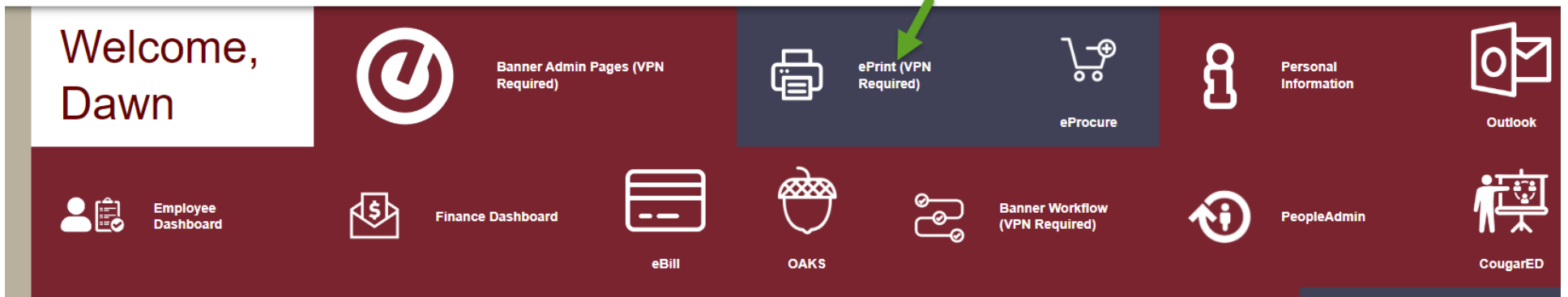


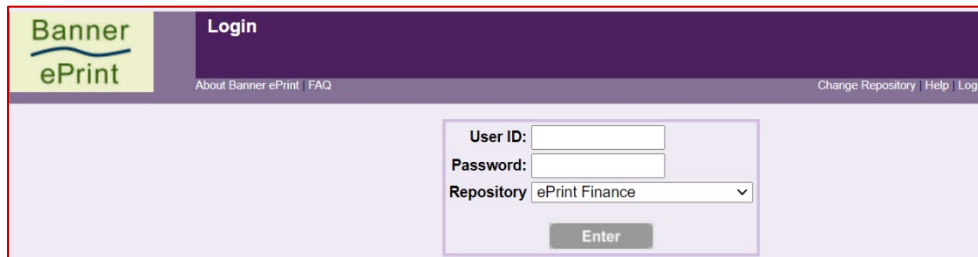
How to Access ePrint

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.

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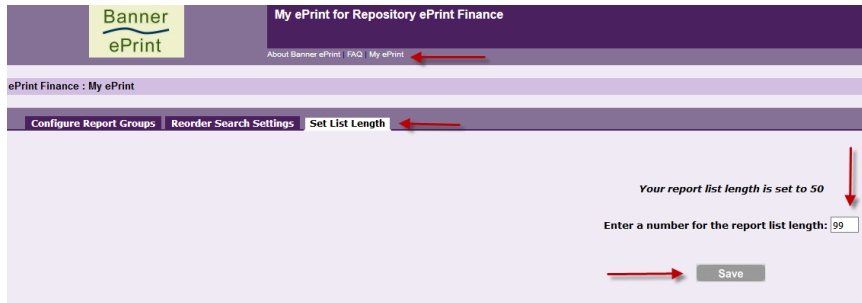


4. A new tab will open with the ePrint website. Ensure that the Repository says “ePrint Finance.”

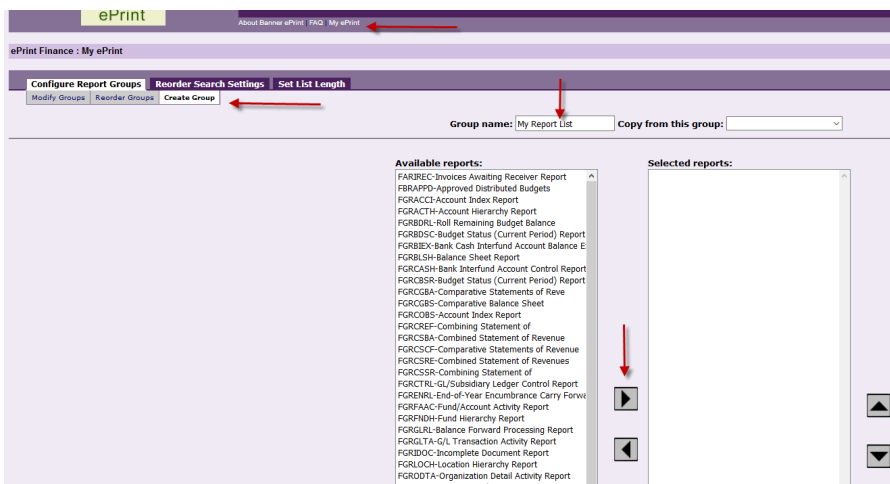


The screenshot shows the Banner ePrint login page. The header includes the Banner ePrint logo and a "Login" button. Below the header, there are links for "About Banner ePrint" and "FAQ". The main content area contains a login form with the following fields: "User ID:" (text input), "Password:" (password input), and "Repository:" (dropdown menu with "ePrint Finance" selected). An "Enter" button is located below the form.

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

The screenshot shows the ePrint Finance interface. At the top, there is a navigation bar with the ePrint logo and links for 'About Banner ePrint', 'FAQ', and 'My ePrint'. Below this is a 'Quick Links' section with a 'Test Group' button. The main content is a table with three columns: 'Report' and 'Description'. Each row contains icons for PDF, TEXT, and a drill-down icon. A red arrow points to the PDF icon for the first row, 'FARIREC'.

	Report	Description
PDF TEXT [Drill]	FARIREC	Invoices Awaiting Receiver Report
PDF TEXT [Drill]	FBRAPPD	Approved Distributed Budgets
PDF TEXT [Drill]	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 [Drill]	Spirit Telephone Bill by Dept	Spirit Telephone Bill by Dept
PDF TEXT [Drill]	FZROPNTA	Open Travel Encumbrances
PDF TEXT [Drill]	FZROPNPO	Open Purchase Orders
PDF TEXT [Drill]	Xerox Bill	Xerox Bill
PDF TEXT [Drill]	NHRDIST	Payroll Distribution
PDF TEXT [Drill]	FGRACTH	Account Hierarchy Report
PDF TEXT [Drill]	FGRORGH	Organization Hierarchy Report
PDF TEXT [Drill]	FGRACCI	Index/FOP Report
PDF TEXT DATA [Drill]	PZRNHRDIST_EARN	Payroll Distribution for Fiscal Year
PDF TEXT DATA [Drill]	PZRNHRDIST_ENCB	Payroll Distribution for Fiscal Year

Questions: Budget@cofc.edu