UNIVERSITY
OF ILLINOIS
SYSTEM

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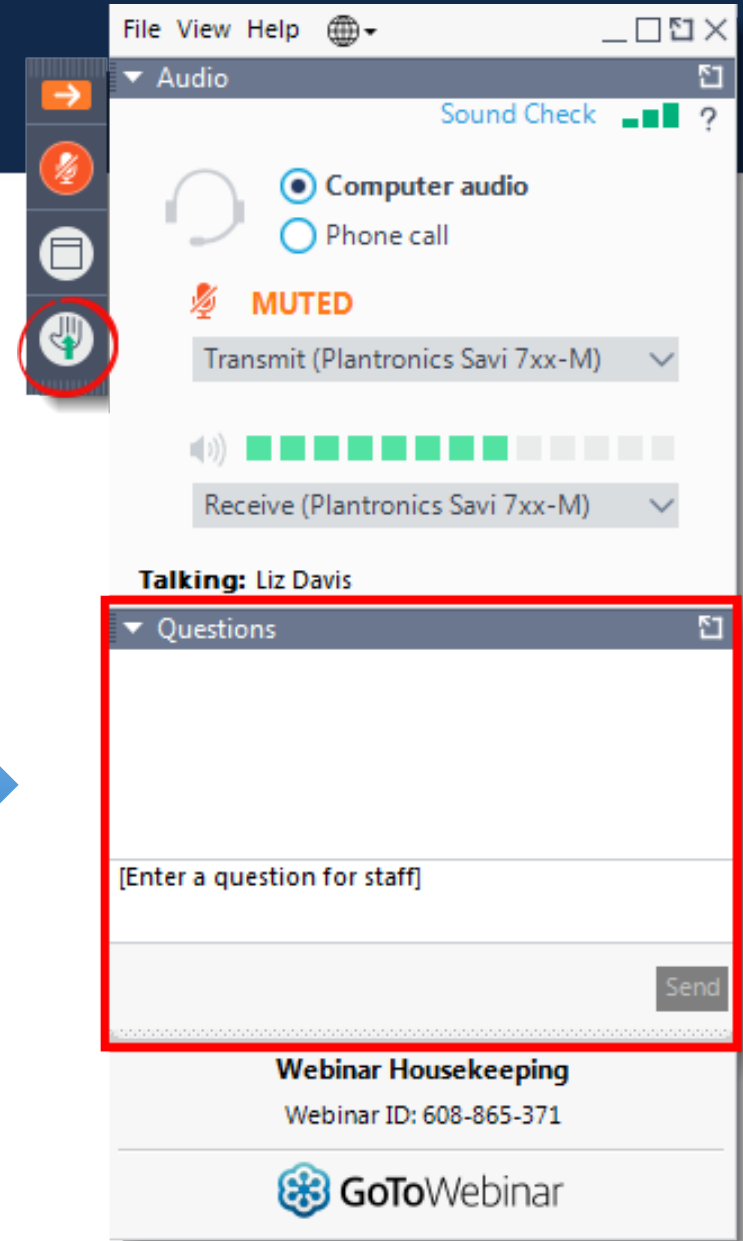
Just the Tricks:
Autoship Your Month-End Reports from EDDIE

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.

Presenters

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Scheduling EDDIE Reports

Automatically run monthly reports

Distributed to individuals or groups

Various formats: Web Intelligence, Excel, PDF

Scheduling EDDIE Reports-Requirements

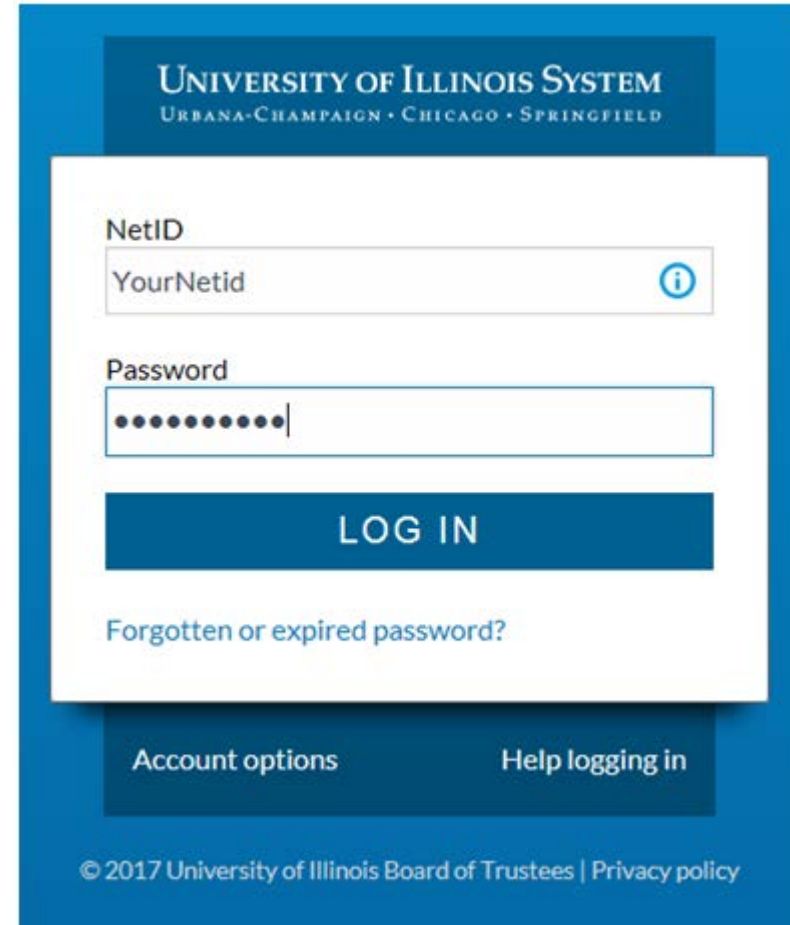Finance Power User—USC for access

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 FIOL_Revenue_Expense_Statements

- Other Standard Reports that can be scheduled in this way include

FIOL_Revenue_Expense_Statements_Inception_to_Date   FIPR_Payroll_Expense_by_Person_Month_End

FIOL_Revenue_Expense_Transactions   HPAY_Payroll_Encumbrance_by_Person_Month_End

FIOL_Revenue_Expense_YTD_Transaction_Statement   HPAY_Payroll_Encumbrance_by_Person_MYE_Year_End

FIOL_Revenue_Expense_YTD_Transaction_Statement_by_Account   FIGR_Multifund_Management_Report

FIOL_Revenue_Expense_YTD_Transaction_Statement_by_Account_and_Period

FIOL_Revenue_Expense_YTD_Transaction_Statement_by_Acct_by_Period_Range

Steps for scheduling

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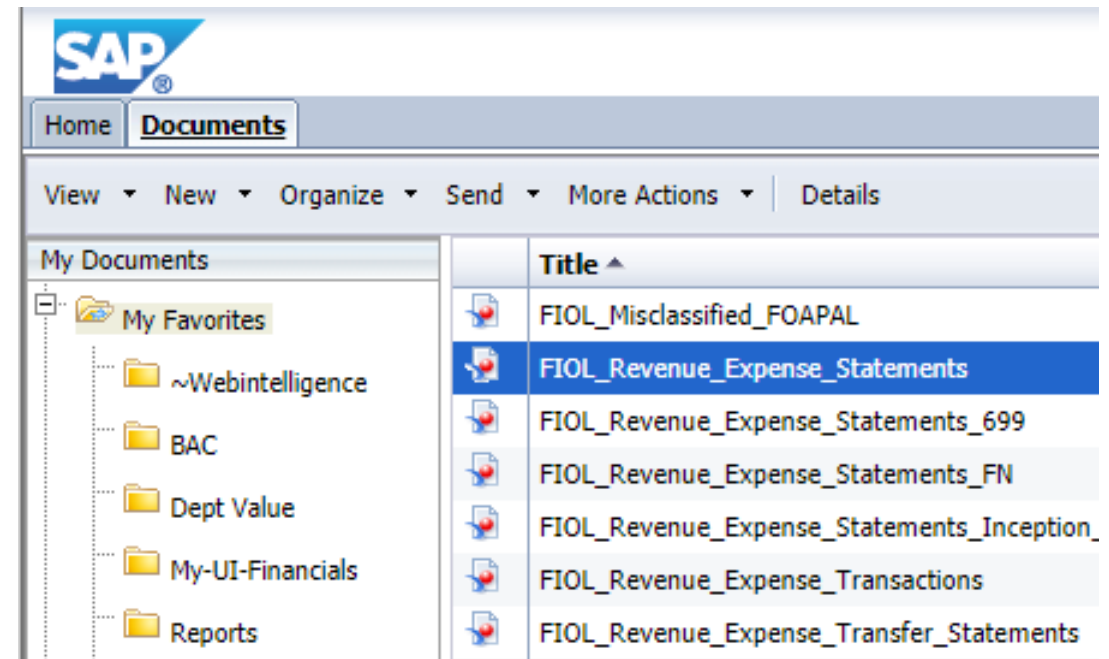
Steps for Scheduling

- 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 FIOL_Revenue_Expense_ Statements in the Operating Ledger folder
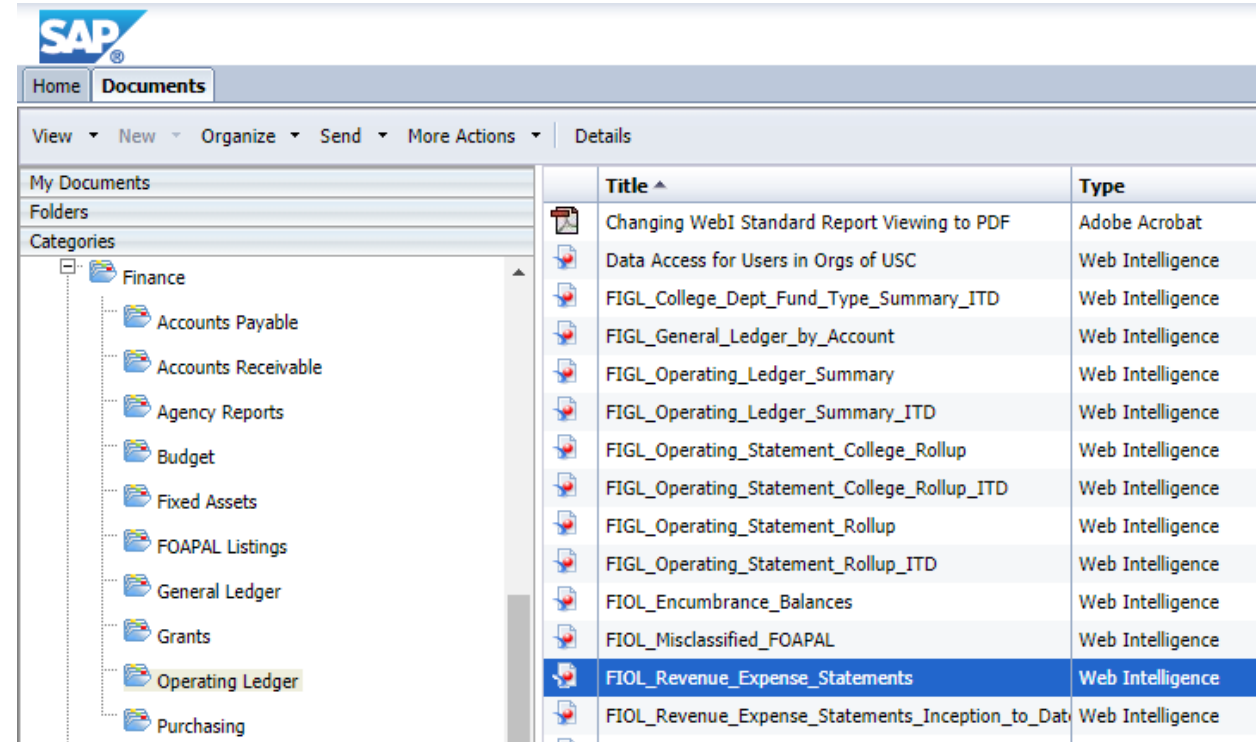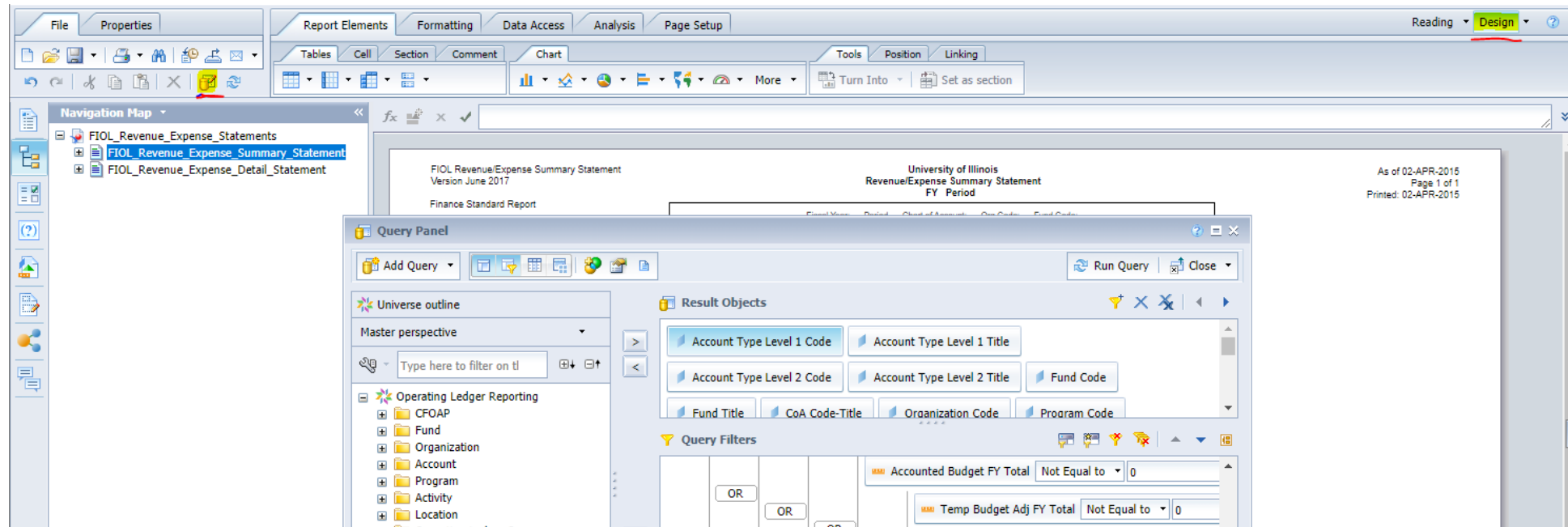
Steps for Scheduling

- 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.
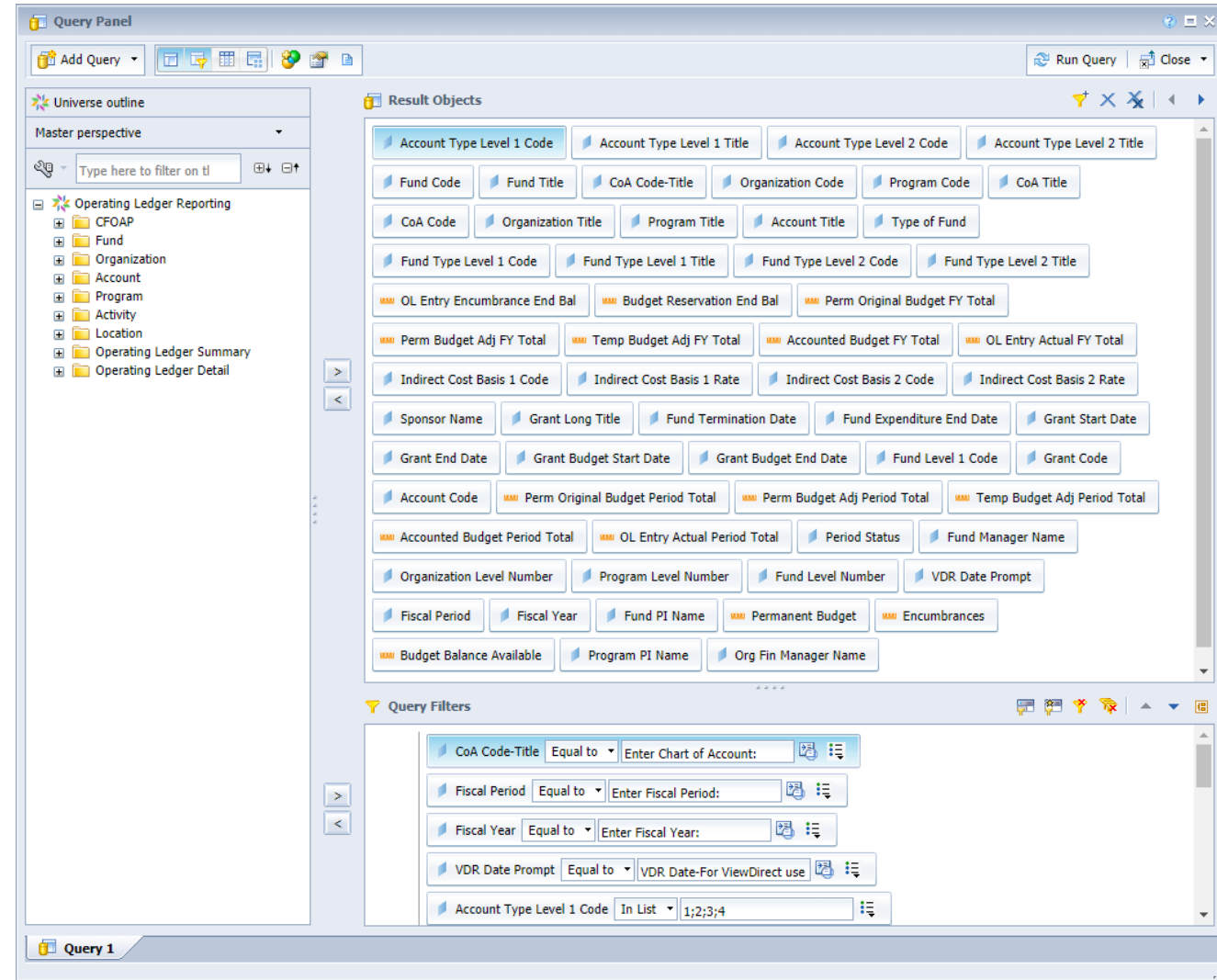
Steps for Scheduling

- 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.

Steps for Scheduling

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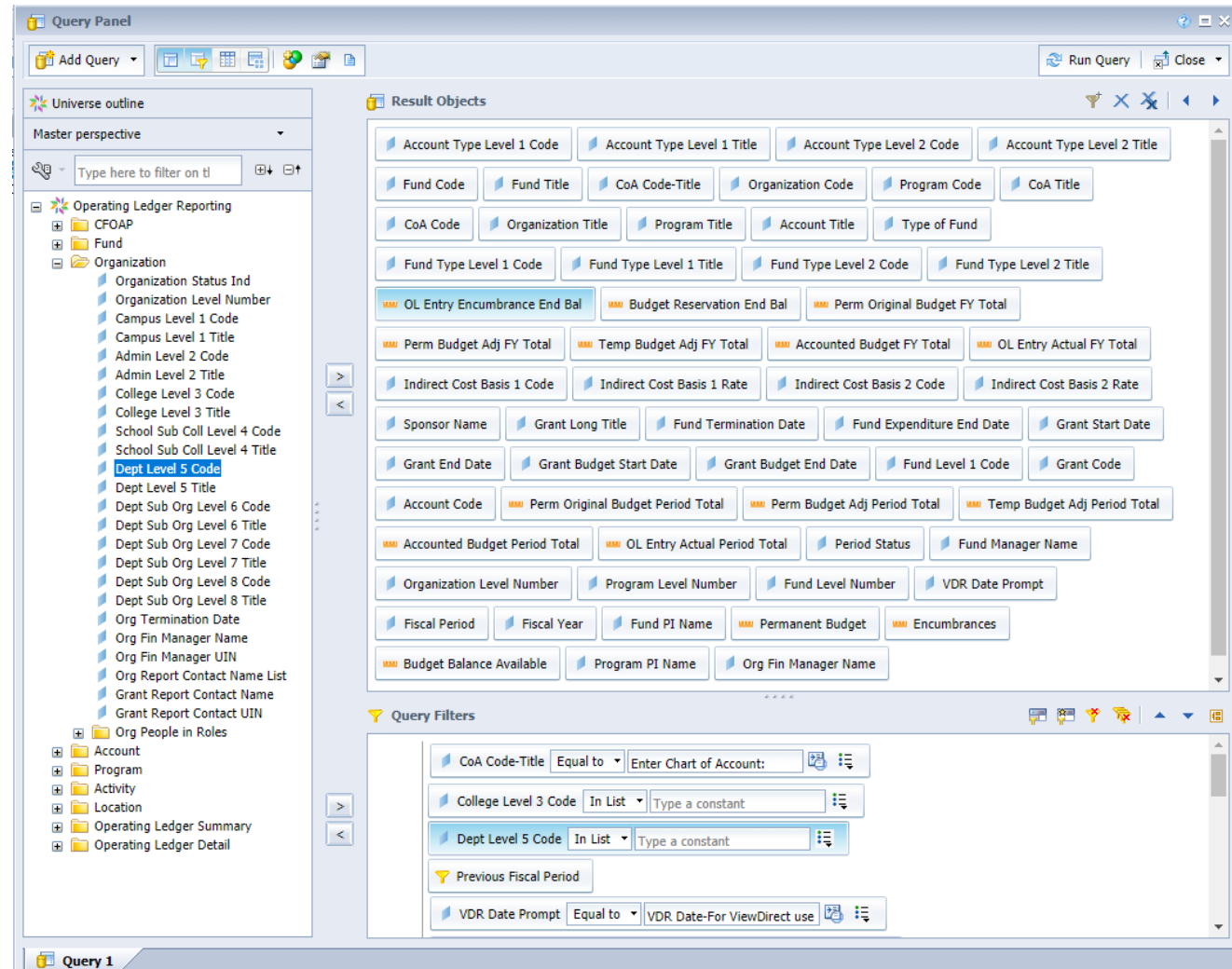
Steps for Scheduling

- 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
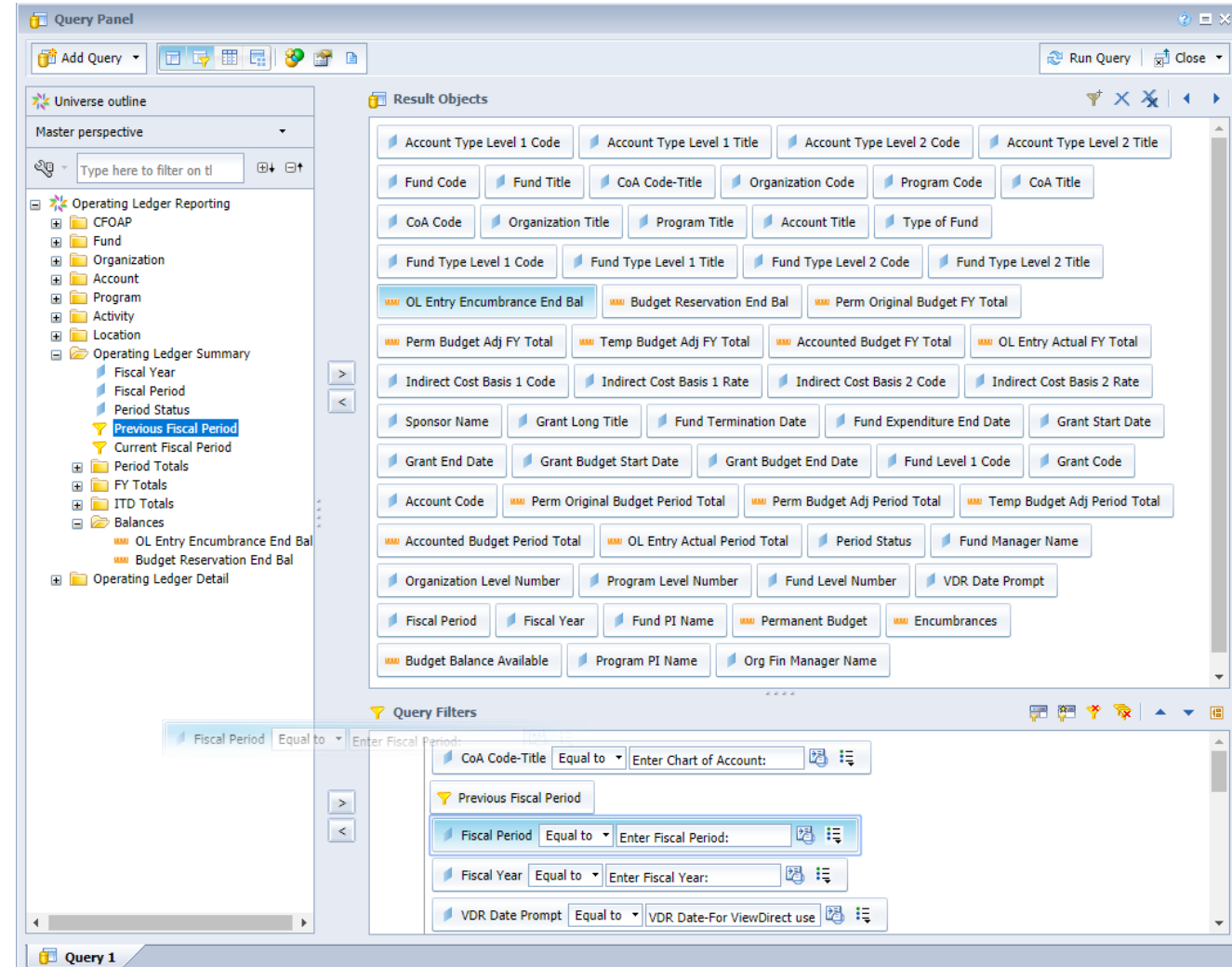
Steps for Scheduling

- 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.

Steps for Scheduling

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

Steps for Scheduling

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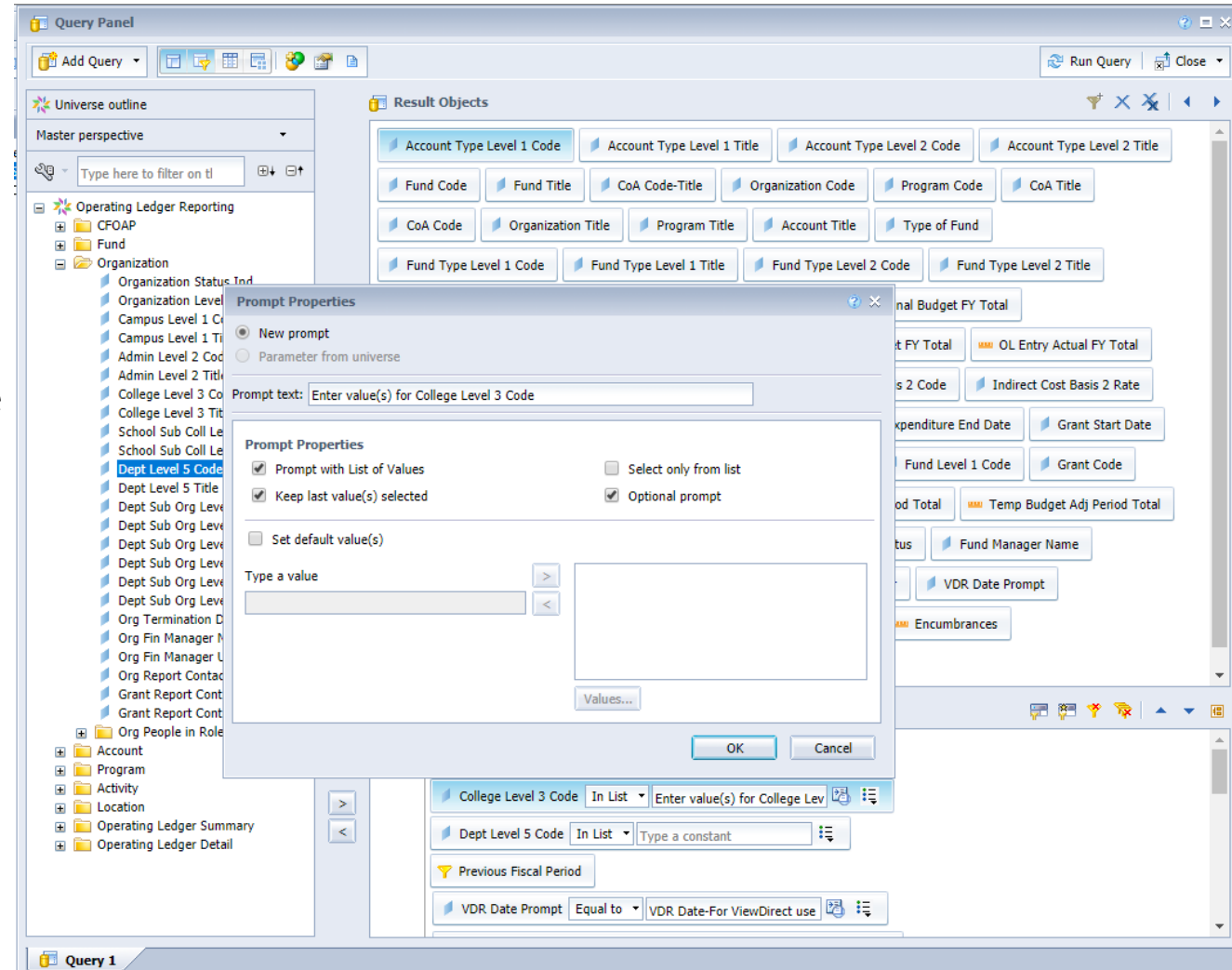
Steps for Scheduling

- 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
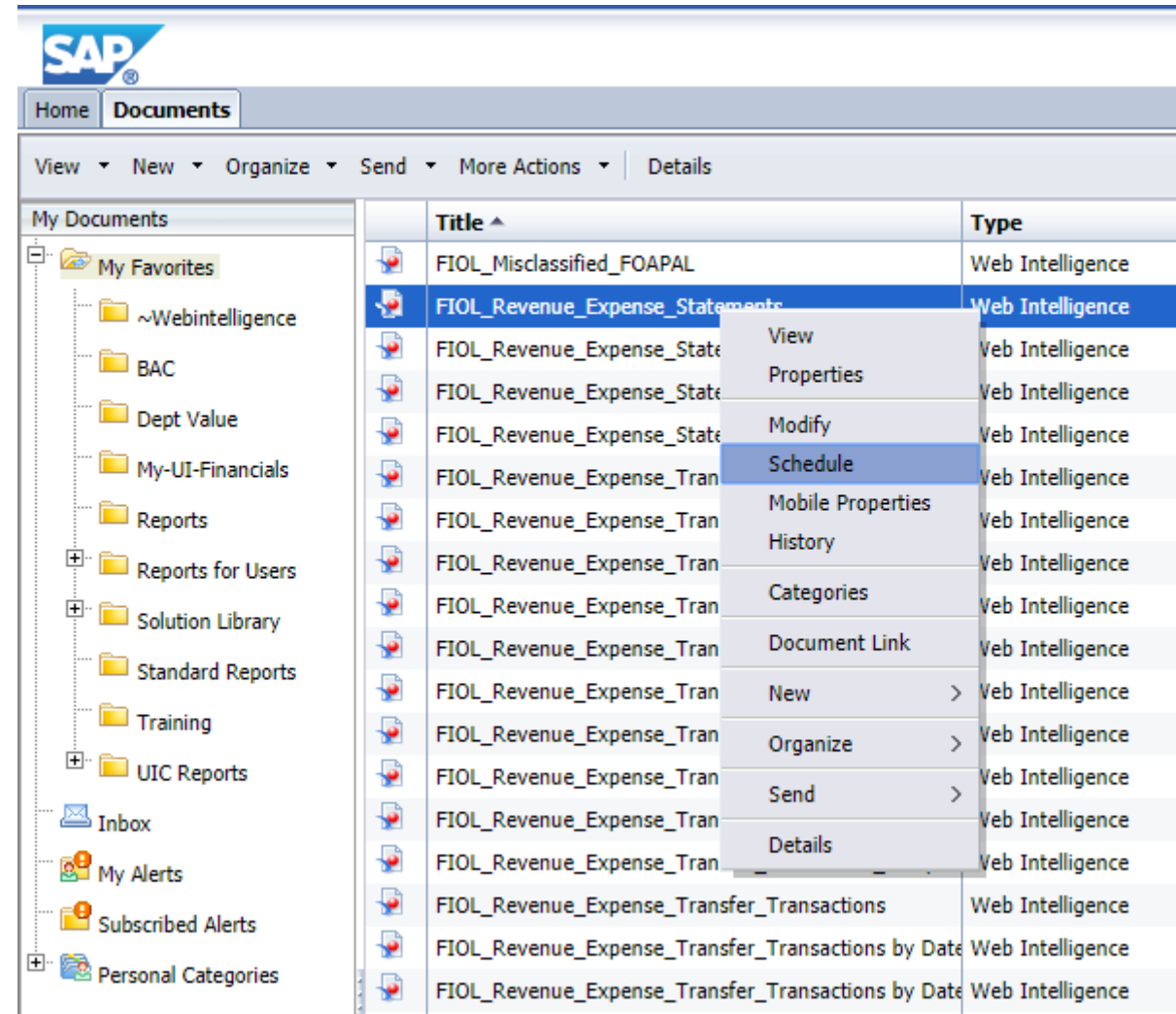
Steps for Scheduling

- 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

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

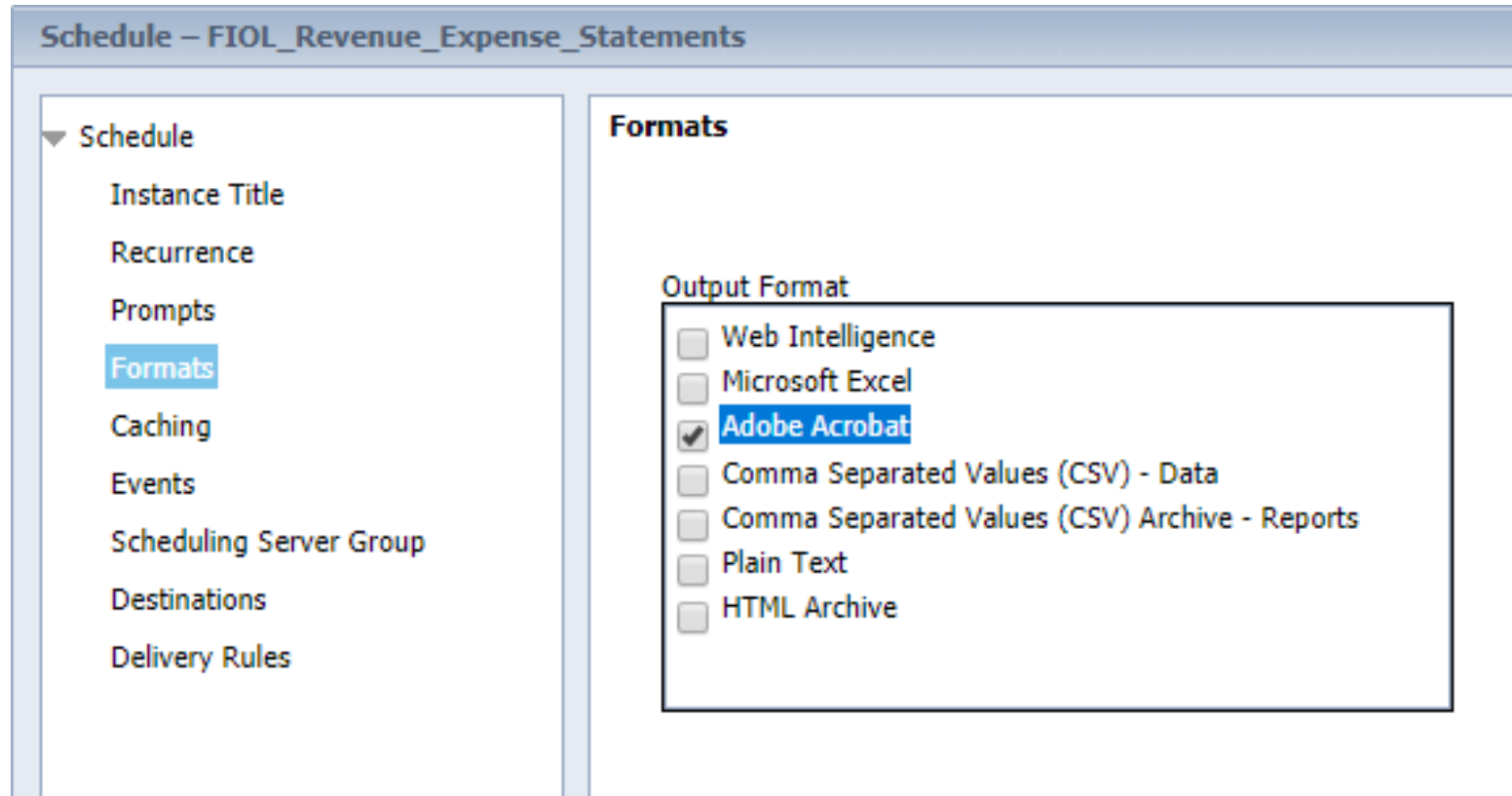- Future dates will be filled in with future OBFS releases

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
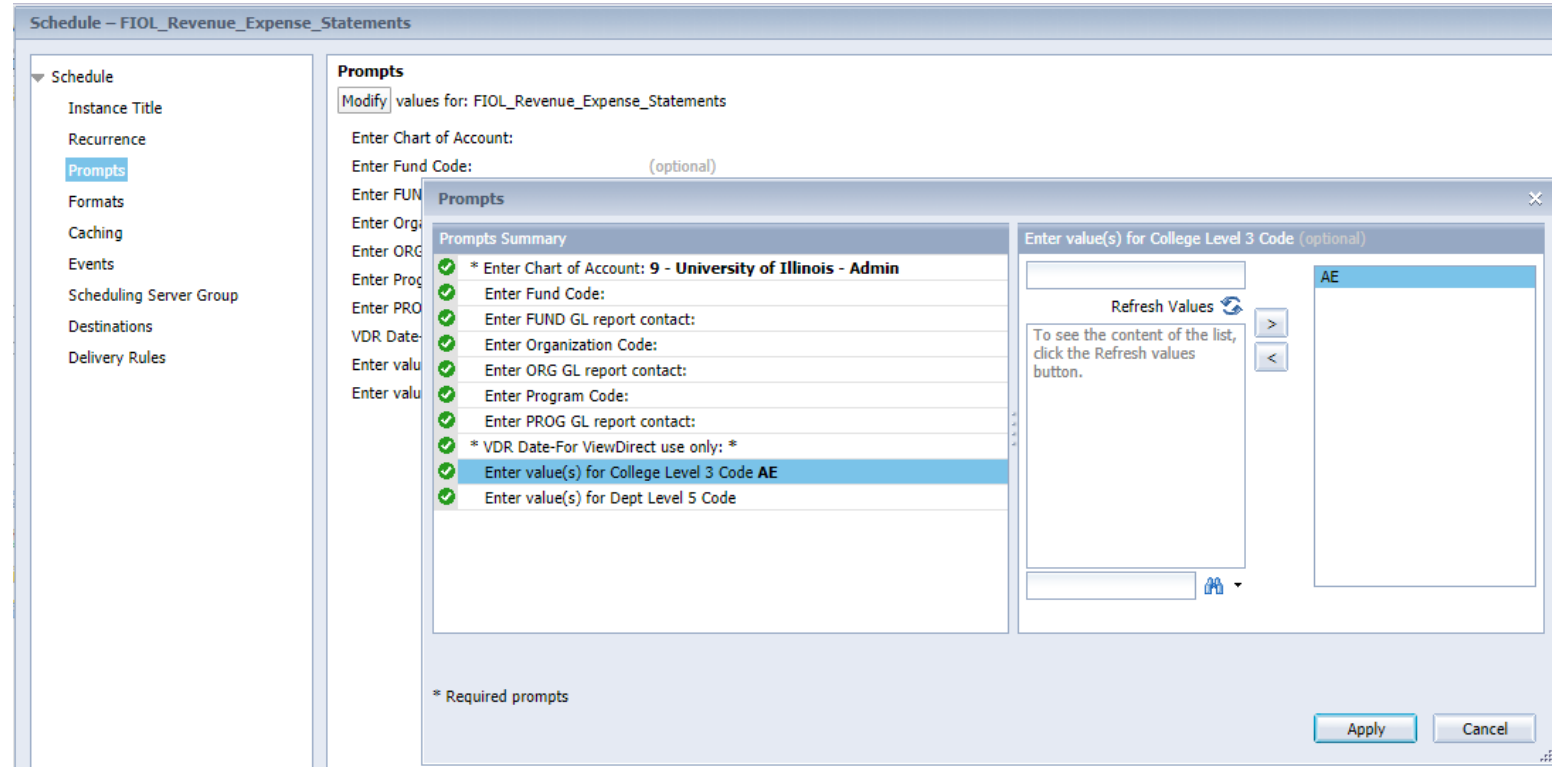
Steps for Scheduling

- 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

Scheduling EDDIE Reports--DEMO

Questions?

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