

eprints Navigation Guide

The screenshot shows a web interface for logging into the ePrint system. The header includes the 'ePrint' logo, a 'Login' button, and the 'UNF' logo. The main content area contains a login form with the following fields:

- User ID:** N00000000
- Password:** [Masked with dots]
- Repository:** Finance (dropdown menu)

An 'Enter' button is located below the form. At the bottom of the page, it states 'Powered by SUNGARD SCT • HIGHER EDUCATION'.

- **User ID:** Your N Number. If you do not know your N number, you may find it by logging into the ITS Self Service Page at <http://www.unf.edu/app/ess> with your network login and it will return information with your N number.
- **Password:** Your normal network password.
- **Repository:** Select Finance or Human Resources, depending on type of information you wish to view.

Select Report from Repository Finance

Finance Repository n00201356




About ePrint | FAQ Help | Logout

Finance

	<u>Report</u>	<u>Description</u>	<u>Latest Date</u>
PDF TEXT	FGRBDSC	Budget Status Report	Mon Nov 07, 2005 2:39pm
PDF TEXT	FGRODTA	Organization Detail Activity	Mon Dec 05, 2005 11:42am
PDF TEXT	FGRTBAL	Trial Balance	Mon Dec 05, 2005 5:09pm

- Click on the drill beside the desired report to view detail listing of available date runs for this report.

Finance : FGRBDSC

	Title	Date
  	Budget Status (Current Period) AS OF 07-NOV-2005	Mon Nov 07, 2005 2:39pm
  	Budget Status (Current Period) AS OF 11-AUG-2005	Thu Aug 11, 2005 10:39am

- Click on the magnifying glass beside the specific report that you wish to run. This will take you to a filter screen where you may select the Org(s) **OR** Fund(s) you wish to filter the data on.

Finance : FGRBDSC : Pick Pages

Page Key: Fund

Pick Values Manually <input type="button" value="GO"/>	Search: 349000 <input type="button" value="GO"/>
Range: <input type="text"/> to <input type="text"/> <input type="button" value="GO"/>	

- **Page Key:** Select to filter the data by Fund or Org
- **Select one of the following options to enter your filter criteria:**
 - Pick Values Manually:** To select multiple selections from a list
 - Search:** To select one specific fund or org
 - Range:** To select a continuous range of funds or orgs
- **Click the GO icon**

Finance : FGRBDSC : Pick Pages

Page Key: Organization

Pick Values Manually <input type="button" value="GO"/>	Search: 612000 <input type="button" value="GO"/>
Range: <input type="text"/> to <input type="text"/> <input type="button" value="GO"/>	

- This is the view of the Search Criteria Page if Org is selected.

The screenshot shows a web application interface with a header bar. On the left is the 'ePrint' logo. The main header contains the title 'Selected Organization Values' and navigation links 'About ePrint | FAQ'. On the right, it displays 'Finance Repository n00201356' and 'Help | Logout' next to the UNF logo. Below the header is a breadcrumb trail: 'Finance : FGRBDSC : Pick Pages : Fund : Values'. A search input field contains the text '"612000"'. Below the search field are two buttons labeled 'PDF' and 'TEXT', each with a downward-pointing arrow. The main content area below is currently empty.

- The system will return the values that you have defined as your search criteria filter.
- Select the format you wish to view the report in:
 - PDF:** Will return a PDF view that will be catalogued for easy navigation.
 - TEXT:** Will return a view exactly like you would see if you ran the report in INB.

REPORT FROM		University Of North Florida				RUN DATE: 11/07/2005	
PISCAL YEAR: 05		Budget Status (Current Period)				TIME: 02:39 PM	
		AS OF 07-NOV-2005				PAGE: 428	
COAS: U University of North Florida							
FUND: 110000 State Appropriations							
FREQ ORG: 610000 Arts & Sciences							
ORG: 612000 Biology							
ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CHT TYP
600000	Salaries and Wages	.00	.00	.00	.00	.00	.00 U
610002	Bonus	.00	.00	.00	.00	.00	.00 U
611000	Faculty-12mt	.00	.00	.00	.00	.00	.00 U
611001	Faculty-9mt	.00	.00	.00	.00	.00	.00 U
612000	Administrative and Professional	.00	.00	.00	.00	.00	.00 U
613000	USPS	.00	.00	.00	.00	.00	.00 U
613001	USPS Overtime	.00	.00	.00	.00	.00	.00 U
TOTAL	Salaries and Wages	.00	.00	.00	.00	.00	.00
621001	Social Security-Matching	.00	.00	.00	.00	.00	.00 U
621002	Medicare-Matching	.00	.00	.00	.00	.00	.00 U
621502	Social Security-Matching	.00	.00	.00	.00	.00	.00 U
621503	Medicare-Matching	.00	.00	.00	.00	.00	.00 U
622001	State Retirement	.00	.00	.00	.00	.00	.00 U
622002	ORP	.00	.00	.00	.00	.00	.00 U
622100	State Retirement - FRS	.00	.00	.00	.00	.00	.00 U
623001	Health	.00	.00	.00	.00	.00	.00 U
623002	Life	.00	.00	.00	.00	.00	.00 U
TOTAL	Employer Contributions	.00	.00	.00	.00	.00	.00
640001	Pretax Administrative Assessments	.00	.00	.00	.00	.00	.00 U
640840	Pretax FICA Savings Assessments	.00	.00	.00	.00	.00	.00 U
640841	Pretax Medicare Savings Assessments	.00	.00	.00	.00	.00	.00 U
TOTAL	Pretax Administrative Assessments	.00	.00	.00	.00	.00	.00
700000	Expenditures	.00	.00	.00	.00	.00	.00 U
TOTAL	Temporary Employment	.00	.00	.00	.00	.00	.00
711001	Student Assistant	.00	.00	.00	.00	.00	.00 U
712001	Adjunct Faculty	.00	.00	.00	.00	.00	.00 U
712002	Phased Retirement	.00	.00	.00	.00	.00	.00 U
713001	Part Time Employment	.00	.00	.00	.00	.00	.00 U
714001	FICA Matching-Temporary Employment	.00	.00	.00	.00	.00	.00 U
TOTAL	Temporary Employment	.00	.00	.00	.00	.00	.00

- This is the PDF view of the report that is returned along with the catalog of values that you may click on to navigate through the report.