

# ePrint

## Training and General Information

THE UNIVERSITY OF  
**ALABAMA**<sup>®</sup>

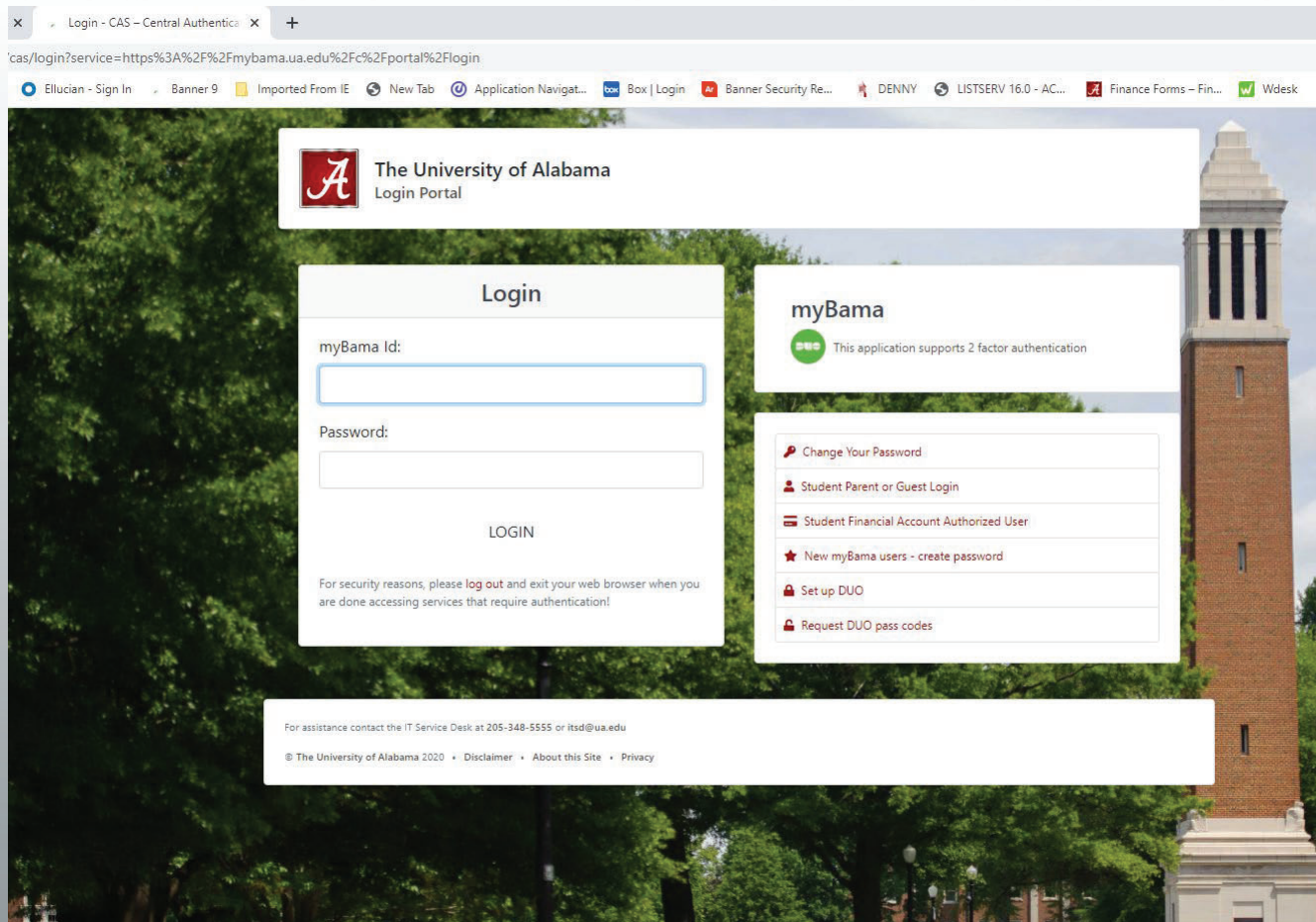
# Why use ePrint?

- Reconcile funds month-by-month
- Total Summaries on detail reports
  - By Organization
  - By Fund
- Supplies other information in addition to budget data
- Not 'required' since you can get the same information from Banner Finance



# How to use ePrint

- Login to mybama.ua.edu



The screenshot shows a web browser window with the address bar displaying a URL for the University of Alabama's login portal. The page features a large background image of a brick building and green trees. At the top left, there is a logo with a red 'A' and the text 'The University of Alabama Login Portal'. Below this, there is a 'Login' section with two input fields: 'myBama Id:' and 'Password:'. A 'LOGIN' button is positioned below these fields. To the right of the login section, there is a 'myBama' section with a green circular icon and the text 'This application supports 2 factor authentication'. Below this, there is a list of links: 'Change Your Password', 'Student Parent or Guest Login', 'Student Financial Account Authorized User', 'New myBama users - create password', 'Set up DUO', and 'Request DUO pass codes'. At the bottom of the page, there is a footer with contact information for the IT Service Desk and links to 'Disclaimer', 'About this Site', and 'Privacy'.

Browser tabs: Login - CAS - Central Authentic...

Browser address bar: 'cas/login?service=https%3A%2F%2Fmybama.ua.edu%2Fportal%2Flogin'

Browser toolbar: Ellucian - Sign In, Banner 9, Imported From IE, New Tab, Application Navigat..., Box | Login, Banner Security Re..., DENNY, LISTSERV 16.0 - AC..., Finance Forms - Fin..., Wdesk

The University of Alabama Login Portal

myBama

This application supports 2 factor authentication

Change Your Password

Student Parent or Guest Login

Student Financial Account Authorized User

New myBama users - create password

Set up DUO

Request DUO pass codes

LOGIN

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!

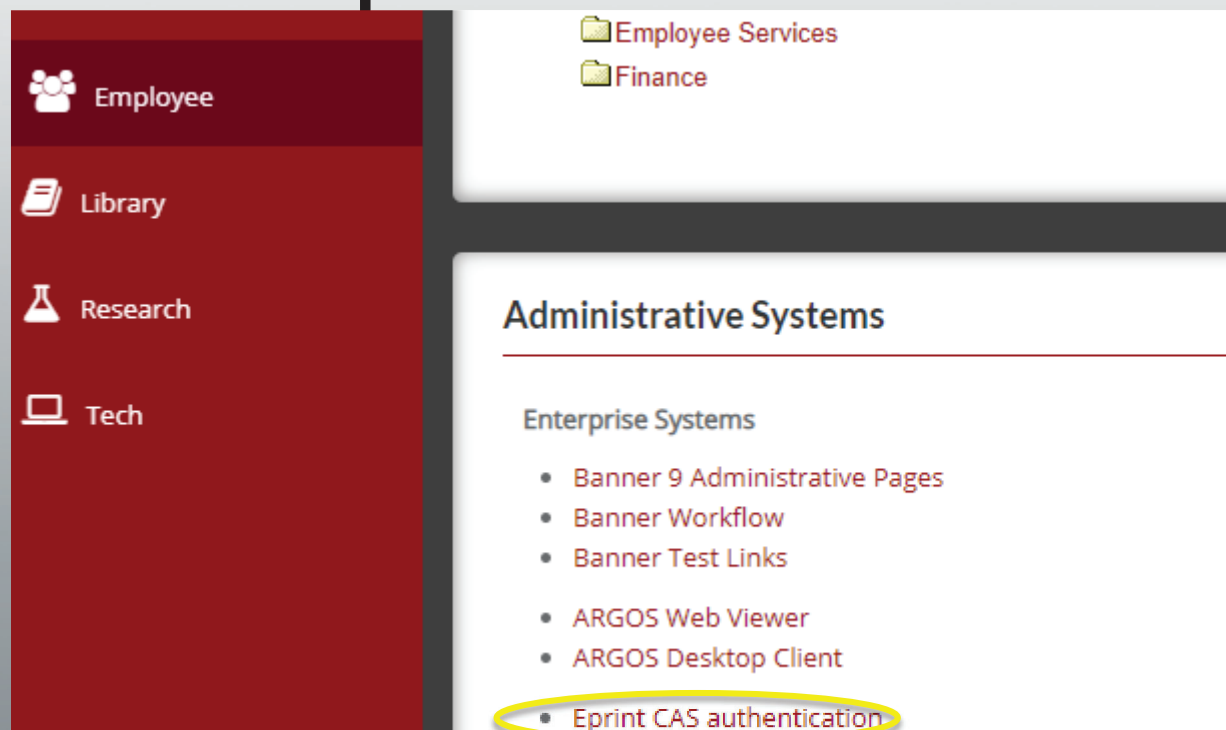
For assistance contact the IT Service Desk at 205-348-5555 or itsd@ua.edu

© The University of Alabama 2020 • Disclaimer • About this Site • Privacy



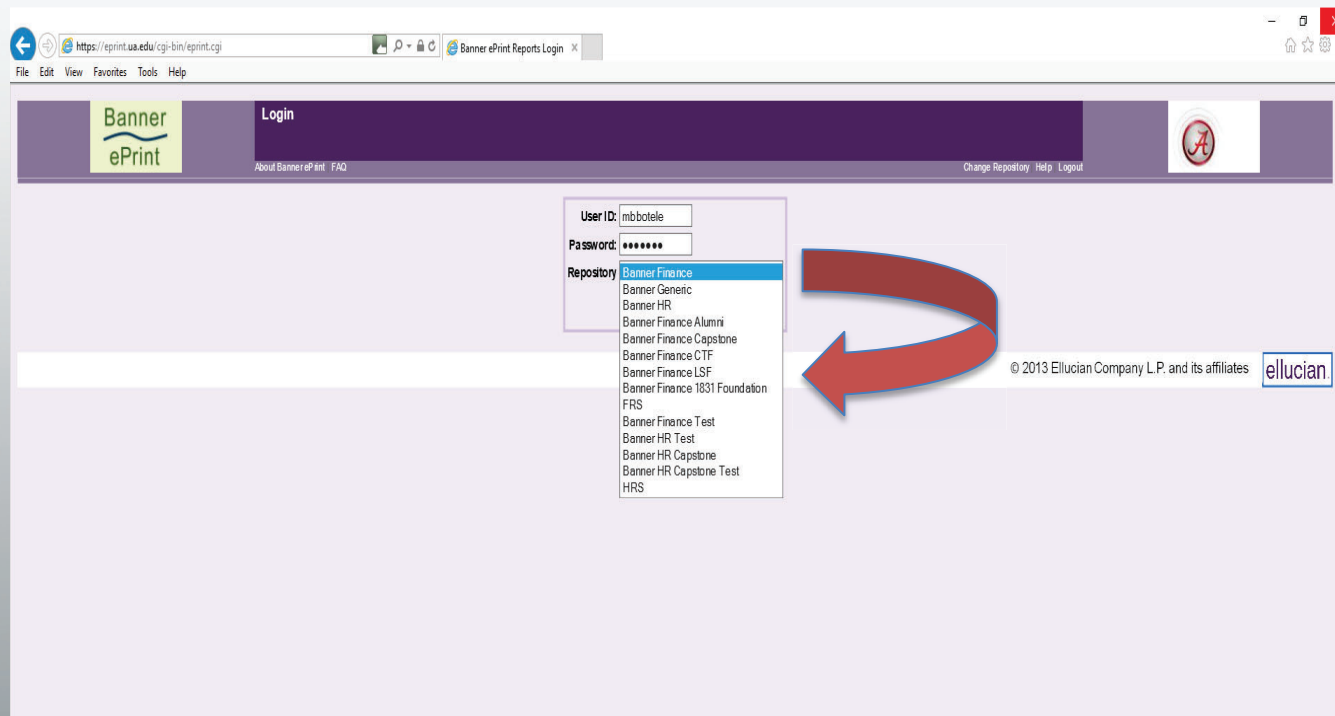
# Log in ePrint

- Select the Employee tab of MyBama. Under the Administrative Systems section, click the link to **Eprint CAS authentication**.



# Log in ePrint

- Select repository



The screenshot shows a web browser window with the URL <https://eprint.ua.edu/cgi-bin/eprint.cgi>. The page has a purple header with the "Banner ePrint" logo on the left and a "Login" section on the right. Below the header, there is a login form with fields for "User ID:" (containing "mbbotele"), "Password:" (containing "\*\*\*\*\*"), and "Repository:". The "Repository:" dropdown menu is open, showing a list of repositories including "Banner Finance", "Banner Generic", "Banner HR", "Banner Finance Alumni", "Banner Finance Capstone", "Banner Finance CTF", "Banner Finance LSF", "Banner Finance 1831 Foundation", "FRS", "Banner Finance Test", "Banner HR Test", "Banner HR Capstone", "Banner HR Capstone Test", and "HRS". A large red curved arrow points from the "Repository:" dropdown menu towards the "Banner Finance" repository option. In the bottom right corner of the page, there is a copyright notice: "© 2013 Ellucian Company L.P. and its affiliates" and the "ellucian." logo.



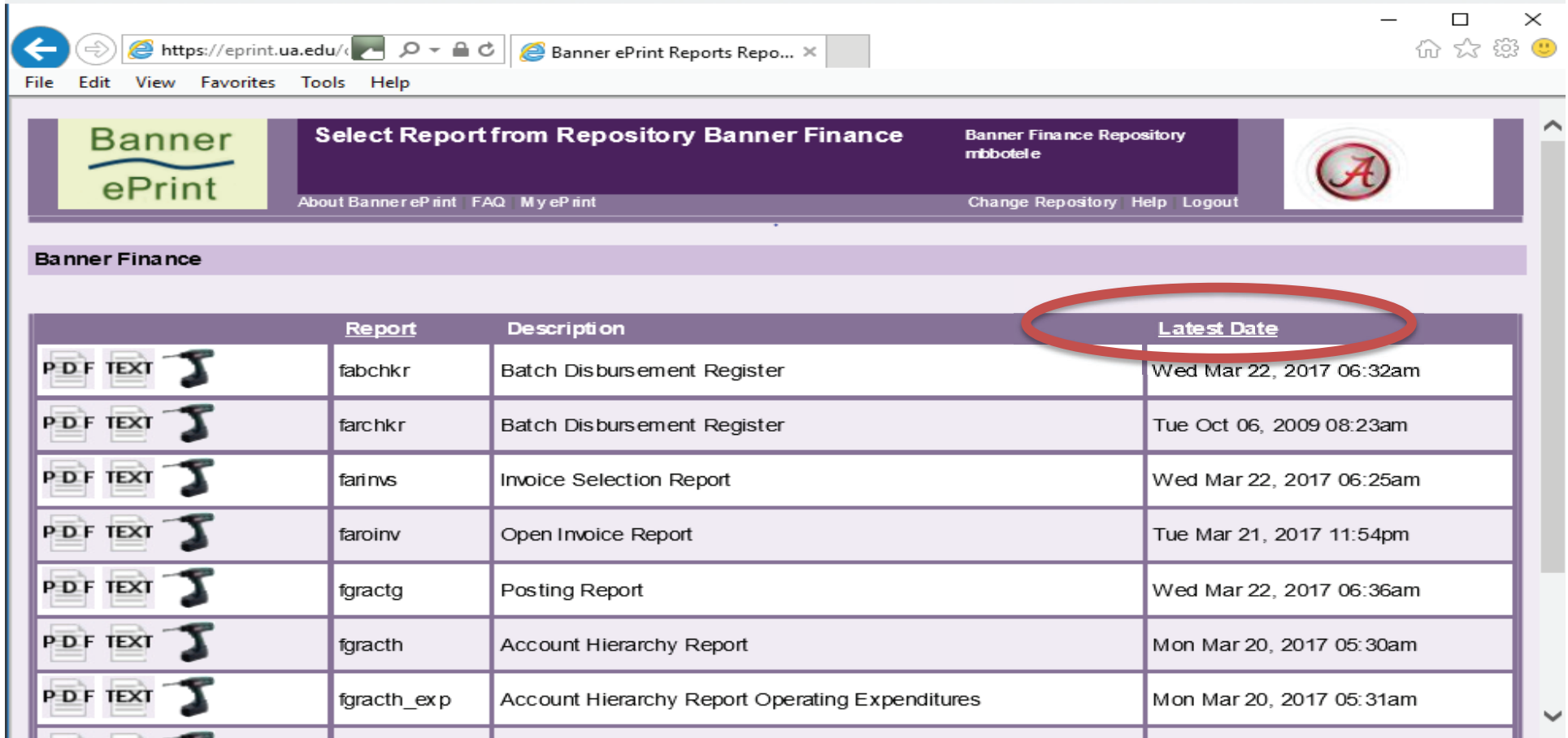
# Which repository?

- Defaults to “BANNER FINANCE”
  - Most common
  - Chart A
  - Hierarchy reports
- Banner Finance Capstone
- Alumni, Law, CTF
























# Select Reports

The Report Repository page will display. This page lists the different reports you have access to view. The “Latest Date” column indicates the last time the report was loaded into ePrint.



The screenshot shows a web browser window displaying the Banner ePrint Report Repository page. The browser's address bar shows the URL <https://eprint.ua.edu/>. The page header includes the Banner ePrint logo, the title "Select Report from Repository Banner Finance", and navigation links such as "About Banner ePrint", "FAQ", "My ePrint", "Change Repository", "Help", and "Logout".

The main content area displays a table of reports. The table has three columns: "Report", "Description", and "Latest Date". The "Latest Date" column is circled in red. The table lists several reports, including "Batch Disbursement Register" and "Invoice Selection Report".

Report	Description	Latest Date
   fabchkr	Batch Disbursement Register	Wed Mar 22, 2017 06:32am
   farchkr	Batch Disbursement Register	Tue Oct 06, 2009 08:23am
   farinvs	Invoice Selection Report	Wed Mar 22, 2017 06:25am
   faroinv	Open Invoice Report	Tue Mar 21, 2017 11:54pm
   fgactg	Posting Report	Wed Mar 22, 2017 06:36am
   fgacth	Account Hierarchy Report	Mon Mar 20, 2017 05:30am
   fgacth_exp	Account Hierarchy Report Operating Expenditures	Mon Mar 20, 2017 05:31am

# Select Reports

- Use the navigational buttons or the drop down menu to select the report you wish to view.

The screenshot shows the Banner ePrint Reports Repository interface. The header includes the Banner ePrint logo, the title "Select Report from Repository Banner Finance", and navigation links like "About Banner ePrint", "FAQ", "My ePrint", "Change Repository", "Help", and "Logout". Below the header, there's a "Banner Finance" section with a "Greek Resources" tab. A table lists various reports with columns for Report, Description, and Latest Date. A dropdown menu is open, showing a list of report codes. A red box with the text "Drop Down Menu Navigational Buttons" has arrows pointing to the dropdown menu and the "Next" button. The footer includes the copyright notice "© 2013 Eliucian Company L.P. and its affiliates" and the Eliucian logo.

Report	Description	Latest Date
fabchkr	Batch Disbursement Register	Tue Mar 21, 2017 06:31am
farchkr	Batch Disbursement Register	Tue Oct 06, 2009 08:23am
farinvs	Invoice Selection Report	Mon Mar 20, 2017 06:30am
faroinv	Open Invoice Report	Mon Mar 20, 2017 11:52pm
fgractg	Posting Report	Tue Mar 21, 2017 06:59am
fgracth	Account Hierarchy Report	Mon Mar 20, 2017 05:30am
fgracth_exp	Account Hierarchy Report Operating Expenditures	Mon Mar 20, 2017 05:31am
fgractv	Activity Codes Report	Mon Mar 20, 2017 04:59am

Drop Down Menu  
Navigational Buttons

Next




© 2013 Eliucian Company L.P. and its affiliates

ellucian.



# Select Reports

There are three options in viewing the reports listed on the Report Repository page.

-  “PDF” will display, on-line, all Banner orgs available for that report in the Acrobat Reader. This option gives you the latest version of the report.
-  “TEXT” will open a dialog to download all organization available for that report into a text file to use for a Word or Excel document. This option will be discussed later. This option gives you the latest version of the report.
-  The “DRILL” will drill-down the report to display a specific org number(s). This option gives you all archived versions of the report.



# Account Hierarchy Report

Browser address bar: <https://eprint.ua.edu/cgi-bin/eprint.cgi>

Page Title: Banner ePrint Reports Repo...

Page Header: Banner ePrint | Select Report from Repository Banner Finance | Banner Finance Repository mbbotale | About Banner ePrint FAQ My ePrint | Change Repository Help Logout

Banner Finance

Greek Resources

	Report	Description	Latest Date
P D F TEXT	fabchkr	Batch Disbursement Register	Tue Mar 21, 2017 06:31am
P D F TEXT	farchkr	Batch Disbursement Register	Tue Oct 06, 2009 08:23am
P D F TEXT	farinvs	Invoice Selection Report	Mon Mar 20, 2017 06:30am
P D F TEXT	faroinv	Open Invoice Report	Mon Mar 20, 2017 11:52pm
P D F TEXT	fgractg	Posting Report	Tue Mar 21, 2017 06:59am
P D F TEXT	fgracth	Account Hierarchy Report	Mon Mar 20, 2017 05:30am
P D F TEXT	fgracth_exp	Account Hierarchy Report Operating Expenditures	Mon Mar 20, 2017 05:31am
P D F TEXT	fgractv	Activity Codes Report	Mon Mar 20, 2017 04:59am

fabchkr

Next

© 2013 Ellucian Company L.P. and its affiliates ellucian.







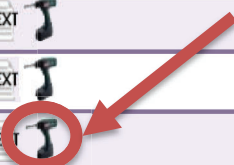


# Account Hierarchy Report

Browser address bar: <https://eprint.ua.edu/cgi-bin/eprint.cgi>

Page Header: Banner ePrint | Select Report from Repository Banner Finance | Banner Finance Repository mbbolele | About Banner ePrint | FAQ | My ePrint | Change Repository | Help | Logout


Banner Finance

Greek Resources

	Report	Description	Latest Date
P D F TEXT 	fabchkr	Batch Disbursement Register	Tue Mar 21, 2017 06:31am
P D F TEXT 	farchkr	Batch Disbursement Register	Tue Oct 06, 2009 08:23am
P D F TEXT 	farinvs	Invoice Selection Report	Mon Mar 20, 2017 06:30am
P D F TEXT 	farolnv	Open Invoice Report	Mon Mar 20, 2017 11:52pm
P D F TEXT 	fgractg	Posting Report	Tue Mar 21, 2017 06:59am
P D F TEXT  	fgracth	Account Hierarchy Report	Mon Mar 20, 2017 05:30am
P D F TEXT 	fgracth_exp	Account Hierarchy Report Operating Expenditures	Mon Mar 20, 2017 05:31am
P D F TEXT 	fgractv	Activity Codes Report	Mon Mar 20, 2017 04:59am

Dropdown menu: fabchkr

Next

© 2013 Ellucian Company L.P. and its affiliates 

# Account Hierarchy Report

- Updated weekly

The screenshot displays a web browser window with the URL <https://eprint.ua.edu/cgi-bin/eprint.cgi?ACTION=DETAIL&REPORT=FGRACH>. The page header includes the Banner ePrint logo, the report title "Report Detail: FGRACH", and navigation links such as "About Banner ePrint", "FAQ", "My ePrint", "Change Repository", "Help", and "Logout". A red circle highlights a PDF icon in the left margin, with a red arrow pointing to it. The main content area features a table with the following data:

Title	Date
Account Hierarchy Report AS OF 20-MAR-2017	Mon Mar 20, 2017 05:30am

The footer contains the copyright notice "© 2013 Ellucian Company L.P. and its affiliates" and the Ellucian logo.

# Account Hierarchy Report

REPORT FGRACHTH  
CHART: A

Univ of Alabama  
Account Hierarchy Report  
AS OF 20-MAR-2017

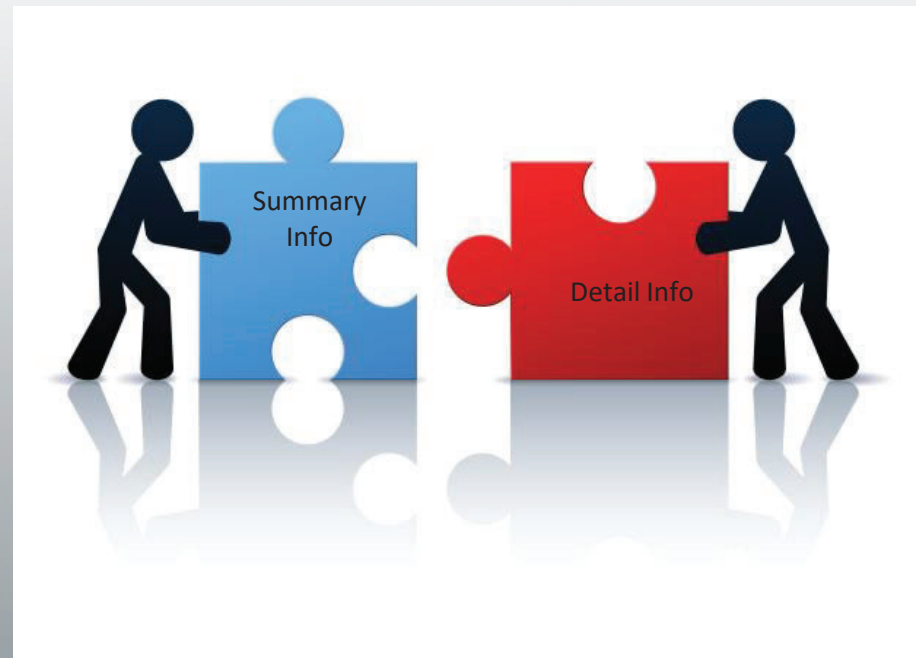
RUN DATE: 03/20/2017  
TIME: 05:31 AM  
PAGE: 1

TYP	ACCOUNT	DESCRIPTION	DATA ENTRY	STATUS	POOL ACCT	***** DATES *****	***** DATES *****
						BFF	TERM
10		Assets				01-OCT-1995	31-DEC-2099
11		Cash and Cash Equivalents	N	A		01-OCT-1995	31-DEC-2099
	100	Assets	N	A		01-OCT-1995	31-DEC-2099
	1010	Cash	N	A		01-OCT-1995	31-DEC-2099
	10110	Claim on Cash	Y	A		30-SEP-2007	31-DEC-2099
	101100	Cash-UA Checking	Y	A		01-OCT-1995	31-DEC-2099
	101101	Cash-UA Student Refunds	Y	A		20-NOV-2009	31-DEC-2099
	101102	Cash-UA Payroll	Y	A		01-OCT-1995	31-DEC-2099
	101103	Cash-UA Gulf Shores	Y	A		01-OCT-1995	31-DEC-2099
	101104	Cash-UA Moundville	Y	A		01-OCT-1995	31-DEC-2099
	101105	Cash-UA Deposits	Y	A		01-OCT-1995	31-DEC-2099
	101106	Cash-UA Cash Concentration	Y	A		01-OCT-1995	31-DEC-2099
	101107	Cash-UA Credit Cards	Y	A		01-OCT-1995	31-DEC-2099
	101108	Cash-Alumni Credit Cards	Y	A		01-OCT-1995	31-DEC-2099
	101109	Cash-Alumni Operating	Y	I		07-MAR-2014	31-DEC-2099
	101110	Cash-LSF Operating	N	A		28-JUN-2010	31-DEC-2099
	101111	Cash-Capstone Operating	Y	A		01-OCT-1995	31-DEC-2099
	101112	Cash-UA Parrish Clinic	Y	A		01-OCT-1995	31-DEC-2099
	101113	Cash-CTF Operating	N	A		28-JUN-2010	31-DEC-2099
	101114	Cash-1831 Foundation	Y	A		01-OCT-2006	31-DEC-2099
	101115	Cash - UA Checking Cadence	Y	A		01-OCT-2015	31-DEC-2099
	101116	Cash - UA Advances InCard*0904	Y	A		27-JUL-2016	31-DEC-2099
	101117	Cash - UA Payroll Cadence	Y	A		01-OCT-2015	31-DEC-2099
	101118	Cash-UA Deposits Cadence	Y	A		01-OCT-2015	31-DEC-2099
	101119	Cash-UA Cash Con Cadence	Y	A		01-OCT-2015	31-DEC-2099
	101120	Cash-UA Credit Cards-Cadence	Y	A		01-OCT-2015	31-DEC-2099
	101121	Cash-Default Bank	Y	A		01-OCT-1995	31-DEC-2099
	101122	Cash - UA Ath Per Diem*5508	Y	A		01-JUL-2016	31-DEC-2099
	101123	Cash - UA Acad Rewards *4808	Y	A		01-JUL-2016	31-DEC-2099
	101124	Cash - UA Ath Rewards *2406	Y	A		01-JUL-2016	31-DEC-2099
	101125	Cash - UA ATO Clearing	Y	A		01-JUL-2016	31-DEC-2099
	101126	Cash-Due to other charts	Y	A		01-OCT-1995	31-DEC-2099
	101127	Cash-AL Shakespeare	Y	A		01-OCT-1995	31-DEC-2099
	101128	Other Cash	N	A		01-OCT-1995	31-DEC-2099
	101129	Cash Drawer	Y	A		01-OCT-1995	31-DEC-2099
	101130	Change Lists	Y	A		01-OCT-1995	31-DEC-2099
	101131	Petty Cash	Y	A		01-OCT-1995	31-DEC-2099
	101132	Cash on Hand	Y	A		01-OCT-1995	31-DEC-2099
	101133	Cash Clearing	Y	A		01-OCT-1995	31-DEC-2099
	101134	Payroll Clearing	Y	A		01-OCT-1995	31-DEC-2099
	101135	Restricted Cash & Cash Equivalents	Y	A		01-OCT-2014	31-DEC-2099
	101136	Fiscal Operations Year-end	Y	A		01-OCT-1995	31-DEC-2099
	101137	Cash Equivalents	N	A		01-OCT-1995	31-DEC-2099
	101138	Federated	Y	A		12-OCT-2009	31-DEC-2099
	101139	Regions Trust Cash Sweep	Y	A		12-OCT-2009	31-DEC-2099
	101140	Short-Term Investments	Y	A		01-OCT-1995	31-DEC-2099
12	102	Short-term Investments	N	A		01-OCT-1995	31-DEC-2099



# Financial Data

- Selecting the correct reports to view




# Summary Reports

- Fiscal Year Funds use - FGRBDSC



**Select Report from Repository Banner Finance**  
[About Banner ePrint](#) [FAQ](#) [My ePrint](#)

Banner Finance Repository  
mbb@tele  
[Change Repository](#) [Help](#) [Logout](#)




**Banner Finance**

	<u>Report</u>	<u>Description</u>	<u>Latest Date</u>
  	fgrbdsc	Budget Status	Fri Mar 03, 2017 2:06pm
  	fgrbdsc_final	Budget Status	Wed Apr 13, 2016 4:11pm
  	fgrbiex	Bank I/F Exception Report	Tue Mar 21, 2017 11:22pm
  	fgrcash	Bank Interfund Account Control	Tue Mar 21, 2017 11:22pm
  	fgrctrl	GL / Subsidiary Ledger Control	Tue Mar 21, 2017 11:21pm
  	fgrglex	Grant Ledger Exception Report	Wed Mar 01, 2017 12:15am
  	fgrodka	Organization Detail Activity	Fri Mar 03, 2017 02:09am




# Summary Reports

File Edit View Favorites Tools Help



























**Report Detail: FGRBDSC**

Banner Finance Repository  
mbbtele




[About Banner ePrint](#)
[FAQ](#)
[My ePrint](#)
[Change Repository](#)
[Help](#)
[Logout](#)

**Banner Finance : FGRBDSC**

	Title	Date
  	FISCAL YEAR: 17 Budget Status (Current Period) AS OF 28-FEB-2017 COAS: A The University of Alabama	Fri Mar 03, 2017 2:06pm
  	FISCAL YEAR: 17 Budget Status (Current Period) AS OF 31-JAN-2017 COAS: A The University of Alabama	Fri Feb 03, 2017 1:36pm
  	FISCAL YEAR: 17 Budget Status (Current Period) AS OF 31-DEC-2016 COAS: A The University of Alabama	Fri Jan 06, 2017 5:31pm
  	FISCAL YEAR: 17 Budget Status (Current Period) AS OF 30-NOV-2016 COAS: A The University of Alabama	Mon Dec 05, 2016 5:20pm
  	FISCAL YEAR: 17 Budget Status (Current Period) AS OF 31-OCT-2016 COAS: A The University of Alabama	Thu Nov 03, 2016 4:45pm
  	FISCAL YEAR: 16 Budget Status (Current Period) AS OF 30-SEP-2016 COAS: A The University of Alabama	Wed Oct 19, 2016 9:03pm
  	FISCAL YEAR: 16 Budget Status (Current Period) AS OF 30-SEP-2016 COAS: A The University of Alabama	Mon Oct 03, 2016 3:44pm
  	FISCAL YEAR: 16 Budget Status (Current Period) AS OF 31-AUG-2016 COAS: A The University of Alabama	Tue Sep 06, 2016 1:11pm




# Summary Reports



**Search FGRBDSC (Fri Mar 03, 2017)**

Banner Finance Repository  
mbbotele



About Banner ePrint | FAQ | My ePrint

Change Repository | Help | Logout

**Banner Finance : FGRBDSC : Pick Pages**

Page Key: Org ▼

Pick Values Manually

Go

Search:

Go

Range:  to

Go

Saved Searches: AVP for Finance ▼

Go

Delete

# Report Drill Down



Choose Org

Banner Finance Repository  
rbbotele



[About Banner ePrint](#) [FAQ](#) [My ePrint](#)

[Change Repository](#) [Help](#) [Logout](#)

## Banner Finance : FGRBDSC : Pick Pages : Org

- |                                 |                                 |                                 |                                 |
|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> 100101 | <input type="checkbox"/> 100109 | <input type="checkbox"/> 100118 | <input type="checkbox"/> 100204 |
| <input type="checkbox"/> 100102 | <input type="checkbox"/> 100110 | <input type="checkbox"/> 100121 | <input type="checkbox"/> 100205 |
| <input type="checkbox"/> 100104 | <input type="checkbox"/> 100111 | <input type="checkbox"/> 100127 | <input type="checkbox"/> 100206 |
| <input type="checkbox"/> 100105 | <input type="checkbox"/> 100112 | <input type="checkbox"/> 100128 | <input type="checkbox"/> 100207 |
| <input type="checkbox"/> 100106 | <input type="checkbox"/> 100113 | <input type="checkbox"/> 100201 | <input type="checkbox"/> 100208 |
| <input type="checkbox"/> 100107 | <input type="checkbox"/> 100114 | <input type="checkbox"/> 100202 | <input type="checkbox"/> 100220 |
| <input type="checkbox"/> 100108 | <input type="checkbox"/> 100117 | <input type="checkbox"/> 100203 | <input type="checkbox"/> 100230 |


Go

Next




Get the Report

# Report Drill Down



**Search FGRBDSC (Fri Mar 03, 2017)**

Banner Finance Repository  
mbbotele



About Banner ePrint   FAQ   My ePrint

Change Repository   Help   Logout

**Banner Finance : FGRBDSC : Pick Pages**

Page Key: Org ▼

Pick Values Manually

Go

Search:

Go

Range:  to


Go

Saved Searches: AVP for Finance ▼

Go

Delete


# Report Drill Down



**Search FGRBDSC (Fri Mar 03, 2017)**

Banner Finance Repository  
mbbotele

About Banner ePrint | FAQ | My ePrint



Change Repository | Help | Logout

**Banner Finance : FGRBDSC : Pick Pages**

Page Key: Org

Pick Values Manually


Search:

Range:  to

Enter Org Range Here


Saved Searches:

# Report Drill Down



**Selected Org Values**



Banner Finance Repository  
mbbotelc



About Banner ePrintFAQMy ePrintChange RepositoryHelpLogout

**Banner Finance : FGRBDSC : Pick Pages : Org : Values**

"502101"	"502201"	"502202"	"502203"
"502301"	"502302"	"502303"	"502304"
"502305"	"502306"	"502307"	"502401"
"502501"			




Search Name

Save

© 2013 Ellucian Company L.P. and its affiliates


ellucian.

# Report Drill Down



**Selected Org Values**



Banner Finance Repository  
mbbotele



[About Banner ePrint](#) [FAQ](#) [My ePrint](#) [Change Repository](#) [Help](#) [Logout](#)

**Banner Finance : FGRBDSC : Pick Pages : Org : Values**

"502101"	"502201"	"502202"	"502203"
"502301"	"502302"	"502303"	"502304"
"502305"	"502306"	"502307"	"502401"
"502501"			



Search Name

AVP for Finance


×

Save

© 2013 Ellucian Company L.P. and its affiliates

ellucian.


# Navigating ePrint



**Selected Org Values**

Banner Finance Repository  
mbbotelc



About Banner ePrint | FAQ | My ePrint



Change Repository | Help | Logout

**Banner Finance : FGRBDSC : Pick Pages : Org : Values** ← Navigation Bar

"502101"	"502201"	"502202"	"502203"
"502301"	"502302"	"502303"	"502304"
"502305"	"502306"	"502307"	"502401"
"502501"			

  P D F TEXT

Search Name


×

Save

© 2013 Ellucian Company L.P. and its affiliates

ellucian.


# Summary Reports



**Selected Org Values**



Banner Finance Repository  
mbbotelc

[About Banner ePrint](#) [FAQ](#) [My ePrint](#) [Change Repository](#) [Help](#) [Logout](#)



**Banner Finance : FGRBDSC : Pick Pages : Org : Values**

"502101"	"502201"	"502202"	"502203"
"502301"	"502302"	"502303"	"502304"
"502305"	"502306"	"502307"	"502401"
"502501"			

Search Name

AVP for Finance

Save

© 2013 Ellucian Company L.P. and its affiliates

ellucian.



REPORT FGRBDSC  
FISCAL YEAR: 07

The University of Alabama  
Budget Status (Current Period)  
AS OF 30-APR-2007

RUN DATE: 05/10/2007  
TIME: 10:05 PM  
PAGE: 706



COAS: A The University of Alabama  
FUND: 11000 Operations - E&G  
PRED ORG: 999990 Office of Teaching, Research and Service  
ORG: 999991 Teaching Department



ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT TYP
601210	Exec/Admin/Mgr General	64,032.00	5,336.00	37,352.00	26,680.00	.00	U
601410	Professional (Exempt)	547,870.68	45,655.89	305,530.64	228,279.45	14,060.59	U
601510	Secretarial/Clerical - General	32,240.00	2,480.00	18,354.00	14,260.00	-374.00	U
603101	Overtime	.00	.00	510.00	.00	-510.00	U
TOTAL	Salaries and Wages	644,142.68	53,471.89	361,746.64	269,219.45	13,176.59	
605220	Social Security-University	26,069.71	3,891.02	26,069.71	.00	.00	U
605310	State Teachers Retirement System	33,859.45	5,004.96	33,859.45	.00	.00	U
605320	TIAA-CREF RA	11,433.87	1,922.10	11,433.87	.00	.00	U
605330	TIAA-CREF SRA	1,242.50	177.50	1,242.50	.00	.00	U
605410	Health Insurance	31,233.54	4,699.76	31,233.54	.00	.00	U
605505	Life Insurance	655.94	98.72	655.94	.00	.00	U
605510	AD&D Insurance	34.04	5.02	34.04	.00	.00	U
605515	Long Term Disability	1,474.36	222.50	1,474.36	.00	.00	U
605535	Tuition Remission - Employee	765.00	.00	765.00	.00	.00	U
605540	Tuition Remission - Dependent	3,021.50	.00	3,021.50	.00	.00	U
605550	State Unemployment Insurance	180.95	26.75	180.95	.00	.00	U
TOTAL	Benefits	109,970.86	16,048.33	109,970.86	.00	.00	
700001	Expenditure Budget Pool	100,916.52	.00	.00	.00	100,916.52	U
712105	Software License	.00	.00	.00	.00	.00	U
712106	Printers	.00	.00	365.04	.00	-365.04	U
712107	Computer Peripherals	.00	.00	.00	13,318.50	-13,318.50	U
712206	Paper Shredders	.00	.00	.00	.00	.00	U
712313	Modular/Systems	5,943.00	1,316.47	13,563.15	106.56	-7,726.71	U
714201	Copy Paper	.00	169.80	1,108.23	.00	-1,108.23	U
714301	Office Supplies	.00	.00	265.09	.00	-265.09	U
714302	Printer Cartridges	.00	.00	170.00	.00	-170.00	U
715116	Print Supplies	4,590.55	.00	5,105.20	.00	-514.65	U
715999	Supplies	.00	.00	5,976.79	.00	-5,976.79	U
716102	Signage Indoor	.00	6.90	82.30	.00	-82.30	U
721106	Public Carriers IS	.00	.00	100.00	.00	-100.00	U
721201	Meals OS	.00	220.40	777.70	.00	-777.70	U
721202	Lodging OS	.00	2,060.10	3,343.44	.00	-3,343.44	U
721203	Public Carriers OS	.00	-284.50	-204.50	.00	204.50	U
721204	Private Vehicle OS	.00	106.20	470.25	.00	-470.25	U
721206	Rental Vehicle OS	.00	.00	96.62	.00	-96.62	U
721207	Registration OS	.00	625.00	625.00	.00	-625.00	U
723203	Public Carriers OS NP	.00	.00	-367.60	.00	367.60	U
729101	Travel-Domestic Legacy	.00	.00	2,468.04	.00	-2,468.04	U

REPORT FGRBDSC  
FISCAL YEAR: 07

The University of Alabama  
Budget Status (Current Period)  
AS OF 30-APR-2007

RUN DATE: 05/10/2007  
TIME: 10:05 PM  
PAGE: 707

COAS: A The University of Alabama  
FUND: 11000 Operations - E&G  
PRED ORG: 999990 Office of Teaching, Research and Service  
ORG: 999991 Teaching Department

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT TYP
731101	Advertising	.00	.00	478.76	.00	-478.76	U
731104	Food/Catering	.00	.00	234.91	.00	-234.91	U
742107	APR Newspapers/Mag/Journ/Per	.00	.00	1,053.96	.00	-1,053.96	U
742301	Domestic Postage	.00	180.18	517.92	.00	-517.92	U
742302	International Postage	.00	.00	9.43	.00	-9.43	U
743011	Financial Services	.00	.00	100.00	.00	-100.00	U
746011	Quick Copy	.00	.00	20.00	.00	-20.00	U
746014	General Printing	.00	.00	251.63	.00	-251.63	U
746017	Copier Program	.00	.00	842.77	.00	-842.77	U
748019	Locksmith Services	.00	18.00	18.00	.00	-18.00	U
748023	Shredding Services	.00	.00	126.00	378.00	-504.00	U
748043	Employment Screening & Advertising	.00	.00	169.25	.00	-169.25	U
752102	Building Maintenance Shop	.00	.00	7.29	.00	-7.29	U
752704	Maint Agreement Copiers	.00	.00	116.28	.00	-116.28	U
763101	Telecomm Telephone Service	.00	591.90	3,898.60	.00	-3,898.60	U
763102	Telecomm Wireless Service	.00	79.66	556.06	.00	-556.06	U
781319	Subscriptions	.00	.00	2,222.32	.00	-2,222.32	U
781320	Registration	.00	.00	2,295.00	.00	-2,295.00	U
★ TOTAL	Operating Expenses	111,450.07	5,090.11	42,345.61	13,803.06	50,784.08	
780111	Recovery - Operating Exp	.00	.00	-74.04	.00	74.04	U
★ TOTAL	Cost Recovery	.00	.00	-74.04	.00	74.04	
791203	Conference Table	.00	.00	.00	.00	.00	U
791302	Office Equipment over \$5000	.00	.00	9,700.16	.00	-9,700.16	U
★ TOTAL	Capital Expenditures	.00	.00	9,700.16	.00	-9,700.16	
TOTAL ORGANIZATION							
999991	Teaching Department						
TOTAL	Salaries, Wages & Benefits	754,113.54	69,520.22	471,717.50	269,219.45	13,176.59	
TOTAL	Operating Expense	111,450.07	5,090.11	56,489.05	13,803.06	41,157.96	
NET		-865,563.61	-74,610.33	-528,206.55	-283,022.51	-54,334.55	

REPORT FGRBDSC  
FISCAL YEAR: 07

The University of Alabama  
Budget Status (Current Period)  
AS OF 30-APR-2007


RUN DATE: 05/10/2007  
TIME: 10:05 PM  
PAGE: 707

COAS: A The University of Alabama  
FUND: 11000 Operations - E&G  
PRED ORG: 999990 Office of Teaching, Research and Service  
ORG: 999991 Teaching Department

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT TYP
731101	Advertising	.00	.00	478.76	.00	-478.76	U
731104	Food/Catering	.00	.00	234.91	.00	-234.91	U
742107	APR Newspapers/Mag/Journ/Per	.00	.00	1,053.96	.00	-1,053.96	U
742301	Domestic Postage	.00	180.18	517.92	.00	-517.92	U
742302	International Postage	.00	.00	9.43	.00	-9.43	U
743011	Financial Services	.00	.00	100.00	.00	-100.00	U
746011	Quick Copy	.00	.00	20.00	.00	-20.00	U
746014	General Printing	.00	.00	251.63	.00	-251.63	U
746017	Copier Program	.00	.00	842.77	.00	-842.77	U
748019	Locksmith Services	.00	18.00	18.00	.00	-18.00	U
748023	Shredding Services	.00	.00	126.00	378.00	-504.00	U
748043	Employment Screening & Advertising	.00	.00	169.25	.00	-169.25	U
752102	Building Maintenance Shop	.00	.00	7.29	.00	-7.29	U
752704	Maint Agreement Copiers	.00	.00	116.28	.00	-116.28	U
763101	Telecomm Telephone Service	.00	591.90	3,898.60	.00	-3,898.60	U
763102	Telecomm Wireless Service	.00	79.66	556.06	.00	-556.06	U
781319	Subscriptions	.00	.00	2,222.32	.00	-2,222.32	U
781320	Registration	.00	.00	2,295.00	.00	-2,295.00	U
TOTAL	Operating Expenses	111,450.07	5,090.11	42,345.61	13,803.06	50,784.08	
780111	Recovery - Operating Exp	.00	.00	-74.04	.00	74.04	U
TOTAL	Cost Recovery	.00	.00	-74.04	.00	74.04	
791203	Conference Table	.00	.00	.00	.00	.00	U
791302	Office Equipment over \$5000	.00	.00	9,700.16	.00	-9,700.16	U
TOTAL	Capital Expenditures	.00	.00	9,700.16	.00	-9,700.16	
TOTAL ORGANIZATION							
999991	Teaching Department						
TOTAL	Salaries, Wages & Benefits	754,113.54	69,520.22	471,717.50	269,219.45	13,176.59	
TOTAL	Operating Expense	111,450.07	5,090.11	56,489.05	13,803.06	41,157.96	
NET		-865,563.61	-74,610.33	-528,206.55	-283,022.51	-54,334.55	




# Detail Reports



**Select Report from Repository Banner Finance**









Banner Finance Repository  
mbbotele

About Banner ePrint | FAQ | My ePrint



Change Repository | Help | Logout

**Banner Finance**

	<u>Report</u>	<u>Description</u>	<u>Latest Date</u>
P-D F TEXT 	fgrbdsc	Budget Status	Fri Mar 03, 2017 2:06pm
P-D F TEXT 	fgrbdsc_final	Budget Status	Wed Apr 13, 2016 4:11pm
P-D F TEXT 	fgrbiex	Bank I/F Exception Report	Tue Mar 21, 2017 11:22pm
P-D F TEXT 	fgrcash	Bank Interfund Account Control	Tue Mar 21, 2017 11:22pm
P-D F TEXT 	fgrctrl	GL / Subsidiary Ledger Control	Tue Mar 21, 2017 11:21pm
P-D F TEXT 	fgrglx	Grant Ledger Exception Report	Wed Mar 01, 2017 12:15am
P-D F TEXT 	fgrdta	Organization Detail Activity	Fri Mar 03, 2017 02:09am
P-D F TEXT 	fgrdta_ytd	Organization Detail Activity-YTD	Fri Mar 03, 2017 02:15am

Previous

fgrbdsc ▼

Next

© 2013 Ellucian Company L.P. and its affiliates

ellucian.

10-MAY-2007 22:15:01  
FISCAL YEAR 07

The University of Alabama  
Organization Detail Activity  
From 01-APR-2007 To 30-APR-2007

PAGE 12833  
FGRODTA

COAS: A                    The University of Alabama  
ORG: 999991              Teaching Department

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/ FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
				Operations - E&G	11000				
04/26/2007	JE26	KS000045	10/31/06	K06-10-259 Material-keys	748019		2.00		U
04/26/2007	JE26	KS000045	11/18/06	K06-11-080 Labor	748019		2.00		U
04/26/2007	JE26	KS000045	11/18/06	K06-11-080 Material-keys	748019		2.00		U
04/26/2007	JE26	KS000045	2/21/07	K07-2-243 Labor	748019		2.00		U
04/26/2007	JE26	KS000045	2/21/07	K07-2-243 Material-keys	748019		2.00		U
ENDING BALANCE:				Locksmith Services	748019	.00	18.00	.00	
BEGINNING BALANCE:				Shredding Services	748023	.00	126.00	378.00	
ENDING BALANCE:				Shredding Services	748023	.00	126.00	378.00	
BEGINNING BALANCE:				Employment Screening & Advertising	748043	.00	169.25	.00	
ENDING BALANCE:				Employment Screening & Advertising	748043	.00	169.25	.00	
BEGINNING BALANCE:				Building Maintenance Shop	752102	.00	7.29	.00	
ENDING BALANCE:				Building Maintenance Shop	752102	.00	7.29	.00	
BEGINNING BALANCE:				Maint Agreement Copiers	752704	.00	116.28	.00	
ENDING BALANCE:				Maint Agreement Copiers	752704	.00	116.28	.00	
BEGINNING BALANCE:				Telecomm Telephone Service	763101	.00	3,306.70	.00	
04/23/2007	FT01	TA042307		Telecom ADM MTH SVC CHG	763101		578.00		U
04/23/2007	FT01	TA042307		Telecom ADMIN LONG DISTANCE	763101		13.90		U
ENDING BALANCE:				Telecomm Telephone Service	763101	.00	3,898.60	.00	

10-MAY-2007 22:15:01  
FISCAL YEAR 07

The University of Alabama  
Organization Detail Activity  
From 01-APR-2007 To 30-APR-2007

PAGE 12836  
FGRODTA

COAS: A                    The University of Alabama  
ORG: 999991              Teaching Department

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/ FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
				Telemarketing Fund	30221				
BEGINNING BALANCE:				Visa/Mastercard Fees	743012	.00	2,167.62	.00	
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Spirit Camp/D	743012		-.27		U
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Spirit Camp/C	743012		-10.38		U
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Spirit Camp/D	743012		-.09		U
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Spirit Camp/C	743012		-34.82		U
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Discover 02-0	743012		-76.64		U
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Discover 02-0	743012		-44.16		U
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Discover 02-0	743012		-9.20		U
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Discover 02-0	743012		-1.84		U
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Discover 02-0	743012		-1.84		U
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Discover 02-0	743012		-.92		U
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Compass 03/07	743012		-1.77		U
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Compass 03/07	743012		-8.25		U
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Compass 03/07	743012		-6.63		U
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Compass 03/07	743012		-4.42		U
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Compass 03/07	743012		-8.84		U
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Compass 03/07	743012		-3.53		U
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Compass 03/07	743012		-19.88		U
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Compass 03/07	743012		-14.31		U
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Compass 03/07	743012		-79.34		U
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Compass 03/07	743012		-20.47		U
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Compass 03/07	743012		-1.77		U
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Compass 03/07	743012		-5.30		U
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Compass 03/07	743012		-11.49		U
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Compass 03/07	743012		-1.77		U
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Compass 03/07	743012		-2.21		U
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Compass 03/07	743012		-1.77		U
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Compass 03/07	743012		-1.77		U
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Compass 03/07	743012		-1.77		U

10-MAY-2007 22:15:01  
FISCAL YEAR 07

The University of Alabama  
Organization Detail Activity  
From 01-APR-2007 To 30-APR-2007


PAGE 12837  
FGRODTA

COAS: A                   The University of Alabama  
ORG: 502401              Financial Accounting and Rep

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/ FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
Telemarketing Fund					30221				
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Compass 03/07	743012		-4.42		U
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Compass 03/07	743012		-1.03		U
04/24/2007	JE26	AD000069	04242007	Trsf CrCd Fees Compass 03/07	743012		-.25		U
ENDING BALANCE:        Visa/Mastercard Fees					743012	.00	1,786.47	.00	
BEGINNING BALANCE:    Other Expense					781322	.00	-63.68	.00	
04/03/2007	JE26	SR000054		DECEMBER 2006 CRCD ADJ	781322		-51.70		U
04/05/2007	JE26	SR000055		FEBRUARY 2007 CRCD ADJ	781322		18.73		U
04/25/2007	JE26	JRLWBB70		to correct org	781322		-5,014.71		U
ENDING BALANCE:        Other Expense					781322	.00	-5,111.36	.00	
TOTAL FUND: 30221 Telemarketing Fund									
Operating Expense					70	.00	-3,324.89	.00	
TOTAL ORGANIZATION: 999991 Teaching Department									
Salaries, Wages & Benefits					60	754,113.54	471,717.50	269,219.45	
Operating Expense					70	111,450.07	53,164.16	13,803.06	


# ePrint to Excel





**Selected Org Values**

Banner Finance Repository  
mbbotele



About Banner ePrint | FAQ | My ePrint

Change Repository | Help | Logout

Banner Finance : FGRBDSC : Pick Pages : Org : Values

"502401"

Search Name

Save

© 2013 Ellucian Company L.P. and its affiliates

ellucian.



# ePrint to Excel

- Open Microsoft Excel.
- Open the Text file you saved – when browsing you might need to change the type from All Excel Files to All Files or Text Files.

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Fixed Width.  
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☐ Delimited - Characters such as commas or tabs separate each field.

☒ Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 437 : OEM United States

☐ My data has headers.

Preview of file C:\Users\mboteler\Desktop\FGRBDSC.txt.

1	REPORT FGRBDSC	Univ of Alabama
2	FISCAL YEAR: 17	Budget Status (Current Per
3		AS OF 28-FEB-2017
4		
5		

< >

Cancel < Back Next > Finish



# ePrint to Excel

This screen gives you the opportunity to set your column widths. Follow the instructions on the screen to add and remove column breaks as needed.

Text Import Wizard - Step 2 of 3

This screen lets you set field widths (column breaks).  
Lines with arrows signify a column break.

To CREATE a break line, click at the desired position.  
To DELETE a break line, double click on the line.  
To MOVE a break line, click and drag it.

Data preview

	10	20	30	40	50	60	70
REPORT	FGRBDSC				Univ of Alabama		
FISCAL	YEAR: 17				Budget Status (Current Period		
					AS OF 28-FEB-2017		

< >

Cancel < Back Next > Finish



# ePrint to Excel

This screen prompts you to format the column data. Use the General format. Click Finish.

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

☒ General  
☐ Text  
☐ Date: MDY  
☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

General	General	General	General
REPORT	FGRBDSC	Univ of Alabama	
FISCAL YEAR: 17		Budget Status (Current Period)	
		AS OF 28-FEB-2017	

Cancel < Back Next > Finish



# ePrint Reports

Report	Description	Purpose
<b>FGRBDSC</b>	Budget Status	Summary Income Statement type report for funds that operate based on the fiscal year (non Grant/IA type funds)
<b>FGRODTA</b>	Organization Detail Activity (one month only)	Line by line detail for both Budget Status and Grant Inception to Date Reports
<b>FGRODTA_YTD</b>	Organization Detail Activity (year to date – from the beginning of fiscal year to last month ended)	Line by line detail for both Budget Status and Grant Inception to Date Reports
<b>FGRBDSC_FINAL</b>	Budget Status – final for the year including the accrual period	Report is published after the audit ends – same report as above but includes adjustments made in the accrual period
<b>FGRODTA_YTD_FINAL</b>	Organization Detail Activity – final for the year including the accrual period	Report is published after the audit ends – same report as above but includes adjustments made in the accrual period
<b>FGRACTH</b>	Account Hierarchy Report	Master list of all account codes (both general ledger – balance sheet type accounts and operating ledger – income statement type accounts)
<b>FGRACTH_EXP</b>	Account Hierarchy Report	Master list of account codes for operating expenditures only
<b>FGRACTV</b>	Activity Codes Report	Master list of all activity codes
<b>FGRORGH</b>	Organization Hierarchy Report	Master list of all organization codes

# ePrint Reports

Report	Description	Purpose
<b>FRRIGITD</b>	Grant Inception to Date Report	Summary report for Grants/Athletics and some Plant funds that operate on inception to date basis
<b>F_CHG_FB_REP</b>	Changes in Fund Balance Report	Provides beginning fund balance, revenues, fund additions, expenditures, fund deductions, transfers and ending fund balance by fund for various orgs*
<b>F_CR_BUD_COMP_YTD</b>	Comparative Revenues, Expenses and Transfers with Budget	Shows Adjusted Budget, Year to Date Activity, Commitments, Available Balance columns by fund, org and account code comparing prior year and current
<b>F_CR_BUD_SUM</b>	Budget Summary	Shows Adjusted Budget, Year to Date Activity, Commitments, Available Balance columns by fund, org and account type (summarized) for current year only
<b>F_CR_CH_DPT_FND</b>	Chart of Departmental Funds	Provides a listing of all funds defaulting to a specific org. Also lists the default program code.*
<b>F_CR_COMP_MON_YTD</b>	Comparative Revenues, Expenses and Transfers (Month and YTD)	Shows prior year and current year current month and YTD activity with a variance column and % column
<b>F_CR_ENDOW_REP</b>	Endowment Market Value, Historical Gift Value and Units	Shows Market Value, Historical Gift Value and Units for endowment corpus funds by organization code
<b>F_CR_ENDOW_YTDFB_REP</b>	Endowment Fund Balances, YTD Activity and Projected Income	Shows beginning fund balance, YTD activity by account, ending fund balance and projected annual income by fund for various default orgs*
<b>F_CR_FB_REP</b>	Fund Balance Report	Shows fund balance at month end by fund for various default orgs*
<b>F_CR_OPER_DEFICITS</b>	Operating Budget Deficits by category	Budget deficits by orgn, fund, program

# In Conclusion...

- Select repository
- Select report type
- Drill down!
- Select Orgn or Fund
- Select month pdf
- Use both summary and detail reports in conjunction
- When in doubt, compare to Banner



Questions?

THE UNIVERSITY OF  
**ALABAMA**<sup>®</sup>