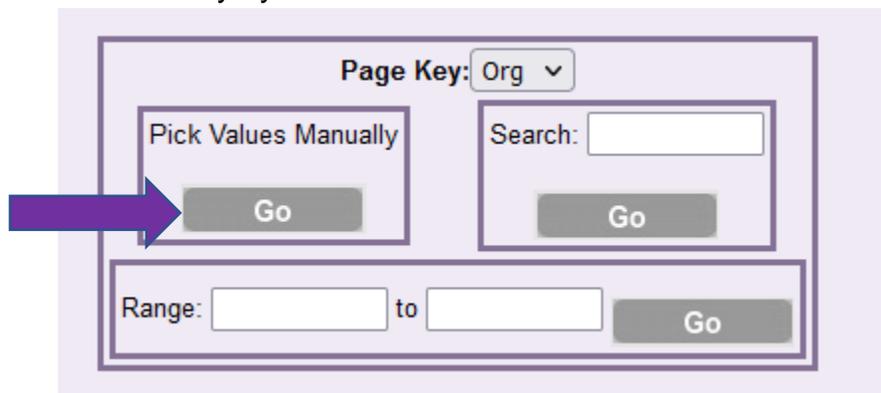


How to View ePrint Report and Select ORGNS Manually

1. Go to Banner ePrint Webpage <http://financialservices.ecu.edu/banner-eprint/>
2. Click the box



3. Select Repository "Finance"
4. Enter your PirateID and Regular Password
5. Select the desired ePrint report (Use the dropdown box at the bottom of the list)
6. Click **Drill**
7. Click **Magnifying Glass**
8. **Select the "Page Key" (Example "Fund" or "Org")**
9. Enter the desired ORGN/FUND number in the search field.
10. If a department has multiple ORGN numbers, the OGRNs can be selected manually by Go.

A screenshot of the Banner ePrint interface. At the top, there is a dropdown menu labeled "Page Key:" with "Org" selected. Below this are two main sections. The left section is titled "Pick Values Manually" and contains a "Go" button. A purple arrow points to this "Go" button. The right section is titled "Search:" and contains a text input field and a "Go" button. Below these two sections is a "Range:" section with two text input fields separated by "to" and a "Go" button.

11. Check the desired ORGN codes.
12. Click "Get the Report"
13. Contact Penney Doughtie at 328-2706 doughtiep@ecu.edu with questions concerning the ePrint Instructions.