e~Print Quick Guide

• Web site: www.mtsu.edu/banner

• Logging in to e~Print
  o Banner
    User ID: MTSU email address (without “@mtsu.edu”)
    Password: your Self Service PIN or Internet Native Banner password
    Repository: Banner Finance

• Banner e~Print Reports: If you are searching for financial information related to a…
  o Standard departmental account (including Foundation activity), then use
    FZRBDSC: Budget Status (summary information by index)
    FZRODTA: Detail Transaction Activity (detail information by index)
  o Grant account, then use
    FZRGITD: Grant Inception to Date Report (summary information by index/grant code)
    FZRODTA: Organizational Detail Activity (detail information by index)
  o Agency and/or Foundation account (or general ledger activity), then use
    FZRFAAC: Fund/Account Summary Report (summary information by index)
    FZRGLTA: General Ledger Detail Transactions (detail information by index)
  o ***Other reports by fund/organization
    FGRBDSC: Budget Status (summary information by organization)
    FRRGITD: Grant Inception Report (summary information by grant/fund)
    FGRODTA: Organizational Detail Activity (detail information by organization)
    FGRFAAC: Fund/Account Activity Report (summary information by fund)
    FGRGLTA: General Ledger Detail Transactions (detail information by fund)
  o ***Note: “FG” reports and the FRRGITD report include revenue by fund/organization***

• Searching for your grant, agency, department, etc.
  o Click the drill icon next to your appropriate report
  o Click the magnifying glass next to the appropriate Chart of Accounts and month
    Chart of Accounts
      • M: Middle Tennessee State University
      • F: Foundation
  o Use “Search” text box to enter your index with wild cards (i.e. %111111%)
  o Click Go (DO NOT press enter)
  o ***To view multiple grants, agencies, or departments, use the “Pick Values Manually” option
    instead of the “Search” text box ***