



The University of Alabama in Huntsville
Office of Budget 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.

What is E-Print Repository?

- * 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

- * Users will need to request e-Print access specifically on the **Banner Self-Service Access Request** form found on the **our website** in order to be authorized to use the e-Print Repository. There is an ePrint Repository **checkbox** on the form if the user needs ePrint access.
- * Users need a supported **Internet** browser to login and a reader that can open .pdf documents. The UAH OIT department can answer questions the user has about desktop software.



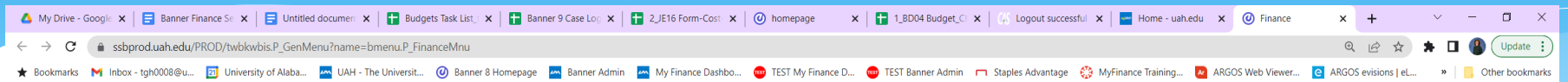
Accessing ePrint Reports



The screenshot displays the Banner Finance application interface. The top navigation bar is blue and contains a four-square menu icon, the Banner logo, and the user's name "Ms Tammy G Haymon" next to a settings gear icon. The left sidebar is a light gray menu with the following items: "< Finance", "Budget Queries" (highlighted in blue), "Encumbrance Query", "Requisition", "Approve Documents", "View Document", "Multiple Line Budget Transfers", "Budget Development", "e_Print Repository" (indicated by a yellow arrow), and "SSB8 - Budget Queries". The main content area is light blue and displays the "Finance" page. It includes a welcome message: "Hello Tammy, create, edit and approve transactions and view financial information for department / organization." Below this is a section titled "My Finance Query" with a description: "Create, view and share budget availability, encumbrance and payroll queries." Further down are sections for "Approve Documents" (described as "View list of documents pending approval. Approve, disapprove, or deny.") and "View Document" (described as "View draft, pending and completed documents with related information and approval history.>").

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

Accessing ePrint Reports



[Personal Information](#) [Student](#) [Employee](#) **[Finance](#)** [Proxy Menu](#)

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Finance

- [Budget Queries](#)
- [Encumbrance Query](#)
- [Requisition](#)
- [Approve Documents](#)
- [View Document](#)
- [Multiple Line Budget Transfers](#)
- [Budget Development](#)
- [e~Print Repository](#)
- [ARRA Certification](#)
- [SSB8 - Budget Queries](#)



A second way to access the reports is from the Finance tab. Click on e-Print Repository.

[[Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Approve Documents](#) | [View Document](#) | [Multiple Line Budget Transfers](#) | [Budget Development](#) | [e~Print Repository](#) | [ARRA Certification](#) | [SSB8 - Budget Queries](#)]

RELEASE: 8.9.2.1

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Accessing ePrint Reports



Select Report from Repository Finance and Budgets

Finance and Budgets Repository
TGH0008






























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[Help](#) [Logout](#)


Finance and Budgets

You will see a list of available reports. Select the drill on Budget Statement.

Test

	Report	Description	Latest Date
   	FGRBDSC	Budget Status Report	Fri Sep 02, 2022 11:20am
   	FGRODTA	Organization Detail Activity	Fri Sep 02, 2022 11:28am
   	NHRDIST	Orgn Payroll Distribution	Thu Sep 29, 2022 2:44pm
   	NHREDST	Employee Distributions Report	Mon Jul 12, 2010 11:36am
   	NHRSDST	Empl Payroll Summary By Orgn	Thu Sep 29, 2022 2:38pm
    	ZBDSTMT	Budget Statement	Fri Sep 02, 2022 10:26am
   	ZHREDST	Employee Distributions Report 8.0	Thu Sep 29, 2022 2:47pm

Accessing ePrint Reports



























Report Detail: ZBDSTMT

Finance and Budgets Repository
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Finance and Budgets : ZBDSTMT

	Title	Date
  	BUDGET STATEMENT AS OF 31-AUG-2022	Fri Sep 02, 2022 10:26am
  	BUDGET STATEMENT AS OF 31-JUL-2022	Mon Aug 01, 2022 4:38pm
  	BUDGET STATEMENT AS OF 30-JUN-2022	Fri Jul 01, 2022 5:45pm
  	BUDGET STATEMENT AS OF 31-MAY-2022	Thu Jun 02, 2022 5:34pm
  	BUDGET STATEMENT AS OF 30-APR-2022	Tue May 03, 2022 10:27am
  	BUDGET STATEMENT AS OF 31-MAR-2022	Tue Apr 12, 2022 11:22am
  	BUDGET STATEMENT AS OF 28-FEB-2022	Wed Mar 02, 2022 7:38pm
  	BUDGET STATEMENT AS OF 31-JAN-2022	Wed Feb 02, 2022 09:22am

If you don't see the month you need in the list, you can select from the dropdown menu at the bottom.


BUDGET STATEMENT AS OF 31-AUG-2022 - Fri Sep 02, 2022 10:26am

Next

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You will see a list of statements by month, so select the magnifying glass next to the month that you need.

Accessing ePrint Reports



Search ZBDSTMT (Fri Sep 02, 2022)

Finance and Budgets Repository
TGH0008

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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

Search:

Go


Range:

to

Go

Saved Searches:

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Accessing ePrint Reports

Banner ePrint

Selected Org Values

Finance and Budgets Repository
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Finance and Budgets : ZBDSTMT : Pick Pages : Org : Values

Org/Fund Number or list of Org/Fund Numbers will be here.

PDF TEXT

Select PDF.

Search Name

REPORT=BUDSTMT
2022

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
FINAL BUDGET STATEMENT

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

COAS: H The University of AL in Huntsville
PRED ORG: AS OF 30-SEP-2022
ORG: FIN MGR
FUND:

Name of Financial Manager

STATUS: ACTIVE

Rollup #, Org # and Fund #

Revenue Account Title and #	BUDGET		ACTUAL		INCEPTION TO DATE	OPEN COMMITMENTS	BALANCE AVAILABLE
	ADOPTED	ADJUSTED	CURRENT MONTH	FISCAL YEAR			
Other Sources	0.00	-19,272.00	0.00	-19,272.00	0.00	0.00	0.00
** Revenues Total	0.00	-19,272.00	0.00	-19,272.00	0.00	0.00	0.00
Executive / Administrator							
6110 156,443.00	162,460.04	18,051.12	162,460.08				-0.04
Professional / Non-Faculty							
6150 674,293.00	767,611.99	85,649.97	745,278.60				22,333.39
Technical / Para-Professional							
6154 38,500.00	38,500.00	0.00	4,442.31				34,057.69
Overtime							
6181 500.00	500.00	0.00	1,311.87				-811.87
Annual Leave							
6183 0.00	0.00	0.00	8,333.51				-8,333.51
Student							
6190 0.00	0.00	460.20	5,466.45				-5,466.45
Non-Recurring Salary							
6199 0.00	27,929.00	0.00	27,929.00				0.00
Wireless Device Supplement							
6498 0.00	0.00	926.37	7,878.91				-7,878.91
Salaries & Wages	869,736.00	997,001.03	105,087.66	963,100.73	0.00	0.00	33,900.30
Employee Benefits							
6500 286,848.00	317,439.00	0.00	0.00				317,439.00
FICA							
6510 0.00	0.00	7,584.03	68,491.45				-68,491.45
TRS							
6520 0.00	0.00	12,212.13	111,095.14				-111,095.14
SRA Matching (TIAA-CREF)							
6530 0.00	0.00	3,728.92	36,321.79				-36,321.79
Health Insurance							
6540 0.00	0.00	10,293.50	122,064.00		0.00	0.00	-122,064.00
Group Life							
6541 0.00	0.00	132.34	1,685.94		0.00	0.00	-1,685.94
LTD-Salary Continuation							
6560 0.00	0.00	237.51	2,267.44		0.00	0.00	-2,267.44

Red arrows (2 asterisks) point to main section totals part of equation in final totals.

Yellow arrows point to sub-section totals.

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

-----BUDGET-----			-----ACTUAL-----		INCEPTION TO DATE	OPEN COMMITMENTS	BALANCE AVAILABLE
ADOPTED	ADJUSTED		CURRENT MONTH	FISCAL YEAR			
State Unemployment Insurance-SU							
6561 0.00	0.00		51.87	465.35	0.00	0.00	-465.35
Fringe Benefits							
286,848.00	317,439.00		34,240.30	342,391.11	0.00	0.00	-24,952.11
** Salaries and Wages Total							
1,156,584.00	1,314,440.03		139,327.96	1,305,491.84	0.00	0.00	8,948.19
Expenditures							
7000 140,594.00	219,057.00		0.00	0.00			19,057.00
Contract Service Not Indiv to 25k							
7114 0.00	0.00		0.00	27,961.15			27,961.15
Institutional Dues & Membership							
7152 0.00	0.00		6,160.40	16,531.32			16,531.32
Postage and Freight							
7156 0.00	0.00		13.89	73.62	0.00	0.00	-73.62
Federal Express							
7158 0.00	0.00		7.69	17.17	0.00	0.00	-17.17
Software Purchase							
7174 0.00	0.00		60.76	69,364.49	0.00	2,278.19	-71,642.68
Design - Printing Services							
7176 0.00	0.00		150.00	240.00	0.00	0.00	-240.00
Travel Air							
7205 0.00	0.00		0.00	2,920.80	0.00	0.00	-2,920.80
Travel Expense							
7220 0.00	0.00		1,705.73	7,932.88	0.00	0.00	-7,932.88
Private Car Mileage							
7225 0.00	0.00		898.50	1,012.81	0.00	0.00	-1,012.81
Vehicle Rental							
7229 0.00	0.00		0.00	436.37	0.00	0.00	-436.37
Maint. & Repair Vehicle							
7315 0.00	0.00		0.00	579.29	0.00	0.00	-579.29
Fuel Chargebacks							
7317 0.00	0.00		165.52	922.49	0.00	0.00	-922.49
Fac & Oper Other Contract Svcs							
7321 0.00	0.00		499.55	499.55	0.00	0.00	-499.55
Xerox & Duplicating							
7401 0.00	0.00		0.00	2,369.10	0.00	0.00	-2,369.10
Office Supplies							
7404 0.00	0.00						0.00
Heating and A/C Supplies							
7410 0.00	0.00						-613.90

Blue outlined section is Budget. Orange outlined section is Actual.





-----BUDGET-----		-----ACTUAL-----		INCEPTION	OPEN	BALANCE
ADOPTED	ADJUSTED	CURRENT MONTH	FISCAL YEAR	TO DATE	COMMITMENTS	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
Computer & Peripheral Supplies						
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
Computers & I						
7464 0.00	0.00	0.00	1,490.52	0.00	0.00	-1,490.52
Computers & I						
7465 0.00	0.00	0.00	4,623.62	0.00	5,856.00	-10,479.62
Interdept Tra						
7507 0.00	0.00	0.00	1,225.00	0.00	0.00	-1,225.00
Conference &						
7602 0.00	0.00	0.00	2,242.41	0.00	0.00	-2,242.41
Business Con						
7603 0.00	0.00	0.00	3,294.50	0.00	1,852.19	-5,146.69
Registration						
7612 0.00	0.00	0.00	5,430.50	0.00	0.00	-5,430.50
<div>Red arrows are main totals. Yellow arrows are subtotals. For example, operating expenses plus transfers equals Operating Expenditures Total.</div>						
Operating Expenses						
140,594.00	219,057.00	12,647.51	163,940.91	0.00	9,986.38	45,129.71
Non-Mandatory Transfers In/Out						
7801 0.00	-145,334.00	-21,824.50	-144,764.75	0.00	0.00	-569.25
Non Mandatory Transfers						
0.00	-145,334.00	-21,824.50	-144,764.75	0.00	0.00	-569.25
** Operating Expenditures Total						
140,594.00	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

	-----BUDGET-----		-----ACTUAL-----				
	ADOPTED	ADJUSTED	CURRENT MONTH	FISCAL YEAR	INCEPTION TO DATE	OPEN COMMITMENTS	BALANCE AVAILABLE
TOTAL 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

Accessing ePrint Reports



Select Report from Repository Finance and Budgets

Finance and Budgets Repository
TGH0008





























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Finance and Budgets

You will see a list of available reports. Select the drill on Budget Status Report.

Test

	Report	Description	Latest Date
   	FGRBDSC	Budget Status Report	Fri Sep 02, 2022 11:20am
   	FGRODTA	Organization Detail Activity	Fri Sep 02, 2022 11:28am
   	NHRDIST	Orgn Payroll Distribution	Thu Sep 29, 2022 2:44pm
   	NHREDST	Employee Distributions Report	Mon Jul 12, 2010 11:36am
   	NHRSDST	Empl Payroll Summary By Orgn	Thu Sep 29, 2022 2:38pm
   	ZBDSTMT	Budget Statement	Fri Sep 02, 2022 10:26am
   	ZHREDST	Employee Distributions Report 8.0	Thu Sep 29, 2022 2:47pm

Accessing the Budget Status Report



































Report Detail: FGRBDSC

Finance and Budgets Repository
TGH0008


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Finance and Budgets : FGRBDSC

	Title	
   	Budget Status (Current Period) AS OF 30-NOV-2022	
   	Budget Status (Current Period) AS OF 30-NOV-2022	
   	Budget Status (Current Period) AS OF 31-OCT-2022	
   	Budget Status (Current Period) AS OF 31-OCT-2022	
   	Budget Status (Current Period) AS OF 30-SEP-2022	
   	Budget Status (Current Period) AS OF 30-SEP-2022	
   	Budget Status (Current Period) AS OF 31-AUG-2022	Fri Sep 02, 2022 11:20am
   	Budget Status (Current Period) AS OF 31-AUG-2022	Fri Sep 02, 2022 11:11am

Budget Status (Current Period) AS OF 30-NOV-2022 - Mon Dec 05, 2022 09:49am


Next

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You will see a list of statements by month, so select the magnifying glass next to the month that you need. There are two reports for the same month, but they are the same report.

If you don't see the month you need in the list, you can select from the dropdown menu at the bottom.

Accessing ePrint Reports



Search FGRBDSC (Mon Dec 05, 2022)

Finance and Budgets Repository
TGH0008

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Finance and Budgets : FGRBDSC : Pick Pages

You can search by one
Org or Fund Number OR
you can enter a range of
Org or Fund Numbers.

Page Key: Organization ▾

Pick Values Manually


Search:

Go



Range: to


Go

Saved Searches:



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Accessing e-Print Reports

Banner ePrint

Selected Organization Values

Finance and Budgets Repository
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Finance and Budgets : FGRBOSC : Pick Pages : Organization : Values

Org #

PDF TEXT DATA

Search Name Save

There are three options. Select PDF.

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The report is divided into sections based on the following Account categories:

5xxx – Revenues

6xxx – Salary and Fringe Benefits

7xxx – Operating Expenses and Transfers

8xxx – Equipment/Construction

7801 – Funds Transfers In/Out

REPORT FGRBDSC
FISCAL YEAR: 23

Univ of Alabama in Huntsville
Budget Status (Current Period)
AS OF 30-NOV-2022

RUN DATE: 12/05/2022
TIME: 09:49 AM
PAGE: 285

COAS:
FUND:
PRED ORG:
ORG:

Fund #, Org #, Title

Huntsville

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT TYP
5899	Miscellaneous Income	.00	4,576.72	4,576.72	.00	-4,576.72	U
TOTAL	Other Sources	.00	4,576.72	4,576.72	.00	-4,576.72	
6110	Executive / Administrator	100,988.00	7,768.30	15,359.31	.00	85,628.69	U
6150	Professional / Non-Faculty	305,175.00	18,223.42	38,379.64	.00	266,795.36	U
6152	Secretarial / Clerical	199,864.00	11,257.13	23,360.53	.00	176,503.47	U
6154	Technical / Para-Professional	166,605.00	17,646.52	34,978.90	.00	131,626.10	U
6183	Annual Leave	.00	1,178.05	1,178.05	.00	-1,178.05	U
6498	Wireless Device Supplement	.00	55.00	110.00	.00	-110.00	U
TOTAL	Salaries & Wages	772,632.00	56,128.42	113,366.43	.00	659,265.57	
6500	Employee Benefits	254,969.00	.00	.00	.00	254,969.00	U
6510	FICA	.00	3,949.45	7,971.70	.00	-7,971.70	U
6520	TRS	.00	6,530.17	13,341.96	.00	-13,341.96	U
6530	SRA Matching (TIAA-CREF)	.00	307.42	607.97	.00	-607.97	U
6540	Health Insurance	.00	11,946.25	24,472.75	.00	-24,472.75	U
6541	Group Life	.00	115.78	237.44	.00	-237.44	U
6560	LTD-Salary Continuation	.00	124.84	260.14	.00	-260.14	U
6561	State Unemployment Insurance-SU	.00	16.80	33.90	.00	-33.90	U
TOTAL	Fringe Benefits	254,969.00	22,990.71	46,925.86	.00	208,043.14	
7000	Expenditures	70,933.34	.00	.00	.00	70,933.34	U
7156	Postage and Freight	.00	1.74	1.74	.00	-1.74	U
7174	Software Purchase	.00	1,438.50	4,315.50	43,371.00	-47,686.50	U
7317	Fuel Chargebacks	.00	166.06	166.06	.00	-166.06	U
7401	Xerox & Duplicating	.00	471.68	471.68	.00	-471.68	U
7404	Office Supplies	.00	27.34	27.34	.00	-27.34	U
7428	Other Supplies and Materials	.00	1,820.78	1,901.24	2,179.22	-4,080.46	U
7612	Registration Fees - Conf	.00	349.00	349.00	.00	-349.00	U
TOTAL	Operating Expenses	70,933.34	4,275.10	7,232.56	45,550.22	18,150.56	
7801	Non-Mandatory Transfers In/Out	-48,190.34	-48,190.34	-49,205.38	.00	1,015.04	U
TOTAL	Non Mandatory Transfers	-48,190.34	-48,190.34	-49,205.38	.00	1,015.04	

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
ORG:

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT TYP
TOTAL ORGANIZATION							
	Org # and Title						
TOTAL	Revenues	.00	4,576.72	4,576.72	.00	-4,576.72	
TOTAL	Salaries and Wages	1,027,601.00	79,119.13	160,292.29	.00	867,308.71	
TOTAL	Expenditures	22,743.00	-43,915.24	-41,972.82	45,550.22	19,165.60	

05-JUN-2023 01:34:53 PM
FISCAL YEAR 23

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

PAGE 4773
FGRODTA

COAS: H The University of AL in Huntsville

ORG: Org.# Department Name

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REFERENCE	DESCRIPTION	ACCOUNT/ FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
O & M General					15000				
BEGINNING BALANCE:		Xerox & Duplicating			7401	0.00	960.00	0.00	
ENDING BALANCE:		Xerox & Duplicating			7401	0.00	960.00	0.00	
BEGINNING BALANCE:		Furniture <\$5,000			7403	0.00	480.00	0.00	
ENDING BALANCE:		Furniture <\$5,000			7403	0.00	480.00	0.00	
BEGINNING BALANCE:		Office Supplies			7404	0.00	919.23	2,253.99	
05/05/2023	INEI	42105053		Staples Business Advantage	7404			-2,253.99	U
05/05/2023	INEI	42105053		Staples Business Advantage	7404		2,253.99		U
05/09/2023	DNEI	!0113490	42105053	Staples Business Advantage	7404		0.00		U
05/30/2023	IDF1	PC000201		Department Name	7404		21.09		U
05/30/2023	IDF1	PC000201		Department Name	7404		5.05		U
05/30/2023	IDF1	PC000201		Department Name	7404		4.18		U
05/30/2023	IDF1	PC000201		Department Name	7404		286.66		U
05/30/2023	IDF1	PC000201		Department Name	7404		57.35		U
05/30/2023	IDF1	PC000201		Department Name	7404		20.00		U
ENDING BALANCE:		Office Supplies			7404	0.00	3,567.55	0.00	
BEGINNING BALANCE:		Locksmith Supplies			7417	0.00	13.00	0.00	
ENDING BALANCE:		Locksmith Supplies			7417	0.00	13.00	0.00	
BEGINNING BALANCE:		Other Supplies and Materials			7428	0.00	392.88	0.00	
ENDING BALANCE:		Other Supplies and Materials			7428	0.00	392.88	0.00	
BEGINNING BALANCE:		Computer & Peripheral Supplies			7433	0.00	4,480.99	0.00	
05/30/2023	IDF1	PC000201		Department Name	7433		24.49		U
05/30/2023	IDF1	PC000201		Department Name	7433		103.17		U
05/30/2023	IDF1	PC000201		Department Name	7433		290.95		U
05/30/2023	IDF1	PC000201		Department Name	7433		97.56		U
05/30/2023	IDF1	PC000201		Department Name	7433		656.38		U
05/30/2023	IDF1	PC000201		Department Name	7433		33.98		U
05/30/2023	IDF1	PC000201		Department Name	7433		44.99		U
ENDING BALANCE:		Computer & Peripheral Supplies			7433	0.00	5,732.51	0.00	

Questions?



Contact us!

Website: uah.edu/budget/self-service-help

Melissa Brown if you are in Research or the Colleges: mab0063@uah.edu; Ext 5217

Tammy Haymon if you are in any other University Area: tgh0008@uah.edu; Ext 2242

Tammy Thornton, All Campus e-Print Payroll Reports: trt0004@uah.edu; Ext 2290