Monthly ePrint Report Information

Step 1 Complete Required Training

Complete "ECU Banner Finance Training for New Users," this online training is required for all employees prior to requesting Banner Finance Security. Register for online training.

Step 2 Review current Banner security

Log into ecuBIC to view current Banner Finance security access. Next, enter your PirateID using all upper case and click 'View Report.'

Step 3 Request Banner Security

Submit a Banner Finance Security Request for General Ledger access.

Helpful Month-End ePrint reports

- FYMG007   Monthly Departmental Review, this monthly report follows the University's guidelines for the monthly departmental review process and includes eight parts.
- FGRBDSC   Budget Status (Current Period), this monthly report provides operating ledger balances.
- FGRODTA   Organization Detail Activity, this monthly report lists detailed transactions for the operating ledger.
- FRRGITD   Grant Inception to Date report for Grant Funds, this monthly report lists detailed transactions for the entire life of the grant.
- FYMR202   Grant Monthly Indirect Cost Distribution, this monthly report lists indirect cost distribution for Grants.
- FGRGLTA   Transaction listing for the General Ledger, this monthly report lists detailed transactions for the general ledger.
- FYDA240   Invoices Not Yet Received, List of invoices (not yet paid) missing receiving.
- FYDG138   Open Encumbrances, this three-part monthly report lists open encumbrances (purchases orders).
    - Part 1 - Sorted by Organization
    - Part 2 - Sorted by Document Number
    - Part 3 - Sorted by Vendor

Instructions to View ePrint

View Budget Instructions by Fund Type

To view **state fund** budgets and transaction details, log into SSB ~ Self Service Banner **SIGN IN**, and click "Finance Self Service". Next, click "My Finance Query," then click "New Query." Select "Budget Status by Account,' enter the user's Fund number, Organization number, Fiscal Year, and Fiscal Period. The budget information will be displayed by clicking SUBMIT located at the bottom.

To view **grant fund** budgets and transaction details for the full length of the grant, login Banner Admin Pages or ecuBIC Research Accounting queries. Log onto Banner Admin Pages. The Banner Admin Pages designed for Grant Funds include FRIGITD, FRIGTRD, and FRAGRNT. ecuBIC Research Accounting queries is a great tool to view grant fund information.

To view budget information for **all fund types** based on the fiscal year, Banner Admin Pages is the best choice. Log onto Banner Admin Pages, use the Helpful List to identify the Banner Admin Page that is used for the fund type. Select the desired Banner Admin Page, key the desired FOPAL, the budget information will populate.

Monthly Departmental Review

The University departmental managers and other cost centers are responsible for the proper management of university resources. This includes performing monthly reviews of cash balances, budgets, revenue and expenditure activity that affects the departmental operations and the University as a whole. Each month, financial activity in every fund/organization is required to be reviewed within thirty days of month end. ePrint report **FYMG007** has been created for the monthly process and has eight parts which follows each step of the University's guidelines. The Monthly Departmental Review is mandated by the UNC Business Process Standards (formerly known as UNC FIT).

Departments should complete the monthly departmental review for every fund/organization. This process is an important control to ensure that departments are credited for all appropriate revenues. The monthly review also allows a department to watch for potential problems, terminated employees still on the payroll, expenses charged to the wrong department,

and charges not showing in the department's expenses. [Monthly Departmental Review Training](#) is available, please register on [Cornerstone](#).

Banner Applications Login Links

SSB ~ [Finance Self Service Login](#)
BAP ~ [Banner Admin Pages Login](#)
[ePrint Reporting Repository Login](#)
ecuBIC Quick Queries are located on the [Systems Coordination webpage](#),

For more information, visit the [Systems Coordination webpage](#),

If you have questions concerning the Banner Finance Security Instructions, please email Systems Coordination at syscoord@ecu.edu.