

MSU BASIC e~PRINT GUIDE

This is the “bare bones” guide to viewing your FRS financial reports on the web. Please refer to the MSU Basic e~Print Guide for step-by-step directions on using additional e~Print features.

MSU e~Print assistance, user guides and system access:
<http://www.murraystate.edu/administration/index.htm>

1. Log on using the e~Print log-on screen:

The screenshot shows the MSU e~Print login interface. At the top, there is a navigation bar with the e~Print logo on the left, a dark blue 'Login' button, and links for 'About e~Print', 'Help on Logging In | Logout', and the Murray State University logo on the right. Below this is a login form with three fields: 'User ID' containing '0201', 'Password' with masked characters, and 'Repository' with a dropdown menu. The dropdown menu is open, displaying a list of repository options: 'LMS - LOAN MANAGEMENT' (highlighted in blue), 'FIN - MSU', 'FIN - ACCOUNTING', 'FIN - MSU FOUNDATION', 'FIN - PRIOR MONTHS & YEARS', and 'LMS - PRIOR MONTHS & YEARS'.

User ID = FRS Operator Number (the 4-digit number used to access FRS Screens)

Password = Password used in conjunction with this Operator Number

Repository = FIN – MSU (All Murray State University Users)

Repository = FIN – ACCOUNTING (Accounting Department Only)

Repository = FIN – MSU FOUNDATION (Murray State University Foundation Users Only)

Repository = FIN – PRIOR MONTHS & YEARS (All Murray State University Users)

Repository = LMS – LOAN MANAGEMENT (Accounting Department Only)

Repository = LMS – PRIOR MONTHS & YEARS (Accounting Department Only)

2. System on-line help

Each system page has on-line help. There is a link just below the title bar on each e~Print page. This link will open a context-sensitive topic with information on that particular part of the system.

The screenshot shows the MSU e~Print system page. The header features the e~Print logo on the left, a dark blue title bar with the text 'Select Report from Repository FIN - MSU', the user information 'FIN - MSU Repository SMITH, JOHN', and the Murray State University logo on the right. Below the title bar, there is a navigation bar with 'About e~Print', a red arrow pointing to the right, and 'Help on the Repository List | Logout'.

- Once you log in, the FRS repository page will display. This page lists the different reports you have access to view. The “Latest Date” indicates the last time the report was run.

	Report	Description	Latest Date
	MSU047-A	Roll Up - Audit Trail (Ledger 2 & 3)	Thu May 09, 2002 5:49pm
	MSU047-AR	Roll Up - Responsibility Report (Ledger 2 & 3)	Fri May 10, 2002 2:39pm
	MSU047-B	Roll Up - Audit Trail (Ledger 5)	Thu May 09, 2002 5:52pm
	MSU047-BR	Roll Up - Responsibility Report (Ledger 5)	Fri May 10, 2002 2:40pm
	MSU091-Y	YTD Transaction Summary	Fri May 03, 2002 12:01am
	MSU092	Statement of Accounts (CC = 10 - 50)	Thu May 09, 2002 4:37pm
	MSUPC170	Position by Employee Report	Tue Apr 30, 2002 1:56pm

This is an example of the FIN – MSU repository, each repository could have a different set of reports. There are seven monthly reports distributed campus-wide through e~Print. for this user.

- MSU047-A:** *Roll Up Report Audit Trail (Ledger 2 & 3)*
- MSU047-AR:** *Roll Up Responsibility (Ledger 2 & 3)*
- MSU047-B:** *Roll Up Report Audit Trail (Ledger5)*
- MSU047-BR:** *Roll Up Responsibility(Ledger 5)*
- MSU091-Y:** *YTD Transaction Summary*
- MSU092:** *Statement of Accounts*
- MSUPC170:** *Position Control Payroll*

- Left Click on the PDF icon to view the latest version of the specified report.



- The report will appear in the Acrobat Adobe Web Browser.

- Click on the six-digit account number in the “navigation pane” on the left side of the screen to display the report associated with that specific account. e~Print uses FRS value-based security to display only those account numbers the user is authorized to view.

DEPT	DOC# DESCRIPTION	ORIGINAL	REVISED	CURRENT MONTH	FISCAL YEAR	OPEN COMMITMENTS	BALANCE AVAILABLE	PERC USED
0630	RENTABLE SALE			28-	224-		224	0
0639	SALES & SERVICES				646-		646	0
	TOTAL REVENUES			28-	869-		869	0
2000	DOCL-SERVICES		327-				327-	0
2430	EQUIPMENT PUR-INT		46		100	129	100	100
2431	EQUIPMENT PUR-INT		63		43		100	100
	SERVICES		63	66	261	129	327-	639
4000	DOCL-MATRG/SUPPLR	58,498-					58,498-	0
4410	REALE-COMMODITY	783			783		100	100
4411	REALE-INVENTORY	17,705		18,568	17,705		100	100
4999	FEICE YEAR MONIES	22,810					22,810	0
	MATERIALS/SUPPLERS	22,810		18,568	58,498		24,678-	246
	EXPENDITURES	22,873		18,634	58,749	129	31,005-	247
9000	TRANSFERS/CREDITS	69,850					69,850	0
9120	CE-LEDGER 2 CHARGES	64,167-		7,007-	64,167-		100	100
9130	CE-LEDGER 3 CHARGES	1,771-		265-	1,771-		100	100
9150	CE-LEDGER 5	2,772-		448-	2,772-		100	100
9110	CE-EXTRNL	140-			140-		100	100
	TRANSFERS/CREDITS			7,770-	69,850-		69,850	0
	TOTAL DEDUCTIONS	22,873		10,864	11,300-	129	34,845	46-
	ACCOUNT TOTAL	22,873		10,826	11,990-	129	31,234	50-

- Use the Adobe Acrobat Reader’s toolbar to navigate the report.



The most commonly used icons for viewing e~Print reports are described below:



Displays/hides the navigation pane, which lists the 6-digit account number bookmarks.



Increases the report display size.



Use these icons to move through the pages of the report.



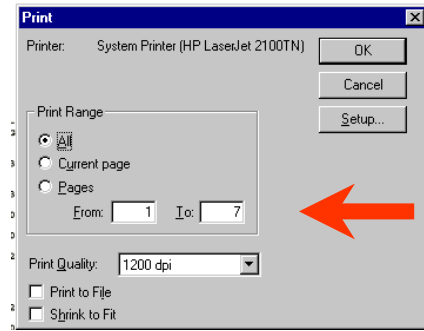
Increases/decreases the report display size.



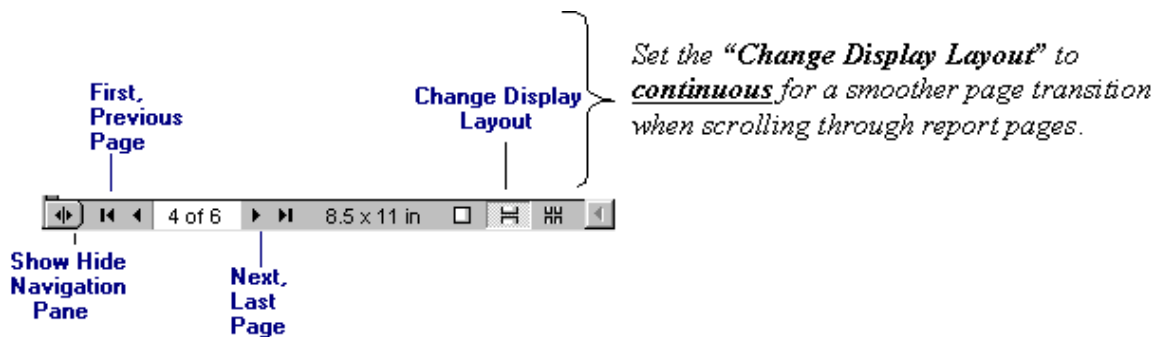
Search/Search Again to find specific text in the report.



Prints report pages to your laser printer. **(Use with caution! Will print the total number of pages listed on the toolbar at the bottom of the screen.)**



Also use the toolbar located along the bottom of Acrobat Reader's window.



5. Returning to e~Print from the Acrobat Reader

How you return to e~Print from the Acrobat Reader will differ slightly depending on how your Acrobat Reader is configured. (The Adobe Acrobat Reader can be configured to view within a browser or in a standalone mode.) For more information concerning Adobe configuration, please visit the tips and techniques section on the MSU e~Print web page at <http://www.murraystate.edu/administration/index.htm>.

Option 1 for returning to e~Print from the Acrobat Reader:

If you see the back button of your browser in the active window, then your Acrobat Reader is configured to run within the browser and you should follow these steps.

Click the Browser Back Button.

In Netscape your icon may look like this:



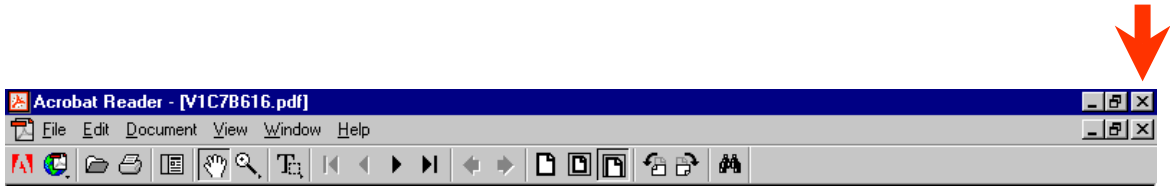
In Microsoft Explorer your icon may look like this:



Option 2 for returning to e~Print from the Acrobat Reader:

If you do not see the back button of your browser in the active window, then your Acrobat Reader is configured to run in a standalone mode and you should follow these steps.

Close the current browser window by clicking on the browser button in the top right corner of the screen.



6. Logging out of e~Print.

Click on "Logout" which is located at the top of each e~Print system page.



You can also logout of the system by closing your browser.

TROUBLE-SHOOTING

Remember....for the e~Print system you need:

Current Web Browser: Version 4.0 or higher of Netscape Communicator or Microsoft Internet Explorer *(NOTE: Netscape ® Communicator version 6.0 is not recommended at this time)*

Acrobat Reader: Version 4.0 or higher

Additional technical information is available on the MSU e~Print Web Page located at:

<http://www.murraystate.edu/administration/index.htm>

Contact the Accounting Department's e~Print system administrator at 4489 for questions related to:

- system login
- 6-digit account access

Contact Information Systems' Helpdesk at 2346 for questions related to:

- upgrading software (browser or Acrobat Reader)
- printing and software difficulties
- insufficient display area
- using Adobe Acrobat icons

