

ePrint – Frequently Asked Questions

1. **What's my login to e~Print?**

You'll login to e~Print using the "second" FRS login. Your 4 digit FRS operator number is the User ID with the corresponding password.

2. **I don't have an FRS operator number - how do I get one?**

Complete an Application for FRS/CIS/FRS Data Warehouse located under Forms on the Business and Financial Services web site

Forward it to Connie MacNaughton, 6003 Campus Delivery.

3. **Who do I call with questions?**

General Questions: John Hunter 491-1956 John.Hunter@Colostate.edu

Access to E~Print: Connie MacNaughton 491-2099 connie.macnaughton@colostate.edu

4. **What is an FBM090 vs. FBM091 vs. FBM092 report?**

The FBM090 reports the status or balance for an individual account.

The FBM091 lists the transactions for the current month.

These 2 reports have traditionally been called the "90/91's". Most people on campus think of the 90/91 as one report, but in actuality the 90/91 are two reports merged into one. The official name of the merged FBM090 and FBM091 is the FBM092. The Math department would disagree but,

$$90 + 91 = 92$$

5. **How are the FBM090/91/92 reports displayed on e~Print?**

Each account is displayed on e~Print in two different places - once within the FBM090 or 91 reports, and once within FBM092. You can use either or both to view your accounts, but some differences exist. Remember to always use the hyphen when searching for an account.

FBM092 will have the GL (0xxxxx accounts) and SL (all other accounts) accounts interleaved. This is the manner the current month-end reports are printed, and what you are used to viewing. **This is the recommended way to view your reports.** The entire range of accounts is split up into 3 versions.

FBM090 will have SL accounts only (no accounts that begin with zero) and displays the account balances. This format is set up primarily for downloading data to an excel spreadsheet. The entire range of accounts is split up into 5 versions.

FBM091 will have both GL and SL accounts. For GL's, transactions and account balances are displayed. For SL's, transactions are displayed. This format is set up primarily for downloading data to an excel spreadsheet. All accounts are available within the FBM091.

6. **What else is on e~Print that I should be aware of?**

FBM040a - Chart of Accounts, sorted by account number.

FBM040d - Chart of Accounts, sorted by department number, then by account number.

Use the chart of accounts to:

- determine if a particular account is valid.
- view a listing of all valid accounts in a department.
- assist you in closing out accounts that are no longer used/valid.
- determine if account titles or responsible person needs to be updated.

Note the DELET column. If there is a 1 or 2 in that column, the account is in the process of being deleted.

FBM097 - Subcode List

This report lists all valid:

- account controls (used in GL 0xxxxx accounts) and
- subcodes (used in SL accounts - all other accounts).

Use this to determine the correct subcode to use when coding a document.

Check out the FRS Manual - Appendix C for more info on subcodes. An overview of subcodes and their descriptions can be found in the FRS Manual located under Guides and Manuals on the Business and Financial Services web site.

FAF10dpt - Summary Report by Department

This report displays summarized totals by expense category (salaries, travel, materials & supplies, etc.) within each fund for a department.

The report is divided into three sections.

Section 1 - Dept/Fund Summary

This displays subtotals by fund for each department.

Section 2 - Dept/Fund/Account Summary

This displays subtotals by account, within each fund and department. Excellent for a quick analysis of an account's balance!

Section 3 - Department Grand Totals

This displays grand totals within each fund for each department.


The column headings are identical to those on the monthly FBM090-Account Statement report.

A similar report, which provides college/VP summary level information, is also available on e-Print to those with college or VP area responsibilities. This is report FAF10col.

7. **I get this error message - what should I do?**


Warning!


This PDF is very large. If you are using Acrobat Reader as a plug-in (i.e., Your PDF's are displayed in the browser), your browser will likely become unstable if you continue to load this report. It is highly recommended that you first download this report to your computer and open it there or select only certain pages of this report to view.

 **NOTE:** If you are using Internet Explorer, right-click the link below and select 'Save Target As...'

[Click here to continue downloading this report](#)

Individuals having access to hundreds of accounts may encounter this error message. If

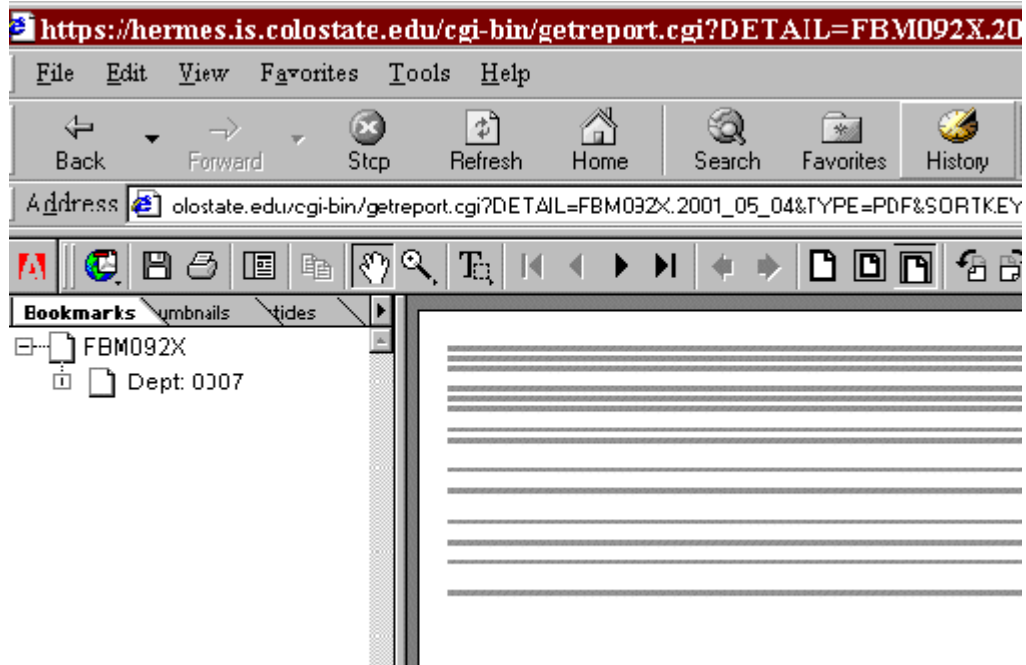
you receive this error message, you will need to use the drill down  and search

 icons to limit the number of accounts you load into Adobe Acrobat. If you have access to hundreds of accounts, additional operator numbers can be set up, which can limit the account listing to a smaller number the accounts. Remember to always use the hyphen when searching for an account (I.E. 1-23456).



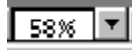
8. **One of my active accounts doesn't appear on the FBM091 - how come?**

The FBM091 lists transactions for the current month only. If there are no transactions in the current month, the account will not appear in the FBM091 report.

9. **I only get gray lines across my screen when I view a report in PDF. What should I do?**



The basic cause is from having the report display window too small. There are several ways to fix this:

1. Open your browser window full screen.
2. If your browser window is open full screen, close your "Navigation Pane" by clicking on this icon  on the top Adobe Acrobat bar. The navigation pane is the left column in the picture above.
3. If you still have lines showing instead of text, use one of the "resize" icons. They are:
 - a.  The zoom icon on the top Adobe Acrobat bar.
 - b.  The display size from the bottom Adobe Acrobat bar. You can type a number into this box and press enter to resize your report display or click and hold your left mouse button on the arrow to the right of the percentage and choose from the preset sizes.