



Banner **B** Support

The College of
WILLIAM & MARY

ePrint

Developed by the Banner Support Team

ePrint Overview

ePrint is an easy to use, web-based application for storing and sharing reports. Opening ePrint requires a web browser (IE is recommended) and Acrobat Reader.

- In ePrint, reports are stored in Repositories (just like folders).
- The following Repositories are available to users with approved access:

HR Reports
VIMS- HR Reports
Finance Reports
Student Reports

Of these Repositories, Finance and HR are used most often. Finance is the only repository opened from Banner Self-Service. All the other Repositories are opened directly from ePrint. Choose the Repository to open from the drop down menu on the log in screen.

More about Repositories

Reports in the HR Repository are generated by HR Organization Security whereas reports in the Finance Repository are generated by Finance Fund or Organization Security (a drop down menu on the Finance screen allows you to choose whether to see Reports by Fund or Org).

Banner Security controls report access in ePrint. Users must have "view access" to see reports. Additionally, some pages in reports may be screened according to other security access.

Open HR Repository directly from ePrint at <https://eprint.wm.edu>.

The screenshot shows the ePrint login interface. At the top, there's a header with the 'ePrint' logo on the left, 'Login' in the center, and 'About ePrint | FAQ' and 'Help | Logout' on the right. Below the header is a login form. It has three input fields: 'User ID:', 'Password:', and 'Repository:'. The 'Repository:' field is a dropdown menu currently showing 'HR Reports'. Below these fields is a green 'Enter' button.

Open Finance Repository from Banner Self-Service (through myWM).

The screenshot shows the Banner Self-Service interface with the 'Finance' tab selected. The page has three tabs: 'Personal Information', 'Employee', and 'Finance'. Below the tabs is a list of links: 'Budget Queries', 'Encumbrance Query', 'View Document', 'Budget Transfer', 'Multiple Line Budget Transfer', 'Delete Finance Template', and 'ePrint Finance repository'. Below the links is a note: '-----For Chart W Grant users. For documentation click here.' To the right of the links is a 'Special Note' box that says 'Reports do not appear in the Report list if you do not have access.'

To open the Finance Repository

- Log on to **myWM**.
- Click the **Banner** Icon (top right of screen) to open Banner Self-Service.
- Click **Finance**.
- Click **ePrint Finance Repository**.

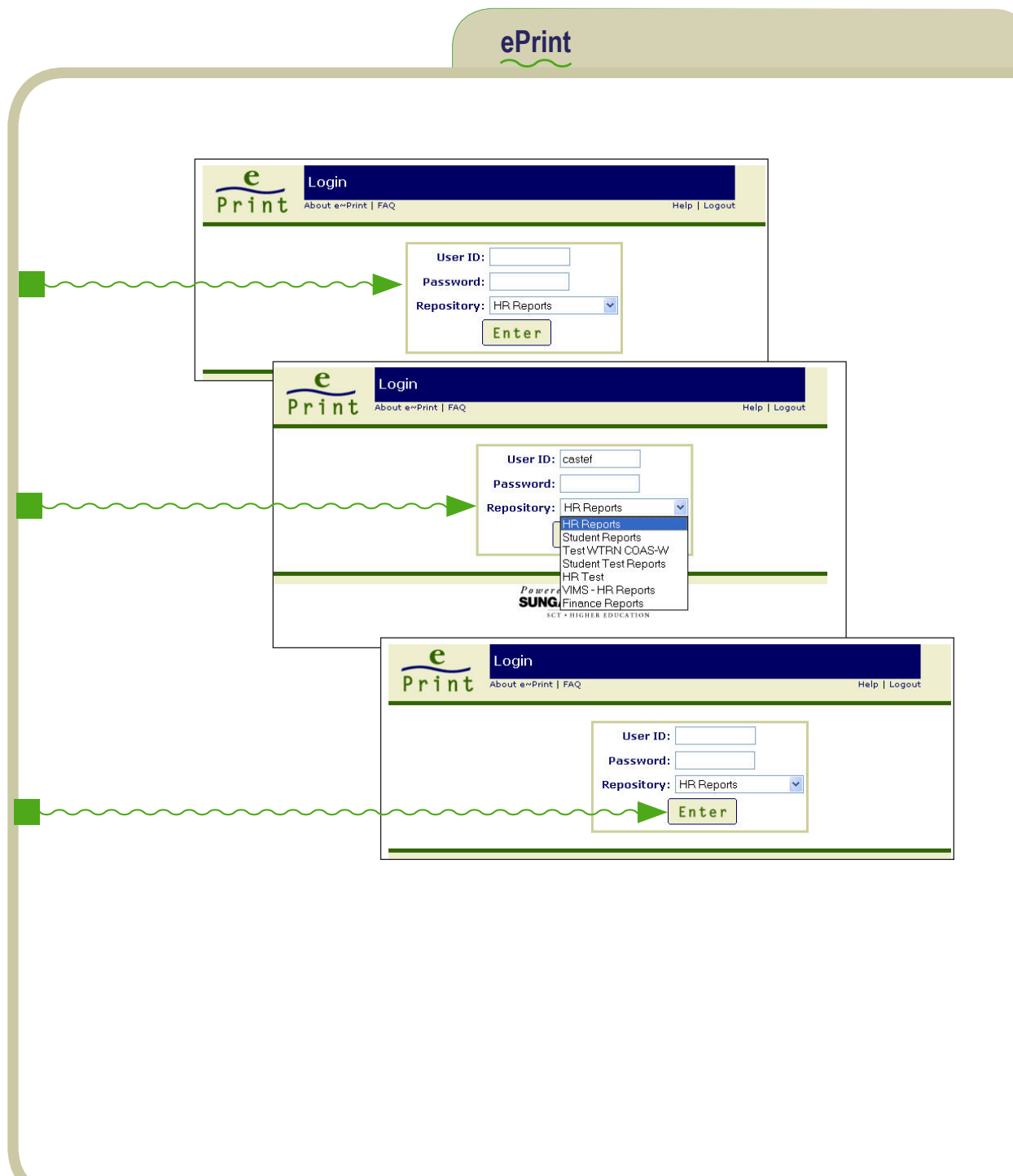


To open the HR Repository



- Open a browser window and go to: <https://eprint.wm.edu>
- Enter your Banner ID and password.
- Select the Repository from the drop down list.
- Click Enter.

ALWAYS check the “s” behind https. The “s” signifies you are using a secure connection to view ePrint. ePrint should open automatically with the https.

ALWAYS properly exit ePrint by logging out and closing the browser window.



Inside ePrint

- The Report Selection page shows a list of available reports. Use the icons to the left to open and navigate the reports.
 - Reports can be opened in PDF or TEXT format. Select a format by clicking the icon. PDF is the preferred format (required Acrobat Reader).
 - After finding the report you need, use the drill () to open a list of reports ordered by the dates they were generated.
 - Use the Search () icon to find specific pages within a report.
 - When you open a report you will see only the Funds and Orgs you are authorized to view.
- Note: "There are no pages for you to view" - This message means either the Fund or Org has not had any activity or you do not have security to see the report.*
- If you have access to more than one Org, you can select an individual Org to capture a report.
 - Use the Next button to see more reports in the Repository.

Banner
ePrint

Select Report from Repository Finance Reports

Finance Report
BTFILEM

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Change Rep

Repository Message is Available

Finance Reports

Finance Reports : FWRBDST W

PDF TEXT 

Title

Monthly Budget Status Report , FY 10, Period 10

Note about Reports in PDF Format: Depending on your browser settings, PDF documents may not always open in a separate browser window. If the report opens in your browser window, use the Back button to return to ePrint.

REPORT : MBSBUDM		College of William and Mary Budget Maintenance Process	PAGE 1
		Report of Encumbrance Transactions	ROW DATE 10-MAY-2006
		Transactions Shown Have Been Applied To The Database	ROW TIME 07:08 AM
Fiscal Year: 2006 Chart of Accounts: W Begin Date: 25-JAN-2006 End Date: 09-JUN-2006 Recast Date: 10-MAY-2006			
Indicators In Effect For This Year And Chart			
		Fringe Encumbrance Indicator:	Yes
		Fringe Calculation Method Indicator:	All
		Fringe Rate Override Indicator:	No
		Fringe Rate Rules Change Indicator:	No
		Perform fringe matching on FUND:	No
		Perform fringe matching on ORGN:	No
		Perform fringe matching on ACCT:	No
		Perform fringe matching on PROJ:	No
		Perform fringe matching on ACTV:	No
		Perform fringe matching on LOCN:	No
NOTE No installation rate found for the following set of keys; proceeding with a rate of 0 for the date shown.			
CHART	EMPLOYEE CLASS	EFFECTIVE DATE	
W	15	27-JAN-2006	
NOTE No installation rate found for the following set of keys; proceeding with a rate of 0 for the date shown.			
CHART	EMPLOYEE CLASS	EFFECTIVE DATE	
W	15	16-APR-2006	
ID	EMPLOYEE NAME	POSITION SUFFIX	JOB BEGIN DATE
22031074	Annexa, Whitley Warfield	STSLM	27-JAN-2006

My ePrint

- My ePrint - a new menu item - allows you to group reports or change the display order. This is most useful for users who have multiple reports.
- Use the Help feature for further directions on using My ePrint.



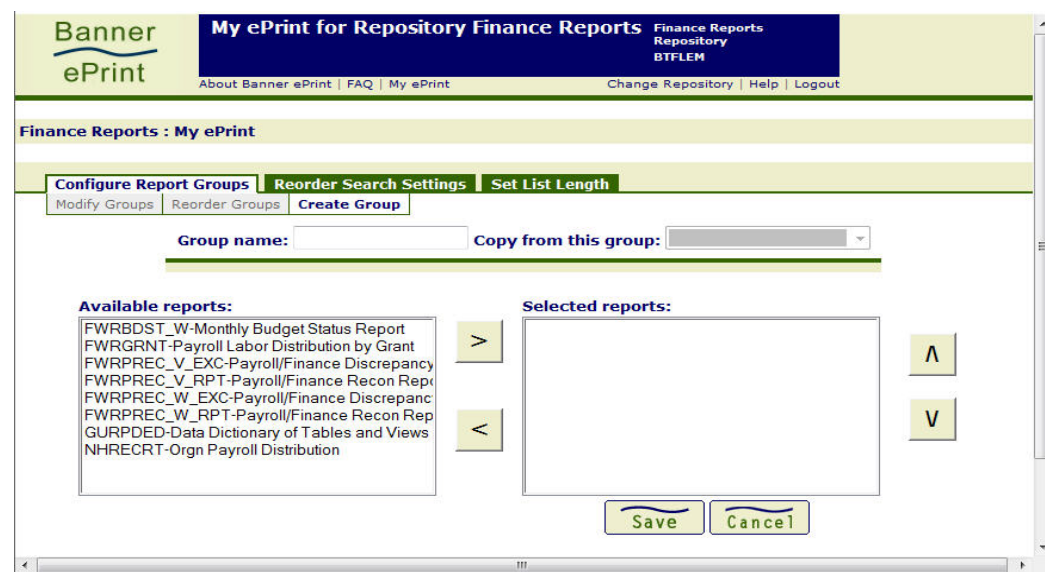
Banner ePrint Select Report from Repository Finance Reports Finance Reports Repository BTFLEM

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

[Repository Message is Available](#)

Finance Reports

	Report	Description	Latest Date
PDF TEXT	fwrbdst	Monthly Budget Status Report	Tue May 04, 2010 2:05pm
PDF TEXT	fwrgnt	Payroll Labor Distribution by Grant	Fri Apr 30, 2010 10:54pm



Banner ePrint My ePrint for Repository Finance Reports Finance Reports Repository BTFLEM

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Finance Reports : My ePrint

Configure Report Groups Reorder Search Settings Set List Length

Modify Groups Reorder Groups **Create Group**

Group name: Copy from this group:



Available reports:

- FWRBDST_W-Monthly Budget Status Report
- FWRGRNT-Payroll Labor Distribution by Grant
- FWRPREC_V_EXC-Payroll/Finance Discrepancy
- FWRPREC_V_RPT-Payroll/Finance Recon Rep
- FWRPREC_W_EXC-Payroll/Finance Discrepancy
- FWRPREC_W_RPT-Payroll/Finance Recon Rep
- GURPDED-Data Dictionary of Tables and Views
- NHRECRT-Orgn Payroll Distribution

Selected reports:

Save Cancel

Searching

- After finding the report you need, use the drill () to open a list of reports ordered by the dates they were generated.
- Use the Search () icon to open the Pick Pages screen. If you are in the Finance Repository, in the Page Key field click the drop down menu to choose to see your reports by Fund or Org.

Pick Values Manually

Opens a screen with a list of Orgs available to you. Select the Orgs to include in the report. Once Orgs are selected, click **Get the Report** to open the PDF.

Search

Enter an Org code and click search to open one org.

Range

Enter range of Orgs to view.




Saved Searches

Enter name to save the search.

Banner ePrint **Report Detail: FWRBDST_W** **Finance Reports Repository**
BTFLM

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Finance Reports : FWRBDST_W

	Title	Date
  	Monthly Budget Status Report , FY 10, Period 10/April	Tue May 04, 2010 2:05pm

FWRBDST_W : Pick Pages

Page Key: Fund ▾

Pick Values Manually Search:

Range: to

Saved Searches:

Page Key: Fund ▾

Pick Values Manually

Range: to

Finance Reports : FWRBDST_W : Pick Pages : Fund

<input type="checkbox"/> 112100	<input type="checkbox"/> 127000	<input type="checkbox"/> 1C2000	<input type="checkbox"/> 1D4100
<input type="checkbox"/> 122000	<input type="checkbox"/> 132000	<input type="checkbox"/> 1C4000	<input type="checkbox"/> 1D5000
<input type="checkbox"/> 123000	<input type="checkbox"/> 141000	<input type="checkbox"/> 1C5000	<input type="checkbox"/> 1D6000
<input type="checkbox"/> 124000	<input type="checkbox"/> 142000	<input type="checkbox"/> 1C8000	<input type="checkbox"/> 1D7500
<input type="checkbox"/> 125000	<input type="checkbox"/> 143000	<input type="checkbox"/> 1D2000	<input type="checkbox"/> 1D9025
<input type="checkbox"/> 125800	<input type="checkbox"/> 161000	<input type="checkbox"/> 1D3000	<input type="checkbox"/> 1L1010
<input type="checkbox"/> 126000	<input type="checkbox"/> 163000	<input type="checkbox"/> 1D4000	<input type="checkbox"/> 1M2000

 Get the Report

Exiting ePrint

- **FINANCE USERS:** In the Finance Repository, you must return to Banner Self-Service to exit. Clicking the Banner logo takes you back to the Self-Service menu.
- **ALL OTHER USERS:** Always log out of ePrint properly by clicking the Logout link AND closing your browser window.

