



e~Print Quick Guide

- **Web site:** www.mtsu.edu/banner
- **Logging in to e~Print**
 - **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...**
 - **Standard departmental account (including Foundation activity), then use**
 - FZRBDS: Budget Status (summary information by index)
 - FZRODTA: Detail Transaction Activity (detail information by index)
 - **Grant account, then use**
 - FZRGITD: Grant Inception to Date Report (summary information by index/grant code)
 - FZRODTA: Organizational Detail Activity (detail information by index)
 - **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)
 - *****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)
 - *****Note: “FG” reports and the FRRGITD report include revenue by fund/organization*****
- **Searching for your grant, agency, department, etc.**
 -  Click the drill icon next to your appropriate report
 -  Click the magnifying glass next to the appropriate Chart of Accounts and month
Chart of Accounts
 - M: Middle Tennessee State University
 - F: Foundation
 - Use “Search” text box to enter your index with wild cards (i.e. %111111%)
 - Click Go (DO NOT press enter)
 - *****To view multiple grants, agencies, or departments, use the “Pick Values Manually” option instead of the “Search” text box *****