

MSU BASIC⁺ e~PRINT GUIDE

This guide provides instruction for the basics *plus* additional e~print features used in viewing your FRS financial reports on the web. Please refer to the MSU Basic e~Print Guide for the “bare bones” version of using e~Print

MSU e~Print assistance, user guides and system access:

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

1. Log on using the e~Print Login screen:

The screenshot shows the MSU e~Print Login screen. The header includes the 'e~Print' logo and the Murray State University logo. The main content area contains a login form with the following fields:

- User ID:** 0201
- Password:** [Masked]
- Repository:** LMS - LOAN MANAGEMENT (selected)

The dropdown menu for the Repository field is open, showing the following options:

- LMS - LOAN MANAGEMENT
- FIN - MSU
- FIN - ACCOUNTING
- FIN - MSU FOUNDATION
- FIN - PRIOR MONTHS & YEARS
- 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.

3. 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.

FIN - MSU

	Report	Description	Latest Date
  	MSUC47-A	Roll Up - Audit Trail (Ledger 2 & 3)	Thu May 09, 2002 5:49pm
  	MSUC47-AR	Roll Up - Responsibility Report (Ledger 2 & 3)	Fri May 10, 2002 2:39pm
  	MSUC47-B	Roll Up - Audit Trail (Ledger 5)	Thu May 09, 2002 5:52pm
  	MSUC47-BR	Roll Up - Responsibility Report (Ledger 5)	Fri May 10, 2002 2:40pm
  	MSUC91-Y	YTD Transaction Summary	Fri May 03, 2002 12:01am
  	MSUC92	Statement of Accounts (CC = 10 - 50)	Thu May 09, 2002 4:37pm
  	MSUFC17C	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 (CC = 10 – 50)*

MSUPC170: *Position Control Payroll*

4. Select a report and “Drill Down” to view the different versions of that report.

- Select the “Drill Down” icon



- The report detail page will appear, listing all existing versions of the report selected. The most recent report is always at the top of the list.

The screenshot shows the e-Print interface. At the top left is the e-Print logo. The main header area is dark blue with white text: "Report Detail: MSU092" on the left, "FIN - MSU Repository" and "FRS Operator 01" on the right, and the Murray State University logo on the far right. Below the header is a light green bar with the text "FIN - MSU : MSU092". The main content area is a table with two columns: "Title" and "Date". The first row contains a "PDF TEXT" icon with a magnifying glass, the title "REPORT OF TRANSACTIONS FOR 04/30/02", and the date "Thu May 09, 2002 4:37pm".

- Select the Magnifying Glass Icon to limit the report search to specific six digit accounts.



- The Pick Pages Screen will appear.

This screen allows you to limit your report search to specific 6-digit account numbers under your authority. e~Print uses FRS value-based security to display only those account numbers the user is authorized to view.

The screenshot shows a form titled "Index: Account". It has three main sections: 1. "Pick Values Manually" with a green "GO" button. 2. "Search:" with a text input field and a green "GO" button. 3. "Range:" with two text input fields separated by "to" and a green "GO" button.

- You have 3 options in limiting which account numbers you wish to view.

- Pick Pages Manually:**

Provides a list of six digit accounts within your access, giving you the ability to click beside the accounts you wish to choose. Once all accounts are selected click the "Get the Report" icon.

FIN - MSU : MSU092 : Pick Pages : Account

<input checked="" type="checkbox"/> 2-64070	<input type="checkbox"/> 2-64400	<input type="checkbox"/> 2-64470	<input type="checkbox"/> 2-64612
<input type="checkbox"/> 2-64032	<input type="checkbox"/> 2-64410	<input type="checkbox"/> 2-64600	<input type="checkbox"/> 2-64620
<input type="checkbox"/> 2-64033	<input type="checkbox"/> 2-64420	<input type="checkbox"/> 2-64605	<input type="checkbox"/> 2-64630
<input type="checkbox"/> 2-64100	<input type="checkbox"/> 2-64430	<input type="checkbox"/> 2-64606	<input type="checkbox"/> 2-64640
<input type="checkbox"/> 2-64210	<input type="checkbox"/> 2-64440	<input type="checkbox"/> 2-64607	<input type="checkbox"/> 2-64650
<input type="checkbox"/> 2-64220	<input type="checkbox"/> 2-64450	<input type="checkbox"/> 2-64608	<input type="checkbox"/> 2-64700
<input type="checkbox"/> 2-64250	<input type="checkbox"/> 2-64460	<input type="checkbox"/> 2-64609	<input type="checkbox"/> 2-64720

← Previous

GO

Next →

Get the Report



- **Search:**
Key a single six-digit account for report retrieval. **The account number must include the hyphen.**

Example of valid entry: 2-64000

- **Range:** Enter a range of accounts for account retrieval.

Example of valid entry: 2-00000 to 5-00000 *or*
2 to 5 *or*
2-20000 to 2-30000

9. The Selected Account Values screen will appear.

This screen confirms the 6-digit accounts you have selected for report display.

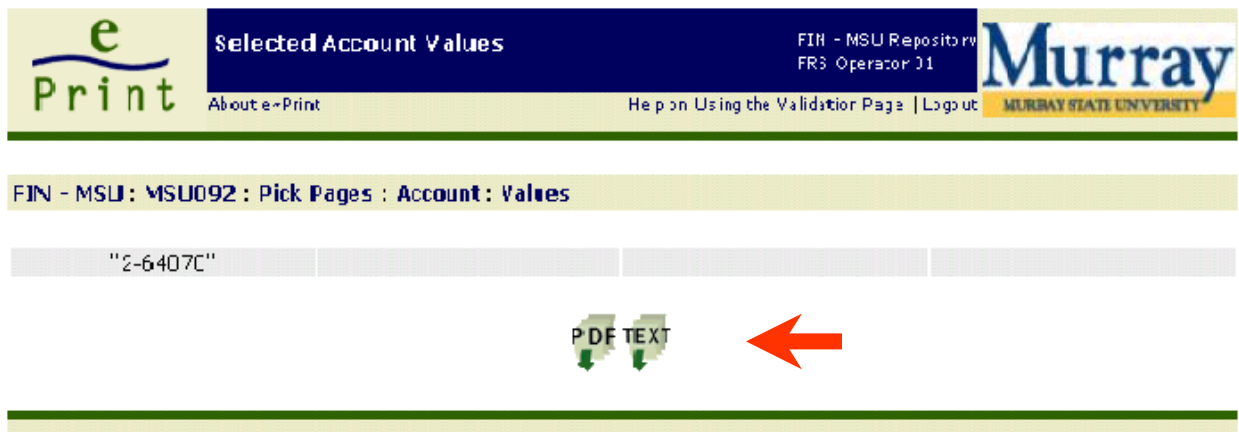
FIN - MSU : MSU092 : Pick Pages : Account : Values

"2-64070"			
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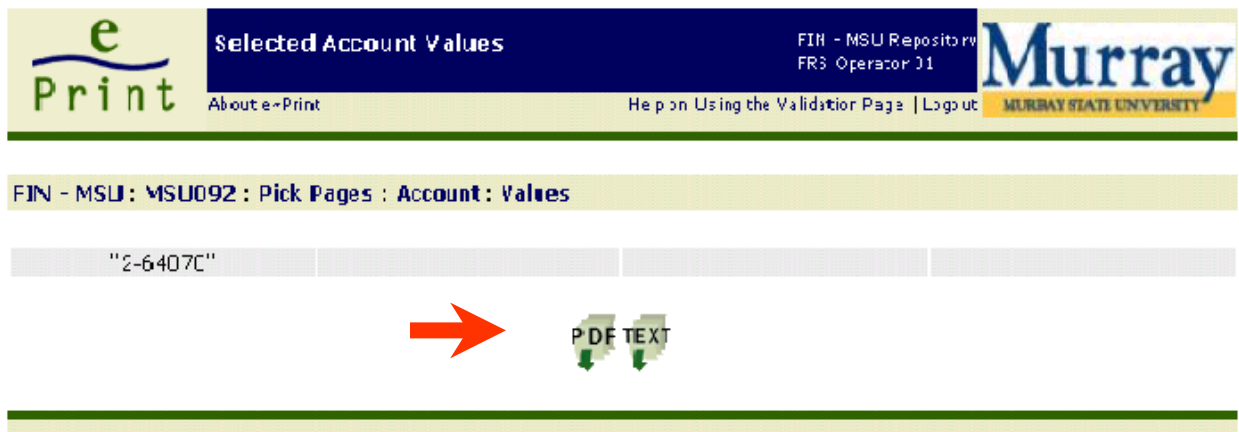
PDF TEXT

10. At this point, it is helpful to note that the e~Print product contains a navigation bar.

The navigation bar provides a shortcut to a specific system page. It is more efficient to use the navigation bar than to use the Back-Arrow button on your browser, since you can select a particular page when using the navigation bar instead of using the browser back-arrow to scroll back through all the pages you have visited.



11. Select the PDF icon.



12. The report will appear in the Adobe Acrobat Reader.



Bookmark ▾

- ACCT: 2-64700
- ACCT: 2-64720**
- ACCT: 2-64722
- ACCT: 2-64740
- ACCT: 2-64800
- ACCT: 2-64810
- ACCT: 2-64820
- ACCT: 2-64822
- ACCT: 2-64825
- ACCT: 2-64830
- ACCT: 2-64880
- ACCT: 2-64890
- ACCT: 2-64900
- ACCT: 2-64905
- ACCT: 2-64910
- ACCT: 2-64920
- ACCT: 2-64922
- ACCT: 2-64942
- ACCT: 2-64950

Bookmarks

Thumbnails

Comments

Signatures

DATE: 05/02/02
 TIME: 00:01:31
 BY: 02
 FROM: 01

MURRAY STATE UNIVERSITY
 FINANCIAL RECORDS SYSTEM
 10 - MAIN CAMPUS
 REPORT OF TRANSACTIONS FOR 04/30/02

ACCT: 10-2-64720
 DEPT: 0470A

CENTRAL STORES

TO: BLACK
 DECISIONS

OBJ CODE	DESCRIPTION	DATE	TU	EXP.	IND EXP.	J.S. OFFSET ACCOUNT	BUDGET AMT/RE	YTD REV/EXP	COMMENTS
0620	IRE P&S FEED	07/09/01	061	RES269		10-0-13110-2926 DR		39.00-	B
	IRE P&S FEED	08/07/01	061	RES402		10-0-13110-2926 DR		39.00-	B
	IRE P&S FEED	09/18/01	061	RES463		10-0-13110-2926 DR		39.00-	B
	IRE P&S FEED	10/03/01	061	RES446		10-0-13110-2926 DR		39.00-	B
	IRE P&S FEED	12/07/01	061	RES563		10-0-13110-2926 DR		39.00-	B
	IRE P&S FEED	01/08/02	061	RES594		10-0-13110-2926 DR		56.00-	B
	IRE P&S FEED	01/13/02	061	RES574		10-0-13110-2926 DR		39.00-	B
	IRE P&S FEED	04/08/01	061	RES590		10-0-13110-2926 DR		56.00-	B
	IRE P&S FEED	04/08/01	061	RES590		10-0-13110-2926 DR		39.00-	B
0620	CENTRAL STORES	07/20/01	065	AME516		10-0-10000-1369 CR		39.00-	A
	** TOTAL MONTAGNIE SALE							274.00-	
0630	CENTRAL STORES	07/27/00	060	CTV500		91-6-26501-4230 DR		56.00-	C
	CENTRAL STORES	08/10/00	060	CTV502		91-1-10000-4230 DR		56.00-	C
	CENTRAL STORES	08/17/00	060	CTV506		91-6-22204-4230 DR		54.04-	C
	CENTRAL STORES	09/14/00	060	CTV510		91-6-26501-4230 DR		56.00-	C
	CENTRAL STORES	09/14/00	060	CTV510		91-1-10000-4230 DR		56.00-	C
	CENTRAL STORES	10/05/00	060	CTV514		91-0-96001-4230 DR		56.00-	C
	MEMG - PW	10/26/00	060	CTV516		91-6-26501-4230 DR		56.00-	C
	MEMG INNOV & ED 02	11/03/00	060	CTV520		91-0-91097-4230 DR		30.25-	C
	MEMG INNOV & ED 02	11/03/00	060	CTV520		91-0-91097-4230 DR		32.30-	C
	FAHSE FURNITURE ACC	11/09/00	060	CTV522		91-0-96001-4230 DR		39.00-	C
	MEMG - PW	12/07/00	060	CTV526		91-6-26501-4230 DR		56.00-	C
	REUP - GENERAL FUND	01/18/00	060	CTV532		91-1-10000-4230 DR		56.00-	C
	FAHSE FURNITURE ACC	02/23/00	060	CTV538		91-0-96001-4230 DR		39.00-	C
	REUP - GENERAL FUND	01/29/00	060	CTV542		91-1-10000-4230 DR		56.00-	C
0639	** TOTAL SALES & SERVICES							666.19-	
2000	IREX CORP	09/28/01	026	MCT402			63.00		B
2000	** TOTAL POOL-SERVICES						63.00		
3420	IREX CORPORATION	10/18/00	049	MCT402	IC0076		66.00	56.00-	I
	IREX CORPORATION	01/28/00	049	MCT402	IC0121		66.00	56.00-	I
	IREX CORPORATION	04/17/00	049	MCT402	IC0187		66.00	56.00-	I
	IREX	09/20/00	050	MCT402	JFC		364.00	364.00	B
	IREX CORP	09/28/01	062	MCT402			63.00		B
3420	** TOTAL EQUIPMENT MAINT						199.00	129.00	
342E	IREX CORPORATION	09/06/00	049	MCT402	IC0046		62.00		I
342E	** TOTAL EQUIPMENT MAINT						62.00		
4410	ATHENS PAPER	10/16/00	049	P12486	IC0071		291.50		I

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13. 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.



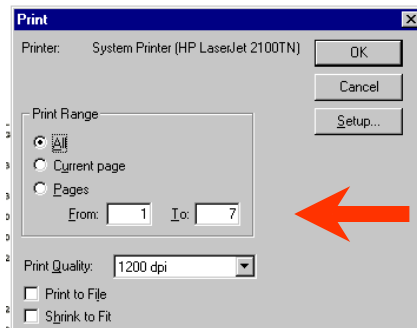
Increases/decreases the report display size



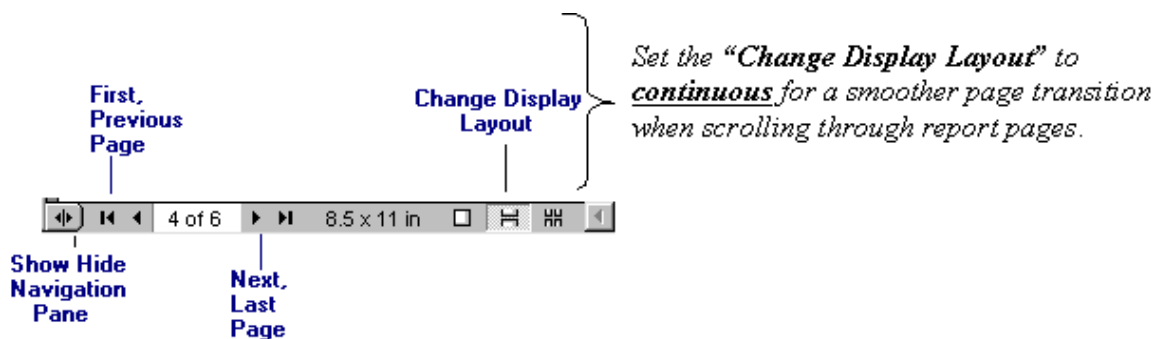
Search/Search Again to find specific text in the report.



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.) To avoid large printing errors, review the number of pages selected to print.**



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



14. 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 this subject, 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.



15. 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 Extension 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