



UNIVERSITY
OF ILLINOIS
SYSTEM

ALTOGETHER EXTRAORDINARY

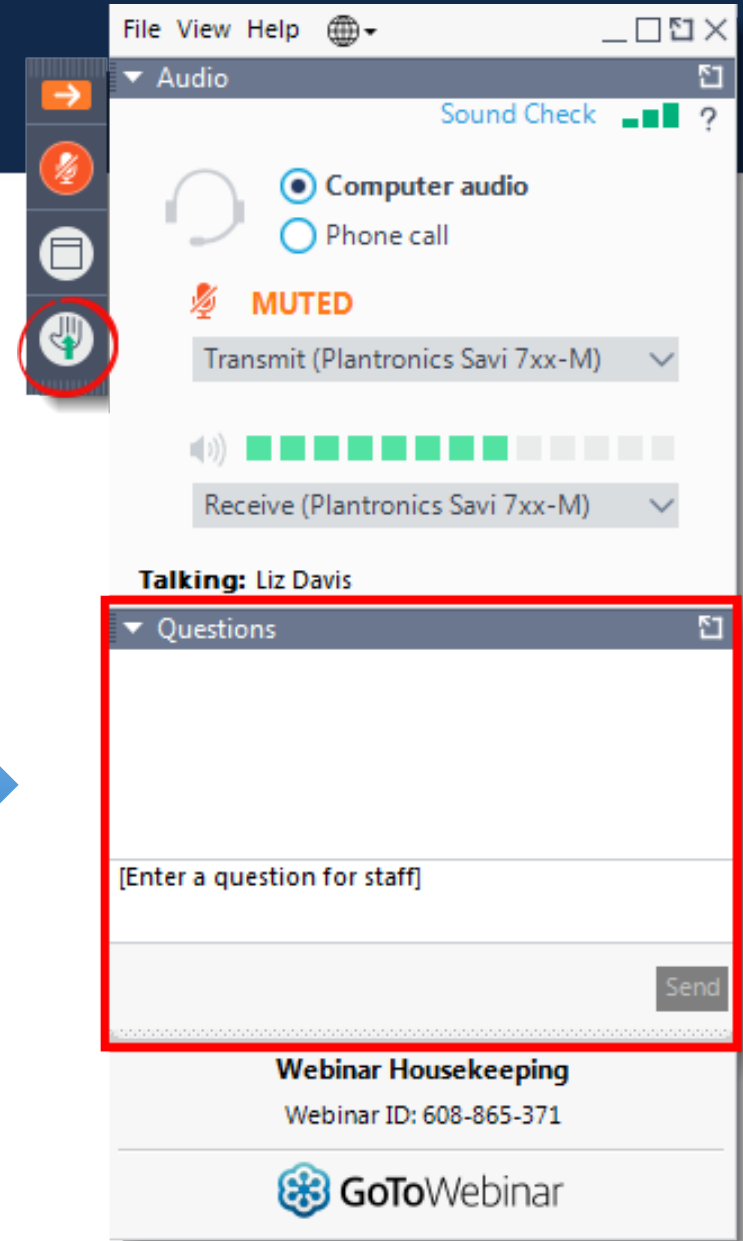
The background of the slide features a blue-tinted image of a city skyline on the left and a large, close-up image of a bronze statue's face in the center. To the right, a full-body statue of a woman in a white dress is visible against a background of trees.

Just the Tricks: Autoship Your Month-End Reports from EDDIE

Sound Check

If you hear audio, please raise your hand.

If you are not able to hear us, type your name in the Questions area and click the Send button.



The screenshot shows a GoToWebinar interface. At the top, there is a menu with 'File', 'View', and 'Help'. Below the menu is a 'Sound Check' window. The 'Sound Check' window has a 'Sound Check' status bar with a green indicator and a question mark. It shows two radio buttons: 'Computer audio' (selected) and 'Phone call'. Below this, there is a 'MUTED' status with a microphone icon. A dropdown menu shows 'Transmit (Plantronics Savi 7xx-M)'. A volume bar is visible, and another dropdown menu shows 'Receive (Plantronics Savi 7xx-M)'. Below the 'Sound Check' window is a 'Questions' area, which is highlighted with a red border. It contains a text input field with the placeholder text '[Enter a question for staff]' and a 'Send' button. At the bottom of the interface, it says 'Webinar Housekeeping' and 'Webinar ID: 608-865-371'. The GoToWebinar logo is at the very bottom.

Presenters

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Scheduling EDDIE Reports

Automatically run monthly reports

Distributed to individuals or groups

Various formats: Web Intelligence, Excel, PDF

Schedule - FIOL_Revenue_Expense_Statements

- Schedule
 - Instance Title
 - Recurrence**
 - Prompts
 - Formats
 - Caching
 - Events
 - Scheduling Server Group
 - Destinations
 - Delivery Rules

Recurrence

Run object:

The object will run based on the selected calendar.

Calendar:

Description: OBFS closing schedule

Start Date/Time:

End Date/Time:

<< 2020 >> ■ Run Days

| January 2020 | | | | | | | February 2020 | | | | | | | March 2020 | | | | | | | | | | | | | |
|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | | | | | | | |
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| 26 | 27 | 28 | 29 | 30 | 31 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | | | | | | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 29 | 30 | 31 | | | | | | | | | | | |
| April 2020 | | | | | | | May 2020 | | | | | | | June 2020 | | | | | | | | | | | | | |
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | | | | | | | |
| | | | 1 | 2 | 3 | 4 | | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | | | | | | |
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Scheduling EDDIE Reports-Requirements

Finance Power User—USC for access

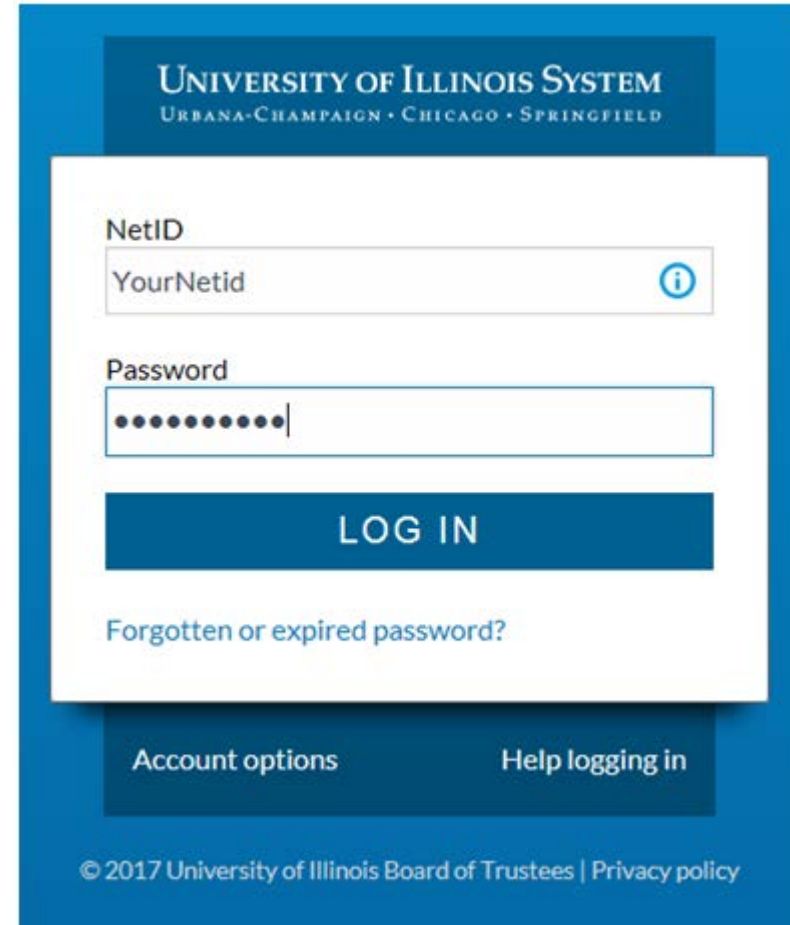
Report must be in Favorites Folder

Scheduling a Finance Standard Report for Monthly Delivery

- Any Web Intelligence report created from the new universes supporting My-UI-Financials can be scheduled to run monthly based upon the OBFS closing calendar. <https://www.obfs.uillinois.edu/accounting-financial-reporting/month-end-closing-schedule/>
- We will step through scheduling FIOI_Revenue_Expense_Statements
- Other Standard Reports that can be scheduled in this way include
 - FIOI_Revenue_Expense_Statements_Inception_to_Date
 - FIOI_Revenue_Expense_Transactions
 - FIOI_Revenue_Expense_YTD_Transaction_Statement
 - FIOI_Revenue_Expense_YTD_Transaction_Statement_by_Account
 - FIOI_Revenue_Expense_YTD_Transaction_Statement_by_Account_and_Period
 - FIOI_Revenue_Expense_YTD_Transaction_Statement_by_Acct_by_Period_Range
 - FIPR_Payroll_Expense_by_Person_Month_End
 - HPAY_Payroll_Encumbrance_by_Person_Month_End
 - HPAY_Payroll_Encumbrance_by_Person_MYE_Year_End
 - FIGR_Multifund_Management_Report

Steps for scheduling

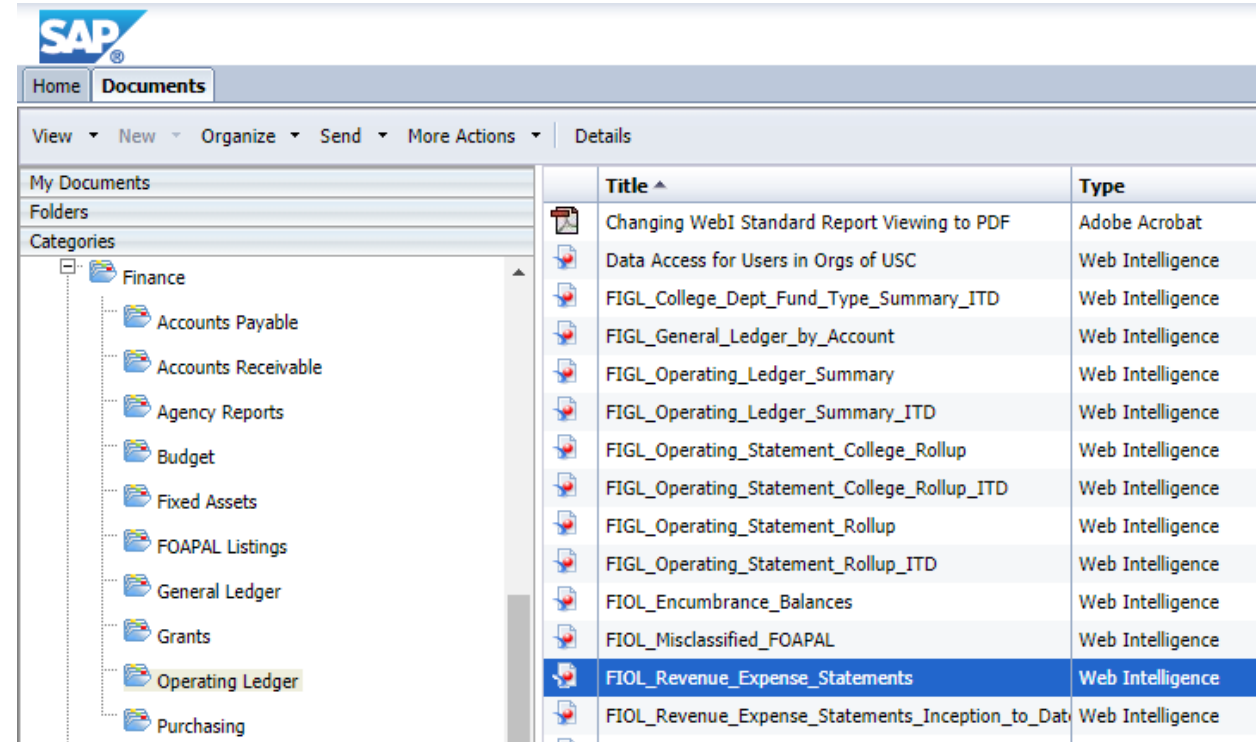
- Go to the EDDIE login page and enter your University NetID and Password and click LOG IN



The screenshot shows the EDDIE login interface. At the top, it displays the University of Illinois System logo and the text "UNIVERSITY OF ILLINOIS SYSTEM URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD". Below this is a white login form with a blue border. The form contains two input fields: "NetID" with the placeholder text "YourNetid" and an information icon, and "Password" with a masked password field. A prominent blue "LOG IN" button is centered below the fields. Below the button is a link for "Forgotten or expired password?". At the bottom of the form are two links: "Account options" and "Help logging in". The footer of the page includes the copyright notice "© 2017 University of Illinois Board of Trustees | Privacy policy".

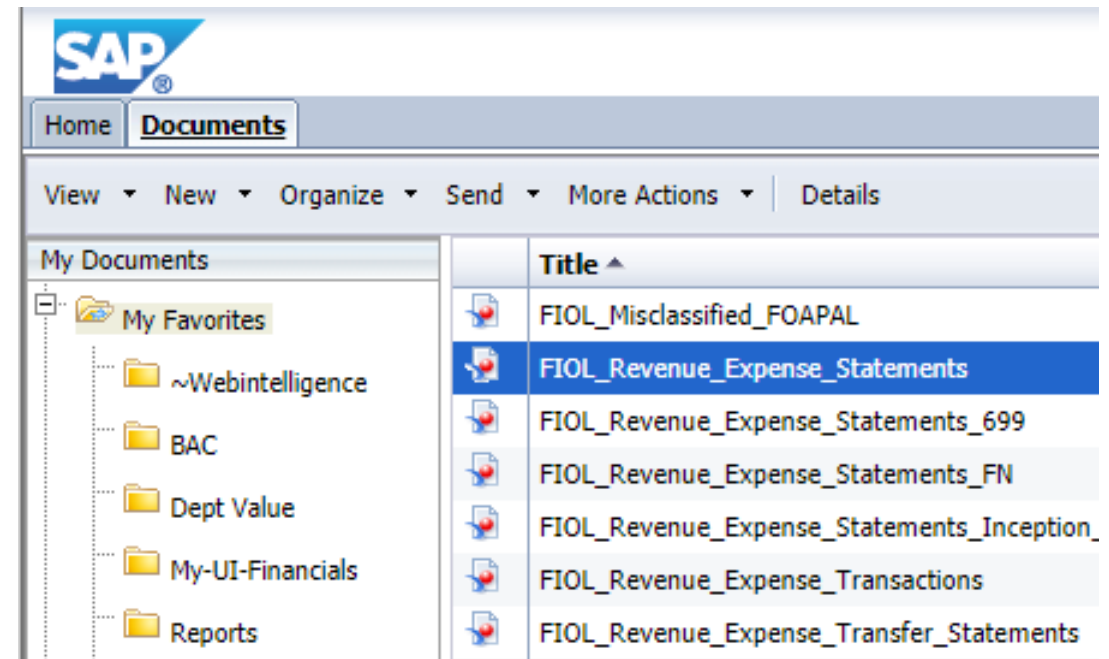
Steps for Scheduling

- Select the **Documents** tab on the top left.
- Select the Categories tab on the bottom left.
- Expand the Corporate Categories folder and then the Finance Folder.
- Select FIOI_Revenue_Expense_Statements in the Operating Ledger folder



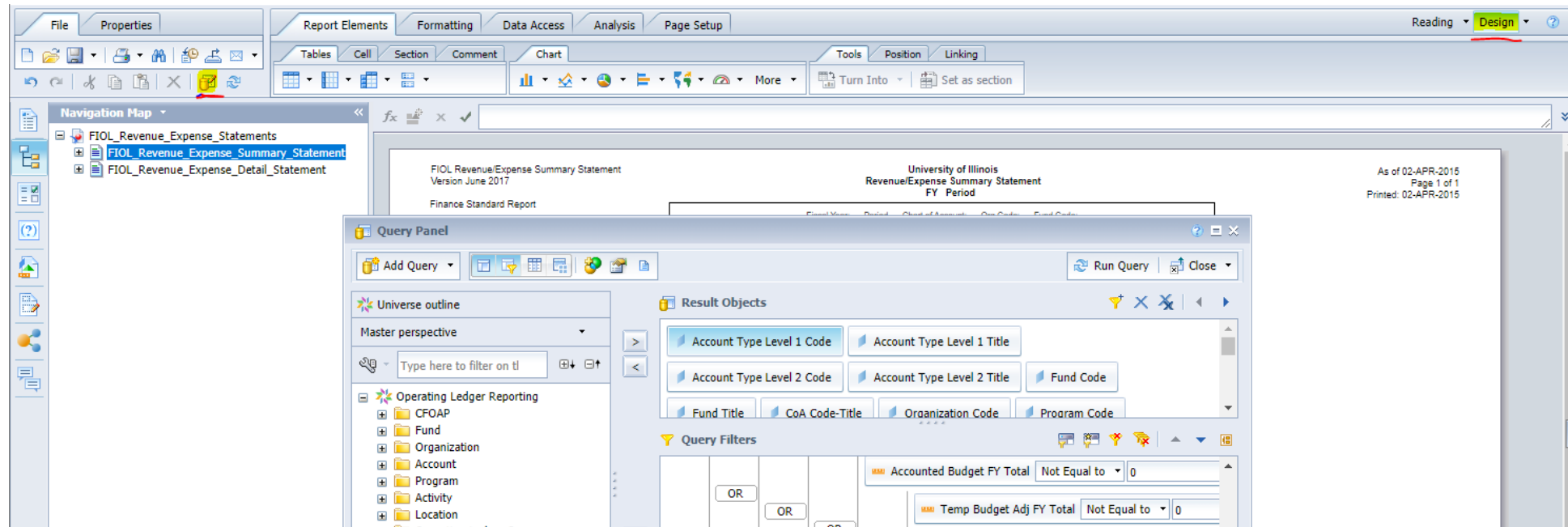
Steps for Scheduling

- Open the report and Save As to your Favorites Folder.
- Close the current report and open the one you just saved by clicking My Documents in the upper left and then opening the copy you just saved.



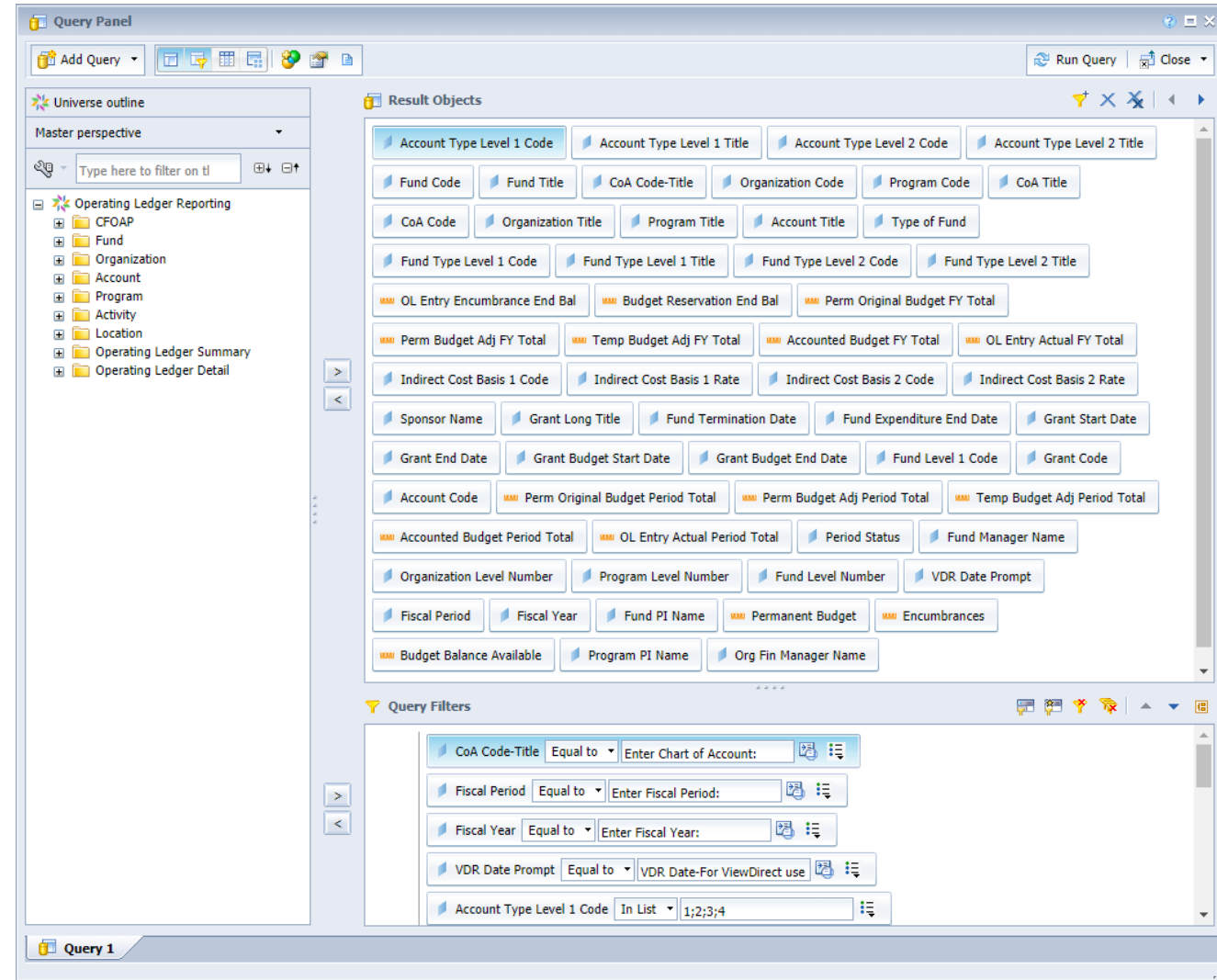
Steps for Scheduling

- Click Design in the upper right corner and then click the Edit Data Provider icon.



Steps for Scheduling

- In this example, the Result Objects window was expanded for illustration.
- There is context in this universe (Operating Ledger Reporting) that does not allow objects from Operating Ledger Summary to be used with objects from Operating Ledger Detail.



Steps for Scheduling

- Clicking on any measure (field icon with a ruler) the appropriate folder will expand and indicate which fields we can use in the current query, which is Operating Ledger Summary in this case.

The screenshot displays a software interface for creating a query. On the left, a 'Query Panel' contains a 'Universe outline' tree view. The 'Operating Ledger Summary' folder is expanded, showing sub-items like 'Fiscal Year', 'Fiscal Period', and 'Period Status'. The 'Balances' folder is also expanded, with 'OL Entry Encumbrance End Bal' selected. On the right, a 'Result Objects' grid lists various data fields. Several fields are highlighted with a ruler icon, indicating they are available for use in the query. These include 'OL Entry Encumbrance End Bal', 'Budget Reservation End Bal', 'Perm Original Budget FY Total', 'Perm Budget Adj FY Total', 'Temp Budget Adj FY Total', 'Accounted Budget FY Total', 'OL Entry Actual FY Total', 'Indirect Cost Basis 1 Code', 'Indirect Cost Basis 1 Rate', 'Indirect Cost Basis 2 Code', 'Indirect Cost Basis 2 Rate', 'Sponsor Name', 'Grant Long Title', 'Fund Termination Date', 'Fund Expenditure End Date', 'Grant Start Date', 'Grant End Date', 'Grant Budget Start Date', 'Grant Budget End Date', 'Fund Level 1 Code', 'Grant Code', 'Account Code', 'Perm Original Budget Period Total', 'Perm Budget Adj Period Total', 'Temp Budget Adj Period Total', 'Accounted Budget Period Total', 'OL Entry Actual Period Total', 'Period Status', 'Fund Manager Name', 'Organization Level Number', 'Program Level Number', 'Fund Level Number', 'VDR Date Prompt', 'Fiscal Period', 'Fiscal Year', 'Fund PI Name', 'Permanent Budget', 'Encumbrances', 'Budget Balance Available', 'Program PI Name', and 'Org Fin Manager Name'. At the bottom, a 'Query Filters' section shows filters for 'CoA Code-Title', 'Fiscal Period', 'Fiscal Year', 'VDR Date Prompt', and 'Account Type Level 1 Code'.

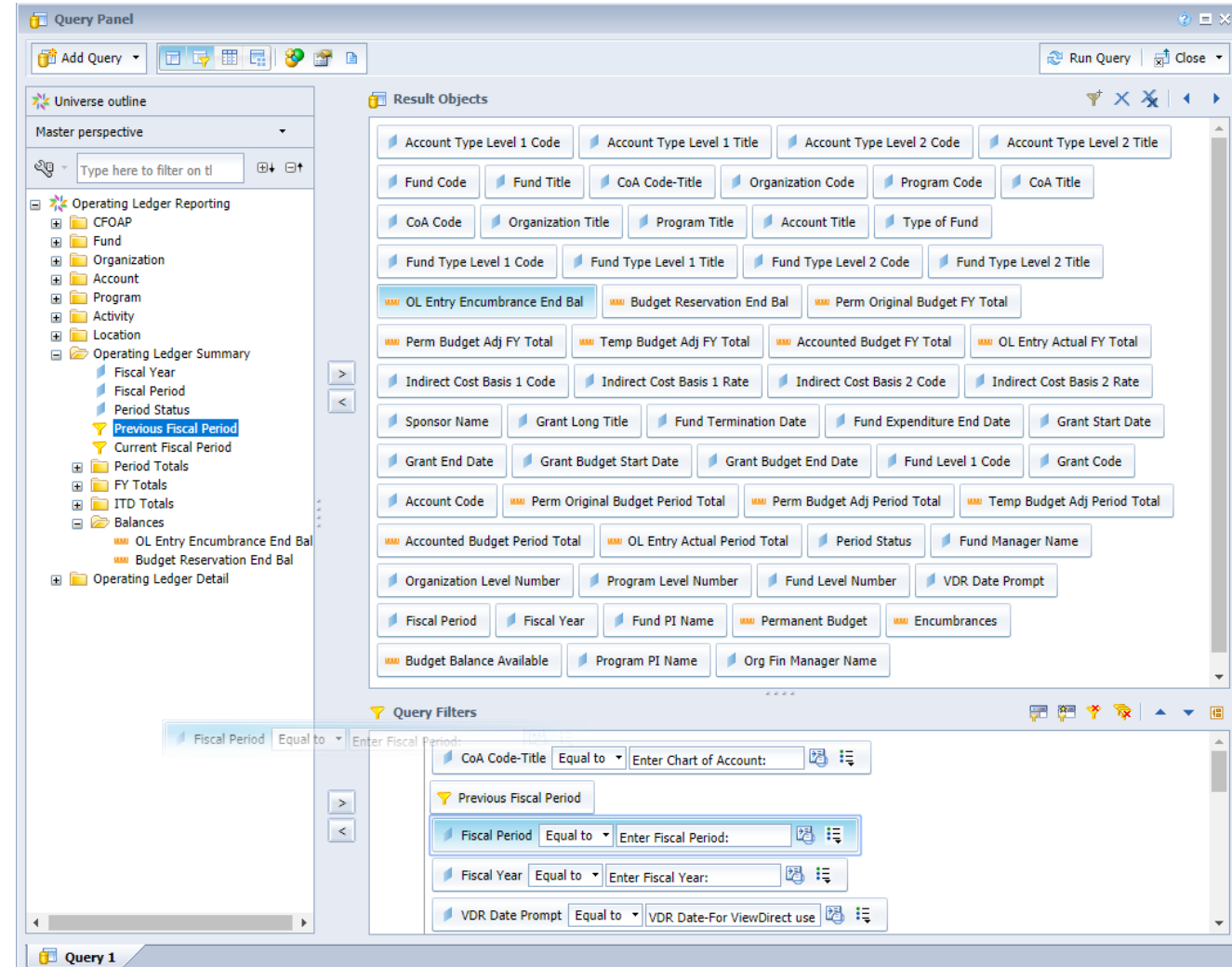
Steps for Scheduling

- Select the Previous Fiscal Period filter and pull into the Query Filters window and drop when the red insert line appears.

The screenshot displays a software interface for query management. On the left, the 'Universe outline' shows a hierarchical tree structure under 'Master perspective'. The 'Operating Ledger Summary' folder is expanded, and the 'Previous Fiscal Period' filter is highlighted with a blue selection bar. On the right, the 'Result Objects' pane contains a grid of available filters, including 'OL Entry Encumbrance End Bal', 'Budget Reservation End Bal', and 'Perm Original Budget FY Total'. Below this, the 'Query Filters' pane shows a list of applied filters: 'CoA Code-Title Equal to Enter Chart of Account:', 'Previous Fiscal Period' (highlighted with a red horizontal line), 'Fiscal Period Equal to Enter Fiscal Period:', 'Fiscal Year Equal to Enter Fiscal Year:', 'VDR Date Prompt Equal to VDR Date-For ViewDirect use', and 'Account Type Level 1 Code In List 1;2;3;4'.

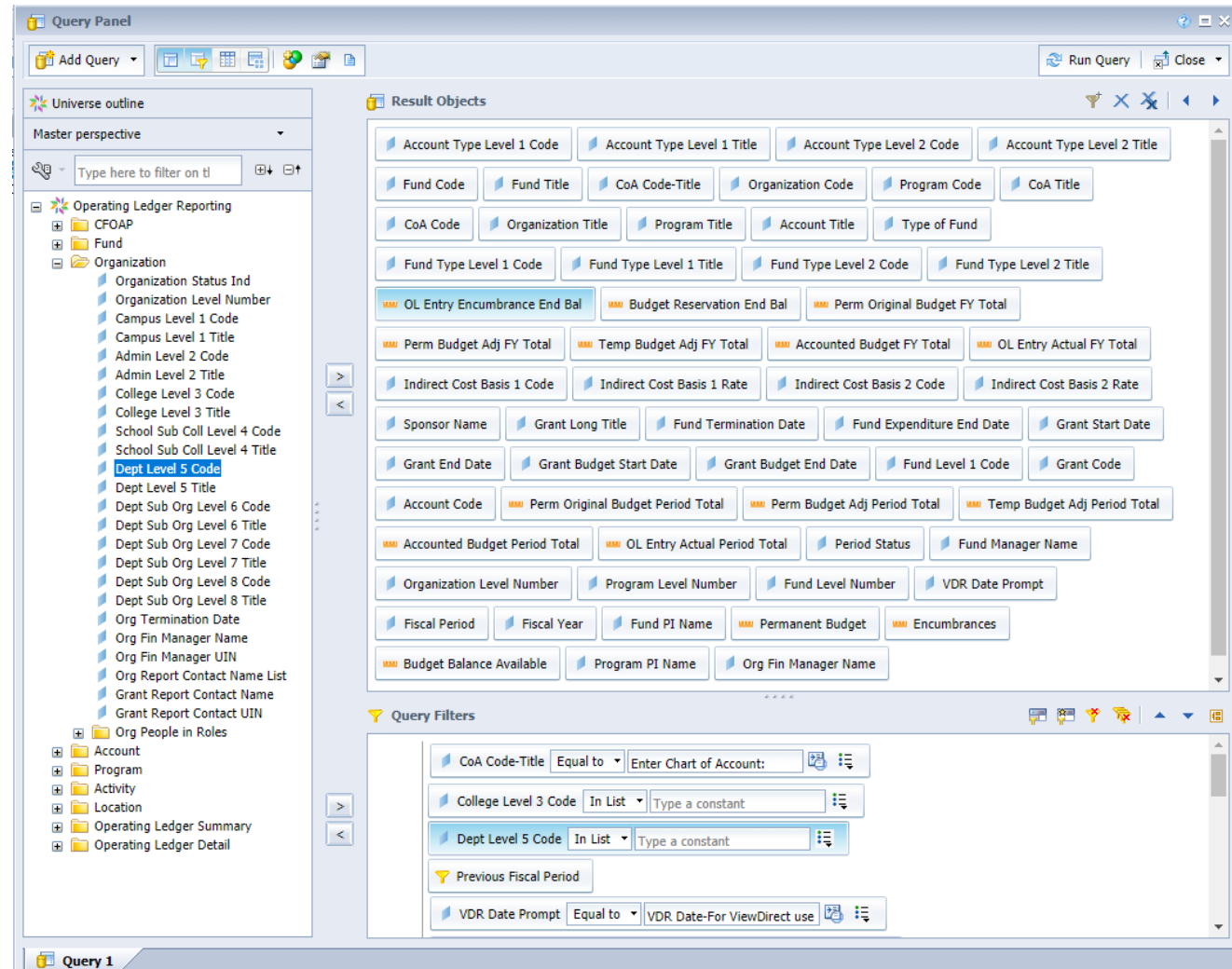
Steps for Scheduling

- Remove the Fiscal Period and Fiscal Year prompts in the Query Filter by selecting and pulling back to the field pane or hit the Delete key when selected



Steps for Scheduling

- BONUS – Do you want to run for a College or Department instead of just Organization Codes? Add them from the Organization hierarchy folder into the Query Filters pane.



The screenshot displays the 'Query Panel' interface. On the left, the 'Universe outline' shows a tree structure under 'Master perspective'. The 'Organization' folder is expanded, and 'Dept Level 5 Code' is selected. On the right, the 'Result Objects' pane contains a grid of data fields such as 'Account Type Level 1 Code', 'Fund Code', 'CoA Code', and 'OL Entry Encumbrance End Bal'. Below this, the 'Query Filters' pane shows filters for 'CoA Code-Title', 'College Level 3 Code', 'Dept Level 5 Code', and 'VDR Date Prompt'.

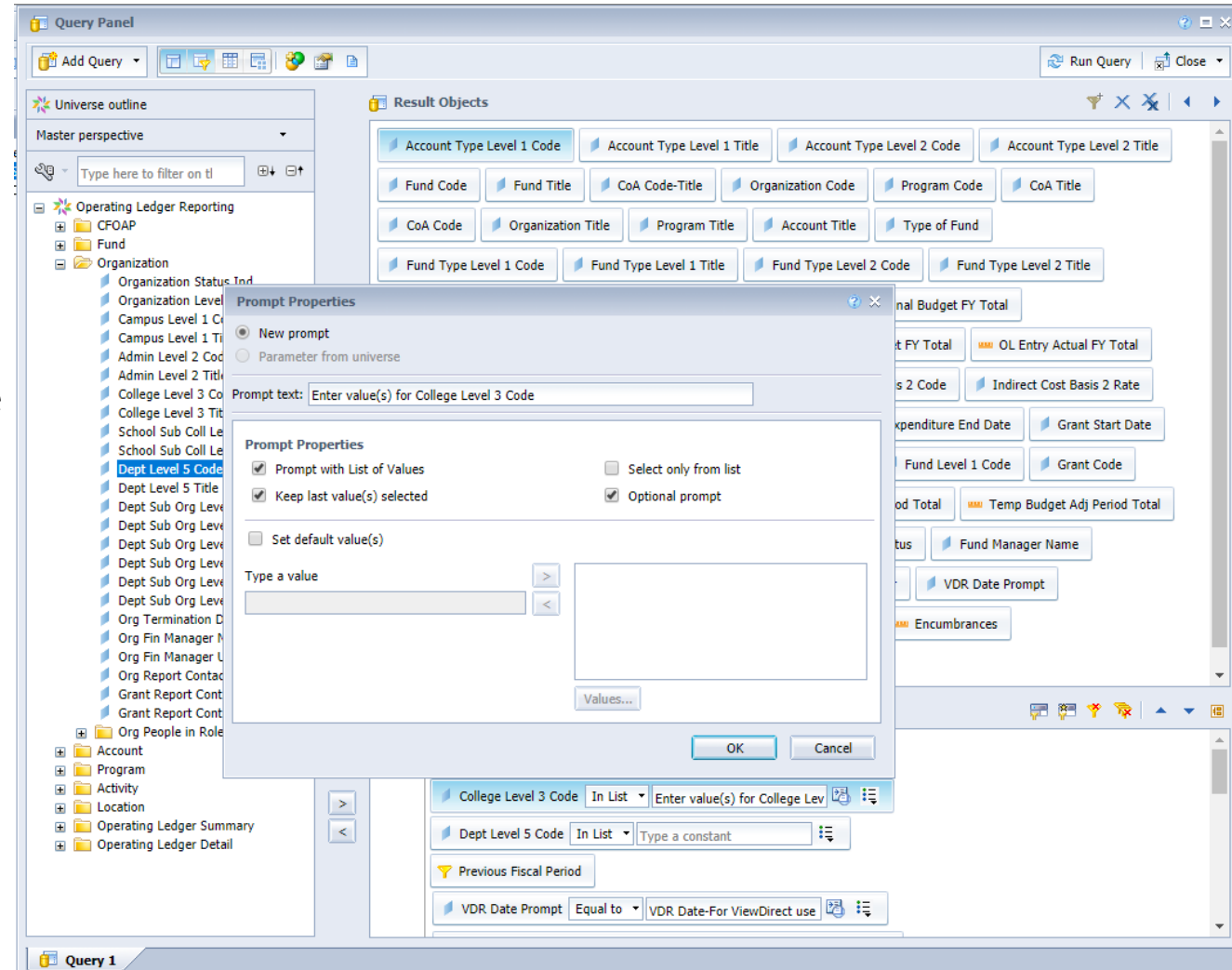
Steps for Scheduling

- Change the filter to an optional prompt by clicking Define Prompt and select Prompt.

The screenshot shows the 'Query Panel' interface. On the left is the 'Universe outline' with a tree view under 'Operating Ledger Reporting'. The main area is divided into 'Result Objects' and 'Query Filters'. The 'Query Filters' section contains several filter rules. The 'College Level 3 Code' filter is currently selected, and its dropdown menu is open, showing options: 'Constant', 'Value(s) from list', 'Prompt', 'Object from this query', and 'Result from another query'. The 'Prompt' option is highlighted. Other filters include 'CoA Code-Title', 'Dept Level 5 Code', 'Previous Fiscal Period', and 'VDR Date Prompt'.

Steps for Scheduling

- Click the new icon that appears (Show prompt properties), chose Optional Prompt and click OK.



Steps for Scheduling

- WAIT! There's more! – Do you want to run for areas outside what you are set up in Access Manager (My-UI-Financials). Maybe you aren't getting a complete view of entire Grant Expenditures. Remove the Reports – RVM CFOP Summary Filter

The screenshot displays a software interface for query management, titled "Query Panel".

- Universe outline (Master perspective):** A tree view on the left side showing a hierarchy of data objects. The "Organization" folder is expanded, listing various levels (e.g., Organization Status Ind, Organization Level Number, Campus Level 1 Code, etc.). "Dept Level 5 Code" is highlighted in blue. Below the tree is a search box "Type here to filter on tl" and a button "Reports - RVM CFOP Summary Filter".
- Result Objects:** A central area displaying a grid of available data fields. Fields include "Account Type Level 1 Code", "Fund Code", "CoA Code", "Organization Title", "Program Title", "Account Title", "Type of Fund", "Fund Type Level 1 Code", "Fund Type Level 1 Title", "Fund Type Level 2 Code", "Fund Type Level 2 Title", "OL Entry Encumbrance End Bal", "Budget Reservation End Bal", "Perm Original Budget FY Total", "Perm Budget Adj FY Total", "Temp Budget Adj FY Total", "Accounted Budget FY Total", "OL Entry Actual FY Total", "Indirect Cost Basis 1 Code", "Indirect Cost Basis 1 Rate", "Indirect Cost Basis 2 Code", "Indirect Cost Basis 2 Rate", "Sponsor Name", "Grant Long Title", "Fund Termination Date", "Fund Expenditure End Date", "Grant Start Date", "Grant End Date", "Grant Budget Start Date", "Grant Budget End Date", "Fund Level 1 Code", "Grant Code", "Account Code", "Perm Original Budget Period Total", "Perm Budget Adj Period Total", "Temp Budget Adj Period Total", "Accounted Budget Period Total", "OL Entry Actual Period Total", "Period Status", "Fund Manager Name", "Organization Level Number", "Program Level Number", "Fund Level Number", "VDR Date Prompt", "Fiscal Period", "Fiscal Year", "Fund PI Name", "Permanent Budget", "Encumbrances", "Budget Balance Available", "Program PI Name", and "Org Fin Manager Name".
- Query Filters:** A section at the bottom right showing a logical filter structure. It includes a search box and several filter conditions connected by "OR" operators:
 - Accounted Budget FY Total Not Equal to 0
 - Temp Budget Adj FY Total Not Equal to 0
 - Encumbrances Not Equal to 0
 - Budget Balance Available Not Equal to 0

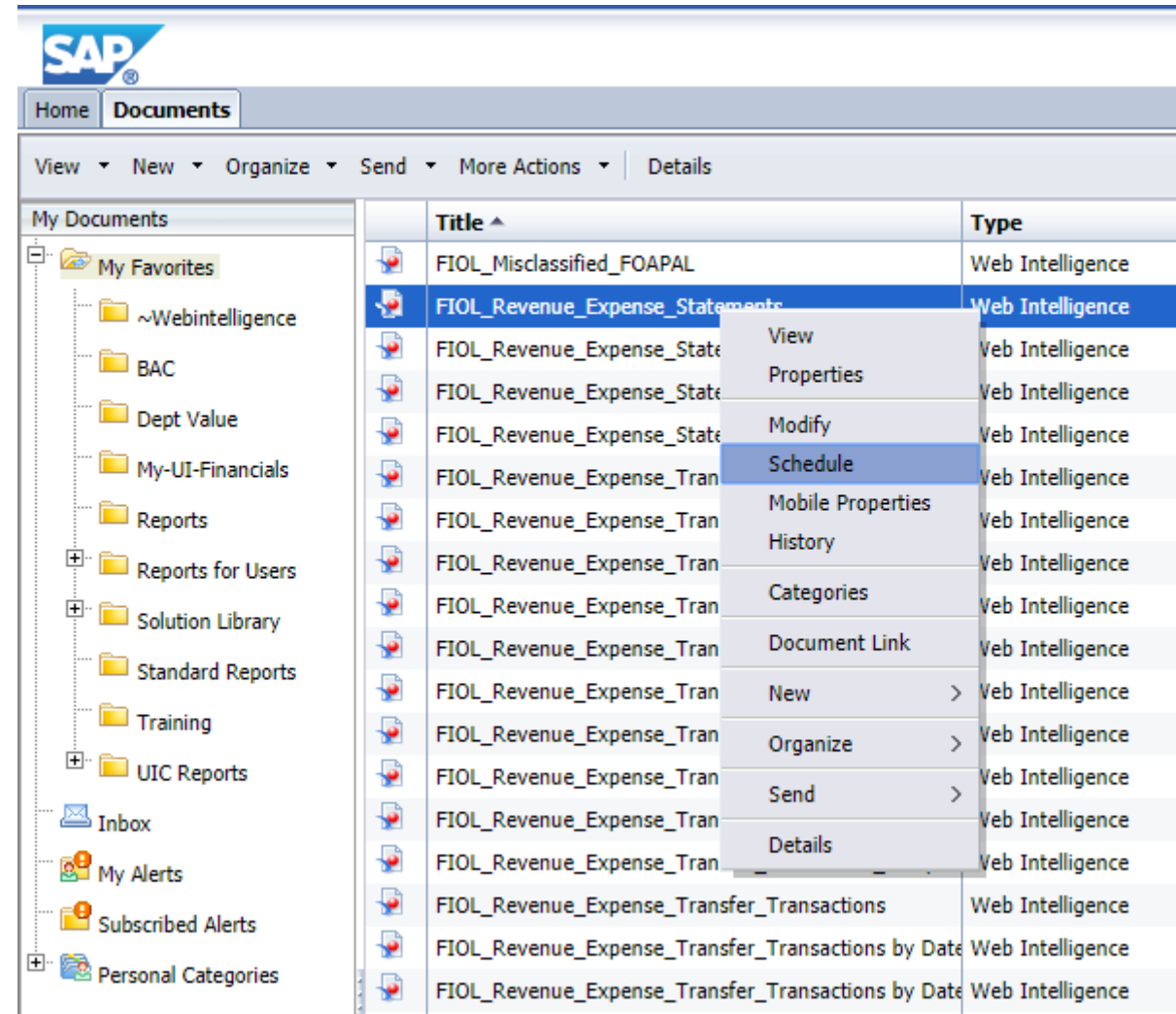
Steps for Scheduling

- Just scheduling for one report? Run Query and save.
- Need multiples? Go to Close in the top right and select Apply Changes and Close.
- Save the report

The screenshot displays the 'Query Panel' interface. On the left is the 'Universe outline' showing a hierarchical tree of categories like 'Operating Ledger Reporting', 'Account', 'Program', and 'Location'. The 'Result Objects' pane on the right contains a grid of fields such as 'Account Type Level 1 Code', 'Fund Code', 'CoA Code', 'Organization Title', 'Program Title', 'Account Title', 'Type of Fund', 'Fund Type Level 1 Code', 'Fund Type Level 1 Title', 'Fund Type Level 2 Code', 'Fund Type Level 2 Title', 'OL Entry Encumbrance End Bal', 'Budget Reservation End Bal', 'Perm Original Budget FY Total', 'Perm Budget Adj FY Total', 'Temp Budget Adj FY Total', 'Accounted Budget FY Total', 'OL Entry Actual FY Total', 'Indirect Cost Basis 1 Code', 'Indirect Cost Basis 1 Rate', 'Indirect Cost Basis 2 Code', 'Indirect Cost Basis 2 Rate', 'Sponsor Name', 'Grant Long Title', 'Fund Termination Date', 'Fund Expenditure End Date', 'Grant Start Date', 'Grant End Date', 'Grant Budget Start Date', 'Grant Budget End Date', 'Fund Level 1 Code', 'Grant Code', 'Account Code', 'Perm Original Budget Period Total', 'Perm Budget Adj Period Total', 'Temp Budget Adj Period Total', 'Accounted Budget Period Total', 'OL Entry Actual Period Total', 'Period Status', 'Fund Manager Name', 'Organization Level Number', 'Program Level Number', 'Fund Level Number', 'VDR Date Prompt', 'Fiscal Period', 'Fiscal Year', 'Fund PI Name', 'Permanent Budget', 'Encumbrances', 'Budget Balance Available', 'Program PI Name', and 'Org Fin Manager Name'. Below this is the 'Query Filters' section, which shows a logical structure with 'OR' operators and filter conditions like 'Accounted Budget FY Total Not Equal to 0', 'Temp Budget Adj FY Total Not Equal to 0', 'Encumbrances Not Equal to 0', and 'Budget Balance Available Not Equal to 0'. The top right of the window has buttons for 'Run Query', 'Close', 'Apply Changes and Close', and 'Revert Changes and Close'.

Steps for Scheduling

- Return to the Documents tab and right click on the report you just saved. Select Schedule in the drop-down menu.



Steps for Scheduling

- Select Recurrence and in the Run object: drop-down, select Calendar.
- From the Calendar: drop-down, select Month End Closing
- The End Date defaults to 10 years
- Future dates will be filled in with future OBFS releases

Schedule – FIOL_Revenue_Expense_Statements

▼ Schedule

Instance Title

Recurrence

Prompts

Formats

Caching

Events

Scheduling Server Group

Destinations

Delivery Rules

Recurrence

Run object:

The object will run based on the selected calendar.

Calendar:

Description: OBFS closing schedule

Start Date/Time:

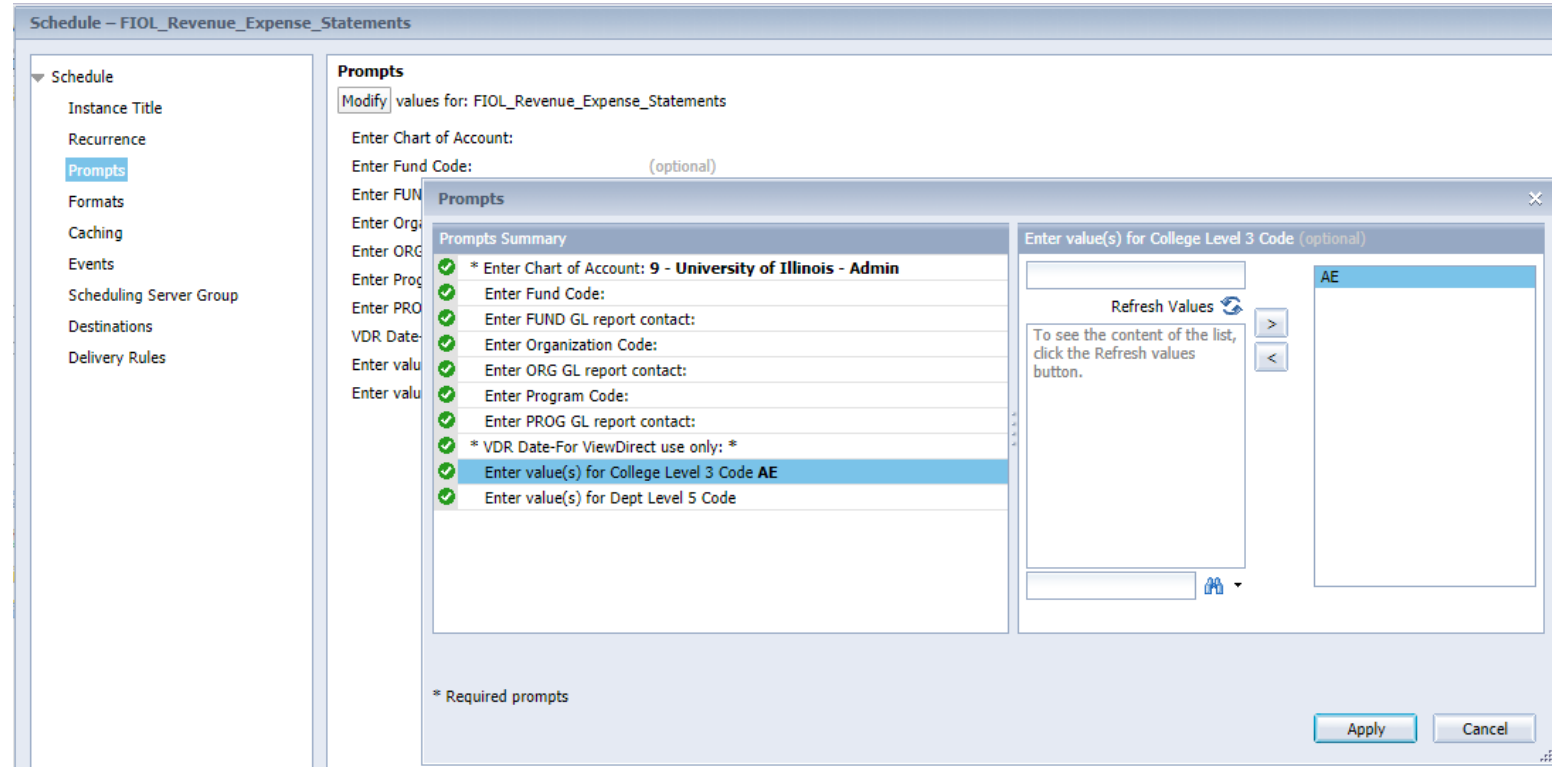
End Date/Time:

<< 2020 - 2021 >> ■ Run Days

| February 2020 | | | | | | | March 2020 | | | | | | | April 2020 | | | | | | |
|---------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | | |
| May 2020 | | | | | | | June 2020 | | | | | | | July 2020 | | | | | | |
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| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
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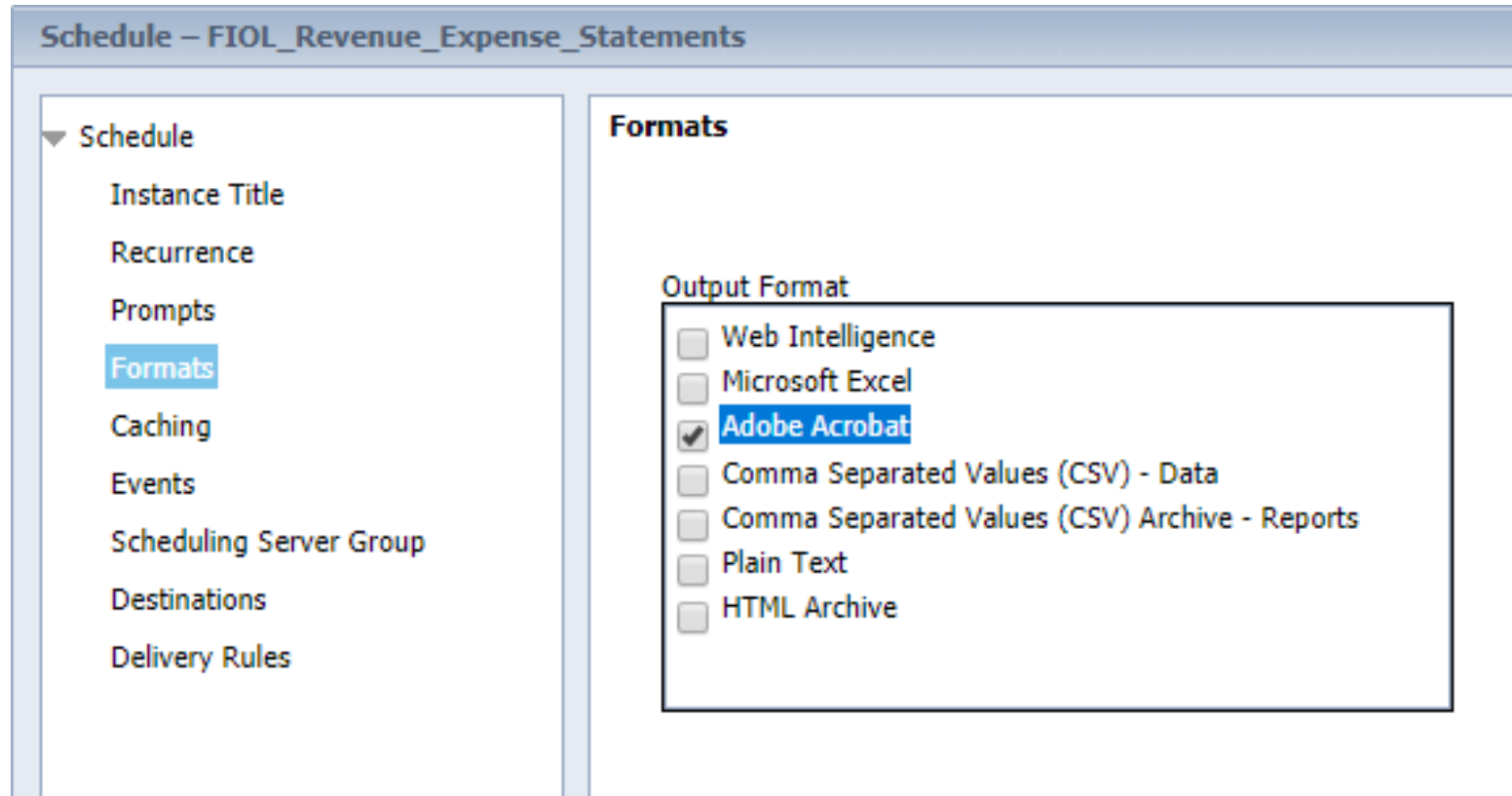
Steps for Scheduling

- Select Prompts
- If run previously, nothing may need to be changed, otherwise enter prompt values by clicking Modify.
- Fill in prompts, click Apply



Steps for Scheduling

- Select Formats
- Only one Output Format can be selected



Schedule – FIOL_Revenue_Expense_Statements

▼ Schedule

- Instance Title
- Recurrence
- Prompts
- Formats**
- Caching
- Events
- Scheduling Server Group
- Destinations
- Delivery Rules

Formats

Output Format

- Web Intelligence
- Microsoft Excel
- Adobe Acrobat**
- Comma Separated Values (CSV) - Data
- Comma Separated Values (CSV) Archive - Reports
- Plain Text
- HTML Archive

Steps for Scheduling

- Select Destinations
- Typically, you will choose Email.
- Enter the Email addresses
- Click Schedule

Schedule - FIOL_Revenue_Expense_Statements

▼ Schedule

- Instance Title
- Recurrence
- Prompts
- Formats
- Caching
- Events
- Scheduling Server Group
- Destinations**
- Delivery Rules

Destinations

Destination: Email ▼

Keep an instance in the history

Use default settings

From: jdmyers6@uillinois.edu Add Placeholder ▼

To: jdmyers6@uillinois.edu Add Placeholder ▼

Cc: Add Placeholder ▼

Bcc: Add Placeholder ▼

Subject: Add Placeholder ▼

Message:

Add Placeholder ▼

Add Attachment

File Name:

Use Automatically Generated Name

Use Specific Name Add Placeholder ▼

Add File Extension

Scheduling EDDIE Reports--DEMO

Schedule – FIOL_Revenue_Expense_Statements

▼ Schedule

- Instance Title
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Recurrence

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Calendar:

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Start Date/Time:

End Date/Time:

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| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
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| | | | | | | | 31 | | | | | | | | | | | | | |

Questions?

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