

## **EPrint**

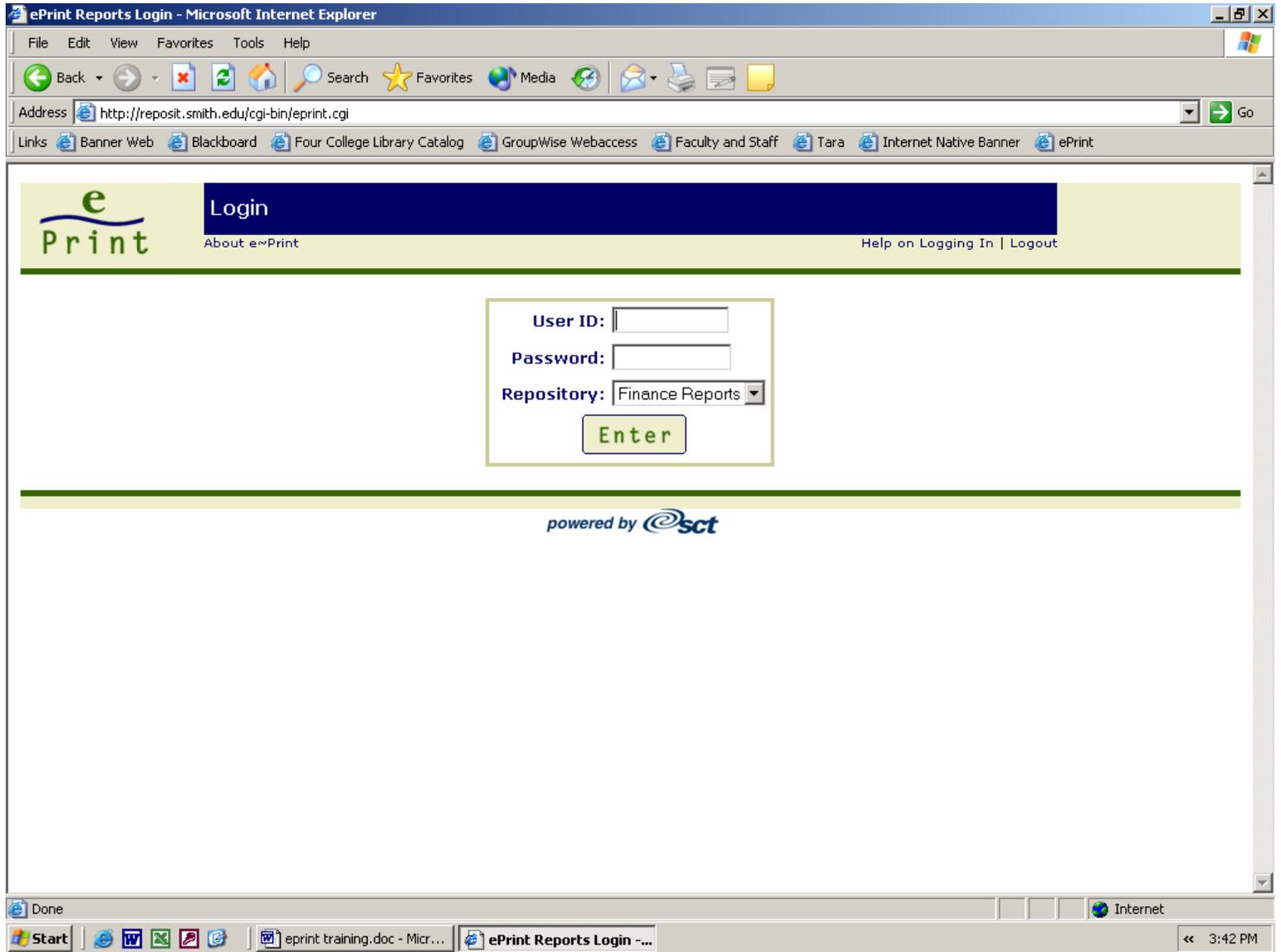
E-print is the new reporting software that is being used by the Controller's Office to distribute monthly budget reports to departments. E-print will be replacing the paper reports currently being distributed across campus.

E-print has many advantages:

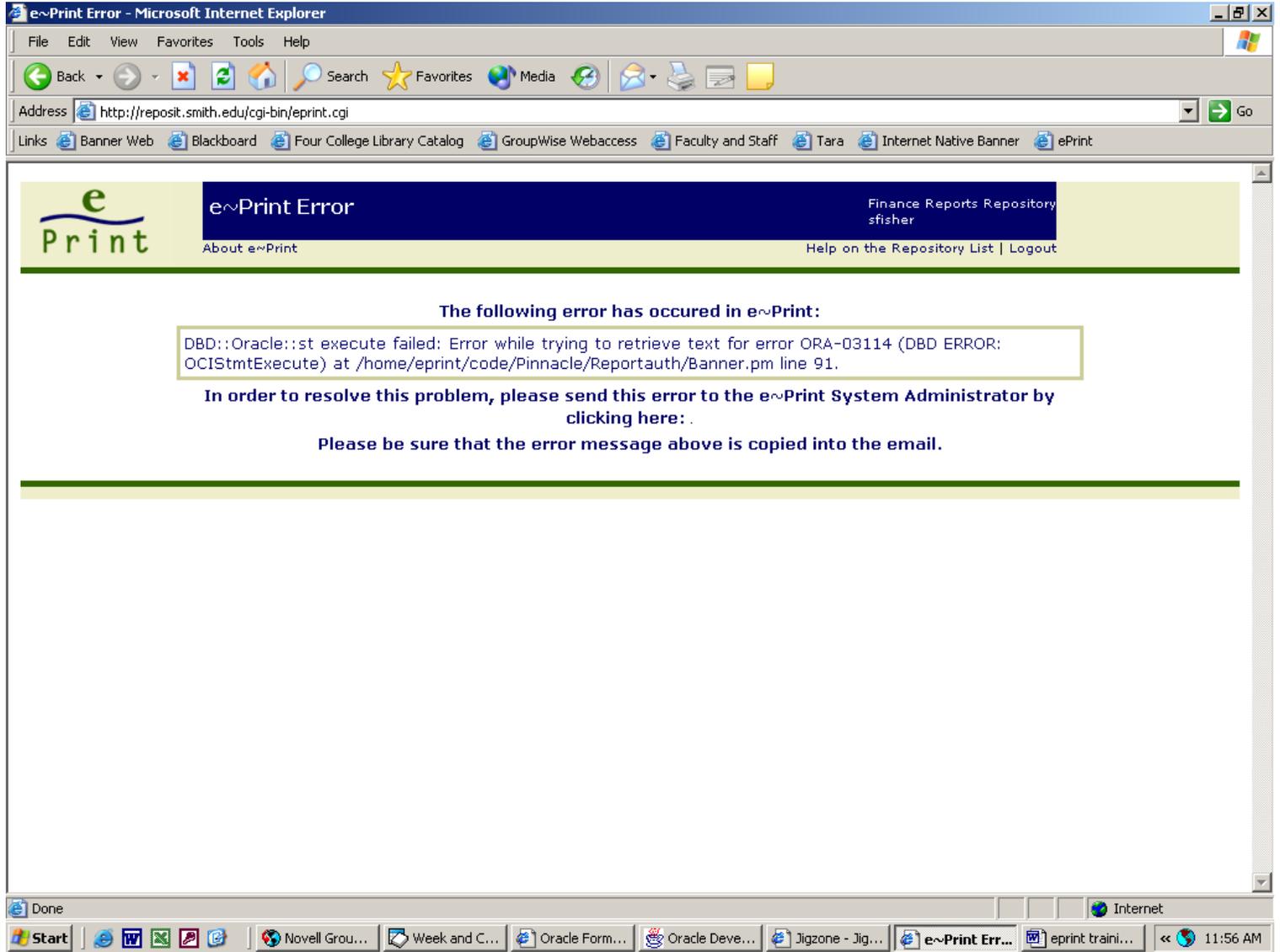
- Secure system requiring user ID and password
- Multiple people can view the same report without passing paper around or making copies
- Uses the same ID and password as Banner
- Users can choose whether to print the report, view it online, or extract to a spreadsheet for analysis
- Storage of past reports

Attached are instructions for accessing and using e-print. We hope you find this to be a useful tool. As always, if you have any questions or problems, please do not hesitate to contact either Tom Neuburger (x2212) or Bill Sheehan (x2222).

E-Print is accessed through Internet Explorer. To begin, go to url: <http://reposit.smith.edu>. You will be brought to the e-print login screen. Log in to e-print using the same user ID and password that you would for BannerINB (internet native banner). The repository should default to Finance Reports.



On occasion there is a miscommunication between the e-print server and the Banner Server. If this occurs, you will see the following error message:



If you receive this message you should click on logout, then close and restart your browser. If this does not clear the error, close all programs on your computer and restart it. On rare occasions, neither of these will correct the communication problem. In that case, wait a few minutes and try again.

Once logged in, you will see a list of reports that are available to you. Clicking on any of the icons to the left of the report name will bring you to the most current report in that category.

**ePrint Reports Repository - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Refresh Print Mail Stop

Address <http://reposit.smith.edu/cgi-bin/eprint.cgi> Go

Links Banner Web Blackboard Four College Library Catalog GroupWise Webaccess Faculty and Staff Tara Internet Native Banner ePrint

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**ePrint** Select Report from Repository Finance Reports Finance Reports Repository sfisher  
 About ePrint Help on the Repository List | Logout

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**Finance Reports**

	Report	Description	Latest Date
PDF TEXT DATA	Actual	Monthly Income/Expense Report	Sun Nov 30, 2003 4:49pm
PDF TEXT DATA	Budget	Budget Activity Report	Sun Nov 30, 2003 4:55pm
PDF TEXT DATA	Encumbrance	Encumbrance Activity Report	Sun Nov 30, 2003 5:01pm
PDF TEXT	FundBalance	Fund Balance Report	Sun Nov 30, 2003 4:44pm
PDF TEXT DATA	StudentPayroll	Student Payroll Report	Sun Nov 30, 2003 5:14pm
PDF TEXT DATA	Summary	Account Totals by Fund and Org	Sun Nov 30, 2003 4:44pm

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Done Internet

Start eprint training.doc - Micr... ePrint Reports Reposi... 3:43 PM

Click on the icon that looks like an electric drill to access prior versions of the report

ePrint Reports Repository - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media RSS Print Mail News RSS Go

Address http://reposit.smith.edu/cgi-bin/eprint.cgi?ACTION=DETAIL&REPORT=ACTUAL&TIME=1070576143 Go

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**ePrint** Report Detail: ACTUAL Finance Reports Repository sfisher  
About ePrint Help on the Report List | Logout

**Finance Reports : ACTUAL**

	Title	Date
PDF TEXT DATA	Actual Activity (Income/Expense/Transfers)	Sun Nov 30, 2003 4:49pm
PDF TEXT DATA	Actual Activity (Income/Expense/Transfers)	Fri Oct 31, 2003 4:51pm
PDF TEXT DATA	Actual Activity (Income/Expense/Transfers)	Tue Sep 30, 2003 12:17pm
PDF TEXT DATA	Actual Activity (Income/Expense/Transfers)	Sun Aug 31, 2003 2:34pm

Start | eprint training.doc - Micr... | ePrint Reports Reposi... | Internet | 3:43 PM

You will see a listing of all prior reports that are available in the system. You have several choices at this point for how you can see the data.

If you click on the PDF icon, the report will be displayed using Adobe Acrobat Reader. (If you do not have Acrobat reader installed on you computer, go to <http://www.smith.edu/tara> for instructions on downloading and installing it.)

The screenshot shows a Microsoft Internet Explorer browser window displaying a PDF report. The browser's address bar contains the URL: [http://reposit.smith.edu/cgi-bin/getreport.cgi?DETAIL=ACTUAL.2003\\_11\\_30&TYPE=PDF&TIME=107057645](http://reposit.smith.edu/cgi-bin/getreport.cgi?DETAIL=ACTUAL.2003_11_30&TYPE=PDF&TIME=107057645). The report content is as follows:

Actual Activity (Income/Expense/Transfers)  
11/01/03 - 11/30/03

Resp. Per. : English Department, Chair  
Fund: 101010 General Fund Income/Expense  
Org: 3146 English

Trans Date	Trans Type	Doc Number	Description	Beginning Balance	Current Period Activity	Year To Date
<b>Income</b>						
Acct 58702	Telephone					
<b>Total Account 58702</b>				8.86	0.00	8.86
Acct 58806	Copy Services					
<b>Total Account 58806</b>				1,607.50	0.00	1,607.50
<b>Total Income</b>				1,616.36	0.00	1,616.36
<b>Compensation</b>						
Acct 61000	Faculty Salaries					
11/30/20	HQNL	P0012827	HR Payroll 2003 MN 11 0		152,650.85	
<b>Total Account 61000</b>				612,103.40	152,650.85	764,754.25
Acct 61800	Student Payroll					
11/4/2003	HQNL	P0012815	HR Payroll 2003 BW 23 0		169.20	
11/18/20	HQNL	P0012851	HR Payroll 2003 BW 24 0		129.60	
<b>Total Account 61800</b>				540.00	298.80	838.80
Acct 69100	Benefits					
11/30/20	HPNL	P0012827	HR Payroll 2003 MN 11 0		45,795.25	

This page will look different depending on what Funds and Orgs you have access to. If you have access to look at more than one Fund/Org combination, you can click on the bookmarks at the left of the screen to go directly to the Fund/Org you are interested in viewing.

Click the back button to return to the previous page.

**ePrint Reports Repository - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

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Address <http://reposit.smith.edu/cgi-bin/eprint.cgi?ACTION=DETAIL&REPORT=ACTUAL&TIME=1070576455> Go

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 **Report Detail: ACTUAL** Finance Reports Repository  
About ePrint sfisher Help on the Report List | Logout

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**Finance Reports : ACTUAL**

	Title	Date
   	Actual Activity (Income/Expense/Transfers)	Sun Nov 30, 2003 4:49pm
   	Actual Activity (Income/Expense/Transfers)	Fri Oct 31, 2003 4:51pm
   	Actual Activity (Income/Expense/Transfers)	Tue Sep 30, 2003 12:17pm
   	Actual Activity (Income/Expense/Transfers)	Sun Aug 31, 2003 2:34pm

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[http://reposit.smith.edu/help/about\\_eprint.htm](http://reposit.smith.edu/help/about_eprint.htm) Internet

Start | eprint training.doc - Micr... | ePrint Reports Reposi... << 3:48 PM

If you click on the TEXT icon, you report will be opened in a text editor. You will first encounter a warning about the possible problems that could be caused for your browser. Click OK

The screenshot shows a Microsoft Internet Explorer browser window displaying the ePrint Reports Repository website. The address bar shows the URL: <http://reposit.smith.edu/cgi-bin/eprint.cgi?ACTION=DETAIL&REPORT=ACTUAL&TIME=1070576455>. The page title is "Report Detail: ACTUAL". The website header includes the ePrint logo and navigation links like "About ePrint", "Help on the Report List", and "Logout".

The main content area is titled "Finance Reports : ACTUAL" and contains a table with the following columns: "Title" and "Date".

	Title	Date
PDF TEXT DATA	Actual Activity (Income/Expense/Transfers)	Sun Nov 30, 2003 4:49pm
PDF TEXT DATA	Actu...	...
PDF TEXT DATA	Actu...	...pm
PDF TEXT DATA	Actu...	...pm

A warning dialog box from Microsoft Internet Explorer is overlaid on the table. The dialog box contains the following text: "Warning: Continuing this download will display this report in your browser. Depending on the size of the report it may cause your browser to become unstable. If you would like to download this report directly to your hard drive, cancel this action, right click on the text icon, and choose Save Target As...". The dialog box has "OK" and "Cancel" buttons.

The browser's taskbar at the bottom shows the Start button, several application icons, and the system clock displaying "3:48 PM".

http://reposit.smith.edu/cgi-bin/getreport.cgi?DETAIL=ACTUAL.2003\_11\_30&TYPE=TEXT&TIME=10705764 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Refresh Print Mail

Address http://reposit.smith.edu/cgi-bin/getreport.cgi?DETAIL=ACTUAL.2003\_11\_30&TYPE=TEXT&TIME=1070576457 Go

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Actual Activity (Income/Expense/Transfers)  
11/01/03 - 11/30/03

Resp.Per.: English Department, Chair

Fund: 101010 General Fund Income/Expense

Org: 3146 English

Current

Trans Date	Trans Type	Doc Number	Description	Beginning Balance	Period Activity
<b>Income</b>					
Acct 58702	Telephone				
Total Account		58702		8.86	0.00
Acct 58806	Copy Services				
Total Account		58806		1,607.50	0.00
Total	Income			1,616.36	0.00
<b>Compensation</b>					
Acct 61000	Faculty Salaries				
11/30/2003	HGNL	F0012827	HR Payroll 2003 MN 11 0		152,650.85

Done Internet

Start eprint training.doc - Micr... http://reposit.smith.... 3:49 PM

In text mode, you can scroll through the report to find the data you are looking for. Only the Funds and Orgs to which you have security access will be displayed.

Click on the back button to return to the report list.

**ePrint** Report Detail: ACTUAL Finance Reports Repository  
About ePrint Help on the Report List | Logout

**Finance Reports : ACTUAL**

	Title	Date
PDF TEXT DATA	Actual Activity (Income/Expense/Transfers)	Sun Nov 30, 2003 4:49pm
PDF TEXT DATA	Actual Activity (Income/Expense/Transfers)	Fri Oct 31, 2003 4:51pm
PDF TEXT DATA	Actual Activity (Income/Expense/Transfers)	Tue Sep 30, 2003 12:17pm
PDF TEXT DATA	Actual Activity (Income/Expense/Transfers)	Sun Aug 31, 2003 2:34pm

Start | eprint training.doc - Micr... | ePrint Reports Reposi... | Internet | 3:49 PM

If you click on the DATA icon you will be able to download the data from the selected report into a comma separated ASCII file (csv). This file can then be opened in many programs, including MS Access and Excel, for further analysis.

You will first receive a warning message about the type of damage that may happen to your browser should you continue. Click OK

The screenshot shows a Microsoft Internet Explorer browser window displaying the ePrint Reports Repository website. The browser's address bar shows the URL: `http://reposit.smith.edu/cgi-bin/eprint.cgi?ACTION=DETAIL&REPORT=ACTUAL&TIME=1070576455`. The website header includes the ePrint logo and the text "Report Detail: ACTUAL" and "Finance Reports Repository sfisher". Below the header, there is a section titled "Finance Reports : ACTUAL" containing a table with columns "Title" and "Date". The table lists several reports, each with a "PDF TEXT DATA" icon and a person icon. A warning dialog box is overlaid on the table, with the text: "Warning: Continuing this download will display this report in your browser. Depending on the size of the report it may cause your browser to become unstable. If you would like to download this report directly to your hard drive, cancel this action, right click on the text icon, and choose Save Target As...". The dialog box has "OK" and "Cancel" buttons. The browser's taskbar at the bottom shows the Start button, several application icons, and the system clock displaying "3:49 PM".

Next you will see a download dialog box. Click on Save

The screenshot shows a Microsoft Internet Explorer browser window displaying the ePrint Reports Repository website. A "File Download" dialog box is open in the foreground, warning that the file "ACTUAL.csv" (Microsoft Excel Worksheet) from "reposit.smith.edu" could contain malicious code. The dialog box offers "Open", "Save", "Cancel", and "More Info" options, with the "Always ask before opening this type of file" checkbox checked.

The background website shows the "Report Detail: ACTUAL" page for the Finance Reports Repository. It features a table with the following data:

Finance Reports : ACTUAL	
	Title
PDF TEXT DATA	Actual Activity (Incom
PDF TEXT DATA	Actual Activity (Incom
PDF TEXT DATA	Actual Activity (Incom
PDF TEXT DATA	Actual Activity (Incom

Below the table, a list of dates and times is visible, including "Nov 30, 2003 4:49pm", "Oct 31, 2003 4:51pm", "Sep 30, 2003 12:17pm", and "Aug 31, 2003 2:34pm".

The browser's address bar shows the URL: <http://reposit.smith.edu/cgi-bin/eprint.cgi?ACTION=DETAIL&REPORT=ACTUAL&TIME=1070576455>. The taskbar at the bottom shows the Start button, several application icons, and the system clock displaying 3:50 PM.

Choose the location for storing this file. You can also rename it if you like. Then click Save.

The screenshot shows a Microsoft Internet Explorer browser window displaying the ePrint Reports Repository website. The browser's address bar shows the URL: `http://reposit.smith.edu/cgi-bin/eprint.cgi?ACTION=DETAIL&REPORT=ACTUAL&TIME=1070576455`. The website header includes the ePrint logo and the text "Report Detail: ACTUAL".

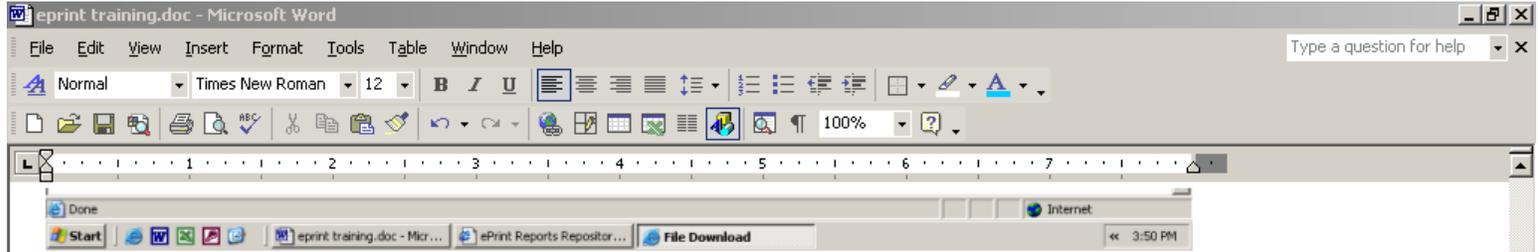
A "Save As" dialog box is open in the foreground, showing the "My Documents" folder selected. The "File name" field contains "ACTUAL.csv" and the "Save as type" is set to "Microsoft Excel Comma Separated Values File".

In the background, a table of report titles is visible. Each row contains a "PDF TEXT DATA" icon and a person icon, followed by the title "Actual Activity (Income/...".

Title	
PDF TEXT DATA	Actual Activity (Income/...
PDF TEXT DATA	Actual Activity (Income/...
PDF TEXT DATA	Actual Activity (Income/...
PDF TEXT DATA	Actual Activity (Income/...

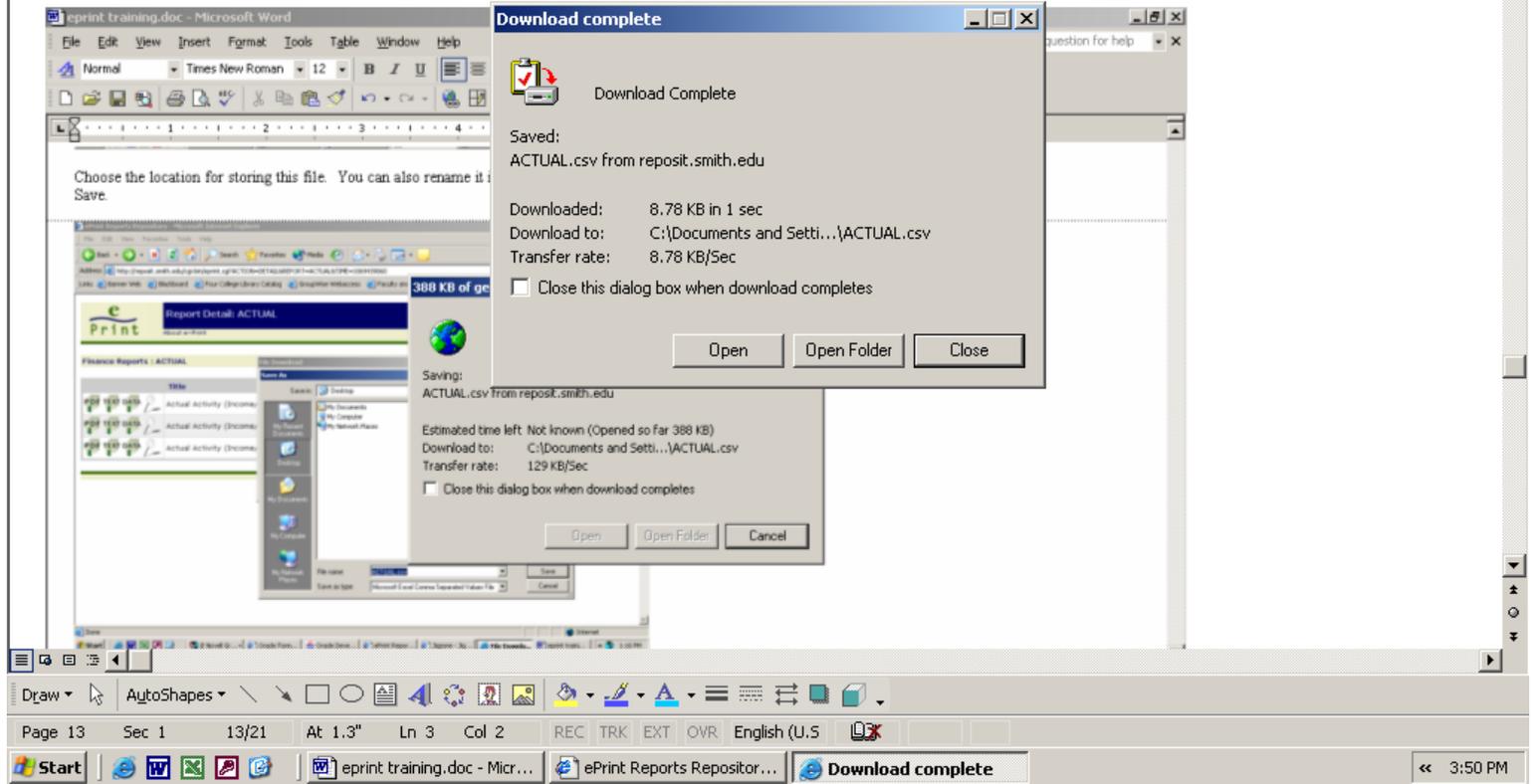
The Windows taskbar at the bottom shows the Start button, several open applications including "eprint training.doc - Micr...", "ePrint Reports Repositor...", and "File Download", and the system clock showing 3:50 PM on 3/10/07.

A new dialog box will display showing the download progress.



Page Break

A new dialog box will display showing the download progress.



When the download is complete, a message will appear on the screen. Click Close.

The screenshot shows a Microsoft Internet Explorer browser window. The address bar contains the URL: `http://reposit.smith.edu/cgi-bin/eprint.cgi?ACTION=DETAIL&REPORT=ACTUAL&TIME=1069439060`. The page title is "Report Detail: ACTUAL". The page content includes a table with the following data:

Finance Reports : ACTUAL	
	Title
PDF TEXT DATA	Actual Activity (Income/
PDF TEXT DATA	Actual Activity (Income/
PDF TEXT DATA	Actual Activity (Income/

A "Download complete" dialog box is overlaid on the page. It displays the following information:

- Download Complete
- Saved: ACTUAL.csv from reposit.smith.edu
- Downloaded: 5.26 MB in 1 min 4 sec
- Download to: C:\Documents and Setti...\ACTUAL.csv
- Transfer rate: 84.3 KB/Sec
- Close this dialog box when download completes

The dialog box has three buttons: "Open", "Open Folder", and "Close".

In order to view the downloaded data correctly, you must first open the program you wish to use (such as Excel), then open the downloaded files. When the data file is initially opened, it will be displayed with default formatting. You will more than likely have to adjust column widths and other formatting in Excel in order to see the data clearly.

If you are responsible for overseeing multiple Funds and Orgs, it may be easier for you to search the report and go directly to the section related to a specific Fund and/or Org number. To start a search, click on the magnifying glass.

**ePrint** Report Detail: ACTUAL Finance Reports Repository sfisher  
About e~Print Help on the Report List | Logout

**Finance Reports : ACTUAL**

	Title	Date
PDF TEXT DATA	Actual Activity (Income/Expense/Transfers)	Sun Nov 30, 2003 4:49pm
PDF TEXT DATA	Actual Activity (Income/Expense/Transfers)	Fri Oct 31, 2003 4:51pm
PDF TEXT DATA	Actual Activity (Income/Expense/Transfers)	Tue Sep 30, 2003 12:17pm
PDF TEXT DATA	Actual Activity (Income/Expense/Transfers)	Sun Aug 31, 2003 2:34pm

Done Internet  
Start eprint training.doc - Micr... ePrint Reports Reposi... 3:51 PM



Search ACTUAL (Sun Nov 30, 2003)

Finance Reports Repository  
sfisher

About ePrint

Help on Using a Page Key | Logout

Finance Reports : ACTUAL : Pick Pages

Page Key: Org

Pick Values Manually GO	Search: <input type="text"/> GO
Range: <input type="text"/> to <input type="text"/> GO	

Select the Page Key you want to search by. For Finance, the choices are Fund or Org. In the search box enter the Fund or Org value that you want to review and press GO. Or, enter a range of Funds or Orgs in the Range box and press GO

**ePrint Reports Select Key - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

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Address [http://reposit.smith.edu/cgi-bin/eprint.cgi?ACTION=SORTKEY&DETAIL=ACTUAL.2003\\_11\\_30&TIME=1070576457](http://reposit.smith.edu/cgi-bin/eprint.cgi?ACTION=SORTKEY&DETAIL=ACTUAL.2003_11_30&TIME=1070576457) Go

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**ePrint** Search ACTUAL (Sun Nov 30, 2003) Finance Reports Repository sfisher  
About ePrint Help on Using a Page Key | Logout

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**Finance Reports : ACTUAL : Pick Pages**

Page Key: Org

Pick Values Manually Search: 3146  
GO GO

Range: to GO

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Done Internet

Start eprint training.doc - Micr... ePrint Reports Select ... 3:51 PM

Choose the format (see above) you wish to view the report in.

ePrint Reports Repository - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://reposit.smith.edu/cgi-bin/eprint.cgi Go

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**ePrint** Selected Org Values Finance Reports Repository  
About ePrint sfisher Help on Using the Validation Page | Logout

Finance Reports : ACTUAL : Pick Pages : Org : Values

"3146"
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PDF TEXT DATA

Done Internet

Start eprint training.doc - Micr... ePrint Reports Reposi... 3:52 PM

All the pages related to the entered Fund or Org will be displayed

Actual Activity (Income/Expense/Transfers)  
11/01/03 - 11/30/03

Reop. Per. :	English Department, Chair		Beginning	Current	Year
Fund:	General Fund Income/Expense		Balance	Period	To
Org:	English			Activity	Date
Trans Date	Trans Type	Doc Number			
<b>Income</b>					
Acct 58702	Telephone				
Total Account	58702		8.86	0.00	8.86
Acct 58806	Copy Services				
Total Account	58806		1,607.50	0.00	1,607.50
Total	Income		1,616.36	0.00	1,616.36
<b>Compensation</b>					
Acct 61000	Faculty Salaries				
11/30/20	HCNL	P0012827		152,650.85	
Total Account	61000		612,103.40	152,650.85	764,754.25
Acct 61800	Student Payroll				
11/4/2003	HCNL	P0012815		169.20	
11/18/20	HCNL	P0012851		129.60	
Total Account	61800		540.00	298.80	838.80
Acct 69100	Benefits				
11/30/20	HFNL	P0012827		45,795.25	

Be sure to log out of eprint when finished.

ePrint Reports Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media

Address <http://reposit.smith.edu/cgi-bin/eprint.cgi?ACTION=LOGOFF> Go

Links Banner Web Blackboard Four College Library Catalog GroupWise Webaccess Faculty and Staff Tara Internet Native Banner ePrint

**ePrint** Login sfisher

About ePrint Help on Logging In | Logout

 *sfisher has been logged off*

User ID:

Password:

Repository:

powered by @sct

Done Internet

Start eprint training.doc - Mic... ePrint Reports Login - ... 3:52 PM