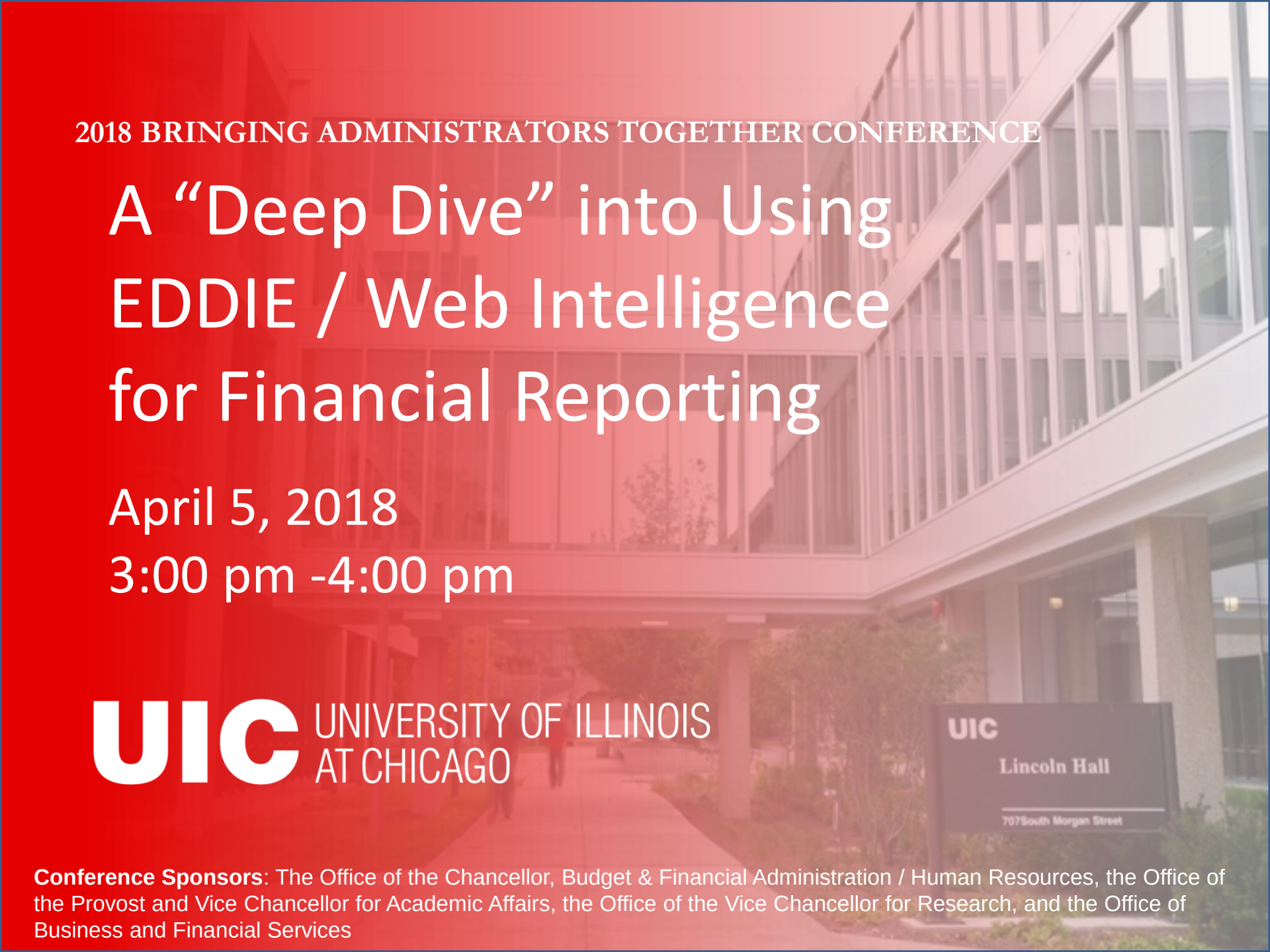
2018 BRINGING ADMINISTRATORS TOGETHER CONFERENCE

A "Deep Dive" into Using EDDIE / Web Intelligence for Financial Reporting

April 5, 2018
3:00 pm -4:00 pm

UIC UNIVERSITY OF ILLINOIS AT CHICAGO



Conference Sponsors: The Office of the Chancellor, Budget & Financial Administration / Human Resources, the Office of the Provost and Vice Chancellor for Academic Affairs, the Office of the Vice Chancellor for Research, and the Office of Business and Financial Services

Workshop Presenter(s)

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  Title: Director of Operations - OIS
  Contact Information: mint@uic.edu

Please …

- Turn off cell phones.
- Avoid side conversations.
- Please raise your hand if you have any questions.
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.

Workshop Objectives

- Define key terms for EDDIE/Web Intelligence users
- Recognize data available in common finance universes
- Explore “Solution Library” reports in EDDIE
- Build and modify a custom financial report in EDDIE/Web Intelligence
- Learn useful tips and tricks for new and existing reports in EDDIE

Glossary

- Business Objects: SAP software suite of tools used to analyze, create, view, and distribute reports.
- Webi (Web Intelligence): one of the tools within the business objects suite of products.

  Two versions of webi:
  - web-based: accessed online through EDDIE using the HTML editor
  - desktop tool: installed on your computer, also known as Web Intelligence Rich Client

Glossary (Continued 1)

- EDDIE (Enterprise Data Delivery Information Environment): University's secured web-based environment for analyzing data from the EDW
- EDW (Enterprise Data warehouse): Central repository of integrated data from various applications used for reporting and data analysis

Glossary (Continued 2)

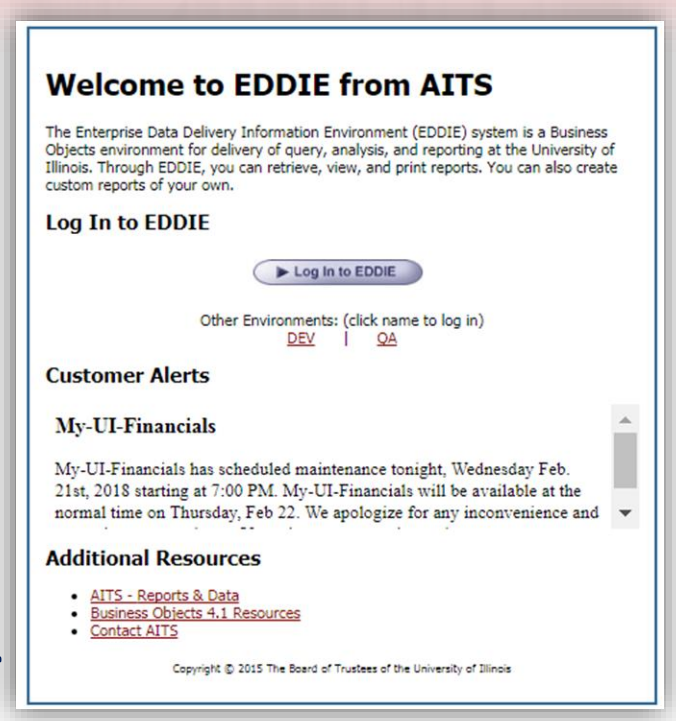
- Standard Report: pre-defined and pre-developed standard reports
  - cannot be modified
- Solution Library: templates and starter reports that were developed by the data warehouse user community
  - can be modified

Glossary (Continued 3)

- Universe: an interface which maps components (ie. Object) to structures in the database
- Object: a field or a combination of fields within database tables or views
- Query Panel: where you enter in search parameters to run a report

EDDIE vs. WEBI

- EDDIE: Online environment for building and running reports that include enterprise data (i.e. Banner, Kuali Coeus, etc).
- Web Intelligence (WEBI): Desktop/Rich Client version of the same reporting tool



EDDIE VS. WEBI

FUNCTIONS	EDDIE	Web Intelligence (WEBI)
Create, Edit & Run Reports?	Yes	Yes
Works Independently	Yes	Yes
Where does it run?	HTML (Browser)	Desktop
How to Access?	1. OBFS App. ->EDDIE 2. Check Preferences Menu ->Web Intelligence Option ->HTML	1. OBFS App. ->EDDIE 2. Check Preferences Menu ->Web Intelligence Option ->Desktop (install for 1st time)

Common Data Universes

- **EDW - HRFIN BOS Expenses – Combines HR and Expense Data**
- Contains all Finance expenses at the detail level including Payroll transaction detail by person with position and job information.
  - Who am I paying on my CFOAPs by name?
  - How much money have I spent on office supplies this fiscal year?
  - What expense transactions have been posted to my CFOAP's

Let's build it!

DECISION SUPPORT Solution Library

Last Refresh: **2/28/18**

Payroll and Detailed Expenses

Chart: Org: Fund: Program Begin Date: End Date:

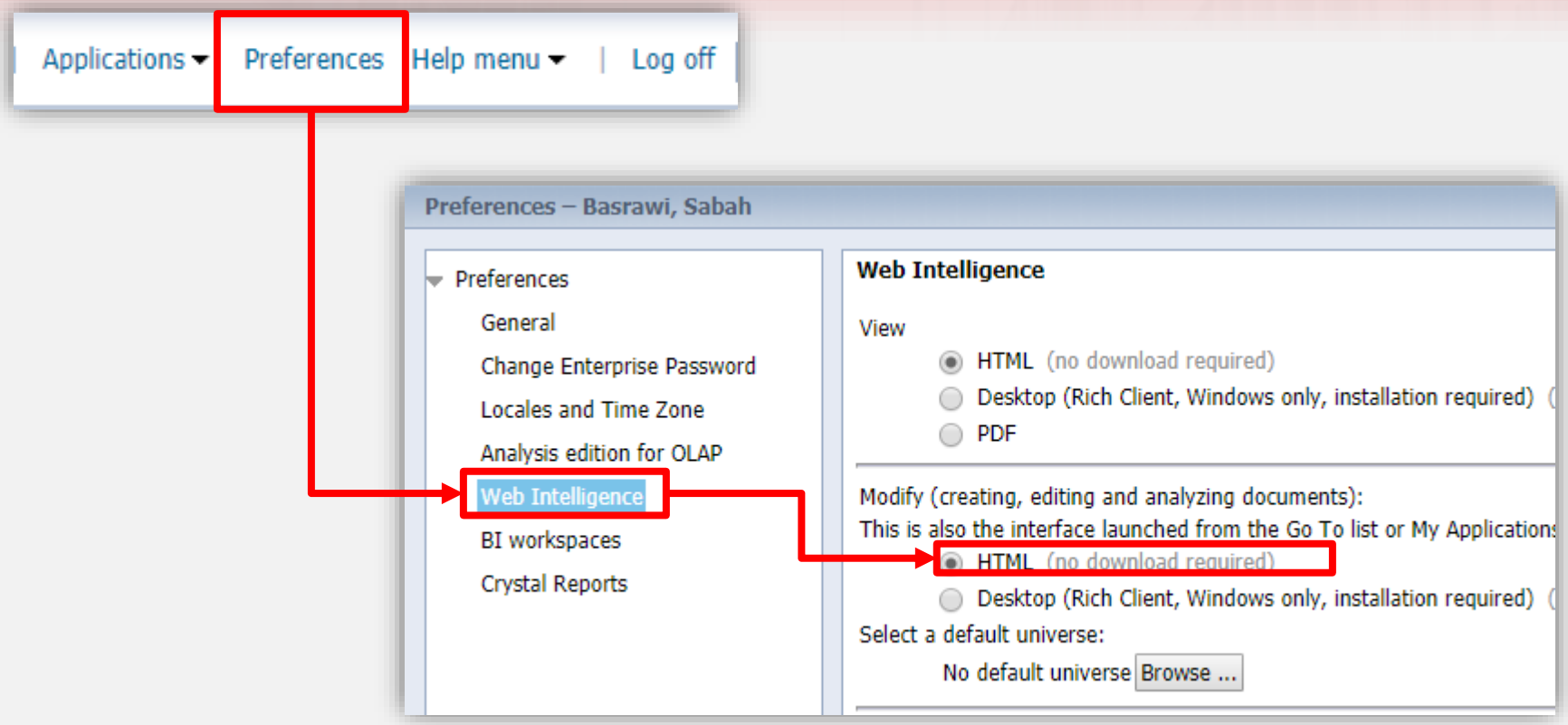
CFOAP	Account Title	OL Detail Transaction Date	OL Detail Description	Original Document Number	OL Expense Amount	Employee Name	UIN	Position Number-Job Suffix	Payroll Year	Payroll Id	Payroll Number
				Sum:							

- Payroll and Detailed Expenses Report
- Universe: **HRFIN BOS Expenses**
- http://eddie.ds.uillinois.edu/

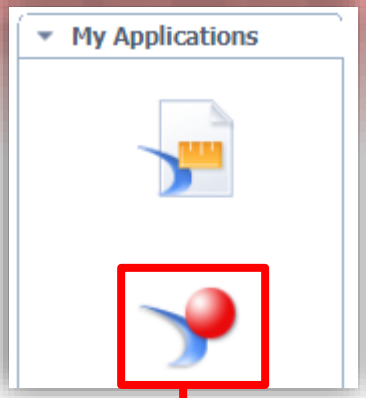
Create a New Report in EDDIE

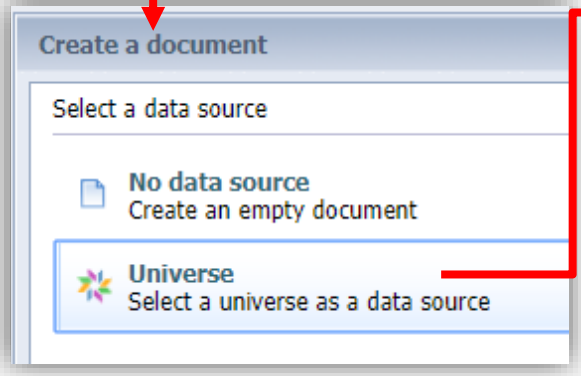
- Live demonstration
  - Choose the data Universe(s)
  - Select Result Objects
  - Build the Query Filters
  - Run the Query
  - Save to the Favorites folder

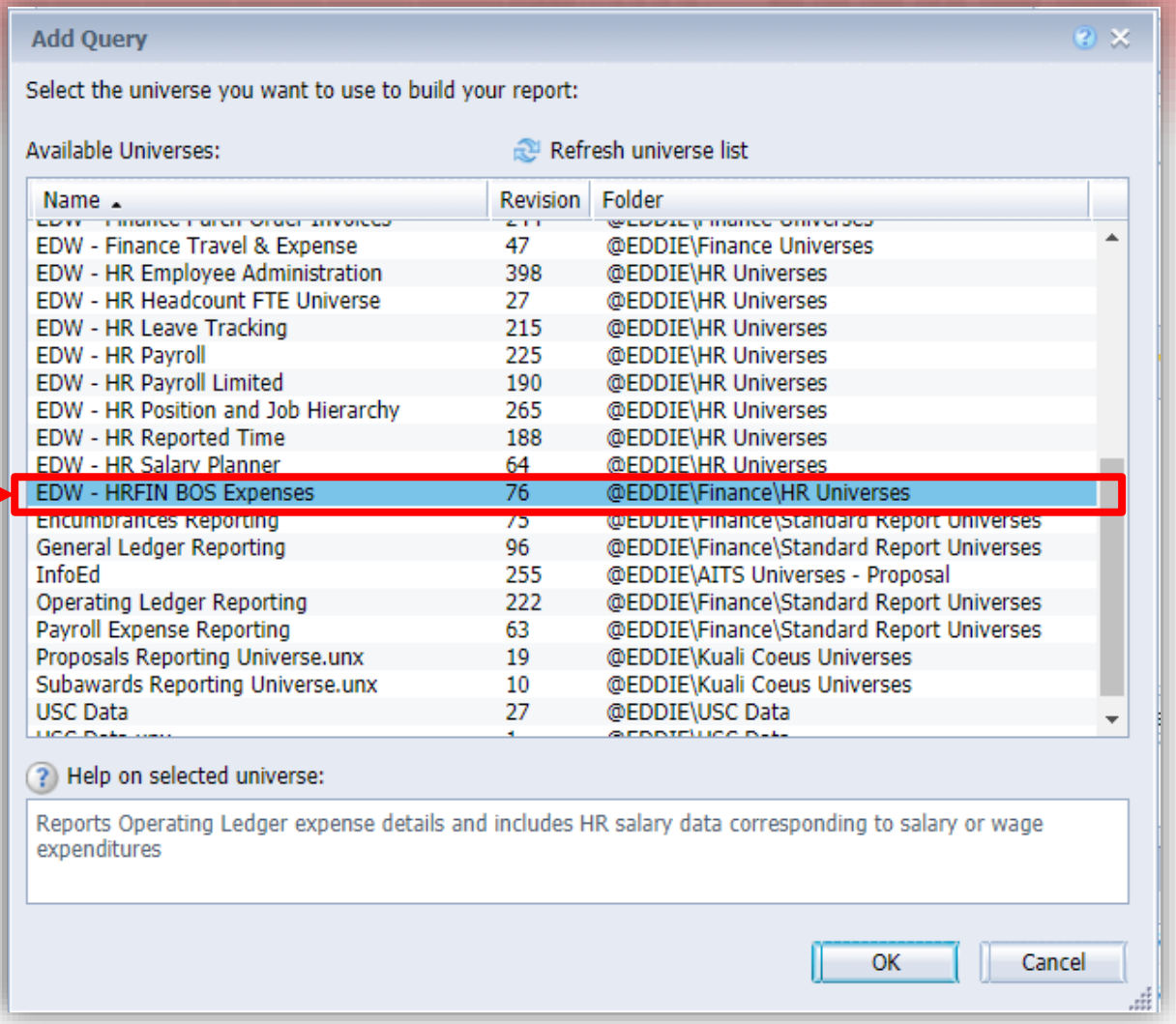
EDDIE Preferences



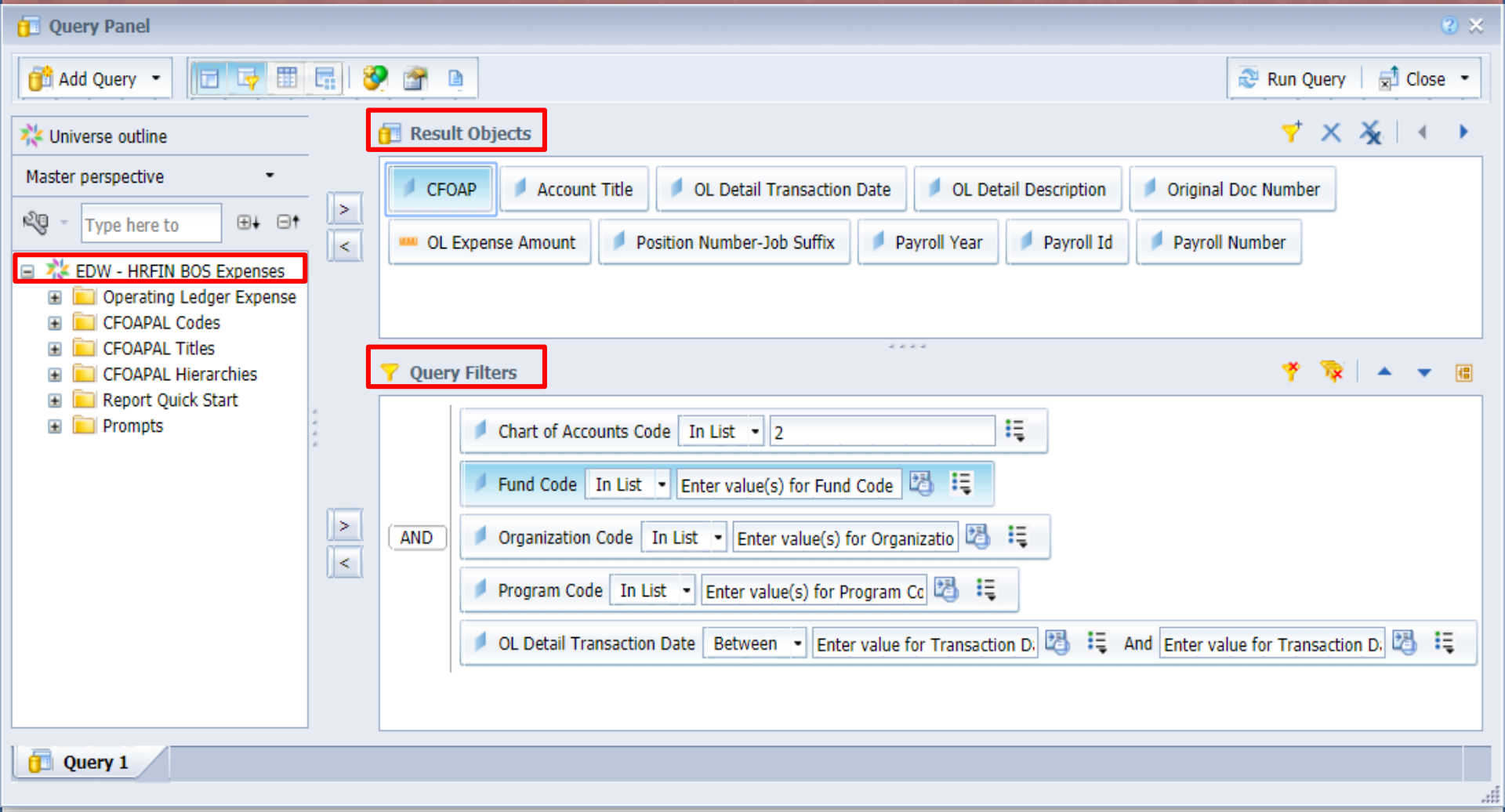
Choose Data Universe(s)



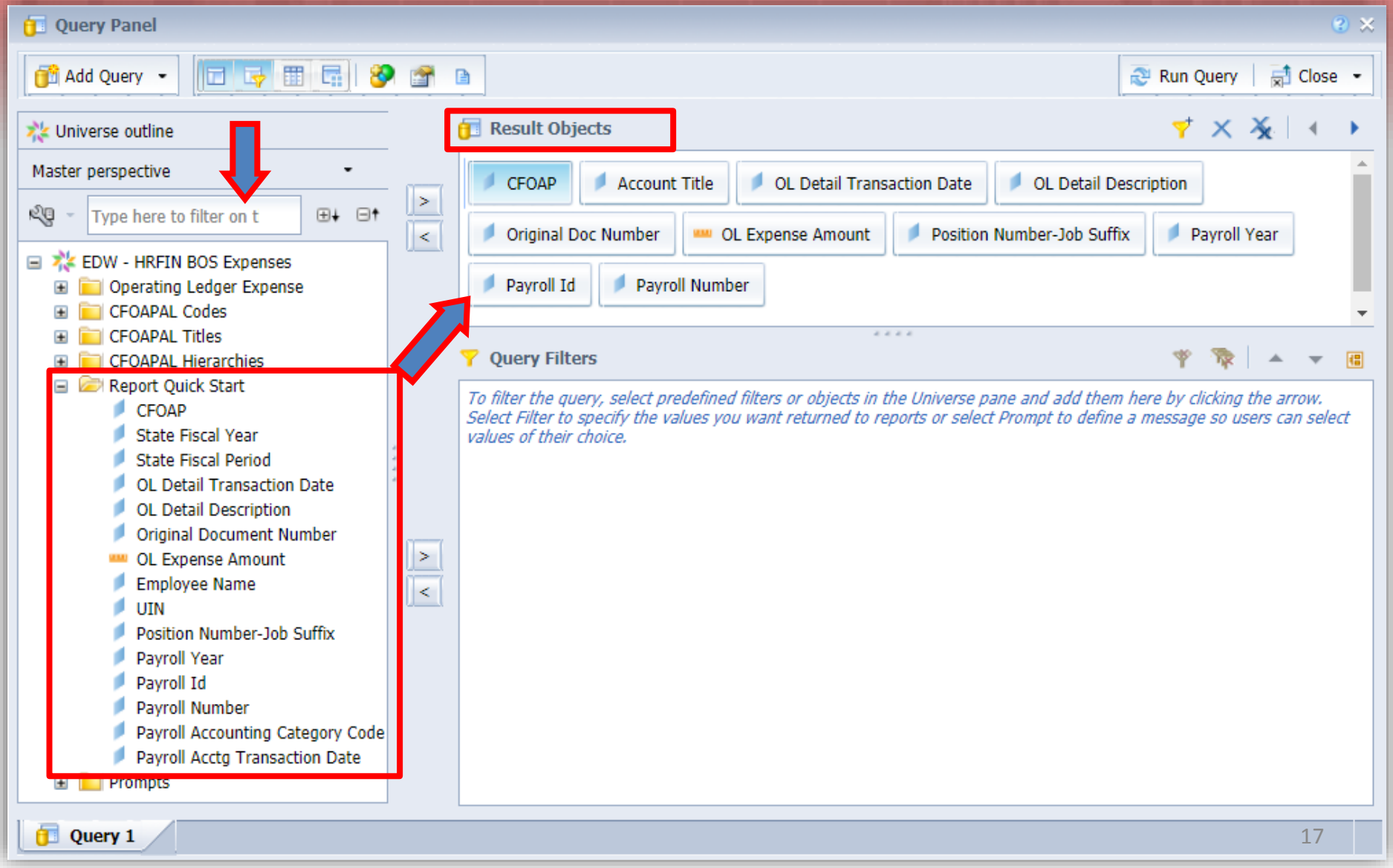




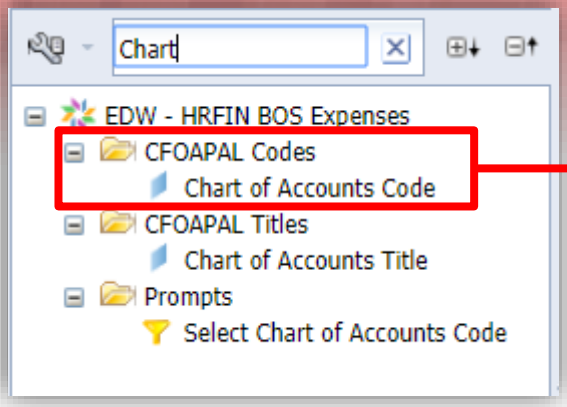
Query Panel

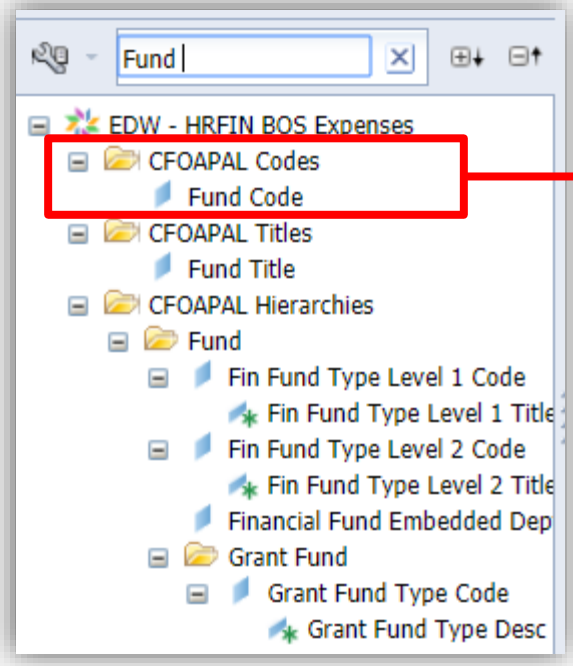

Query Panel
Add Query
Run Query
Close
Universe outline
Master perspective
Type here to
EDW - HRFIN BOS Expenses
Operating Ledger Expense
CFOAPAL Codes
CFOAPAL Titles
CFOAPAL Hierarchies
Report Quick Start
Prompts
Result Objects
CFOAP
Account Title
OL Detail Transaction Date
OL Detail Description
Original Doc Number
OL Expense Amount
Position Number-Job Suffix
Payroll Year
Payroll Id
Payroll Number
Query Filters
Chart of Accounts Code
In List
2
Fund Code
In List
Enter value(s) for Fund Code
AND
Organization Code
In List
Enter value(s) for Organizatio
Program Code
In List
Enter value(s) for Program Cc
OL Detail Transaction Date
Between
Enter value for Transaction D.
And
Enter value for Transaction D.
Query 1

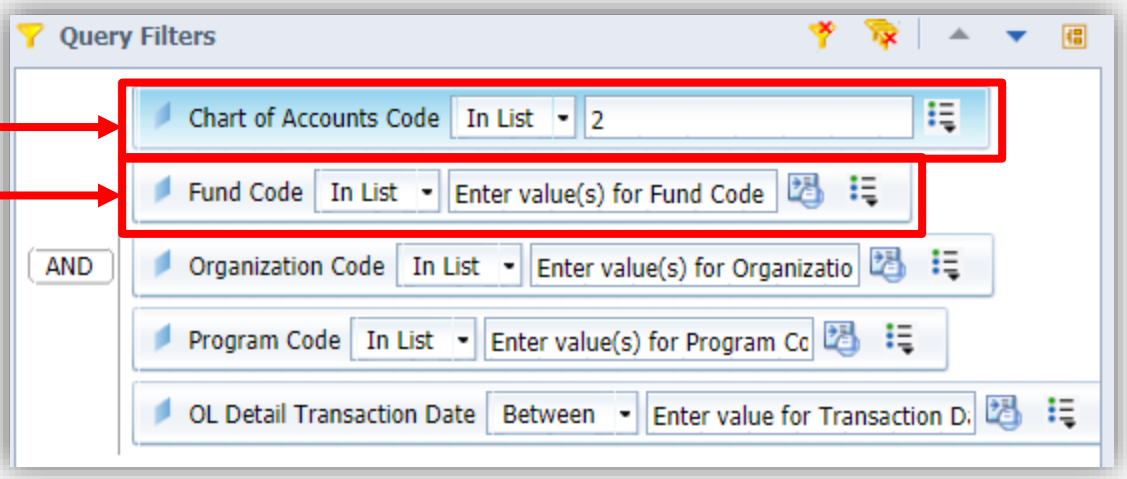
Select Result Objects



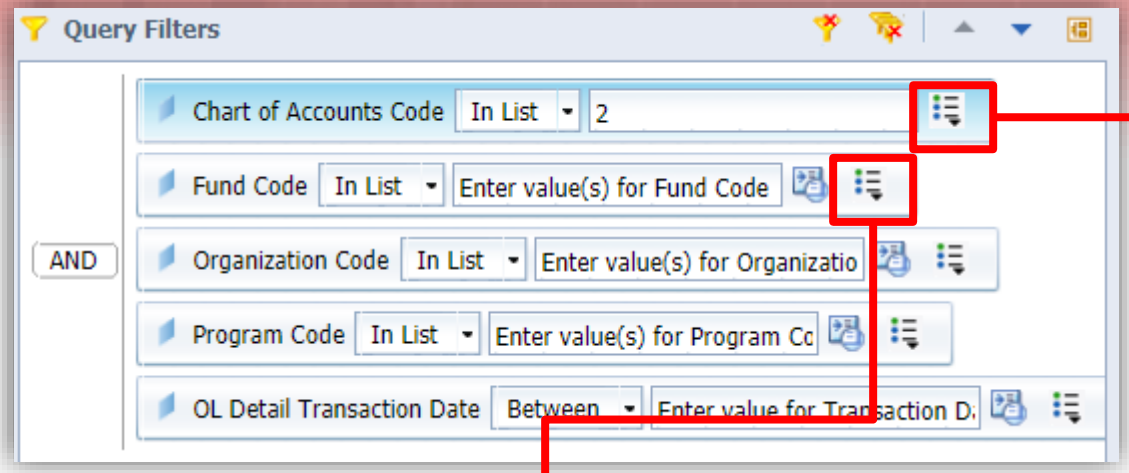
Select Query Filters

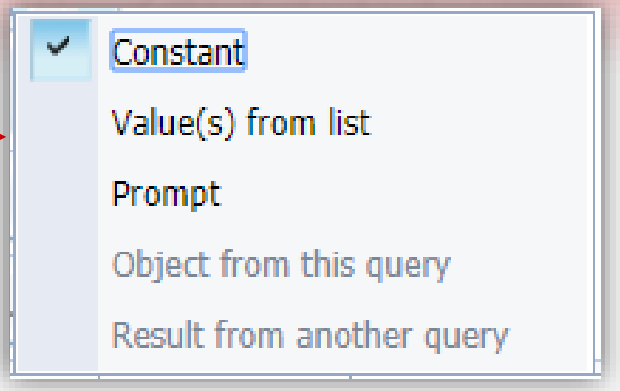


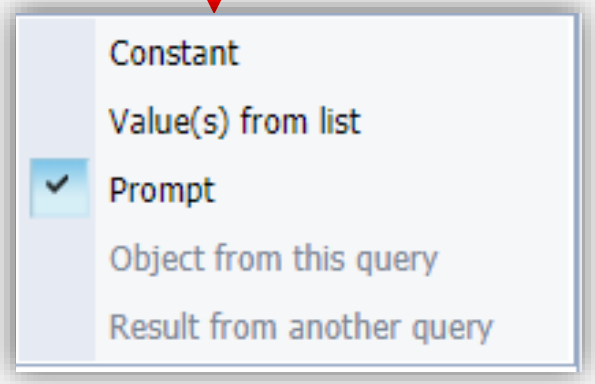




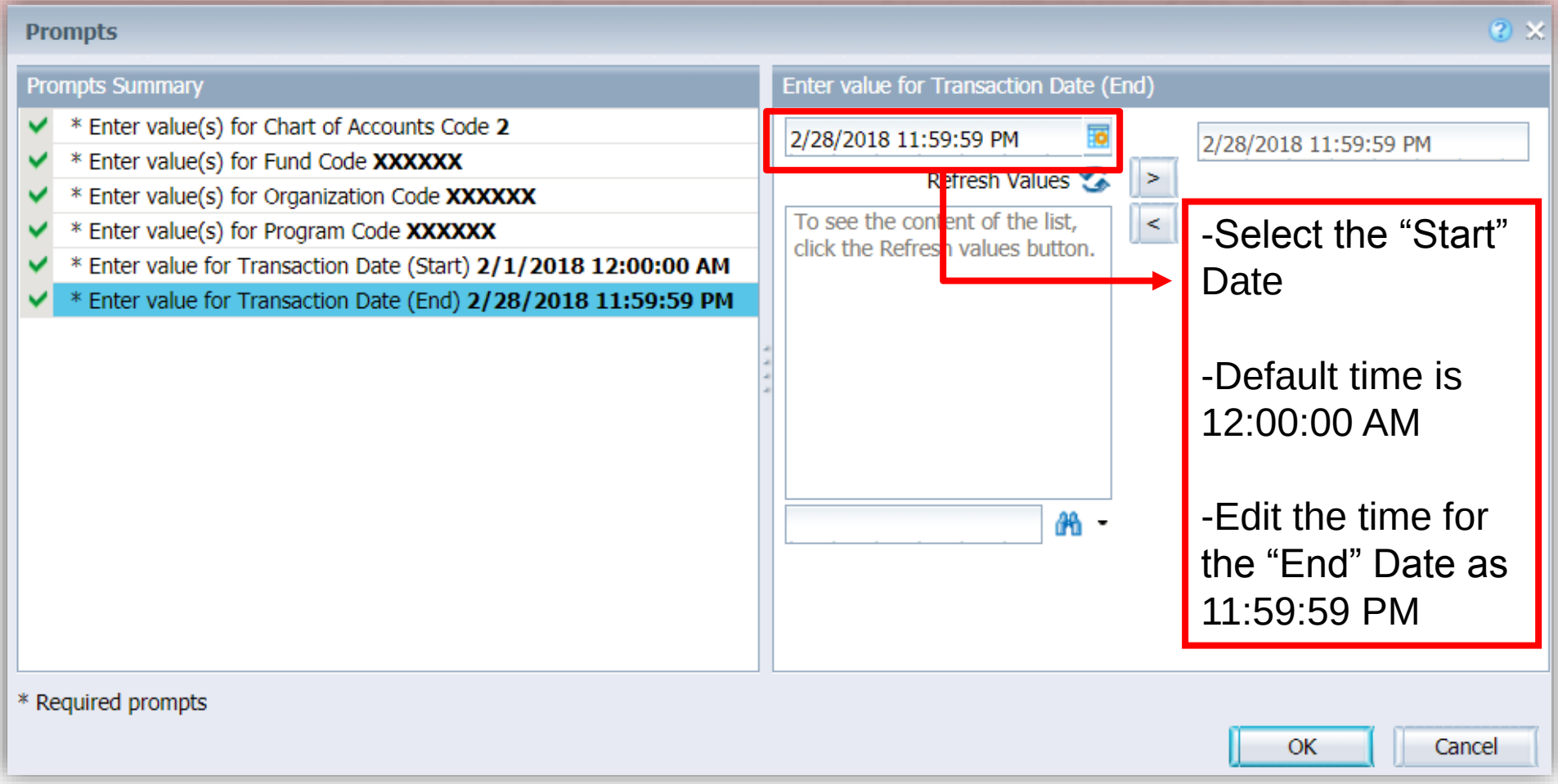
Build Query Filters







Run Query: Prompts



Data Results

Payroll and Detailed Expenses

CFOAP	Account Title	OL Detail Transaction Date	OL Detail Description	Original Doc Number	OL Expense Amount	Position Number-Job Suffix	Payroll Year	Payroll Id	Payroll Number
[redacted]									

Formatting a Report

- Break and Sort
- Sum
- Add Objects
- Move columns
- Variables
- Format page and text
- Save and share!

Formatting Results

Payroll and Detailed Expenses

CFOAP	Account Title	OL Detail Transaction Date	OL Detail Description	Original Doc Number	OL Expense Amount	Position Number-Job Suffix	Payroll Year	Payroll Id	Payroll Number
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
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Common Data Universes

- **EDW - Finance Grants ITD – Expense Data**
- Contains information about post-award Grants and Contracts. For each Grant, users have access to the Grant Budget, inception to date fiscal activity for each grant fund, personnel associated with the Grant, Granting Agency information, and information about Grant Sponsor Billing.
  - How many grants do I have associated with my department?
  - What are the total expenditures by Grant in my department over the last state fiscal year?
  - What Grants are ending within the next 6 months?
  - What are the Inception to Date expenditures by Grant in my department?

Common Data Universes

- **EDW - HR Payroll – HR Data**
- Contains historical records of payroll runs including the gross pay, employer paid benefits, earnings transfers, re-issued checks, as well as the C-FOAPAL that pay has been posted to for each employee.
  - What C-FOAPALs have employees in my department been paid from?
  - Who has been paid from my CFOAPALs
  - How much has been paid from my CFOAPALs

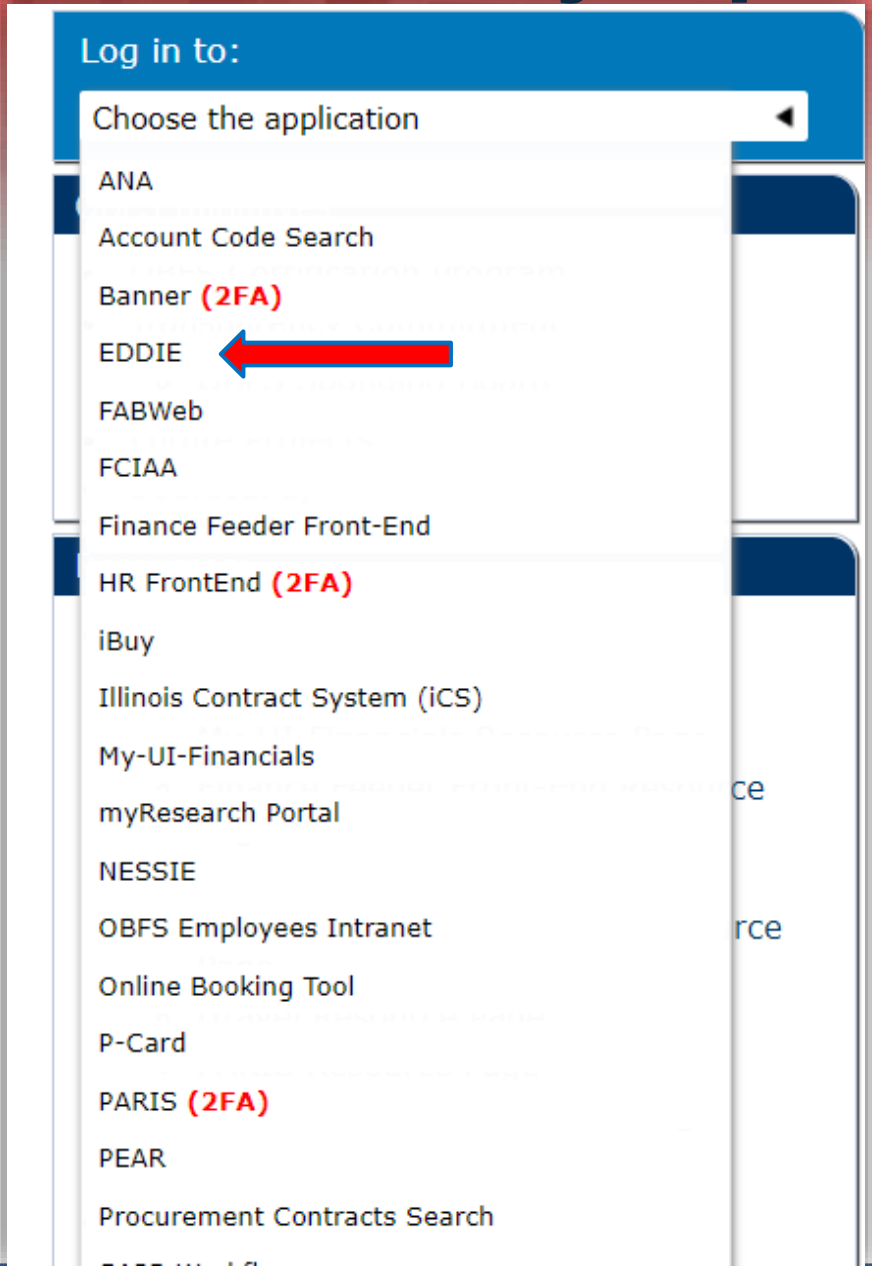
Common Data Universes

- **Operating Ledger Reporting: Standard Reports**
- Contains Operating Ledger individual transactions as well as summaries by period. Additional document numbers are available including expense report numbers for TEM transactions.
- This universe is one of the sources of My-UI-Financials standard reports as well as View Direct. Related universes are: General Ledger Reporting and Encumbrances Reporting.
  - How much state money have I spent on office supplies this fiscal year?
  - What transactions have been posted to my CFOAPs?
  - What is the Budget Balance Available on my state CFOAPs?

Other Data Universes

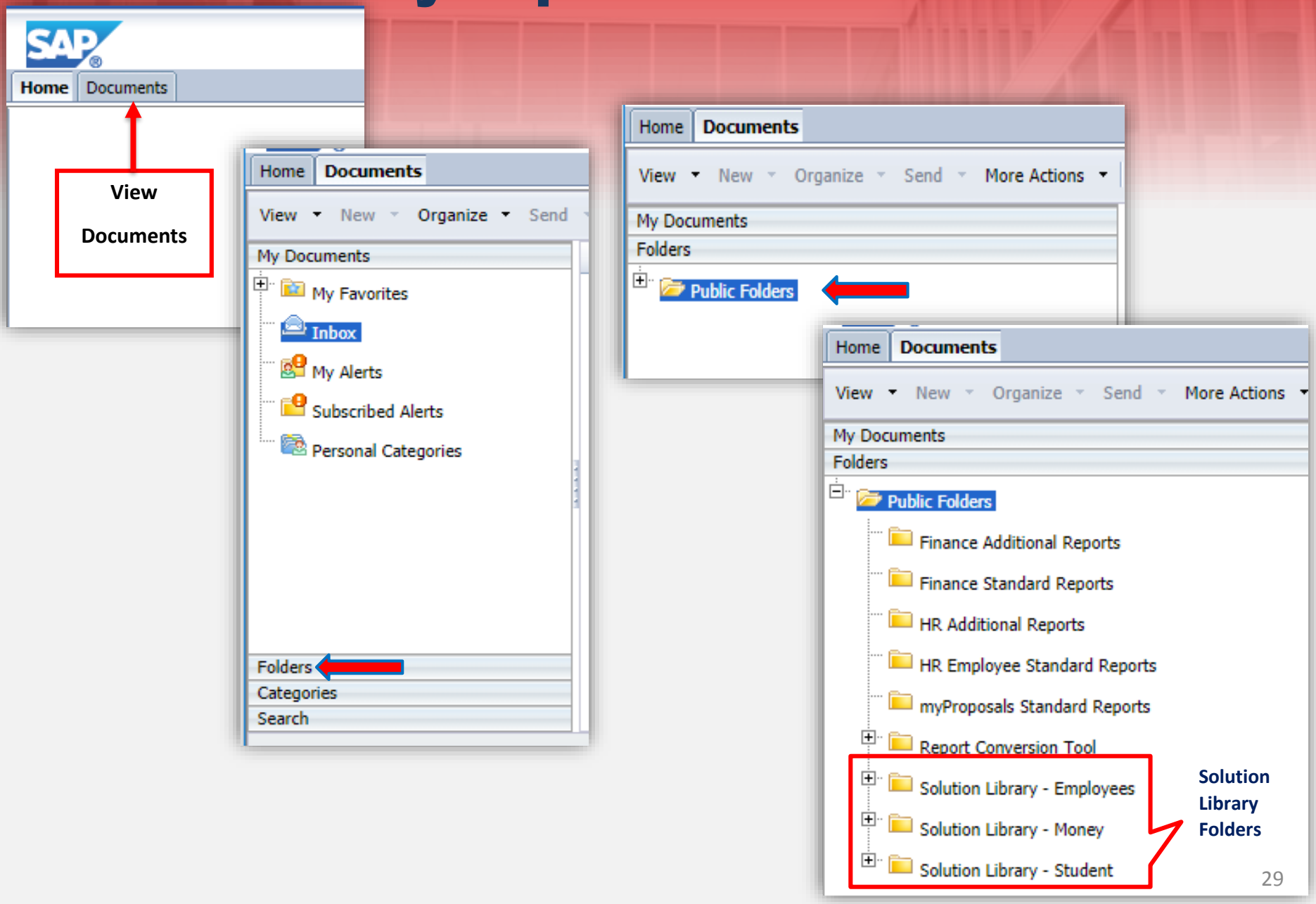
- https://www.aits.uillinois.edu/services/reports_and_data/about_data/metadata/metadata_for_business_objects_users/universe_information/
  - **TEM Universe**
    - EDW - Finance Travel & Expense
  - **P-CARD Universe**
    - EDW - Finance PCard Transactions
  - **myProposals Kuali Coeus (KC) Universe(s):**
    - Awards Reporting Universe
    - Proposals Reporting Universe
    - Subawards Reporting Universe
  - **Student Data Universe**

Solution Library Reports:

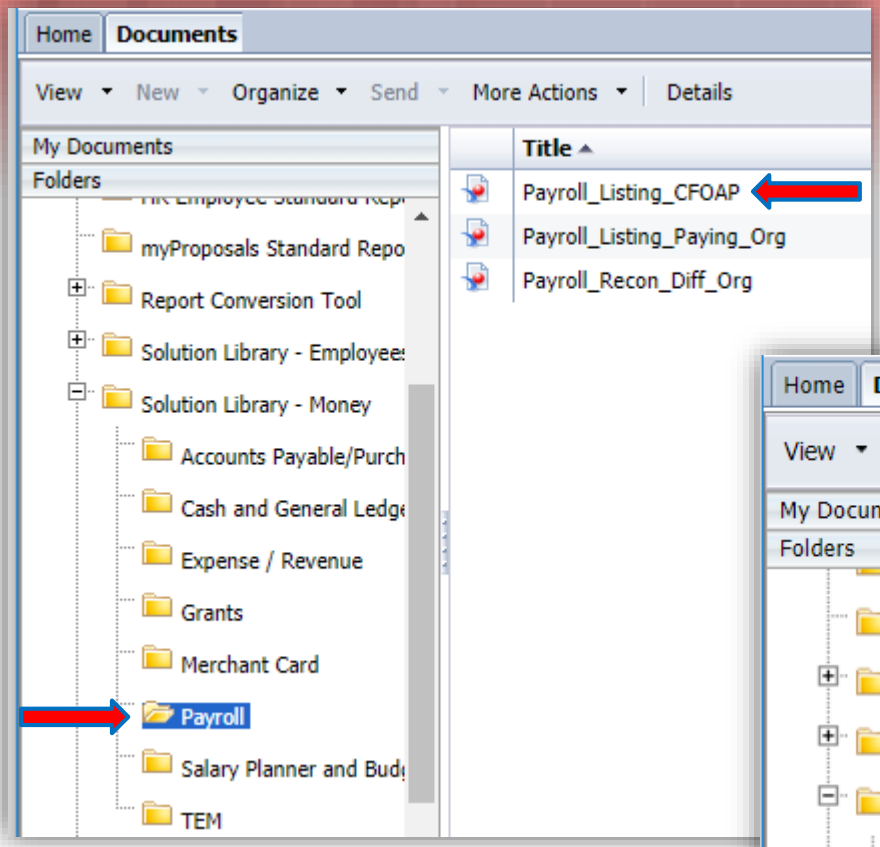


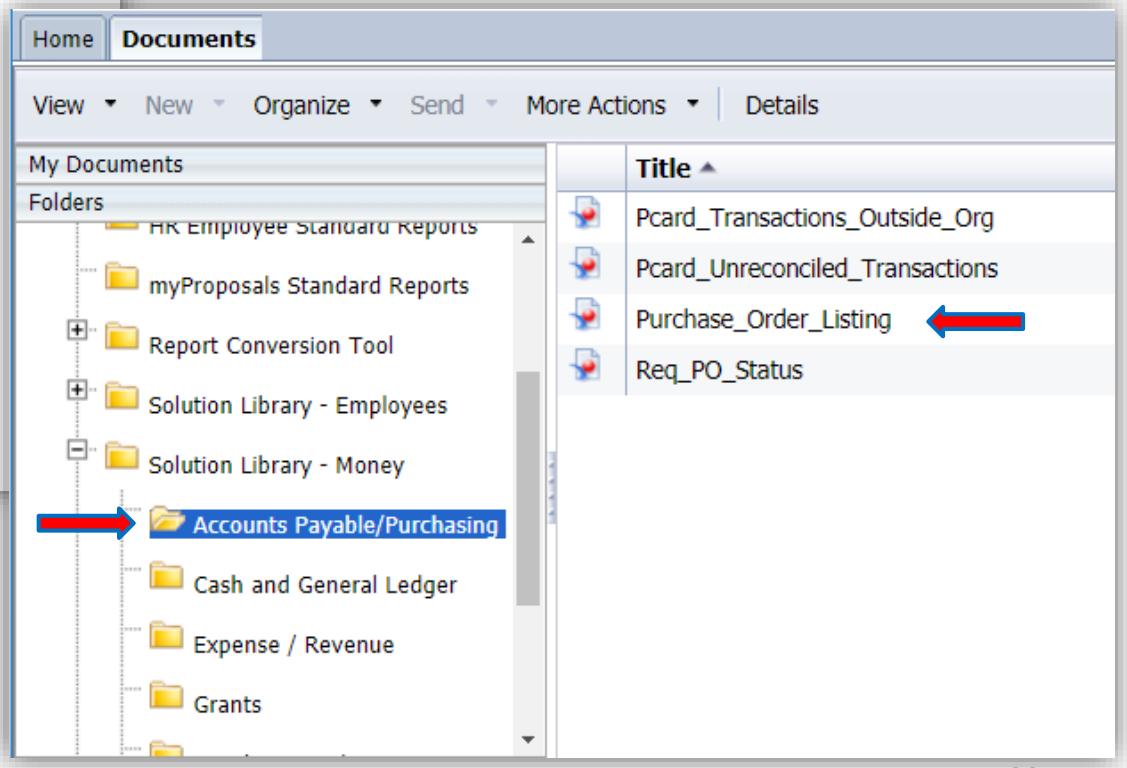
- **OBFS:** https://www.obfs.uillinois.edu/
- **EDDIE:**
  - HTML access to all reports
  - Your own favorites!
  - Run and edit as needed
  - Faster retrieval of data

Solution Library Reports:



Solution Library Reports:

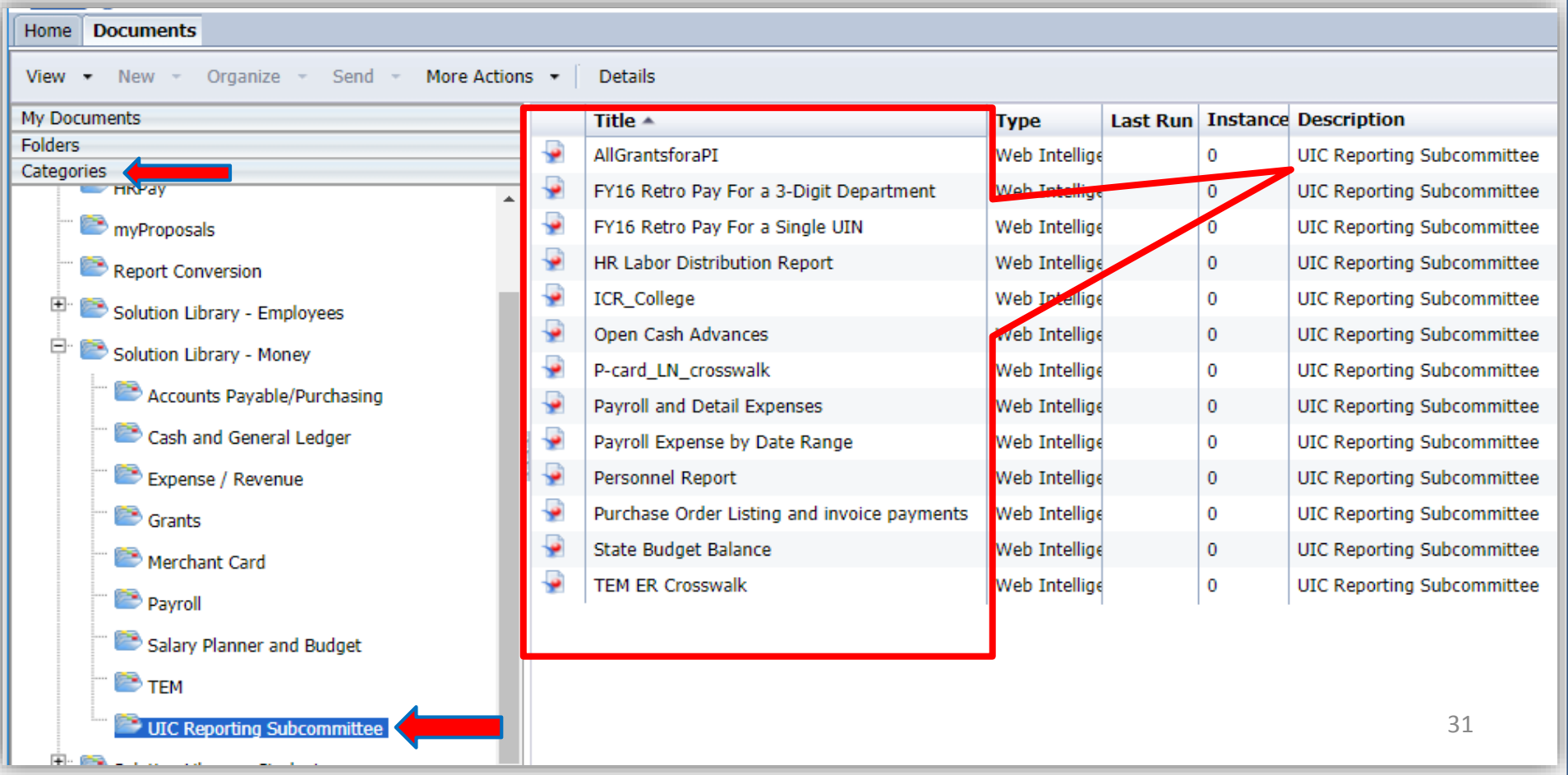




- Payroll reports
- PO & P-Card reports

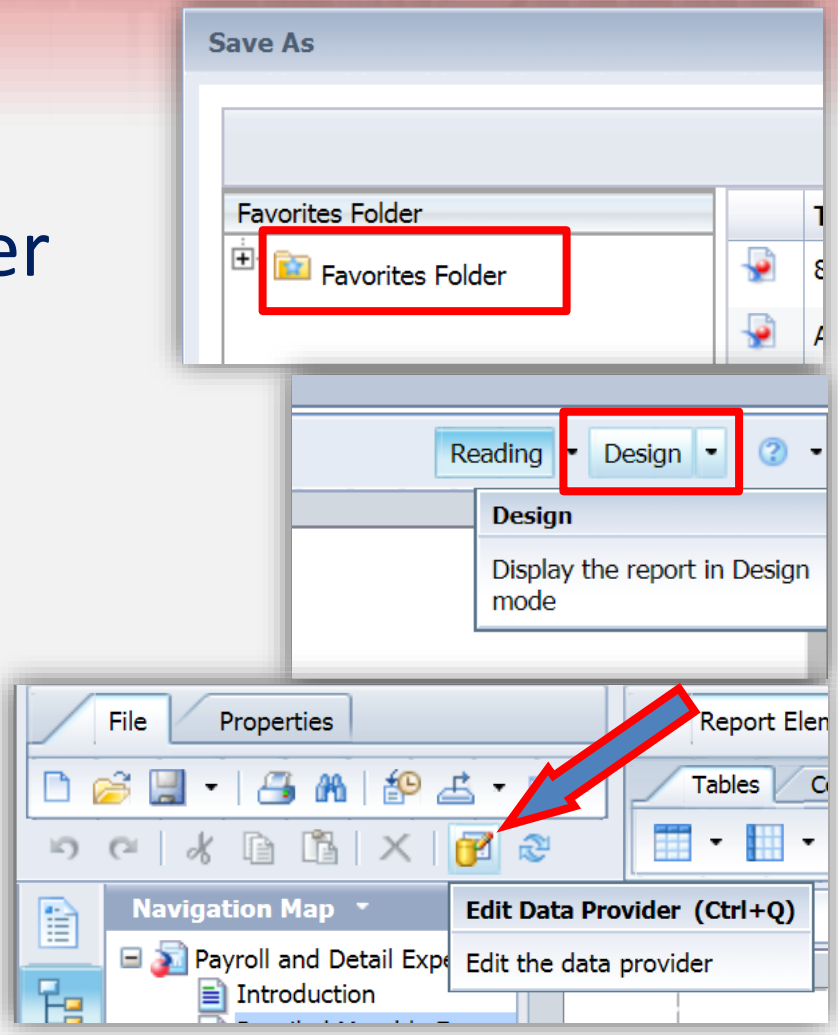
Solution Library

- Located under EDDIE Categories
- UIC Reporting Subcommittee



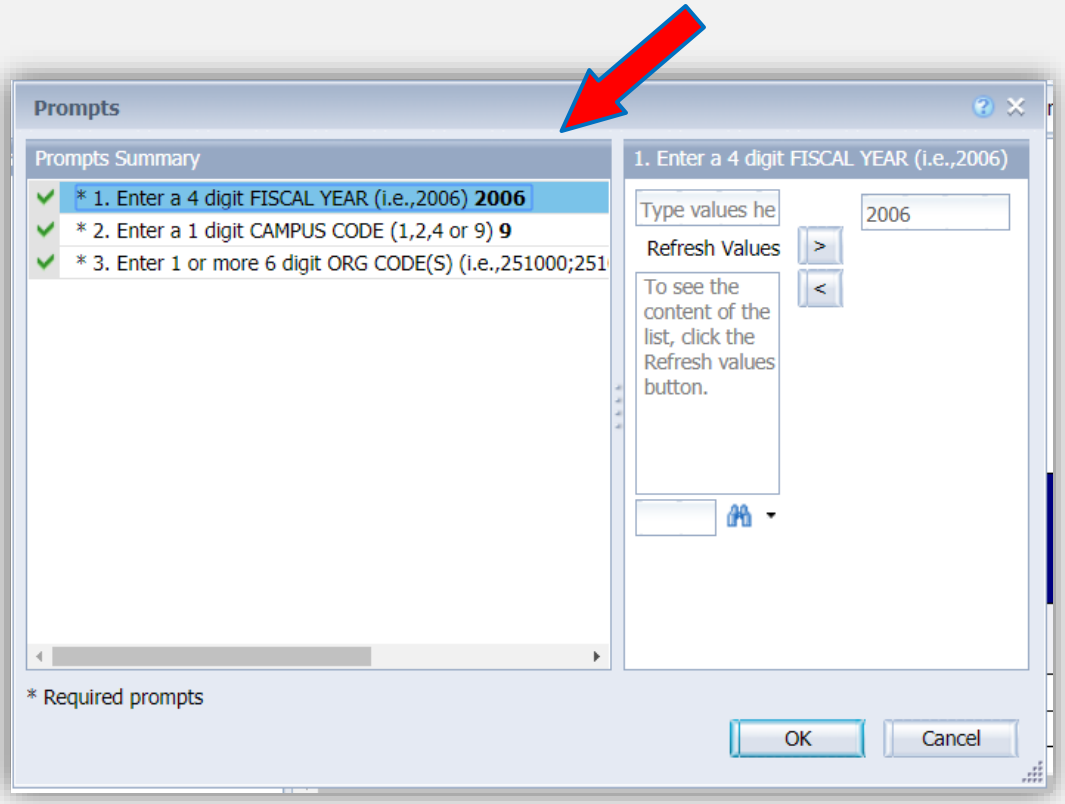
Modify an Existing Report

- Open existing report
- Save to Favorites Folder
- Select Design mode (top right)
- Edit the Query (data provider)
- Customize the report Format



Solution Library Reports:

- Select a report
- Click **Refresh** icon to see User Prompt Input menu.



Solution Library Reports:

- Click **Print** icon to export to PDF for printing.

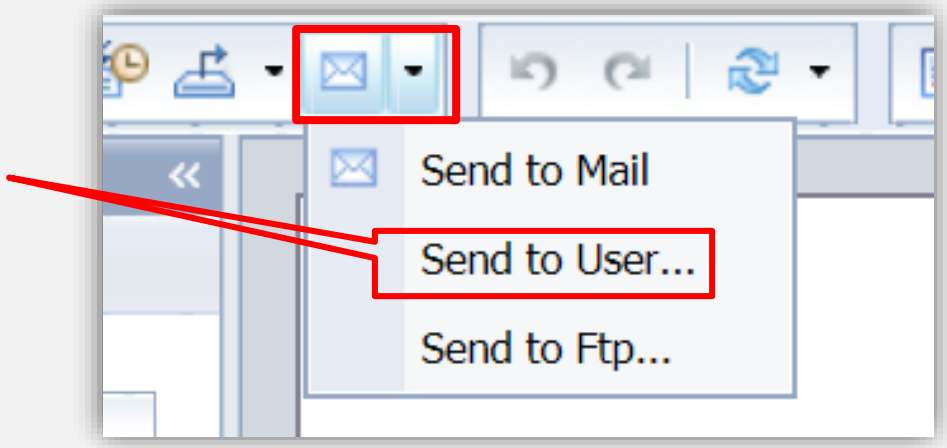
- Click **Save** Menu icon to save to My Favorites.

- Click on the **Export** icon to export to Excel.

Solution Library Reports:

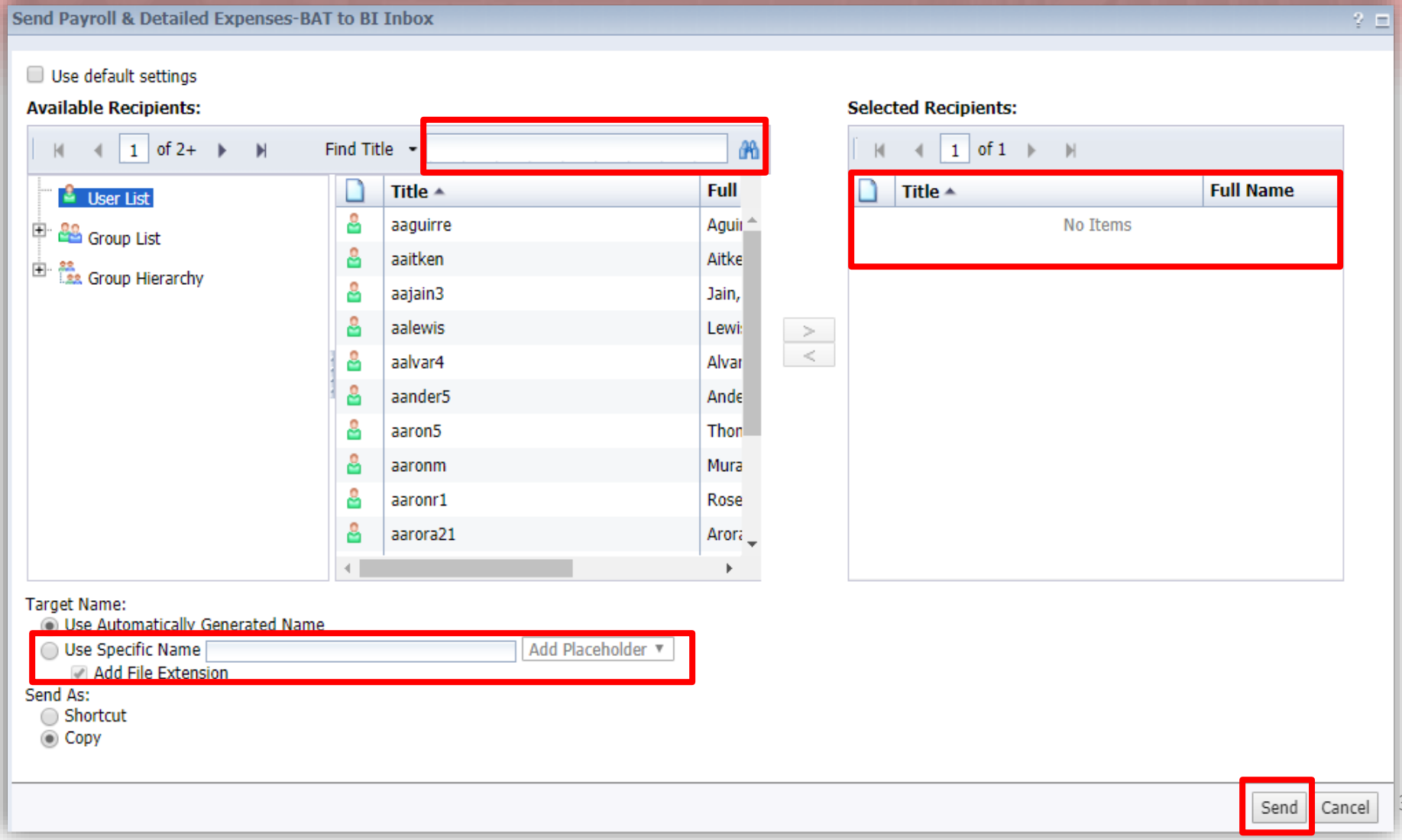
- How to Share a report through EDDIE?

Click **Send to** icon to send the report to another user by their NetID

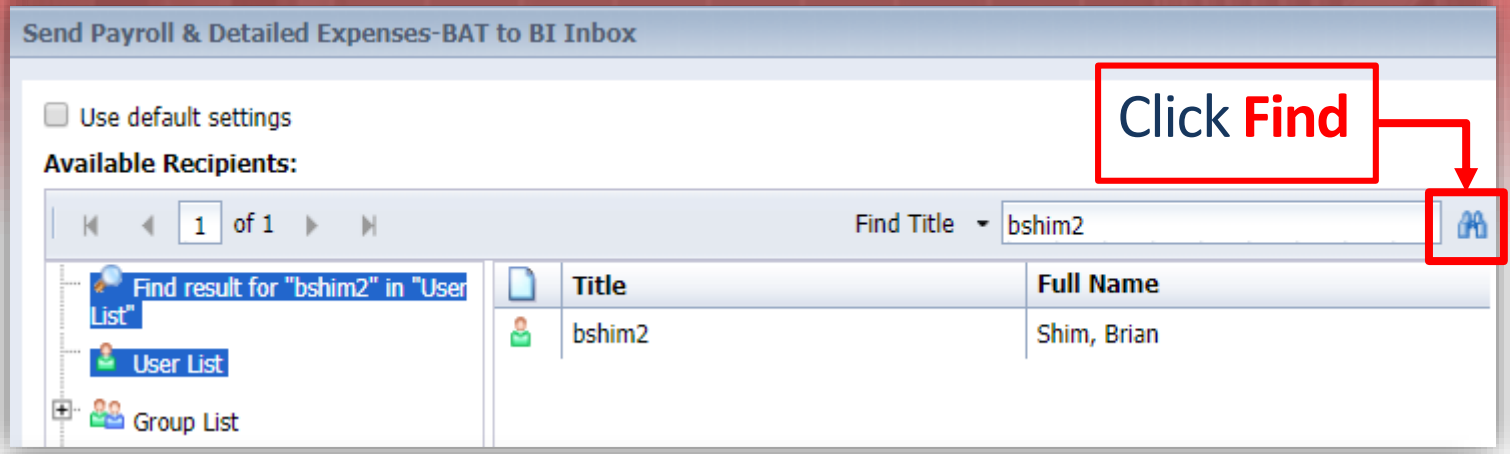


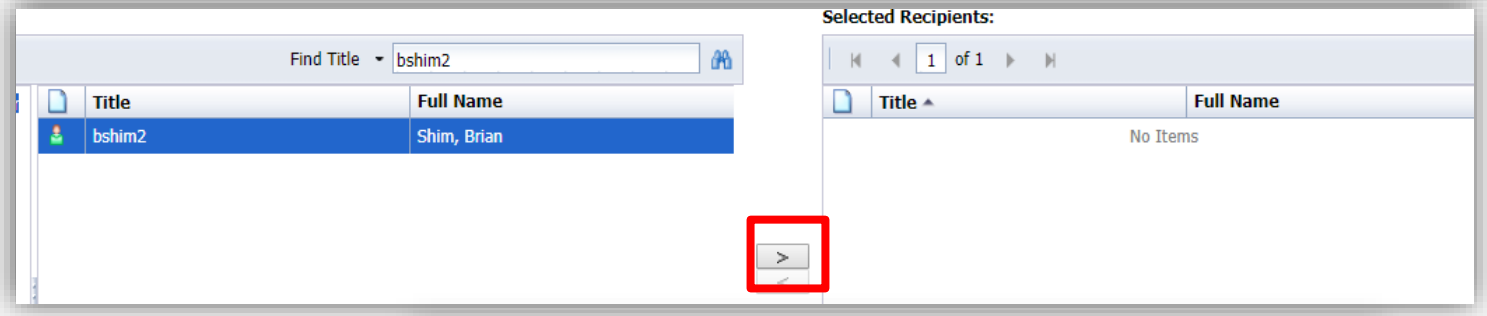
Solution Library Reports:

- Search for your recipients in this window:

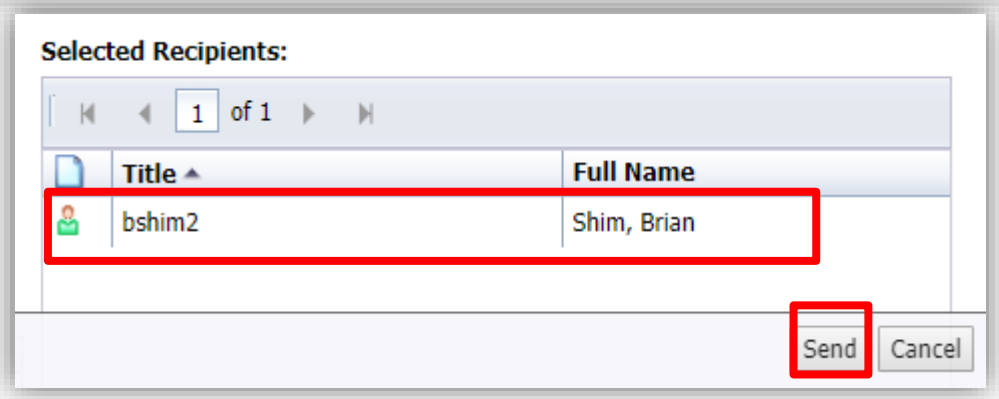


Solution Library Reports:



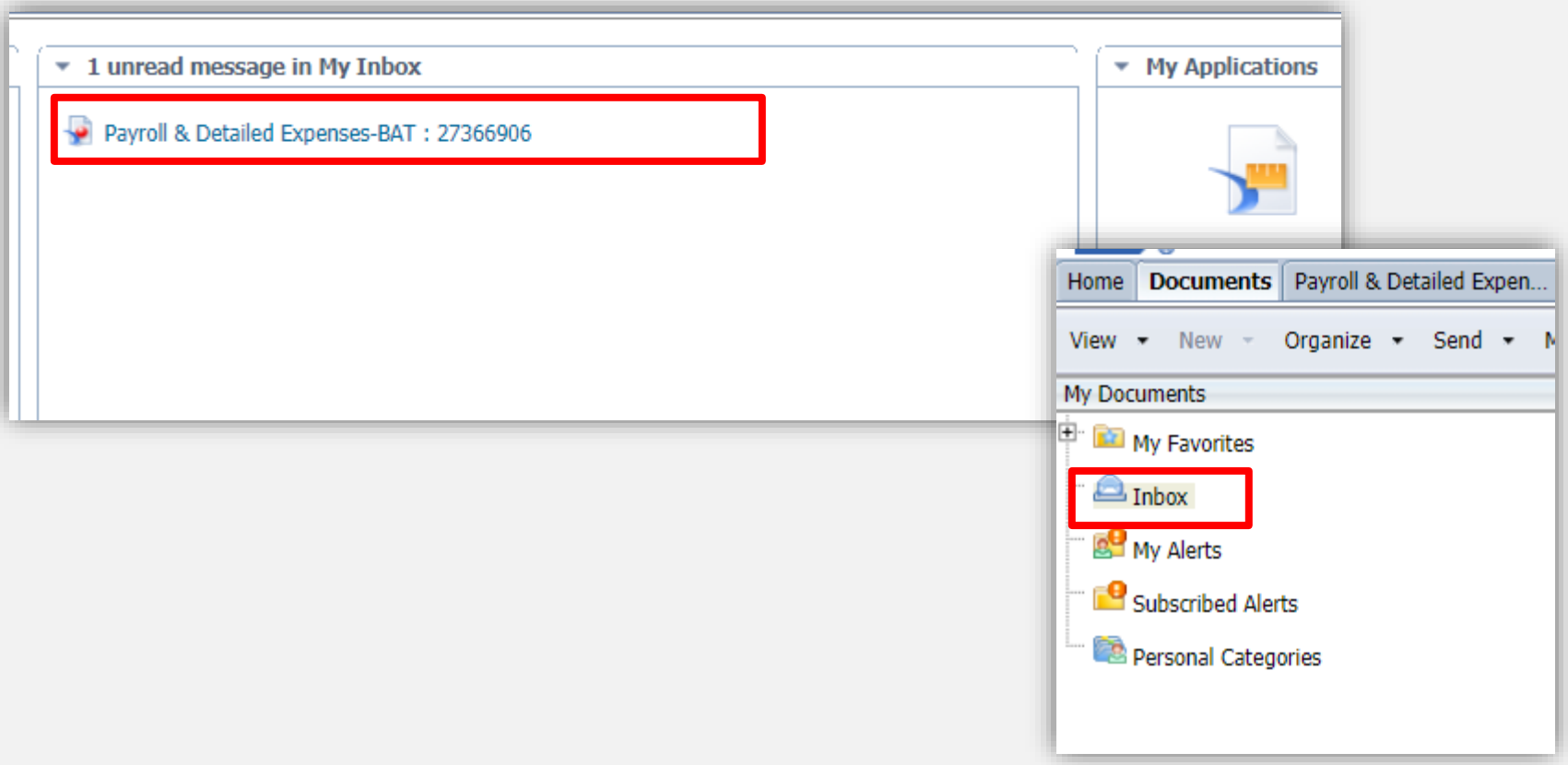


Click **Send**



Solution Library Reports:

- The shared EDDIE report will appear in your Inbox or you can see the notification on your Home tab.



Solution Library Reports:

Sign in with your ACCC NetID and Password

- How to gain access to more? Visit the UIC Reporting Subcommittee site!
- All reports developed by the Subcommittee are available in the solution library.

Workshop Summary

- Define key terms for EDDIE/Web Intelligence users
- Recognize data available in common finance universes
- Explore “Solution Library” reports in EDDIE
- Build and modify a custom financial report in EDDIE/Web Intelligence
- Share your reports!

Resources

- Decision Support:

https://www.aits.uillinois.edu/services/reports_and_data/

- Decision Support Help and Training:

https://www.aits.uillinois.edu/services/reports_and_data/help_and_training/

- Data Warehouse Access:

https://www.aits.uillinois.edu/access/get_access/get_data_warehouse_access/

- EDDIE login:

https://eddie.ds.uillinois.edu/

Resources

- Universe Details:

https://www.aits.uillinois.edu/services/reports_and_data/about_data/metadata/metadata_for_business_objects_users/universe_information/

- AITS 1-on-1 Report Assistance:

http://go.uillinois.edu/registration

- Web Intelligence: Report Basics:

http://go.uillinois.edu/WebiReportAssistance

Who to Contact?

- **OBFS Report Subcommittee Leadership Team:**
  - Colleen Kehoe, Office of Vice Chancellor for Research, colleen@uic.edu
  - Jenny Li, University Accounting & Financial Reporting, yli21@uillinois.edu
  - Jerry Myers, Administrative Information Technology Services, jdmyers6@uillinois.edu
  - Brian Shim, Department of Physics, bshim2@uic.edu
  - Dimuthu Tilakaratne, Administrative Information Technology Services, dpt@uillinois.edu
  - Brian Weaver, Nursing, bweaver2@uic.edu

Questions / Concerns?