

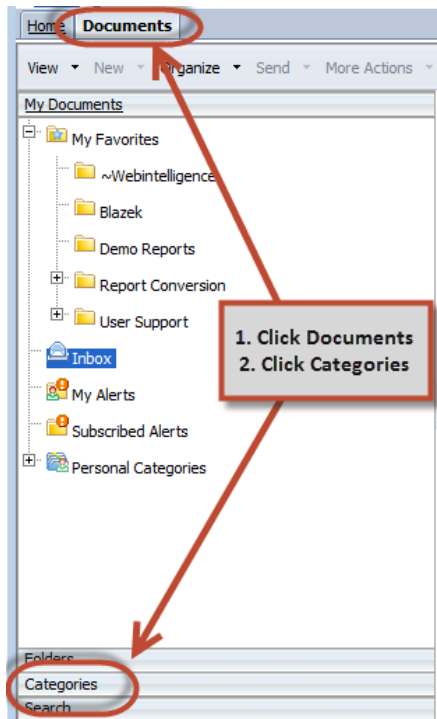
User Guide

Running Reports in EDDIE



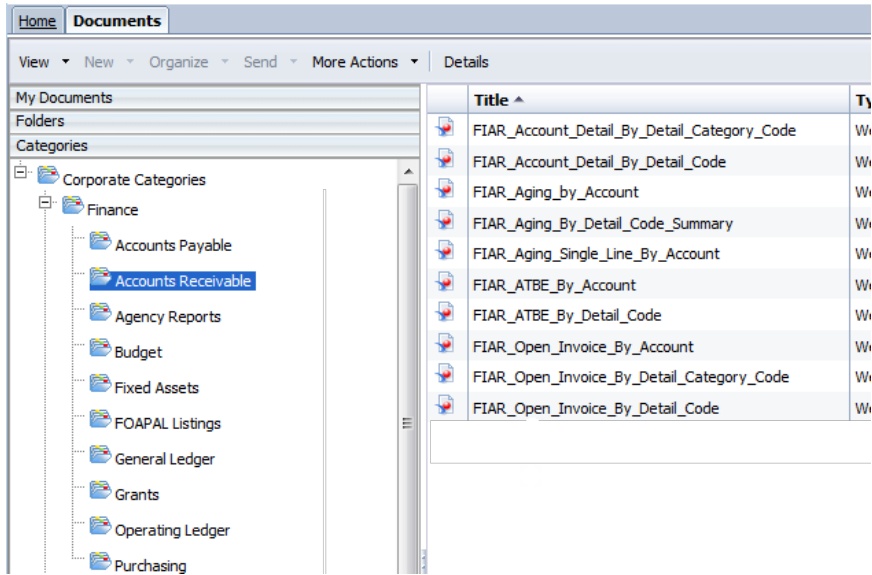
Running Standard and Solution Library Reports


1. Open the EDDIE login page: <https://eddie.ds.uillinois.edu/>
2. Click the **Login to EDDIE** button.
3. Enter your University NetID Login credentials.
4. From the EDDIE home page, click on the **Documents** tab.
5. Select the **Categories** menu.

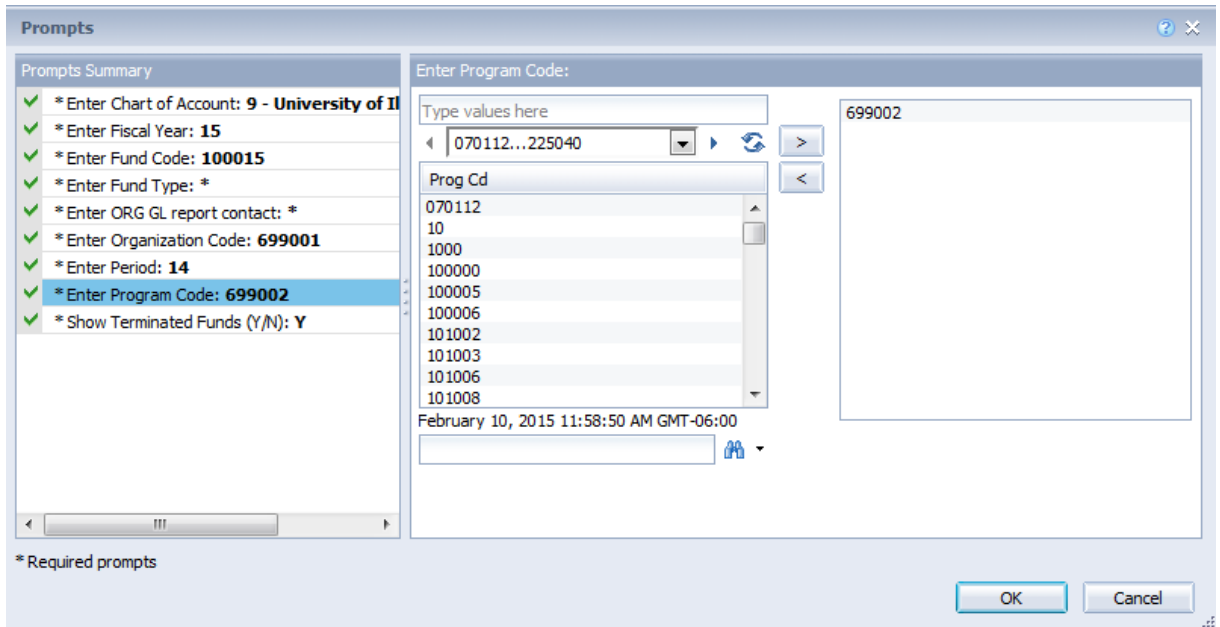


6. Click the + to expand the Corporate Categories, and locate the desired report.

7. Double-click the report to open it.



8. Click the Refresh button  to refresh the report.



9. Or click the **Advanced** button on the left-side panel User Prompt Input menu.

The screenshot shows the EDDIE software interface. The left panel, titled 'User Prompt Input', contains the following fields:

- Advanced** (selected) and **Run** buttons.
- Enter Chart of Account:** 9 - University of Illinois - Admin
- Enter FUND GL report contact:** *
- Enter Fiscal Year:** 15

The main report area displays the following information:

- Report Title: FIGL_Summary_Operating_Ledger_Statement, Version Dec 2013
- Organization: University of Illinois, Summary Operating Ledger, FY 15, Period 06, Month 1
- Report Type: AITS Finance Standard Report
- Parameters: Fiscal Year: 15, Period 06, Chart of Account: 9 - University of Illinois, Prog Code: 699002, Org GL Rept: Fun

Below the report title, there is a table with the following data:

Chart	9	University of Illinois - Admin	Level	Status	Princ
Administration	600011	AITS Admin	6	A	

10. Select each prompt on the left, and enter or select the desired value(s). If a prompt does not have an (*) next to it, it is optional and does not have to be answered.

11. Click **OK** to run the query.

Tip: To save time, you can change your default start page in the preferences menu. Then when you log into EDDIE, you automatically open to a specific folder or category.