How to View ePrint Report and Select ORGNS Manually

1. Go to Systems Coordination Webpage
   https://financialservices.ecu.edu/systems-coordination/

2. Click ePrint listed in the left menu

3. Click the box

4. Select Repository “Finance”

5. Enter your PirateID and Regular Password

6. Select the desired ePrint report (Use the dropdown box at the bottom of the list)

7. Click Drill

8. Click Magnifying Glass

9. Select the “Page Key” (Example “Fund” or “Org”)

10. Enter the desired ORGN/FUND number in the search field.

11. If a department has multiple ORGN numbers, the OGRNs can be selected manually by Go.

12. Check the desired ORGN codes.

13. Click “Get the Report”

14. Contact Penney Doughtie at 328-2706 doughtiep@ecu.edu with questions concerning the ePrint Instructions.