

RECONCILIATION

EPRINT FORMS THAT MAY BE HELPFUL

LU-ANNE TROUTMAN
FEBRUARY 4, 2014



EPRINT LINK CAN BE FOUND ON BANNER SIGN IN SCREEN – CLICKING

Production Banner @ UNC Charlotte

Usage Policy Statement:

Use of the University's computing and electronic communication resources is conditioned on compliance with the University's Information Technology (IT) policies ([UNC Charlotte ITS Policies](#)) (Policy Statements 8, 10, 20, 66, 67, and 102). Pursuant to those policies, the University will take any steps necessary to safeguard the integrity of the University's computing and electronic communication resources and to minimize the risks to both those resources and the end users of those resources. Such safeguarding includes monitoring data traffic to detect anomalous network activity, as well as accessing, retrieving, reading, and/or disclosing data communications when there is reasonable cause to suspect a violation of applicable University policy or criminal law, or when monitoring is otherwise required or permitted by law.

Internet Native Banner (INB)

- [BANPROD](#)

Access Information:

- All INB users must change their password using [PW Manager](#)
- INB pages are best viewed with 1024 x 768 resolution
- Compatible with IE8, IE7, Firefox 3.6, and Safari 5

Self-Service Banner (SSB)

- [BANNER PROD SSB](#)

Other Links

- [Eprint](#) (Production Eprint)
- [Appworx](#) (Test and Production Appworx information)
- [Banner Bookshelf](#) (Documentation for Banner System)

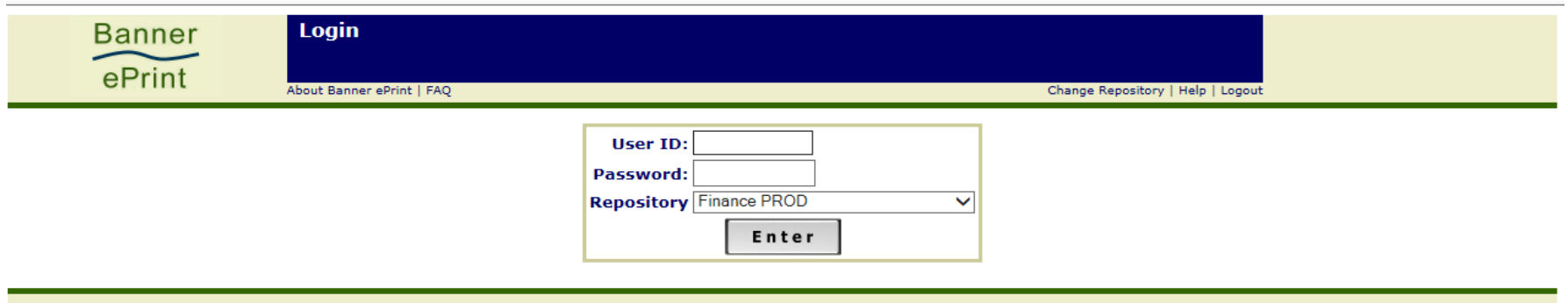
Help Requests:

If you have any questions, please contact the ITS Service Desk. Email them at help@uncc.edu or call extension 7-5500.

CODE: PROD03INB

BRINGS YOU TO THIS SCREEN

YOU WILL USE YOUR NORMAL USER ID AND PASSWORD



The image shows a login interface for Banner ePrint. At the top left is the Banner ePrint logo. A dark blue bar contains the word "Login" in white. Below this bar, there are links for "About Banner ePrint | FAQ" and "Change Repository | Help | Logout". The main login area contains three input fields: "User ID:", "Password:", and "Repository". The "Repository" field is a dropdown menu currently showing "Finance PROD". Below these fields is an "Enter" button.

Banner ePrint

Login

[About Banner ePrint](#) | [FAQ](#)

[Change Repository](#) | [Help](#) | [Logout](#)

User ID:


Password:

Repository:

Enter

NUMEROUS REPORTS COME UP

CLICK LATEST DATE TO BRING UP THE MOST CURRENT REPORTS



























Select Report from Repository Finance PROD

Finance PROD Repository
Itroum4

About Banner ePrint | FAQ | My ePrint
Change Repository | Help | Logout

inance PROD


























Idt
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	<u>Report</u>	<u>Description</u>	<u>Latest Date</u>
  	FGROPNE	Open Encumbrances Report	Fri Jan 24, 2014 10:45pm
  	FRRGRNT	Deferred Grant Process	Fri Jan 24, 2014 7:49pm
  	YAROINV	Open Invoice Report	Fri Jan 24, 2014 7:00pm
  	FGRFNDH	Fund Hierarchy Report	Fri Jan 24, 2014 7:00pm
  	FGRODTA	Organization Detail Activity	Thu Jan 09, 2014 4:33pm
  	FGRGLTA	General Ledger Detail Transaction	Thu Jan 09, 2014 4:02pm
  	FRRGITD	Grant Inception to Date	Thu Jan 09, 2014 3:59pm
  	FRRGBFY	Grant Budget Status Report	Thu Jan 09, 2014 3:55pm

ORGANIZATION DETAIL ACTIVITY (DETAIL FOR THE MONTH)

inance PROD

Idt











	<u>Report</u>	<u>Description</u>	<u>Latest Date</u>
  	FGROPNE	Open Encumbrances Report	Fri Jan 24, 2014 10:45pm
  	FRRGRNT	Deferred Grant Process	Fri Jan 24, 2014 7:49pm
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  	FGRGLTA	General Ledger Detail Transaction	Thu Jan 09, 2014 4:02pm
  	FRRGITD	Grant Inception to Date	Thu Jan 09, 2014 3:59pm
  	FRRGBFY	Grant Budget Status Report	Thu Jan 09, 2014 3:55pm

THERE ARE A FEW STEPS YOU NEED TO TAKE TO RUN THE REPORT

CLICK ON THE DRILL TO BRING UP THE LIST OF REPORTS (LEFT CLICK)

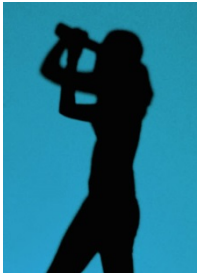
PDF TEXT   FGRODTA Organization Detail Activity Thu Jan 09, 2014 4:33pm

THIS WILL BRING UP THE DIFFERENT REPORTS – LEFT CLICK ON PDF OF THE MONTH YOU WANT

	Title	Date
  	UNC Charlotte Organization Detail Activity From 01-JUL-2013 To 31-DEC-2013	Thu Jan 09, 2014 4:33pm
   	UNC Charlotte Organization Detail Activity From 01-DEC-2013 To 31-DEC-2013	Thu Jan 09, 2014 3:58pm
  	UNC Charlotte Organization Detail Activity From 01-JUL-2013 To 30-NOV-2013	Tue Dec 10, 2013 4:46pm
  	UNC Charlotte Organization Detail Activity From 01-NOV-2013 To 30-NOV-2013	Tue Dec 10, 2013 4:11pm
  	UNC Charlotte Organization Detail Activity From 01-JUL-2013 To 31-OCT-2013	Fri Nov 08, 2013 4:42pm
  	UNC Charlotte Organization Detail Activity From 01-OCT-2013 To 31-OCT-2013	Fri Nov 08, 2013 4:07pm
  	UNC Charlotte Organization Detail Activity From 01-JUL-2013 To 30-SEP-2013	Wed Oct 09, 2013 4:02pm
  	UNC Charlotte Organization Detail Activity From 01-SEP-2013 To 30-SEP-2013	Wed Oct 09, 2013 3:28pm

THIS BRINGS UP THE MONTHLY ACTIVITY. YOU WILL NOW NEED TO FIND THE FUNDS FOR YOUR DEPARTMENT.

LEFT CLICK ON THE BINOCULARS AND THEN PUT THE FUND IN THE SEARCH BLOCK. THIS SHOULD BRING UP THE FUND YOU ARE SEARCHING FOR. YOU CAN NOW PRINT OFF THE REPORT AND COMPARE IT WITH SAM.



09-JAN-2014 03:53:49 PM
FISCAL YEAR 14

UNC Charlotte
Organization Detail Activity
From 01-DEC-2013 To 31-DEC-2013

PAGE 572
FGRODTA

COAS: 1
ORG: 15100

UNC Charlotte
Academic Affairs VC

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANC ACTIVITY
				Education and Technology F...	101000			

Search

What word or phrase would you like to search for?

Whole words only
 Case-Sensitive
 Include Bookmarks

ing For:
**1500 in the current
 ument**

ts:
**ocuments with 4
 lances**

Search



ts:

FGRODTA

- Dean 101500 Bf
- Dean 101500 12
- Dean 101500 Bf
- FUND: 101500 c

09-JAN-2014 03:53:49 PM
 FISCAL YEAR 14

UNC Charlotte
 Organization Detail Activity
 From 01-DEC-2013 To 31-DEC-2013

PAGE 2853
 FGRODTA

COAS: 1 UNC Charlotte
 ORG: 21300 College of Engineering

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
College of Engineering-Dean					101500				
BEGINNING BALANCE:					Other Purchased Services Pool	928000	1,820.00	0.00	0.00
ENDING BALANCE:					Other Purchased Services Pool	928000	1,820.00	0.00	0.00
BEGINNING BALANCE:					Telephone Service-Local	928010	0.00	1,585.00	0.00
12/18/2013	JNA	TL141218		1213 Telecom Admin-12012013	928010		317.00		U
ENDING BALANCE:					Telephone Service-Local	928010	0.00	1,902.00	0.00
BEGINNING BALANCE:					Telephone Service-Long Distance	928030	0.00	-101.45	0.00
12/18/2013	JNA	TL141218		1213 Telecom Admin-12012013	928030		0.90		U
ENDING BALANCE:					Telephone Service-Long Distance	928030	0.00	-100.55	0.00
BEGINNING BALANCE:					MCD Allowances (via payroll)	928110	0.00	0.00	0.00
12/11/2013	JFL	DL008697	75795	MCD Allowance Realloc Novem	928110		100.00		U
ENDING BALANCE:					MCD Allowances (via payroll)	928110	0.00	100.00	0.00
BEGINNING BALANCE:					Supplies Pool	930000	500.00	0.00	0.00
ENDING BALANCE:					Supplies Pool	930000	500.00	0.00	0.00
BEGINNING BALANCE:					Educational Supplies	930250	0.00	175.14	0.00
ENDING BALANCE:					Educational Supplies	930250	0.00	175.14	0.00
TOTAL FUND: 101500					College of Engineering-Dean				
					Labor	60	756,357.00	452,102.81	370,637.04
					Expenses	70	2,443.00	2,199.45	0.00

PRINT OFF ONLY WHAT YOU NEED

FOR EXAMPLE – 101500 HAS 4 INSTANCES WITH THE FIRST ONE ON PAGE 2280

The screenshot shows a document viewer interface. At the top, the page number is 2280 / 5148, and the zoom level is 83.7%. The search bar on the left indicates the search criteria: "Looking For: 101500 in the current document". The results show "1 documents with 4 instances". The document content is a financial report for UNC Charlotte, Organization Detail Activity, FISCAL YEAR 14, covering the period from 01-DEC-2013 to 31-DEC-2013. The report is organized into sections by account number (101500, 102500, 913100, 915900, 917250, 918050, 918100). Each section lists various transactions with columns for DATE, TRAN TYPE, DOCUMENT NUMBER, DOCUMENT REF #, DESCRIPTION, ACCOUNT/FUND, BUDGET ACTIVITY, TRANSACTION ACTIVITY, ENCUMBRANCE ACTIVITY, and CMT TYP. The first instance of account 101500 is highlighted in blue.

09-JAN-2014 03:53:49 PM
FISCAL YEAR 14

UNC Charlotte
Organization Detail Activity
From 01-DEC-2013 To 31-DEC-2013

PAGE 2851
FGRODTA

COAS: 1
ORG: 21300

UNC Charlotte
College of Engineering

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
College of Engineering-Dean					101500				
BEGINNING BALANCE:					SPA Regular Salaries				912100
12/10/2013	HENA	F0027087		Encumbrance Salaries					912100
12/13/2013	HGN	F0027063		HR Payroll 2013 SM 23 0					912100
12/16/2013	BD01	F0027152		Budget.....Earnings					912100
12/18/2013	HENA	F0027203		Encumbrance Salaries					912100
12/23/2013	HGN	F0027180		HR Payroll 2013 SM 24 0					912100
ENDING BALANCE:					SPA Regular Salaries				912100
BEGINNING BALANCE:					SPA Longevity Pay				912500
ENDING BALANCE:					SPA Longevity Pay				912500
BEGINNING BALANCE:					EPA Permanent Teaching Salaries				913100
12/10/2013	HENA	F0027087		Encumbrance Salaries					913100
12/11/2013	JFL	DL008697 75795		MCD Allowance Realloc Novem					913100
12/11/2013	JFL	DL008697 75795		MCD Allowance Realloc Novem					913100
12/11/2013	JFL	DL008697 75795		MCD Allowance Realloc Novem					913100
12/13/2013	HGN	F0027063		HR Payroll 2013 SM 23 0					913100
12/18/2013	HENA	F0027203		Encumbrance Salaries					913100
12/23/2013	HGN	F0027180		HR Payroll 2013 SM 24 0					913100
ENDING BALANCE:					EPA Permanent Teaching Salaries				913100
BEGINNING BALANCE:					SPA Non-student Temp Regular Wages				915900
ENDING BALANCE:					SPA Non-student Temp Regular Wages				915900
BEGINNING BALANCE:					Medical Insurance PHP Inc				917250
12/23/2013	HGB	F0027180		HR Payroll 2013 SM 24 0					917250
ENDING BALANCE:					Medical Insurance PHP Inc				917250
BEGINNING BALANCE:					TIAA Optional Retirement				918050
12/13/2013	HGB	F0027063		HR Payroll 2013 SM 23 0					918050
12/23/2013	HGB	F0027180		HR Payroll 2013 SM 24 0					918050
ENDING BALANCE:					TIAA Optional Retirement				918050
BEGINNING BALANCE:					TIAA Retirement Health Benefits				918100
12/13/2013	HGB	F0027063		HR Payroll 2013 SM 23 0					918100

WHEN YOU CLICK ON THE LAST RESULT YOU WILL SEE IT IS ON PAGE 2282

Page Safety Tools 2282 / 5148 83.7%

Comment Share

Search

Looking For:
101500 in the current document

Results:
1 documents with 4 instances

New Search

Results:

- FGRODTA
 - Dean 101500 Bf
 - Dean 101500 12
 - Dean 101500 Bf
 - FUND: 101500

Collapse file paths

09-JAN-2014 03:53:49 PM
FISCAL YEAR 14

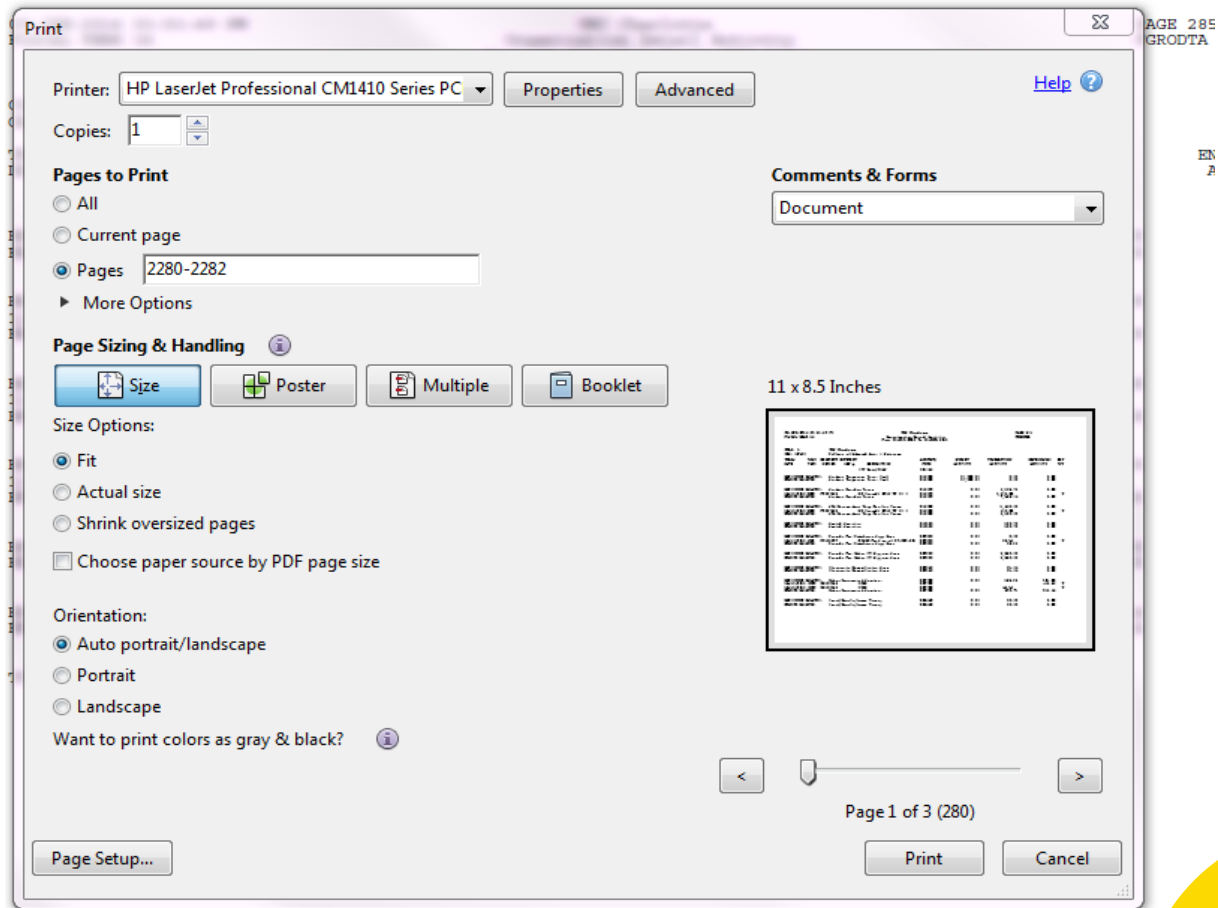
UNC Charlotte
Organization Detail Activity
From 01-DEC-2013 To 31-DEC-2013

PAGE 2853
FGRODTA

COAS: 1 UNC Charlotte
ORG: 21300 College of Engineering

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
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12/18/2013	JNA	TL141218		1213 Telecom Admin-12012013	928010		317.00		U
ENDING BALANCE:		Telephone Service-Local			928010	0.00	1,902.00	0.00	
BEGINNING BALANCE:		Telephone Service-Long Distance			928030	0.00	-101.45	0.00	
12/18/2013	JNA	TL141218		1213 Telecom Admin-12012013	928030		0.90		U
ENDING BALANCE:		Telephone Service-Long Distance			928030	0.00	-100.55	0.00	
BEGINNING BALANCE:		MCD Allowances (via payroll)			928110	0.00	0.00	0.00	
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BEGINNING BALANCE:		Educational Supplies			930250	0.00	175.14	0.00	
ENDING BALANCE:		Educational Supplies			930250	0.00	175.14	0.00	
TOTAL FUND: 101500 College of Engineering-Dean									
Labor					60	756,357.00	452,102.81	370,637.04	
Expenses					70	2,443.00	2,199.45	0.00	

THEN YOU WILL SET THE PRINT TO 2280-2282



OTHERWISE YOU WOULD PRINT 5148 PAGES



THERE ARE OTHER REPORTS THAT MAY BE HELPFUL

- OPEN ENCUMBRANCES – ESPECIALLY HELPFUL AT YEAR END TO CLEAR UP STATE FUNDS. DRILL DOWN AND USE THE LAST FRIDAY THE REPORT RAN (TO USE THE MOST CURRENT REPORT)

THIS IS NOT ONE OF OUR FUNDS BUT THIS IS AN EXAMPLE OPEN ENCUMBRANCES FROM PRIOR YEARS THAT ARE STILL AFFECTING FY 14. (ALMOST \$1500 FROM PREVIOUS YEARS)

FGROPNE 8.2

UNC Charlotte
Open Encumbrances Report

31-JAN-2014 10:45:54 PM
Page 78

DOCUMENT TYPE: Purchase Orders

ORGANIZATION: [REDACTED]

COAS:	FUND:	ORGN:	ACCT:	PROG:	ACTV:	LOCN:			
P.O. NUMBER	VENDOR/PAYEE NUMBER	NAME	USER ID	BLANKET NUMBER	TRANSACTION DATE	ENCUMBRANCE AMOUNT	REMAINING BALANCE		
P1220946	800000740	Charles D Sullivan Co Inc	RRMAJOR		06-DEC-2011	171.00	171.00		
COAS:	FUND:	ORGN:	ACCT:	PROG:	ACTV:	LOCN:			
P1414244	800360057	Xerox Corp	DHAVINGA		20-AUG-2013	276.00	161.00		
COAS:	FUND:	ORGN:	ACCT:	PROG:	ACTV:	LOCN:			
P1218850	800367159	American Association for the Advanc	DHAVINGA		03-NOV-2011	2,854.00	104.00		
P1220959	800359899	SACNAS	DHAVINGA		06-DEC-2011	300.00	300.00		
COAS:	FUND:	ORGN:	ACCT:	PROG:	ACTV:	LOCN:			
P1333871	800376552	BioExpress LLC	DHAVINGA		06-MAY-2013	978.78	601.58		
COAS:	FUND:	ORGN:	ACCT:	PROG:	ACTV:	LOCN:			
P1333095	800838219	Serialio Ltd	DHAVINGA		26-APR-2013	392.94	15.00		
COAS:	FUND:	ORGN:	ACCT:	PROG:	ACTV:	LOCN:			
P1334949	800367016	Life Technologies Corporation	TBRESLIN		15-MAY-2013	1,650.72	129.29		
P1417557	800000432	Fisher Scientific Co LLC	DHAVINGA		30-SEP-2013	258.33	91.10		



PCARD DETAIL TRANSACTION REPORT

THIS REPORT MAY BE HELPFUL FOR DOCUMENTATION YOU MAY HAVE MISPLACED OR SOMEONE HAS FORGOTTEN TO GIVE YOU



YOU WOULD STILL USE THE DRILL

	YFPPCIN	PCARD Detail Transaction Report	Thu Dec 19, 2013 11:26am
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YOU STILL DRILL DOWN TO GET TO THE RIGHT MONTH AND YOU STILL SELECT THE PDF FOR THE MONTH YOU WANT.

	Title	Date
	PCARD Detail Transaction Report Last Posting Date: 07-DEC-2013 Mode: Update PC131207	Thu Dec 19, 2013 11:26am



USE THE SAME SEARCH FEATURE FOR THE FUND AND YOU WILL FIND THE CHARGES TO YOUR FUND THAT HIT BANNER THRU THE P-CARD TRANSACTIONS.

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22000	625072	930250	Educational Supplies	132.40	12/12/2013	TXN00038205	SPARKFUN ELECTRONICS	Troutman, Lu-Anne D
Total Account	930250	(JV Summary Amount)		132.40				
Total Fund	625072	SPX Corp Dist Prof		132.40				

THANK YOU

QUESTIONS?

