

e~Print Quick Guide

(Think of e~Print as a filing cabinet for reports)

- **Go to:** www.mtsu.edu/banner
- **Select e~Print**

Enter the following:

User ID: SSO Username (same username as Pipeline)
Password: SSO password (same password as Pipeline)
Repository: Banner Finance

- **Most Commonly Used e~Print Reports:**

Departmental Index (including Foundation

FZRBDS: Budget Status (summary information by index)
FZRODTA: Detail Transaction Activity (detail information by index)

Grants

FZRGITD: Grant Inception to Date Report (summary information by index/grant code)
FZRODTA: Organizational Detail Activity (detail information by index)

Agency and/or Foundation information (i.e. Cash Balances

FZRFAAC: Fund/Account Summary Report (summary information by index)
FZRGLTA: General Ledger Detail Transactions (detail information by index)

Note: Note the value requested for each report, i.e. Index Code or Grant Code

- **Search for data**

Find the report by searching on the filter at the bottom of the screen.

Click the drill icon next to the report to expand the view to show the chart and time periods available.

Click the magnifying glass next to the appropriate Chart of Accounts and month

Chart of Accounts

- M: Middle Tennessee State University
- F: Foundation

At the **Page Key:** window, enter the value for which the report will search. This should be noted next to **Page Key:** Enter the value in the Search field

Click Go (DO NOT press enter)

Click on the PDF icon to view the report. (Note the toolbar for print icons and sizing icons.)

- **Using e~Print Breadcrumbs**

e~Print provides breadcrumbs in the upper left hand side of the window. These can be used to navigate back or the browser's back button can be used.

- **Logging Off**

When finished using e~Print, click the Logout icon in the upper right hand corner of the window.