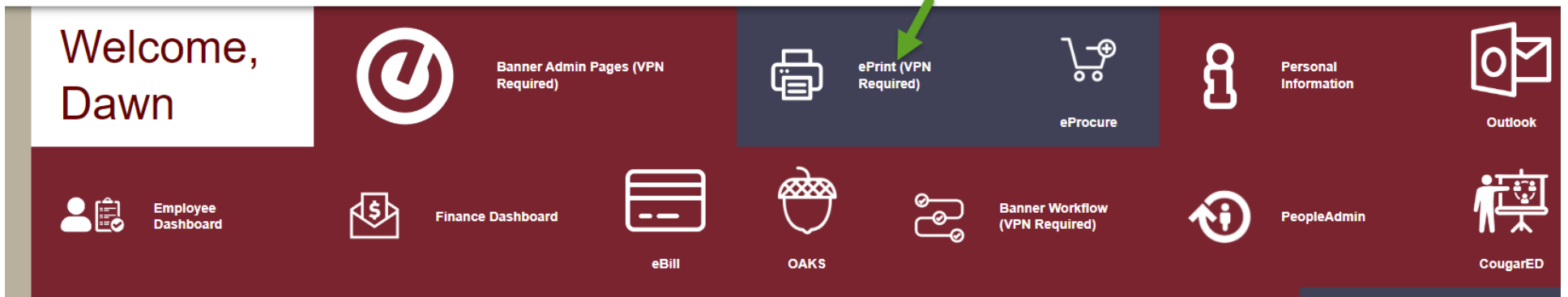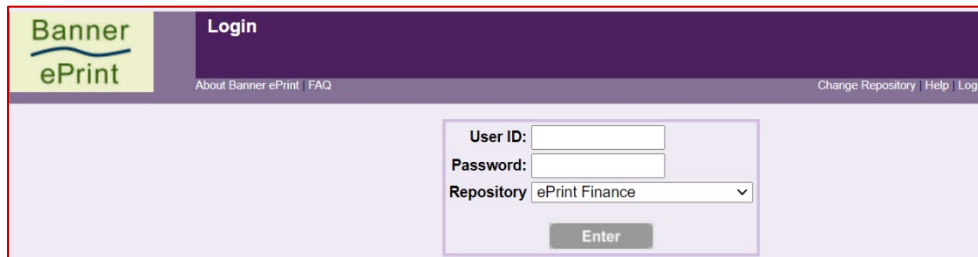# How to Access ePrint

1. Note: ePrint passwords do not sync with credentials, so end-users may need to reset their ePrint passwords with the IT Service Desk.
2. Log into MyPortal.
3. Locate and click the "ePrint VPN Required" tile. The tile location may be different for each user.
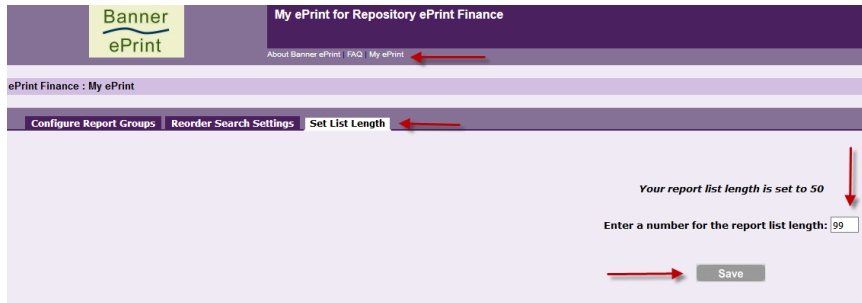


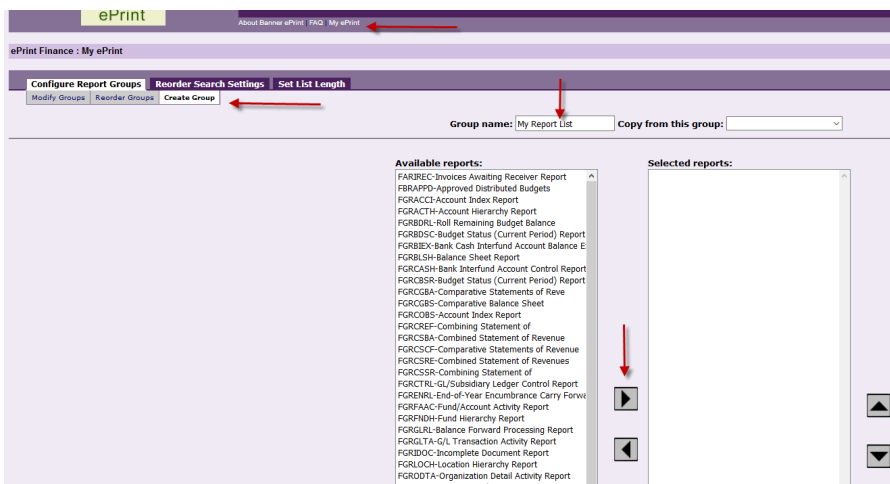4. A new tab will open with the ePrint website. Ensure that the Repository says "ePrint Finance."

5. Change Set List Length to view more reports on the same page
    a. Click "My ePrint"
    b. Click "Set List Length"
    c. Enter a number for the report list length
    d. Click "Save"



6. Create your own report groups for reports you access most often
    a. Click "My ePrint"
    b. Click "Create Group"
    c. Enter a name for the report group
    d. Use the left and right buttons to add or remove
    e. Click "Save" at the bottom of the page



7. Accessing a report

a. Click the "PDF" button to view the most recent report
b. Click the "drill" to view prior versions of the report

### ePrint Finance

**Quick Links** | **Test Group**

| | Report | Description |
|---|---|---|
| PDF TEXT 🖨 | FARIREC | Invoices Awaiting Receiver Report |
| PDF TEXT 🖨 | FBRAPPD | Approved Distributed Budgets |
| PDF TEXT 🖨 | FGRACCI | Index/FOP Report |

8. The following reports are some you would probably like to review often.
   a. Note: NHRDIST Payroll Distribution, PZRNHRDIST_Earn, and PZRNHRDIST_ENCB require HR access.

| | Report | Description |
|---|---|---|
| PDF TEXT 🖨 | Spirit Telephone Bill by Dept | Spirit Telephone Bill by Dept |
| PDF TEXT 🖨 | FZROPNTA | Open Travel Encumbrances |
| PDF TEXT 🖨 | FZROPNPO | Open Purchase Orders |
| PDF TEXT 🖨 | Xerox Bill | Xerox Bill |
| PDF TEXT 🖨 | NHRDIST  HR Access | Payroll Distribution |
| PDF TEXT 🖨 | FGRACTH | Account Hierarchy Report |
| PDF TEXT 🖨 | FGRORGH | Organization Hierarchy Report |
| PDF TEXT 🖨 | FGRACCI | Index/FOP Report |
| PDF TEXT DATA 🖨 | PZRNHRDIST_EARN  HR Access | Payroll Distribution for Fiscal Year |
| PDF TEXT DATA 🖨 | PZRNHRDIST_ENCB | Payroll Distribution for Fiscal Year |

Questions: Budget@cofc.edu