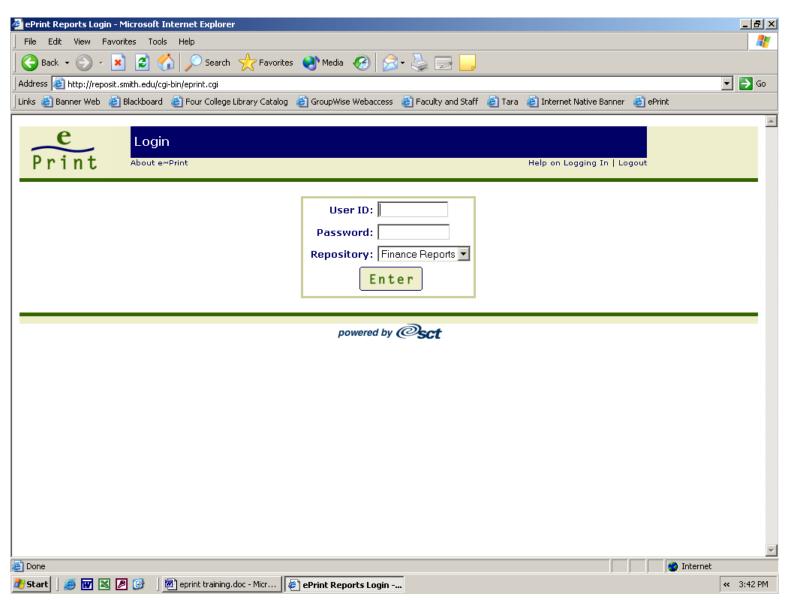# EPrint

E-print is the new reporting software that is being used by the Controller's Office to distribute monthly budget reports to departments. E-print will be replacing the paper reports currently being distributed across campus.
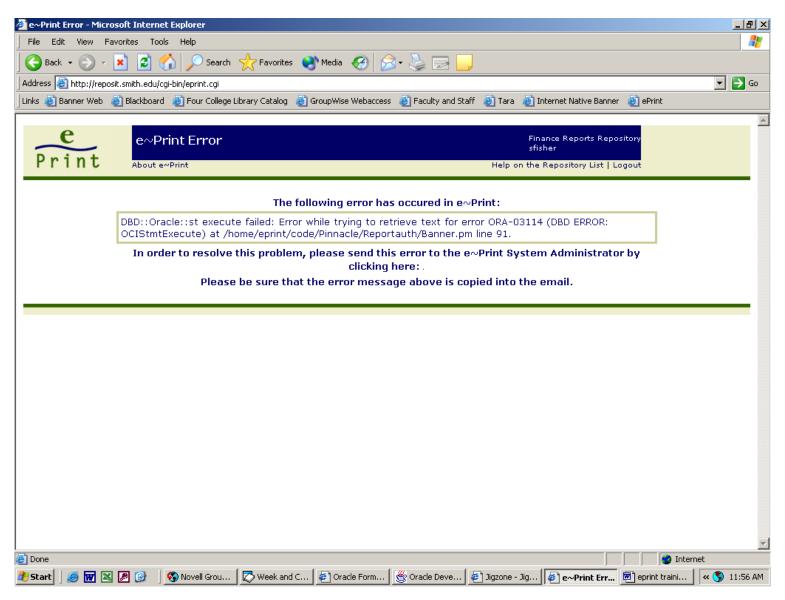
E-print has many advantages:

- Secure system requiring user ID and password
- Multiple people can view the same report without passing paper around or making copies
- Uses the same ID and password as Banner
- Users can choose whether to print the report, view it online, or extract to a spreadsheet for analysis
- Storage of past reports

Attached are instructions for accessing and using e-print. We hope you find this to be a useful tool. As always, if you have any questions or problems, please do not hesitate to contact either Tom Neuburger (x2212) or Bill Sheehan (x2222).

E-Print is accessed through Internet Explorer. To begin, go to url: http://reposit.smith.edu. You will be brought to the e-print login screen. Log in to e-print using the same user ID and password that you would for BannerINB (internet native banner). The repository should default to Finance Reports.
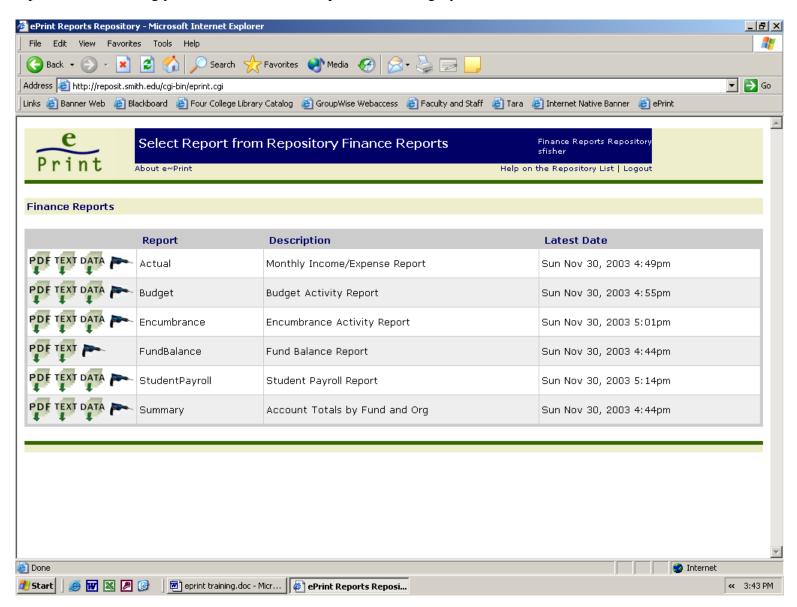
On occasion there is a miscommunication between the e-print server and the Banner Server. If this occurs, you will see the following error message:
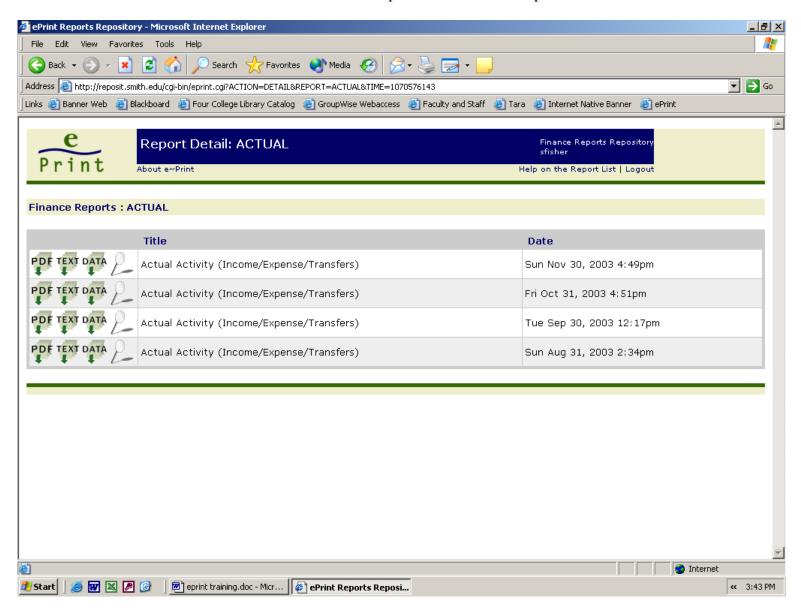

If you receive this message you should click on logout, then close and restart your browser. If this does not clear the error, close all programs on you computer and restart it. On rare occasions, neither of these will correct the communication problem. In that case, wait a few minutes and try again.

Once logged in, you will see a list of reports that are available to you. Clicking on any of the icons to the left of the report name will bring you to the most current report in that category.

Finance Reports

	Report	Description	Latest Date
PDF TEXT DATA	Actual	Monthly Income/Expense Report	Sun Nov 30, 2003 4:49pm
PDF TEXT DATA	Budget	Budget Activity Report	Sun Nov 30, 2003 4:55pm
PDF TEXT DATA	Encumbrance	Encumbrance Activity Report	Sun Nov 30, 2003 5:01pm
PDF TEXT	FundBalance	Fund Balance Report	Sun Nov 30, 2003 4:44pm
PDF TEXT DATA	StudentPayroll	Student Payroll Report	Sun Nov 30, 2003 5:14pm
PDF TEXT DATA	Summary	Account Totals by Fund and Org	Sun Nov 30, 2003 4:44pm

Click on the icon that looks like an electric drill to access prior versions of the report

e~Print

Report Detail: ACTUAL

Finance Reports Repository
sfisher

About e~Print

Help on the Report List | Logout

Finance Reports : ACTUAL

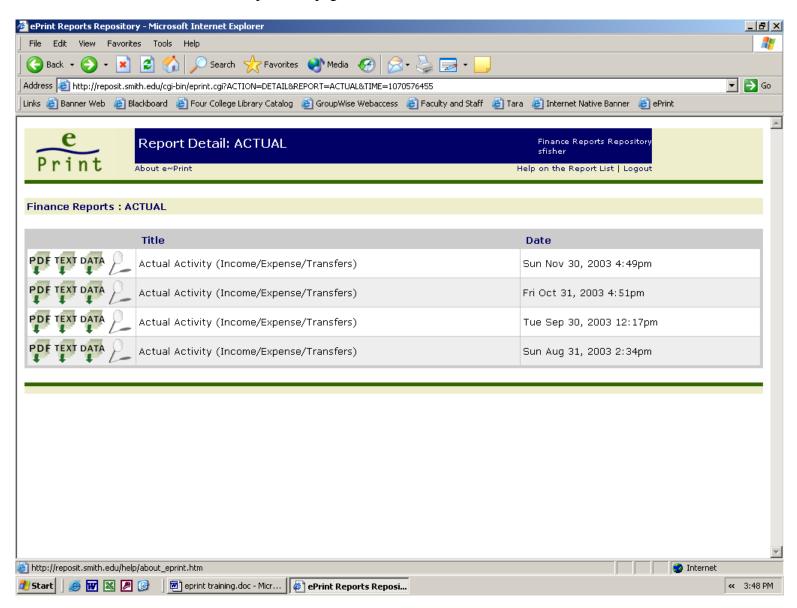|	Title	Date
PDF TEXT DATA	Actual Activity (Income/Expense/Transfers)	Sun Nov 30, 2003 4:49pm
PDF TEXT DATA	Actual Activity (Income/Expense/Transfers)	Fri Oct 31, 2003 4:51pm
PDF TEXT DATA	Actual Activity (Income/Expense/Transfers)	Tue Sep 30, 2003 12:17pm
PDF TEXT DATA	Actual Activity (Income/Expense/Transfers)	Sun Aug 31, 2003 2:34pm

You will see a listing of all prior reports that are available in the system. You have several choices at this point for how you can see the data.

If you click on the PDF icon, the report will be displayed using Adobe Acrobat Reader. (If you do not have Acrobat reader installed on you computer, go to http://www.smith.edu/tara for instructions on downloading and installing it.)
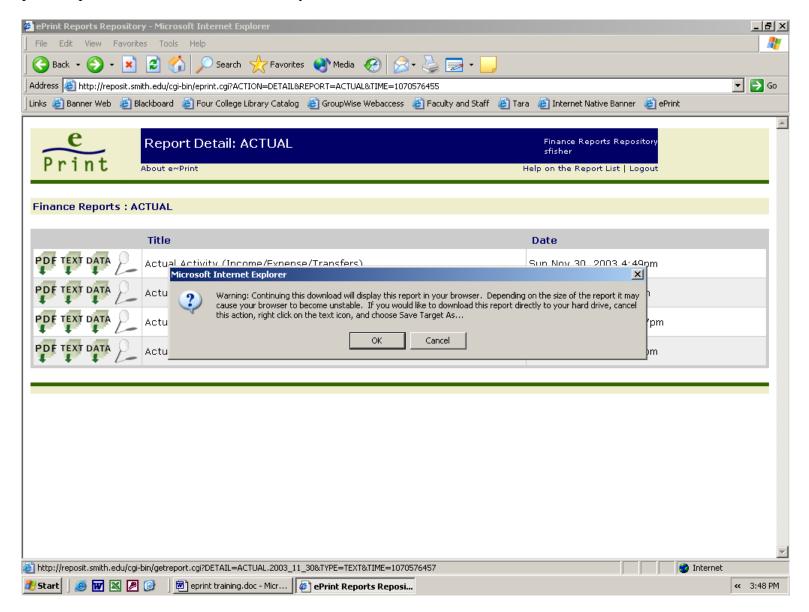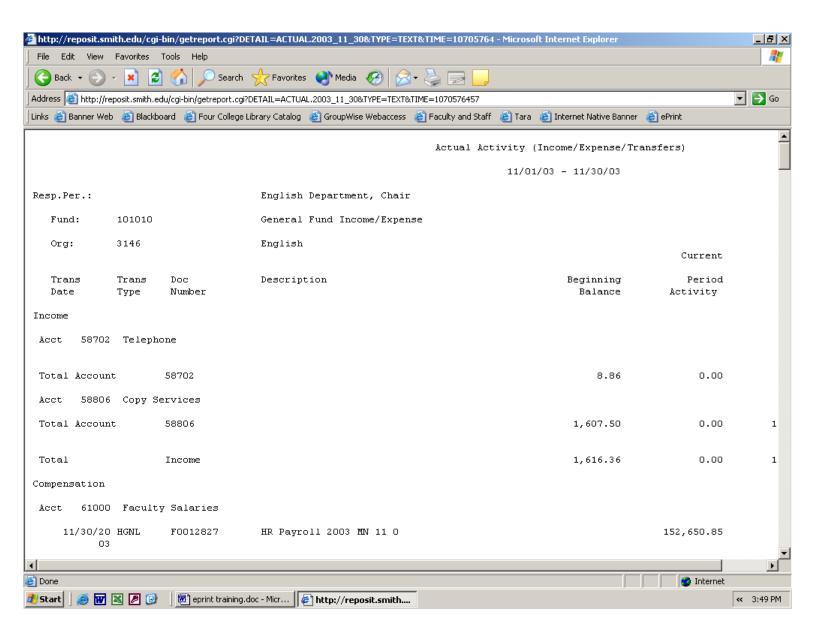

This page will look different depending on what Funds and Orgs you have access to. If you have access to look at more than one Fund/Org combination, you can click on the bookmarks at the left of the screen to go directly to the Fund/Org you are interested in viewing.

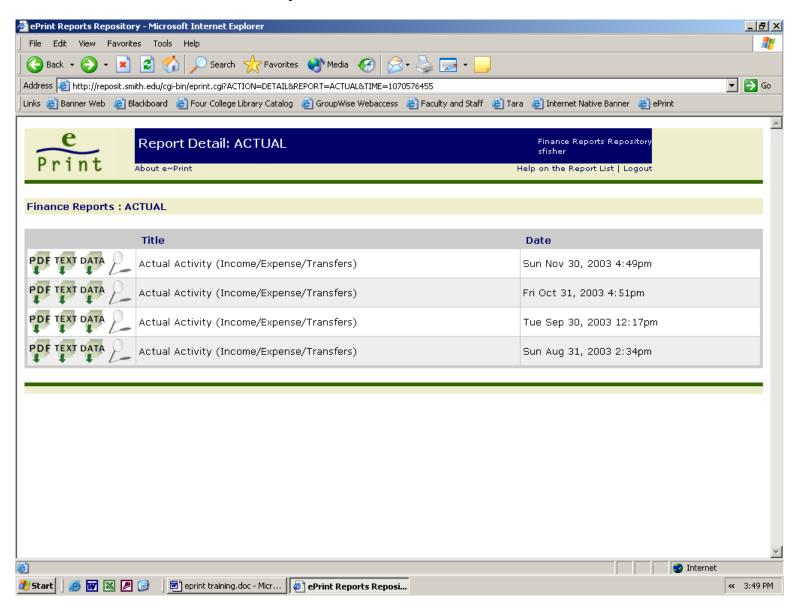Click the back button to return to the previous page.

If you click on the TEXT icon, you report will be opened in a text editor. You will first encounter a warning about the possible problems that could be caused for your browser. Click OK

```
                                        Actual Activity (Income/Expense/Transfers)

                                               11/01/03 - 11/30/03

Resp.Per.:                     English Department, Chair

   Fund:      101010           General Fund Income/Expense

   Org:       3146             English
                                                                                          Current

   Trans       Trans    Doc           Description                    Beginning             Period
   Date        Type     Number                                       Balance              Activity

Income

 Acct    58702   Telephone


 Total Account        58702                                             8.86                0.00

 Acct    58806   Copy Services

 Total Account        58806                                         1,607.50                0.00          1

 Total                Income                                        1,616.36                0.00          1

Compensation

 Acct    61000   Faculty Salaries

      11/30/20 HGNL     F0012827       HR Payroll 2003 MN 11 0                           152,650.85
            03
```
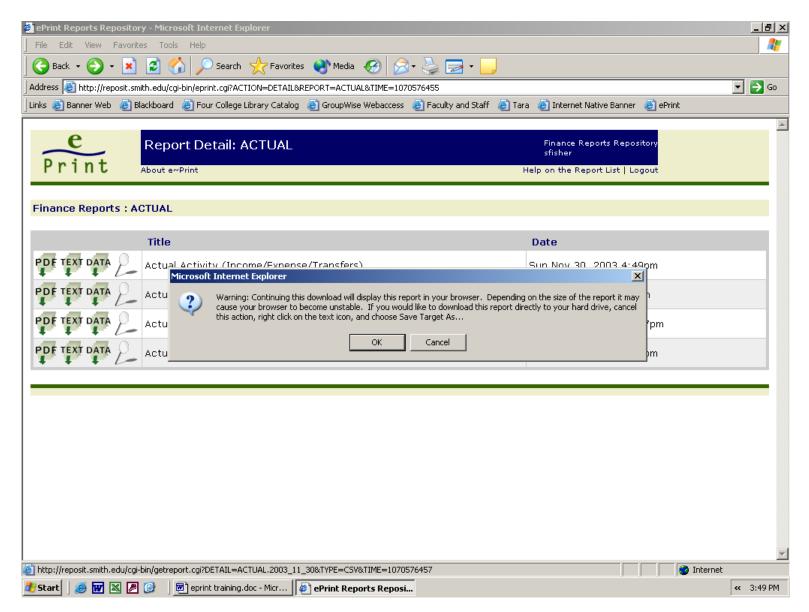
In text mode, you can scroll through the report to find the data you are looking for. Only the Funds and Orgs to which you have security access will be displayed.

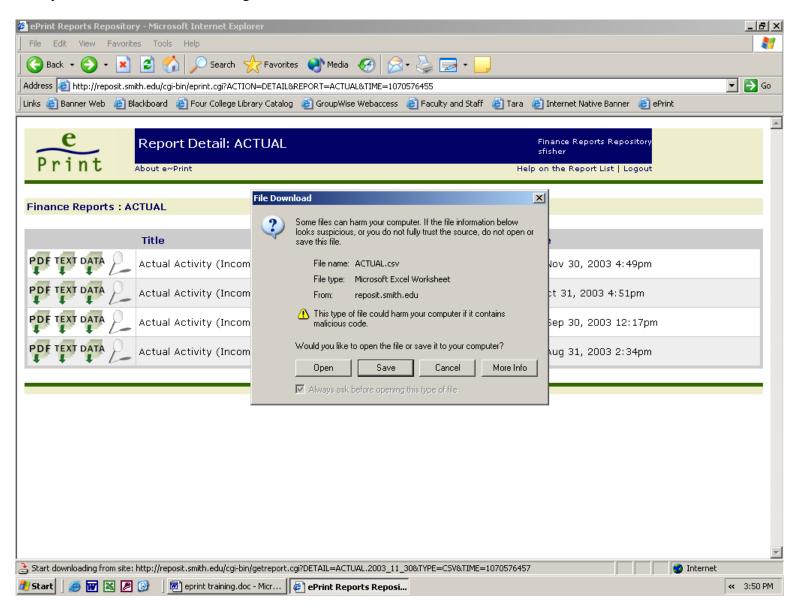Click on the back button to return to the report list.

e Print

Report Detail: ACTUAL

Finance Reports Repository
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About e~Print

Help on the Report List | Logout

Finance Reports : ACTUAL

	Title	Date
PDF TEXT DATA	Actual Activity (Income/Expense/Transfers)	Sun Nov 30, 2003 4:49pm
PDF TEXT DATA	Actual Activity (Income/Expense/Transfers)	Fri Oct 31, 2003 4:51pm
PDF TEXT DATA	Actual Activity (Income/Expense/Transfers)	Tue Sep 30, 2003 12:17pm
PDF TEXT DATA	Actual Activity (Income/Expense/Transfers)	Sun Aug 31, 2003 2:34pm

If you click on the DATA icon you will be able to download the data from the selected report into a comma separated ASCII file (csv). This file can then be opened in many programs, including MS Access and Excel, for further analysis.

You will first receive a warning message about the type of damage that may happen to your browser should you continue. Click OK
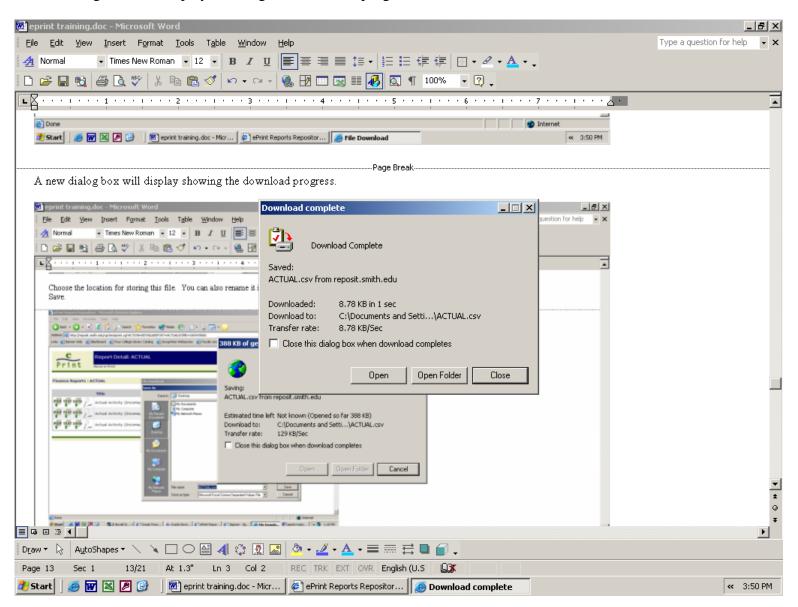
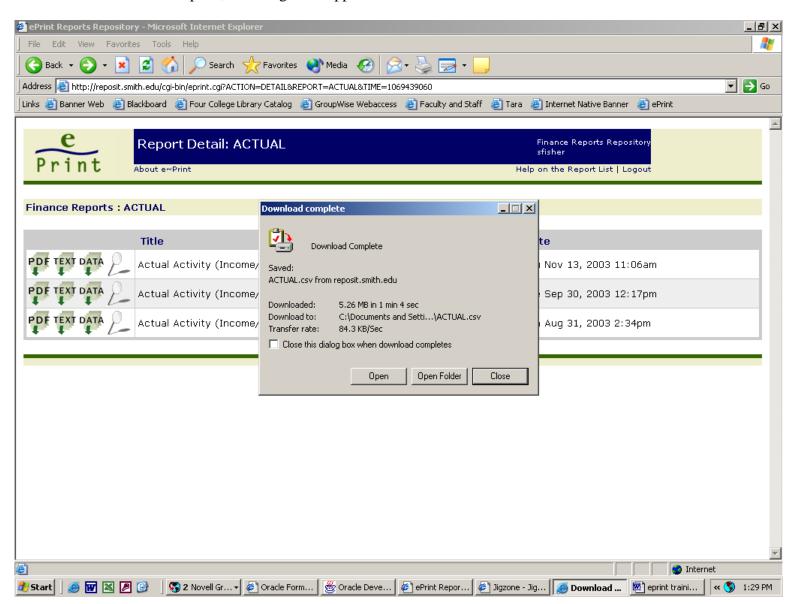Next you will see a download dialog box. Click on Save

Choose the location for storing this file. You can also rename it if you like. Then click Save.

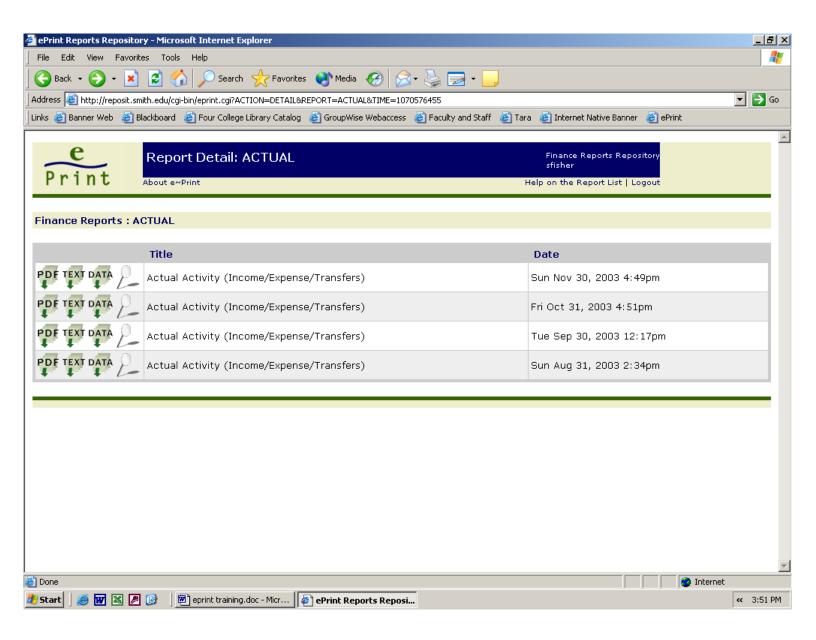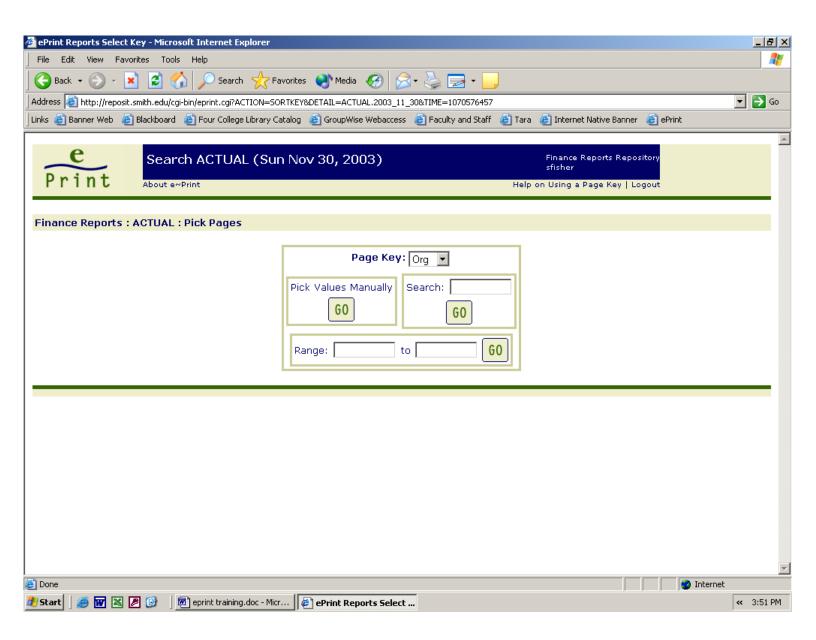A new dialog box will display showing the download progress.

When the download is complete, a message will appear on the screen. Click Close.
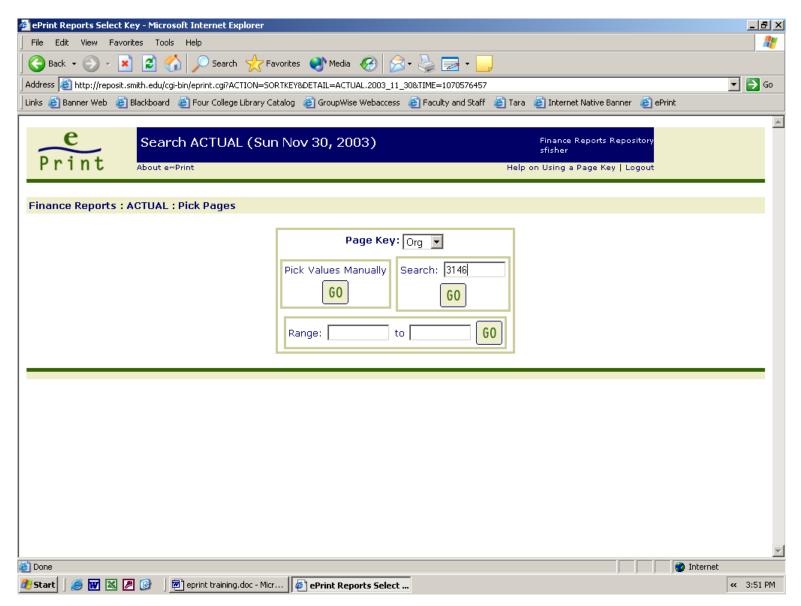

In order to view the downloaded data correctly, you must first open the program you wish to use (such as Excel), then open the downloaded files. When the data file is initially opened, it will be displayed with default formatting. You will more than likely have to adjust column widths and other formatting in Excel in order to see the data clearly.

If you are responsible for overseeing multiple Funds and Orgs, if may be easier for you to search the report and go directly to the section related to a specific Fund and/or Org number. To start a search, click on the magnifying glass.

e Print

Search ACTUAL (Sun Nov 30, 2003)

Finance Reports Repository
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About e~Print

Help on Using a Page Key | Logout

Finance Reports : ACTUAL : Pick Pages

Page Key: Org ▼

Pick Values Manually
GO

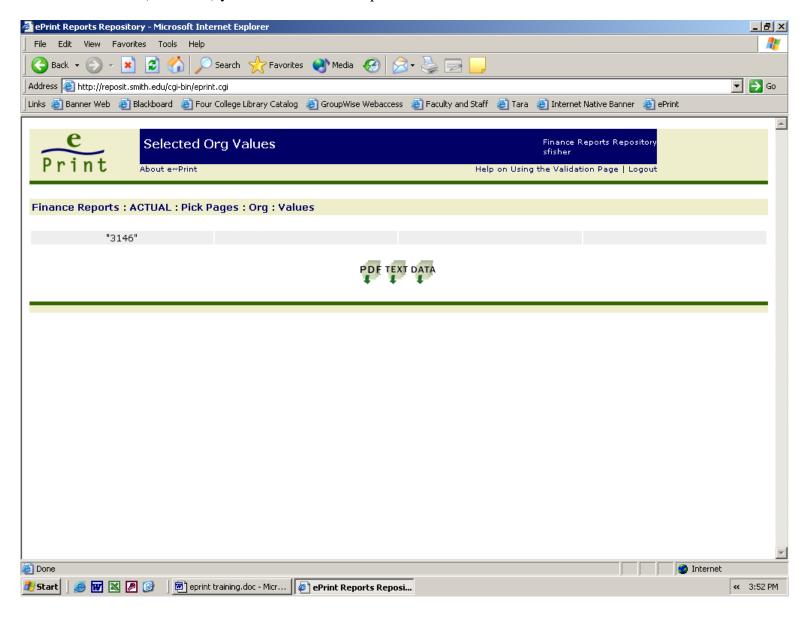Search: _____
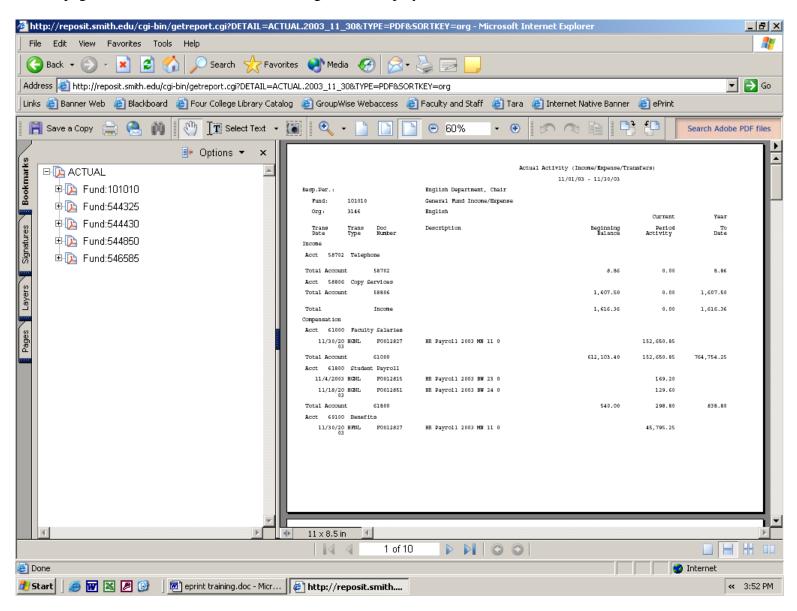**GO**

Range: _____ to _____ **GO**

Select the Page Key you want to search by. For Finance, the choices are Fund or Org. In the search box enter the Fund or Org value that you want to review and press GO. Or, enter a range of Funds or Orgs in the Range box and press GO

Choose the format (see above) you wish to view the report in.

e Print

Selected Org Values

Finance Reports Repository
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About e~Print

Help on Using the Validation Page | Logout

Finance Reports : ACTUAL : Pick Pages : Org : Values

"3146"

PDF TEXT DATA

All the pages related to the entered Fund or Org will be displayed

Be sure to log out of eprint when finished.