, 2014 6:09pm
P.D.F. TEXT DRILL	FGRENRL	End-of-Year Encumbrance Carry Forward	Thu Jul 11, 2013 6:47pm
P.D.F. TEXT DRILL	FGRGLRL	Balance Forward Report	Tue Jul 02, 2013 07:55am
P.D.F. TEXT DRILL	FGRODTA	Organization Detail Activity	Fri Jul 11, 2014 11:39am
P.D.F. TEXT DRILL	FGROPNE	Open Encumbrance Report	Fri Jul 11, 2014 11:40am

The following reports are available for viewing:

FRRGITD – Grant Inception to Date

FGRBDSC – Budget Status Summary for Current Period

FGRODTA – Organization Detail Activity

PERLEAV – Leave Liability Report

PHRPREG – Payroll Register

To open a report, there are several options:

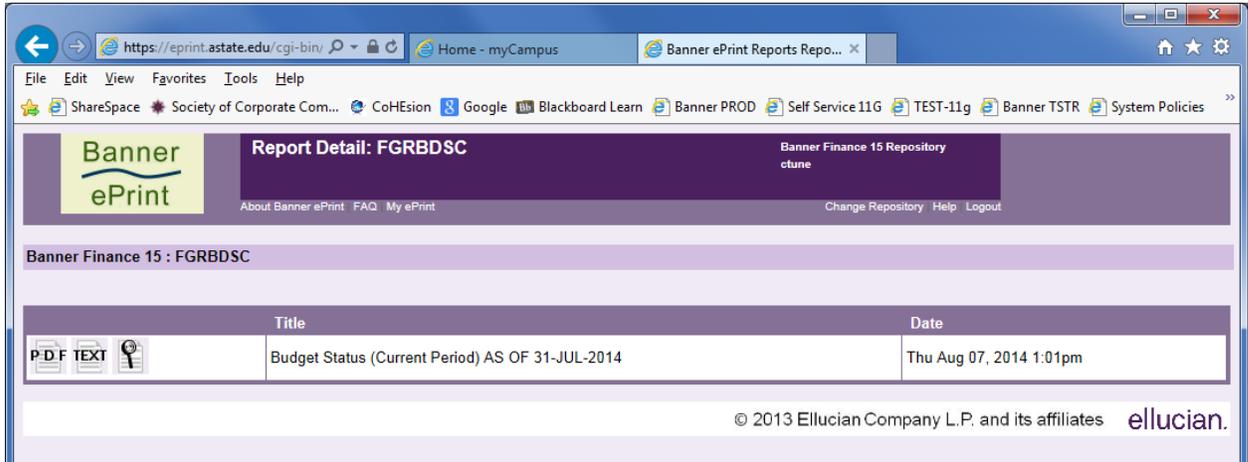
 The “PDF” view will display all accounts available in Acrobat Reader. This option provides the latest version of the report.

 The “TEXT” view will display all accounts available in a text version. This option provides the latest version of the report as well.

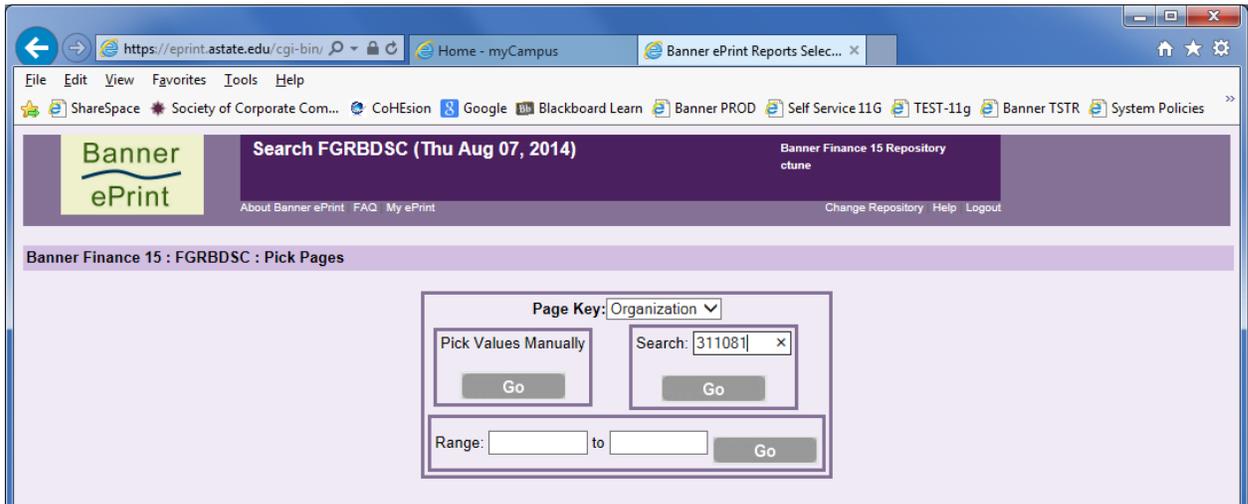
 The “DRILL” view provides a “drill-down” capability to display a specific account number(s). This option provides all archived versions of the report.

For example, click on the Drill Down icon next to FGRBDSC.

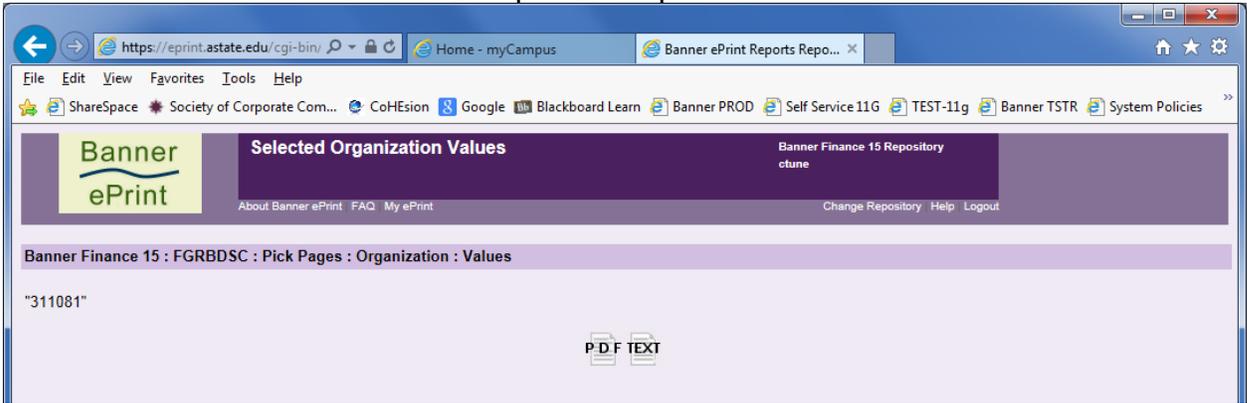
The Report Detail page will appear (below) listing each monthly report. The most recent report is always available at the top of the list.



Click on the Magnifying Glass icon to enter the fund or orgn you wish to view. Select Go.

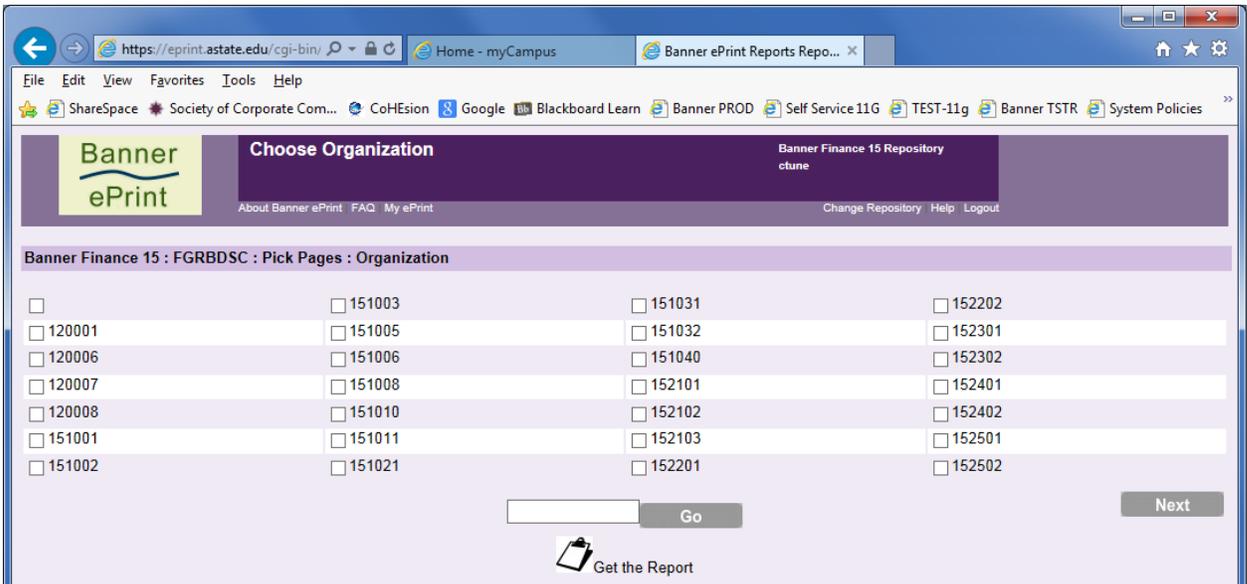


Click on the PDF or TEXT icons to open the report.



To view all orgn codes that are available to view, select the "Pick Values Manually" option.

Select the box next to the Fund/Orgn you wish to view. To view more, click on the "Next" button. Click on the "Get the Report" icon and select the PDF or TEXT icon to view your selection(s).



You can save the search for future use.

1. Type in a description into Search Name field and Save
2. The next time you use Pick Pages, select the Page Key (Fund or Orgn)
The saved search should appear in Saved Searches
3. Click on the Go button to download the file in PDF or TEXT format

To log out of ePrint, click on the Logout link in the top right-hand corner of any page

For further ePrint assistance, contact Billy Hogue at bhogue@astate.edu.