#### THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

The University of Alabama in Huntsville Office of Budgets and Management Information Banner Finance Self-Service Training

### Access and Read e-Print Reports

### Lesson Objectives

- \* Describe what e-Print Repository is.
- \* Learn how to access e-Print reports.
- \* Analyze and interpret e-Print reports for use as a budget tool.



- \* E-Print Repository is a web-based system designed to distribute and print financial reports to authorized recipients.
- Some UAH Reports included are the monthly Budget
   Status Report, the Budget Statement and bi-weekly
   payroll reports.

### **E-Print Repository Access**

$\leftrightarrow$ $\rightarrow$ C $\sim$ uah.edu/budget/self-service-h	https://ww	vw.uah.eo	lu/budge	t/self-servio	e-help	☆
🔠 🛉 🛨 Bookmarks M M Inbox - tgh0008@uah	3 University of Alabama 📉 UAH	- The University 🦰 Hom	e - my.uah.edu 🛛 🚧 Banner	r Admin 🛛 🕂 My Finance Dashbo	ar 🐨 TEST Finance Seli	f Serv
ABOUT UAH EVENTS MAP	GIVING ALUMNI DIRECTO	DRY		I AM A	SEAR	RCH
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE	Admission & Aid	Academics	Research	Campus Life	Athletics	News
BUDGET FINANCE SELF-SERVICE	HELP					
Finance Se	elf-Servic	e Help				
	Banner Acce	255				
BUDGET	Our office provides	access to Banner F	inance Self-Servi	ce and Banner Admin	(formerly known	as INB).
Budget Information	WE ARE NO LONG	ER ACCEPTING PA	APER FORMS FOR	R FINANCE SELF-SEF	RVICE ACCESS E	FFECTIVE
Covid-19 Budget Information	IMMEDIATELY. Ple requires the paper	ase see the instruct form.	ions below for the	e link to the <b>electroni</b>	<b>c Kuali form</b> . Ba	nner Admin still
Finance Self-Service Help	Please complete th	e Finance Self-Serv	vice Access Form	or Banner Finance Ad	min form under th	ne Forms tab.
Effort Certification	• You will need	l Finance Self-Ser	vice access if yo	u:		
Forms	1. Handle budget statements for your department (Query access) 2. Enter requisitions (Posting access)					
Payroll Services	3. Approve times	sheets (Web-time E	ntry)			



From the My Finance Main Page, click on the Four Square menu in the upper left corner, select Banner, Finance, then e-Print Repository.

Banner ePrint Sel	ect Report from Repository Finance	e and Budgets Finance and Budgets Repositor TGH0008	
Finance and Budgets		You will see a list of available repo on Budget Statement.	orts. Select the drill
	Report	Description	Latest Date
PDF TEXT DATA	FGRBDSC	Budget Status Report	Fri Sep 02, 2022 11.20am
PDF TEXT DATA	FGRODTA	Organization Detail Activity	Fri Sep 02, 2022 11.28am
PDF TEXT	NHRDIST	Orgn Payroll Distribution	Thu Sep 29, 2022 2:44pm
PDF TEXT	NHREDST	Employee Distributions Report	Mon Jul 12, 2010 11:36am
PDF TEXT	NHRSDST	Empl Payroll Summary By Orgn	Thu Sep 29, 2022 2:38pm
PDF TEXT 7	ZBDSTMT	Budget Statement	Fri Sep 02, 2022 10:26am
PDF TEXT J	ZHREDST	Employee Distributions Report 8.0	Thu Sep 29, 2022 2:47pm
			$\otimes$ 2020 Ellucian Company L.P. and its affiliates. ellucian.

Banner ePrint	Report Detail: ZBDSTMT About Bannar aPtint FAQ My aPtint	Finance and Budget TGH008	ts Repository Help: Lagout
Finance and Budgets : ZBDSTMT			
	Title		Date
PDF TEXT	BUDGET STATEMENT AS OF 31-AUG-2022		Fri Sep 02, 2022 10 26am
PDF TEXT	BUDGET STATEMENT AS OF 31-JUL-2022	You will see a list of	Mon Aug 01, 2022 4:36pm
PDF TEXT	BUDGET STATEMENT AS OF 30-JUN-2022	statements by month, so	Fri Jul 01, 2022 5:45pm
PDF TEXT	BUDGET STATEMENT AS OF 31-MAY-2022	select the magnifying	Thu Jun 02, 2022 5:34pm
PDF TEXT	BUDGET STATEMENT AS OF 30-APR-2022	glass next to the month	Tue May 03, 2022 10 27am
PDF TEXT	BUDGET STATEMENT AS OF 31-MAR-2022	that you need	Tue Apr 12, 2022 11.22am
PDF TEXT	BUDGET STATEMENT AS OF 28-FEB-2022	that you need.	Wed Mar 02, 2022 7:38pm
PDF TEXT	BUDGET STATEMENT AS OF 31-JAN-2022		Wed Feb 02, 2022 09 22am
If you do month y	on't see the ou need in the	BUDGET STATEMENT AS OF 31-AUG-2022 - Fri Sep 02, 2022 10:26am	e 2020 Ellucian Company L.P. and its affiliates. ellucian.

list, you can select from the dropdown menu at the bottom.

Banner         Search ZBDSTMT (Fri Sep 02, 2022)           Print         About Banner ePrint FAQ. My ePrint	Finance and Budgets Repository TGH0000 Help: Logout
Finance and Budgets : ZBDSTMT : Pick Pages	
You can search by one Org or Fund Number OR you can enter a range of Org or Fund Numbers.	Page Key:   Org   Pick Values Manually   Go   Go     Range:     to
	Saved Searches. Delete
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2022 FINAL BUDGET STATEMENT						TIME:	
COAS: H	The Univer	sity of AL i	n Huntsville	AS OF 30-SEP-2 FIN MGR	022 me of Financial Mana	øer	
ORG: R FUND:	tollup #, Org #	# and Fund	#			STATUS:	ACTIVE
Revenue Acco	ADOPTED	ADJUSTED	CURRENT MONTH	UAL FISCAL YEAR	INCEPTION TO DATE C	OPEN COMMITMENTS	BALANCE AVAILABLE
Title and a	# 0.00	-19,272.00	0.00	-19,272.00	0.00	0.00	0.00
Other So	urces 0.00	-19,272.00	0.00	-19,272.00	0.00	0.00	0.00
** Reven	ues Total 0.00	-19,272.00	0.00	-19,272.00	0.00	0.00	0.00
Executive / . 6110 Professional	Administrator 156,443.00	162,460.04	18,051.12	162,460.08	Red an	rows (2	-0.04
6150 Technical /	674,293.00 Para-Profession	767,611.99	85,649.97	745,278.60	astoric	ks) point	22,333.39
6154 Overtime	38,500.00	38,500.00	0.00	4,442.31	asteris	ks) point	34,057.69
6181 Annual Leave	500.00	500.00	0.00	1,311.87	to mair	nsection	-811.87
6183 Student	0.00	0.00	0.00	8,333.51	totals p	part of	-8,333.51
6190 Non-Recurrin	0.00 g Salary	00.0	460.20	5,466.45	equation	on in final	-5,466.45
Wireless Dev 6498	ice Supplement	27,929.00	926.37	7 878 91	totals.		-7 878 91
Salaries	& Wages	0.00	020.01	1,010.01			
	869,736.00	997,001.03	105,087.66	963,100.73	0.00	0.00	33,900.30
Employee Ben 6500	efits 286,848.00	317,439.00	0.00	0.00	Yellow	arrows	317,439.00
6510	0.00	0.00	7,584.03	68,491.45	point t	o sub-	-68,491.45
6520 SRA Matching	0.00 (TIAA-CREF)	0.00	12,212.13	111,095.14	soction	a totale	-111,095.14
6530 Health Insura	0.00 ance	0.00	3,728.92	36,321.79	section		-36,321.79
6540 Group Life	0.00	0.00	10,293.50	122,064.00	0.00	0.00	-122,064.00
6541 LTD-Salary C	0.00 ontinuation	0.00	132.34	1,685.94	0.00	0.00	-1,685.94

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE FINAL BUDGET STATEMENT

REPORT=BUDSTMT

RUN DATE: 10/31/22 TIME: 15:49

#### Adjusted Budget – Fiscal Year Expenses - Open Commitments = Available Balance

ADOPTED ADJUSTED	URRENT MONTH	UAL FISCAL YEAR	INCEPTION TO DATE	OPEN COMMITMENTS	BALANCE AVAILABLE
3561 0.00 0.0	0 51.87	465.35	0.00	0.00	-465.35
Fringe Benefits 286,848.00 317,439.0	0 34,240.30	342,391.11	0.00	0.00	-24,952.11
** Salaries and Wages Total 1,156,584.00 1,314,440.0	3 139,327.96	1,305,491.84	0.00	0.00	8,948.19
Expenditures 7000 140,594.00 219.057.0	0.00	0.00	Blue outlin	ned section is	19,057.00
7114 0.00 0.0	0.00	27,961.15	Budget. 🤇	)range outlined	27,961.15
Institutional Dues & Membership 7152 0.00 0.0 Postage and Freight	6,160.40	16,531.32	section is	Actual.	16,531.32
7156 0.00 0.0	0 13.89	73.62	0.00	0.00	-73.62
7158 0.00 0.0	0 7.69	17.17	0.00	0.00	-17.17
Software Purchase 7174 0.00 0.0	0 60.76	69,364.49	0.00	2,278.19	-71,642.68
Jesign - Printing Services 7176 0.00 0.0	0 150.00	240.00	0.00	0.00	-240.00
fravel Air 7205 0.00 0.0	0.00	2,920.80	0.00	0.00	-2,920.80
fravel Expense 7220 0.00 0.0	0 1,705.73	7,932.88	0.00	0.00	-7,932.88
71vate Car Mileage 7225 0.00 0.0	0 898.50	1,012.81	0.00	0.00	-1,012.81
/ehicle Rental 7229 0.00 0.0	0.00	436.37	0.00	0.00	-436.37
Maint. & Repair Vehicle 7315 0.00 0.0	0.00	579.29	0.00	0.00	-579.29
Fuel Chargebacks 7317 0.00 0.0	0 165.52	922.49	0.00	0.00	-922.49
Fac & Oper Other Contract Svcs 7321 0.00 0.0	0 499.55	499.55	0.00	0.00	-499.55
Kerox & Duplicating 7401 0.00 0.0	0.00	2,369.10	0.00	0.00	-2,369.10
7404 0.00 0.0				00	-6,539.32
Heating and A/C Supplies 7410 0.00 0.0	₀ <b>0 0</b> <u>2</u>	/ 305 🛛 🗇 🕀	<b>H</b>	C   📅 👦	-613.90

ADOPTED	ADJUSTED (	CURRENT MONTH	JAL FISCAL YEAR	INCEPTION TO DATE	OPEN COMMITMENTS	BALANCE AVAILABLE
General Maint Supplies 7415 0.00	0.00	0.00	799.42	0.00	0.00	-799.42
Other Supplies and Materials 7428 0.00	0.00	53.27	4,507.22	0.00	0.00	-4,507.22
7433 0.00	0.00	0.00	2,060.76	0.00	0.00	-2,060.76
Supplies UAH Bookstore 7437 0.00	0.00	0.00	252.70	0.00	0.00	-252.70
7464 Red arrows	are main	totals.	1,490.52	0.00	0.00	-1,490.52
7465 Yellow arrov	vs are su	ibtotals.	4,623.62	0.00	5,856.00	-10,479.62
7507 For example	, operat	ing	1,225.00	0.00	0.00	-1,225.00
7602 Protection Complexity expenses plu	is transf	ers equals	2,242.41	0.00	0.00	-2,242.41
7603 Operating Ex	penditu	res Total	3,294.50	0.00	1,852.19	-5,146.69
7612 0.00	0.00	0.00	5,430.50	0.00	0.00	-5,430.50
Operating Expenses 140,594.00 2	19,057.00	12,647.51	163,940.91	0.00	9,986.38	45,129.71
Non-Mandatory Transfers In/Our 7801 0.00 -1	t 45,334.00	-21,824.50	-144,764.75	0.00	0.00	-569.25
Non Mandatory Transfers 0.00 -1	45,334.00	-21,824.50	-144,764.75	0.00	0.00	-569.25
** Operating Expenditures 140,594.00	Total 73,723.00	-9,176.99	19,176.16	0.00	9,986.38	44,560.46
Equipment 8100 0.00	22,822.15	0.00	0.00	0.00	0.00	22,822.15
Vehicles 8107 0.00	0.00	0.00	22,822.15	0.00	0.00	-22,822.15
Equipment 0.00	22,822.15	0.00	22,822.15	0.00	0.00	0.00
** Equipment Total 0.00	22,822.15	0.00	22,822.15	0.00	0.00	0.00

### Total expenses = Salary & Fringe Total + Operating Expenditures Total + Equipment Total

	ADOPTED	ET ADJUSTED	CURRENT MONTH	AL FISCAL YEAR	INCEPTION TO DATE	OPEN COMMITMENTS	BALANCE AVAILABLE
тот	AL EXPENSES 1,297,178.00	1,410,985.18	130,150.97	1,347,490.15	0.00	9,986.38	53,508.65
NET	1,297,178.00	1,391,713.18	130,150.97	1,328,218.15	0.00	9,986.38	53,508.65

### Net = Total Revenue – Total Expenses

Banner	elect Report from Repository Financ	te and Budgets Finance and Budgets Repository TGH0008			
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Finance and Budgets		You will see a list of available repo	orts. Select the drill		
Test		on Budget Status Report.			
	Report	Description	Latest Date		
PDF TEXT DATA	FGREDSC	Budget Status Report	Fri Sep 02, 2022 11:20am		
PDF TEXT DATA	FGRODTA	Organization Detail Activity	Fri Sep 02, 2022 11.28am		
PDF TEXT T	NHRDIST	Orgn Payroll Distribution	Thu Sep 29, 2022 2:44pm		
PDF TEXT T	NHREDST	Employee Distributions Report	Mon Jul 12, 2010 11:36am		
PDF TEXT	NHRSDST	Empl Payroll Summary By Orgn	Thu Sep 29, 2022 2:38pm		
PDF TEXT T	ZBDSTMT	Budget Statement	Fri Sep 02, 2022 10:26am		
PDF TEXT T	ZHREDST	Employee Distributions Report 8.0	Thu Sep 29, 2022 2:47pm		
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### Accessing the Budget Status Report

Banner	Report Detail: FGRBDSC	Finance and Budgets Repository TGH008
ePrint	About Banner ePrint FAQ: My ePrint	Help Logan
Finance and Budgets : FGRBDSC		
	Title	Vou will coop list of statements by
PDF TEXT DATA Y	Budget Status (Current Period) AS OF 30-NOV-2022	Tou will see a list of statements by
PDF TEXT DATA	Budget Status (Current Period) AS OF 30-NOV-2022	month, so select the magnifying glass
PDF TEXT DATA	Budget Status (Current Period) AS OF 31-OCT-2022	next to the month that you need. There
PDF TEXT DATA	Budget Status (Current Period) AS OF 31-OCT-2022	are two reports for the same month, but
PDF TEXT DATA	Budget Status (Current Period) AS OF 30-SEP-2022	they are the come report
PDF TEXT DATA	Budget Status (Current Period) AS OF 30-SEP-2022	they are the same report.
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	list, you can sele	ect from the dropdown menu
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	Banner	Search FGRBDSC (Mon Dec 05, 2022)		Finance and Budgets Repository TGH1008	
	ermit	About Banner ePrint FAQ: My ePrint		Hulp	Legost
Finance and Bud	dgets : FGRBDSC : Pick Pages				
	You can se Org or Fur you can er Org or Fur	earch by one nd Number OR nter a range of nd Numbers.	Page Key:     Organization       Pick Values Manually     Search       Go     Go       Range:     to		
			Saved Searches: Delete		
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Banner ePrint	Selected Organization Values	Fia TG	anor and Budgets Repository 0008 Histor Laguat
Finance and Budgets : FGRBDSC : Pick Pager	s : Organization : Values	PDF TEXT DATA Search Name Save	There are three options. Select PDF.
			©2020 Ellucian Company L.P. and its affiliates. ellucian.

	The report is divided categories:	into sectio	ons based o	n the follo	wing Acco	ount	
	5xxx – Revenues						
	6vvv - Salary and Frit	rae Benefi	te				
	onn - Salary and Th	ige benen					
	7xxx – Operating Exp	enses and	Transfers				
	8xxx - Equipment/Co	nstruction					
	Torre Frinde Trenefer	- In Out					
	7001 – Funds Transfer	's in/out					
REPORT FGRBDSC FISCAL YEAR: 23		Univ of Alabama in Huntsville Budget Status (Current Period) AS OF 30-NOV-2022 RUN DATE: 12/05/2 TIME: 09:49 A PAGE: 285			DATE: 12/05/202 TIME: 09:49 AM PAGE: 285	2	
DAS: JND: RED OF	Fund #, Org #, Titl	e					
COUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT TYP
99	Miscellaneous Income	.00	4,576.72	4,576.72	.00	-4,576.7	2 U
TAL	Other Sources	.00	4,576.72	4,576.72	.00	-4,576.7	2
10	Executive / Administrator	100,988.00	7,768.30	15,359.31	.00	85,628.6	9 U
52	Secretarial / Clerical	199,864.00	11,257.13	23,360.53	.00	176,503.4	7 U
.54	Technical / Para-Professional	166,605.00	17,646.52	34,978.90	.00	131,626.1	0 U
98	Wireless Device Supplement	.00	55.00	110.00	.00	-110.0	0 U
TAL	Salaries & Wages	772,632.00	56,128.42	113,366.43	.00	659,265.5	7
00	Employee Benefits	254,969.00	.00	.00	.00	254,969.0	0 U
10	FICA	.00	3,949.45	7,971.70	.00	-7,971.7	0 0
30	SRA Matching (TIAA-CREF)	.00	307.42	607.97	.00	-13, 341.9	7 1
540	Health Insurance	.00	11,946.25	24,472.75	.00	-24,472.7	5 U
41	Group Life	.00	115.78	237.44	.00	-237.4	4 U
61	State Unemployment Insurance-SU	.00	16.80	33.90	.00	-33.9	0 U
TAL	Fringe Benefits	254,969.00	22,990.71	46,925.86	.00	208,043.1	4
000	Expenditures	70,933.34	.00	.00	.00	70,933.3	4 U
74	Software Purchase	.00	1.74	4.315 50	43,371,00	-47,686 5	4 U
317	Fuel Chargebacks	.00	166.06	166.06	.00	-166.0	6 U
101	Xerox & Duplicating	.00	471.68	471.68	.00	-471.6	8 U
128	Office Supplies Other Supplies and Materials	.00	27.34	27.34	2,179,22	-27.3	4 U
512	Registration Fees - Conf	.00	349.00	349.00	.00	-349.0	0 U
OTAL	Operating Expenses	70,933.34	4,275.10	7,232.56	45,550.22	18,150.5	6
301	Non-Mandatory Transfers In/Out	-48,190.34	-48,190.34	-49,205.38	.00	1,015.0	4 U
DTAL	Non Mandatory Transfers	-48,190.34	-48,190.34	-49,205.38	.00	1,015.0	4

TOTAL SECTION										
REPORT FGRBDSC FISCAL YEAR: 23	Univ of Alabama in Huntsville Budget Status (Current Period) AS OF 30-NOV-2022			RUN DATE: 12/05/2022 TIME: 09:49 AM PAGE: 286						
COAS: H The University of AL in Huntsville FUND: PRED ORG: Fund #, Org #, Title										
ACCOUNT ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE CMT BALANCE TYP					
TOTAL OBGANIZATION Org # and Title TOTAL Revenues TOTAL Salaries and Wages TOTAL Expenditures	.00 1,027,601.00 22,743.00	4,576.72 79,119.13 -43,915.24	4,576.72 160,292.29 -41,972.82	.00 .00 45,550.22	-4,576.72 867,308.71 19,165.60					



#### Univ of Alabama in Huntsville Organization Detail Activity From 01-MAY-2023 To 31-MAY-2023

#### PAGE 4773 FGRODTA

COAS: H The Univers	sity of AL in Huntsville					
Depa	rtment Name					
TRANS TRAN DOCUMENT DOCUMEN DATE TYPE NUMBER REFEREN	T ICE DESCRIPTION	ACCOUNT/ FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
	O & M General	15000				
BEGINNING BALANCE: Xerox & Dup ENDING BALANCE: Xerox & Dup	olicating olicating	7401 7401	0.00	960.00 960.00	0.00	)
BEGINNING BALANCE: Furniture < ENDING BALANCE: Furniture <	\$5,000 \$5,000	7403 7403	0.00	480.00 480.00	0.00	)
BEGINNING BALANCE: Office Supp 05/05/2023 INEI 42105053 05/05/2023 INEI 42105053 05/09/2023 DNEI !0113490 4210505 05/30/2023 IDF1 PC000201 05/30/2023 IDF1 PC000201 05/30/2023 IDF1 PC000201 05/30/2023 IDF1 PC000201 05/30/2023 IDF1 PC000201 ENDING BALANCE: Office Supp	olies Staples Business Advantage Staples Business Advantage Staples Business Advantage Department Name	7404 7404 7404 7404 7404 7404 7404 7404	0.00	919.23 2,253.99 0.00 21.09 5.05 4.18 286.66 57.35 20.00 3,567.55	2,253.99 -2,253.99	
BEGINNING BALANCE: Locksmith S ENDING BALANCE: Locksmith S	Supplies	7417 7417	0.00	13.00 13.00	0.00	3
BEGINNING BALANCE: Other Suppl ENDING BALANCE: Other Suppl	ies and Materials ies and Materials	7428 7428	0.00	392.88 392.88	0.00	)
BEGINNING BALANCE: Computer & 05/30/2023 IDF1 PC000201 05/30/2023 IDF1 PC000201 05/30/2023 IDF1 PC000201 05/30/2023 IDF1 PC000201 05/30/2023 IDF1 PC000201 05/30/2023 IDF1 PC000201	Perinheral Supplies Department Name	7433 7433 7433 7433 7433 7433 7433 7433	0.00	4,480.99 24.49 103.17 290.95 97.56 656.38 33.98 44.99	0.00	םממממ
ENDING BALANCE: Computer &	Peripheral Supplies	7433	0.00	5,732.51	0.00	1

## Questions?



\* Contact us!

\* Website: https://www.uah.edu/bud

- \* Ext. 5217 for Payroll Reports
- \* Ext. 2242 for All Other Reports