



Log On Procedures

1. Access the eprint.nmsu.edu/cgi-bin/eprint.cgi web site.
2. Log on using your Banner **User Name** and **Password**.
3. The default **Repository** list selected is **PBAN Finance**.

Reports available in e~Print

Fund Organization Program Activity (FOPA)

Index = Fund Organization Program and Activity if applicable

Banner Report	Look up by...
ZAFGRPD (Program Detail Activity Report - FOPA)	Org
FGRODTA (Program Detail Activity Report – Org)	
FGRODTAYTD (Organization Detail Activity YTD Report - FO)	Org
ZAFGRBD (Budget Status Report – FOPA)	Index, Org, Fund
FGRBDSC (Budget Status Report – FO)	
ZIEMPDIST (Employee Distribution Report – (Org., Account Code and Index)	Org
ZEMPDIST (Employee Distribution Report - (Org, Account Code sorted by Employee)	
FGRBLSH (Balance Sheet Report)	Fund
FGRGLTA (General Ledger Detail Transaction)	Fund
ZOBUDSUM (Budget Status Report for specific Period)	Fund
ZABUDSUM (Budget Status Audit Report)	Fund
FRRGBFY (Grant Budget Status Report – FO and Index)	Fund, Org
FRRGITD (Grant ITD Report – Fund)	Fund, Grant, Agency
FGROPNE (Open Encumbrances Report)	None

For information on...	Look in...
Budget Status (Month end)	e~Print (ZAFGRBD)
Detailed Activity FOPA	e~Print (ZAFGRPD)
Employee Distributions Report	e~Print (ZIEMPDIST)
Information for a Requisition or PO	Self-Service (View Document)

Remember:

- The **Commitments** column on e~Print reports shows the total of all reservations (requisitions) and encumbrances (purchase orders).

Self-Service

Log On Procedures

1. Log into your Internet Browser.
2. Type <http://nmsu.edu/erp> in the Address bar.
3. Press Enter.
4. Click on the Banner link.
5. In the Logon box, type your NMSU **Username**. Press the **Tab** key.
6. Type your **Password**.
7. Click on the **Connect** button.

View Documents

Retrieve and view detail information about a document (requisition, purchase order, invoice or encumbrance).

Remember:

- To display the details of a document enter parameters then select View Document.
- If you do not know the document number, select Document query and obtain a list of documents number to choose from.
- Drilling down will allow you to view detailed transaction information.
- The **YTD** column displays the total of invoice and credit memo activity.
- The **Reservation** column displays the total of requisitions entered.
- The **Encumbrance** column displays the total of purchase orders entered.
- The **Commitments** column displays the total of reservations and encumbrances.

For assistance, call the ICT Help Desk at 646-HELP (4357)