

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

UIC

Lincoln Hall

707 South Morgan Street

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)

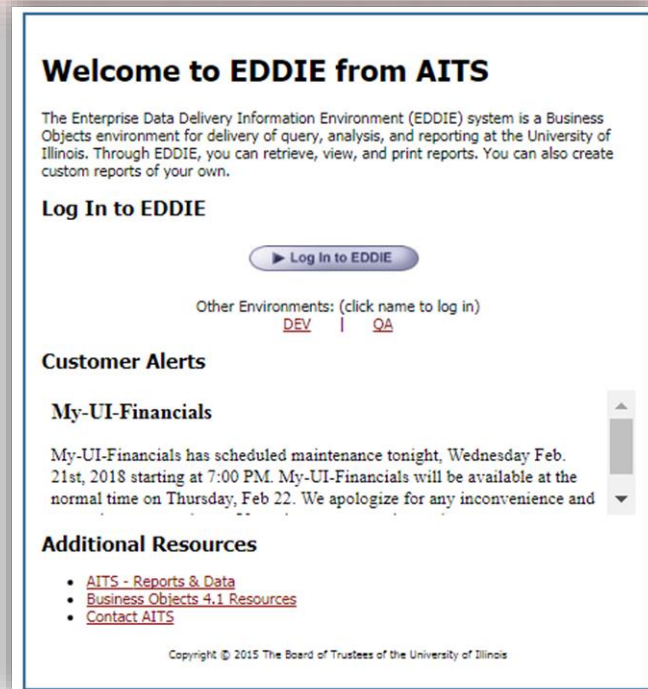
- Standard Report: pre-defined and pre-developed standard reports
 - cannot be modified
- Solution Library: templates and starter reports that were developed by the data warehouse user community
 - can be modified

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



Welcome to EDDIE from AITS

The Enterprise Data Delivery Information Environment (EDDIE) system is a Business Objects environment for delivery of query, analysis, and reporting at the University of Illinois. Through EDDIE, you can retrieve, view, and print reports. You can also create custom reports of your own.

Log In to EDDIE

[▶ Log In to EDDIE](#)

Other Environments: (click name to log in)
[DEV](#) | [QA](#)

Customer Alerts

My-UI-Financials

My-UI-Financials has scheduled maintenance tonight, Wednesday Feb. 21st, 2018 starting at 7:00 PM. My-UI-Financials will be available at the normal time on Thursday, Feb 22. We apologize for any inconvenience and

Additional Resources

- [AITS - Reports & Data](#)
- [Business Objects 4.1 Resources](#)
- [Contact AITS](#)

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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 1 st 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!

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

Universe



Objects

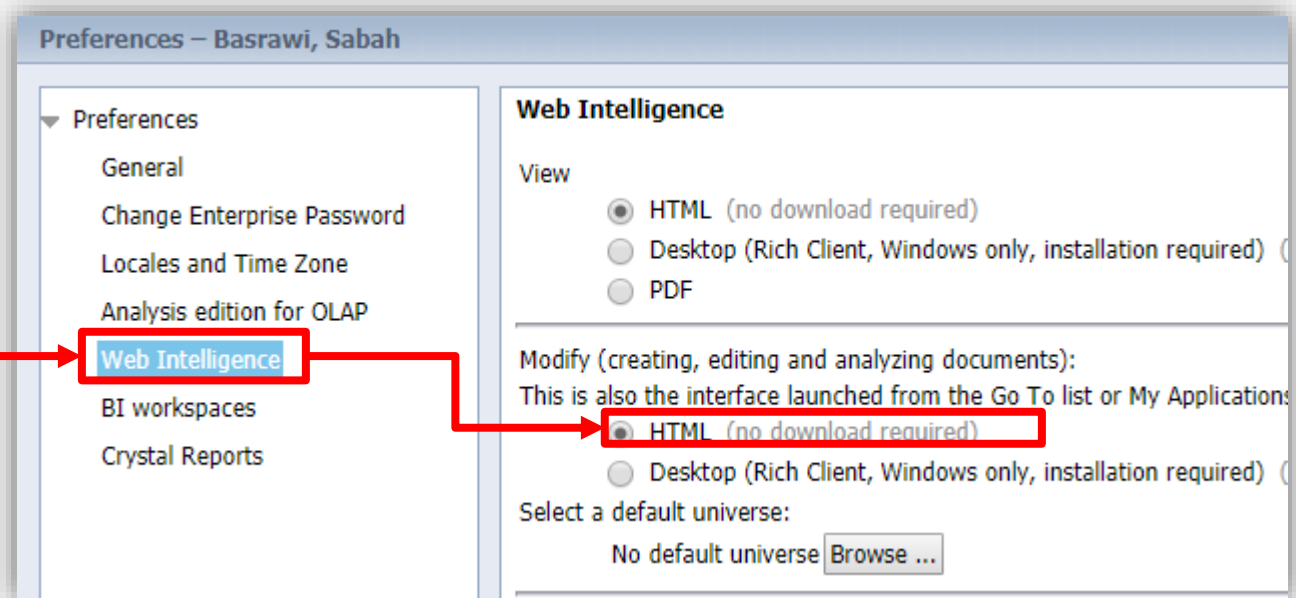
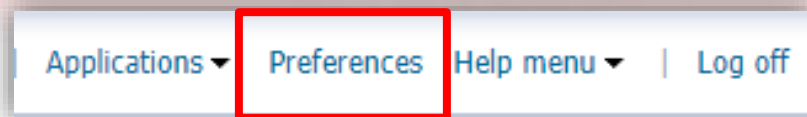


Filters

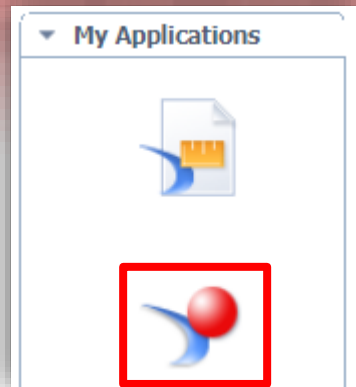


Run

EDDIE Preferences





Choose Data Universe(s)

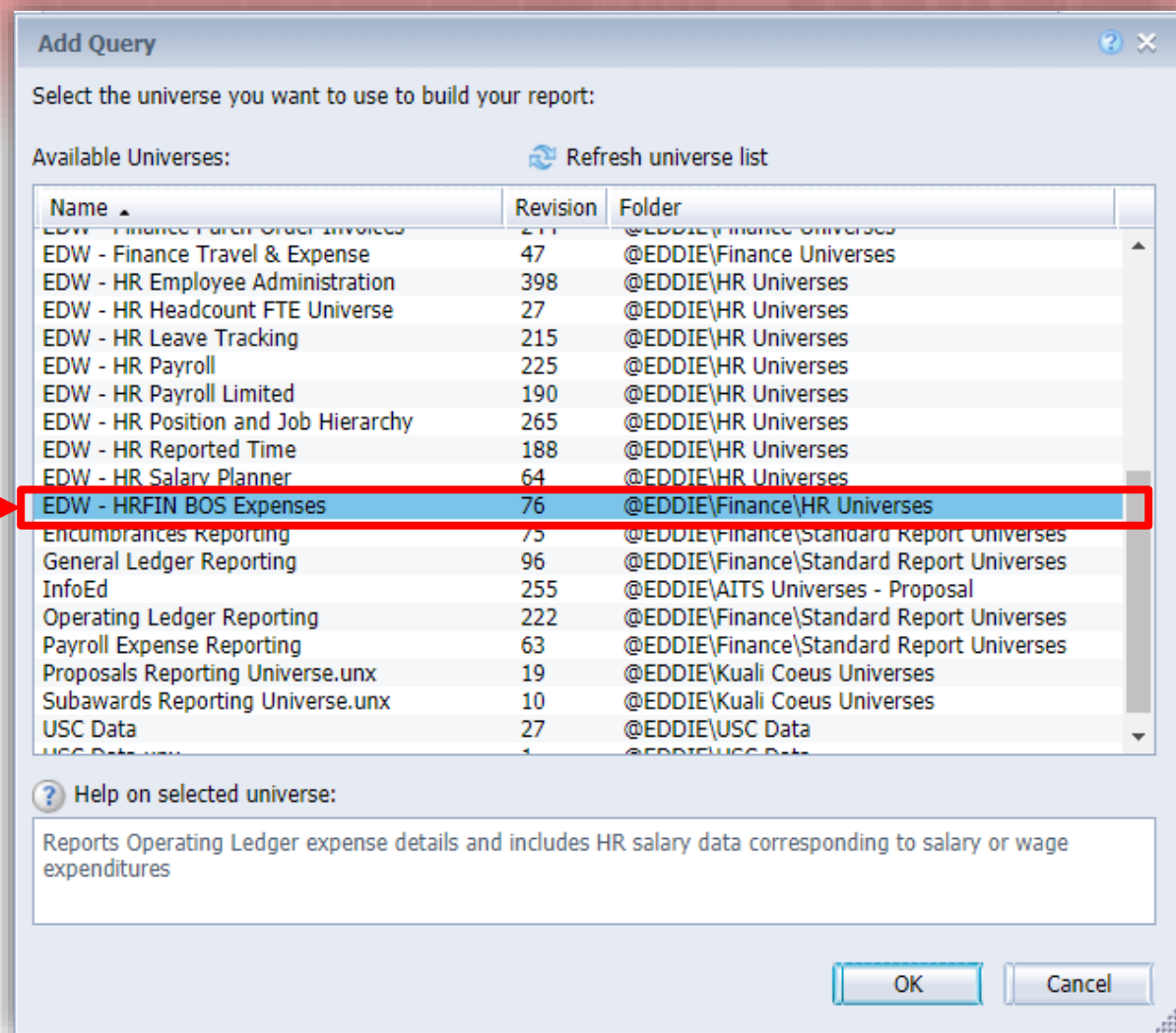


Create a document

Select a data source

 **No data source**
Create an empty document

 **Universe**
Select a universe as a data source



Query Panel

The screenshot displays the 'Query Panel' application window. The interface is divided into several sections:

- Top Bar:** Contains 'Add Query' and 'Run Query' buttons, along with a 'Close' button.
- Universe outline:** A tree view on the left showing the hierarchy of data sources. The selected item is 'EDW - HRFIN BOS Expenses', which is highlighted with a red box. Below it are folders for 'Operating Ledger Expense', 'CFOAPAL Codes', 'CFOAPAL Titles', 'CFOAPAL Hierarchies', 'Report Quick Start', and 'Prompts'.
- Result Objects:** A central area where selected fields for the query are listed. The 'Result Objects' section is highlighted with a red box. The selected fields are: 'CFOAP', 'Account Title', 'OL Detail Transaction Date', 'OL Detail Description', 'Original Doc Number', 'OL Expense Amount', 'Position Number-Job Suffix', 'Payroll Year', 'Payroll Id', and 'Payroll Number'.
- Query Filters:** A section below the result objects where filters are applied. The 'Query Filters' section is highlighted with a red box. The filters include:
 - Chart of Accounts Code: In List, 2
 - Fund Code: In List, Enter value(s) for Fund Code
 - 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
- Bottom Bar:** Shows 'Query 1' as the active query name.

Select Result Objects

The screenshot displays the Query Panel interface. The 'Universe outline' on the left is expanded to 'Report Quick Start', which is highlighted with a red box. A red arrow points from this box to the 'Result Objects' pane on the right, which is also highlighted with a red box. The 'Result Objects' pane shows a list of selected 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, and Payroll Number. The 'Query Filters' pane at the bottom contains a text box with instructions: 'To filter the query, select predefined filters or objects in the Universe pane and add them here by clicking the arrow. Select Filter to specify the values you want returned to reports or select Prompt to define a message so users can select values of their choice.'

Query Panel

Add Query

Run Query | Close

Universe outline

Master perspective

Type here to filter on t

EDW - HRFIN BOS Expenses

- Operating Ledger Expense
- CFOAPAL Codes
- CFOAPAL Titles
- CFOAPAL Hierarchies
- Report Quick Start
 - CFOAP
 - State Fiscal Year
 - State Fiscal Period
 - 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
 - Payroll Accounting Category Code
 - Payroll Acctg Transaction Date
- 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

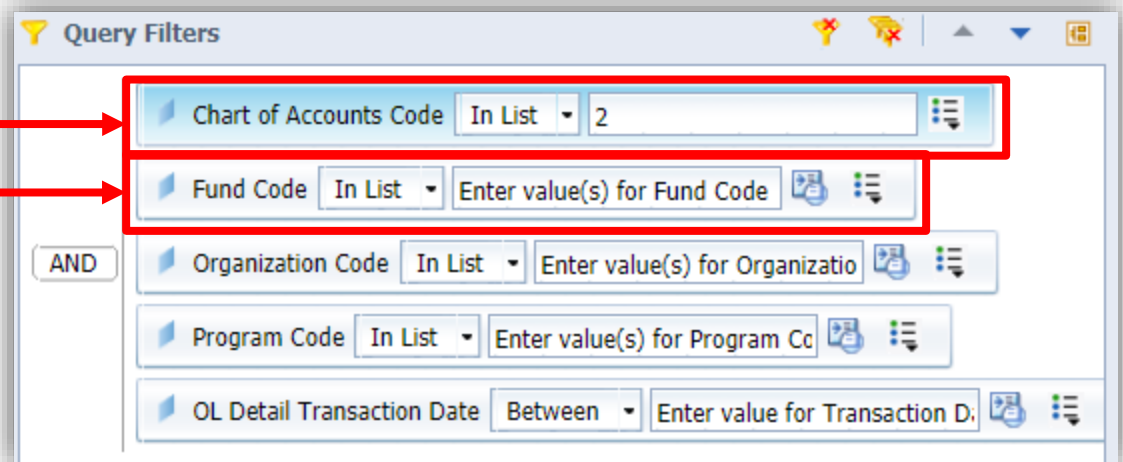
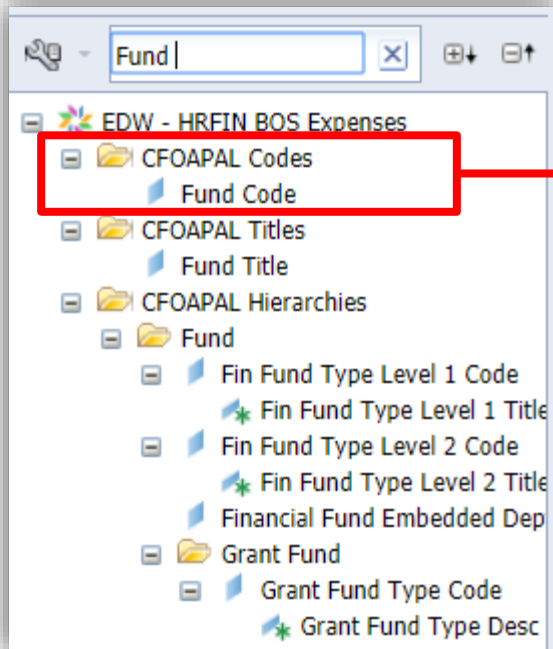
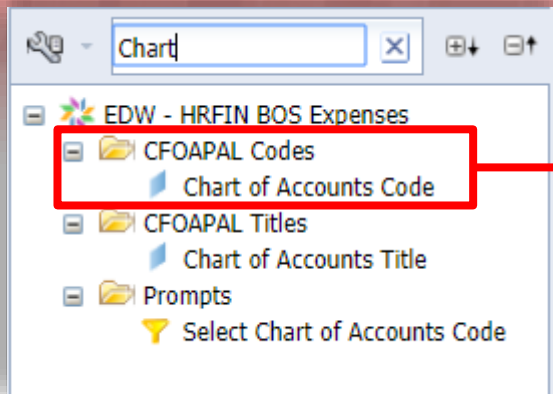
Query Filters

To filter the query, select predefined filters or objects in the Universe pane and add them here by clicking the arrow. Select Filter to specify the values you want returned to reports or select Prompt to define a message so users can select values of their choice.

Query 1

17

Select Query Filters



Build Query Filters

Query Filters

Chart of Accounts Code In List 2

Fund Code In List Enter value(s) for Fund Code

Organization Code In List Enter value(s) for Organizatio

Program Code In List Enter value(s) for Program Co

OL Detail Transaction Date Between Enter value for Transaction D

AND

- Constant
- Value(s) from list
- Prompt
- Object from this query
- Result from another query

- Constant
- Value(s) from list
- Prompt
- Object from this query
- Result from another query

Run Query: Prompts

Prompts

Prompts Summary

- ✓ * Enter value(s) for Chart of Accounts Code **2**
- ✓ * Enter value(s) for Fund Code **XXXXXX**
- ✓ * Enter value(s) for Organization Code **XXXXXX**
- ✓ * Enter value(s) for Program Code **XXXXXX**
- ✓ * Enter value for Transaction Date (Start) **2/1/2018 12:00:00 AM**
- ✓ * Enter value for Transaction Date (End) **2/28/2018 11:59:59 PM**

Enter value for Transaction Date (End)

2/28/2018 11:59:59 PM

Refresh Values

To see the content of the list, click the Refresh values button.

2/28/2018 11:59:59 PM

-Select the "Start" Date

-Default time is 12:00:00 AM

-Edit the time for the "End" Date as 11:59:59 PM

* Required prompts

OK Cancel

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
2-4882-4-24-000-12-000-01-00	Information Technology Supplies	2/14/2018	OFFICE SUPPLIES	20180171	\$50.00	-			
2-4882-4-24-000-12-000-01-00	Supplies - Other	2/14/2018	Supplies - Other	20180172	\$50.00	-			
2-4882-4-24-000-12-700-01-00	HC IT Equipment 200-400	2/15/2018	OFFICE SUPPLIES	20180181	\$2,125.00	-			
2-4882-4-24-000-12-700-01-00	HC IT Equipment 200-400	2/14/2018	Supplies - Other	20180182	\$1,340.00	-			
2-4882-4-24-000-12-700-01-00	HC IT Equipment 200-400	2/14/2018	OFFICE SUPPLIES	20180183	\$1,340.00	-			
2-4882-4-24-000-11-200-01-00	Foreign Travel - Payment to vendor	2/14/2018	AMERICAN TRAVEL	20180191	\$24.00	-			
2-4882-4-24-000-11-200-01-00	Foreign Travel - Payment to vendor	2/14/2018	AMERICAN TRAVEL	20180192	\$19.00	-			
2-4882-4-24-000-11-200-01-00	Foreign Travel - Vendor Lodging	2/14/2018	AMERICAN TRAVEL	20180193	\$1,861.75	-			
2-4882-4-24-000-11-200-01-00	Foreign Travel - Vendor Air Travel	2/14/2018	AMERICAN TRAVEL	20180194	\$1,425.41	-			
2-4882-4-24-000-12-210-01-00	Outlines Tax 02 Penn State	2/14/2018	Expenses	2480122	\$14.00	-			
2-4882-4-24-000-12-210-01-00	Outlines Tax 02 Penn State	2/14/2018	W. Diney	2480123	\$14.00	-			
2-4882-4-24-000-12-220-01-00	Outlines Tax 02 Penn State	2/14/2018	Expenses	2480124	\$57.00	-			
2-4882-4-24-000-12-220-01-00	Outlines Tax 02 Penn State	2/14/2018	Expenses	2480125	\$25.40	-			
2-4882-4-24-000-12-240-01-00	Outlines Tax 02 Penn State	2/14/2018	Expenses	2480126	\$51.00	-			
2-4882-4-24-000-12-240-01-00	Outlines Tax 02 Penn State	2/14/2018	W. Diney	2480127	\$155.70	-			
2-4882-4-24-000-14-000-01-00	Conference Registration Fee 02 P	2/14/2018	Expenses	2480128	\$100.00	-			
2-4882-4-24-000-14-000-01-00	Conference Registration Fee 02 P	2/14/2018	W. Diney	2480129	\$100.00	-			
2-4882-4-24-000-14-000-01-00	Conference Reg Fee - Vendor Fee	2/14/2018	PUBLICIS	20180195	\$720.00	-			
2-4882-4-24-000-14-001-01-00	Non-Personal/Personal Expenses	2/14/2018	Outlines	20180196	\$50.00	-			
2-4882-4-24-000-14-001-01-00	Non-Personal/Personal Expenses	2/14/2018	Outlines	20180197	\$50.00	-			

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
2-488214 254000 121200 101100	Information Technology Supplies	2142218	GPCV AL PG42187V		\$59.00	-			
2-488214 254000 121200 101100				Sum	\$59.00				
2-488214 254000 124900 101100	Supplies - Other	2142218	European IT4390		\$271.00	-			
2-488214 254000 124900 101100				Sum	\$271.00				
2-488214 254000 127000 101100	HC IT Equipment 2000-4000	2172218	GPCV AL PG42186X		\$2,125.00	-			
	HC IT Equipment 2000-4000	2142218	America PG421816		\$1,200.00	-			
	HC IT Equipment 2000-4000	2142218	GPCV AL PG421816		\$1,240.00	-			
2-488214 254000 127000 101100				Sum	\$4,575.00				
2-488214 254000 131200 101100	Foreign Travel - Payment to Vendor	2142218	@@@IT, T1007J79		\$24.00	-			
	Foreign Travel - Payment to Vendor	2142218	@@@IT, T1007JAL		\$10.00	-			
2-488214 254000 131200 101100				Sum	\$34.00				
2-488214 254000 131220 101100	Foreign Travel Vendor Lodging	2142218	ALBERPA T1007J79		\$1,801.75	-			
2-488214 254000 131220 101100				Sum	\$1,801.75				
2-488214 254000 131250 101100	Foreign Travel Vendor Air Travel	2142218	AIRERCA T1007J07		\$1,425.41	-			
2-488214 254000 131250 101100				Sum	\$1,425.41				
2-488214 254000 132110 101100	Outstate Tax-EE Paid-Abuse/Paid-Cam	2142218	Evansville T4001025		\$110.00	-			

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

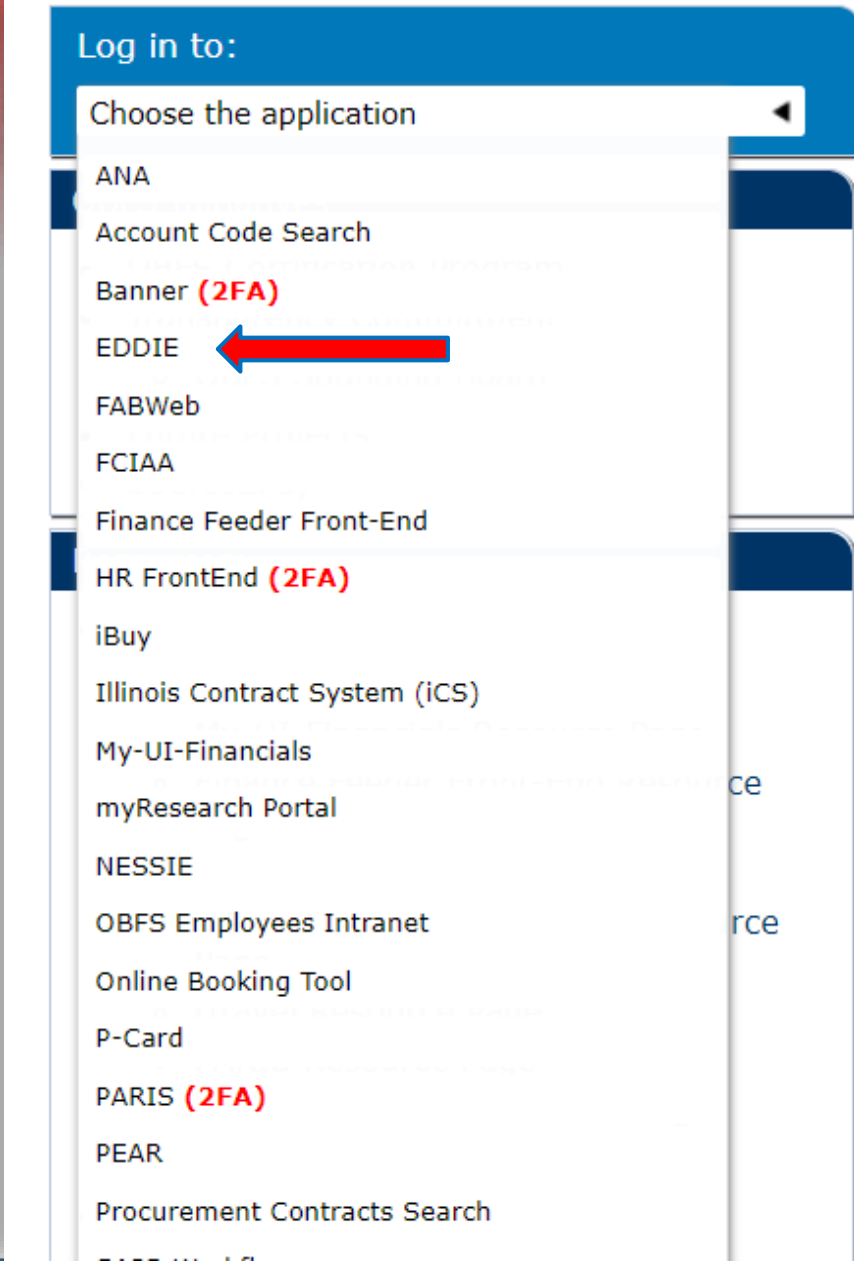
Common Data Universes

- **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

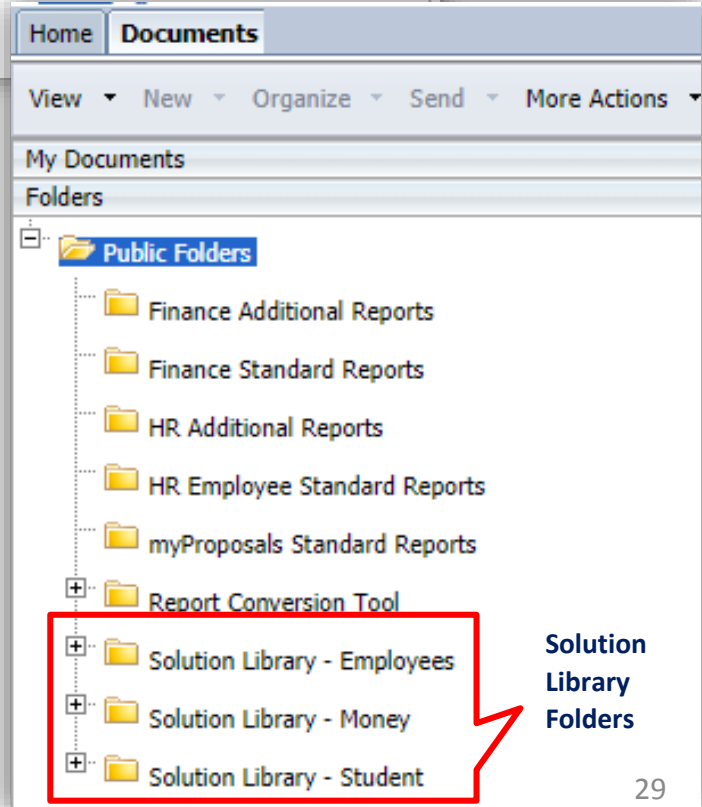
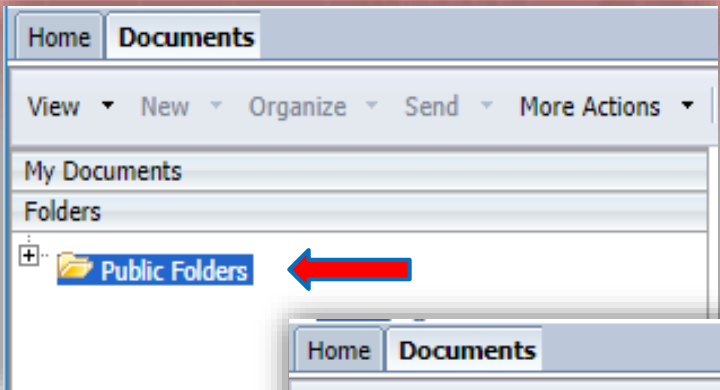
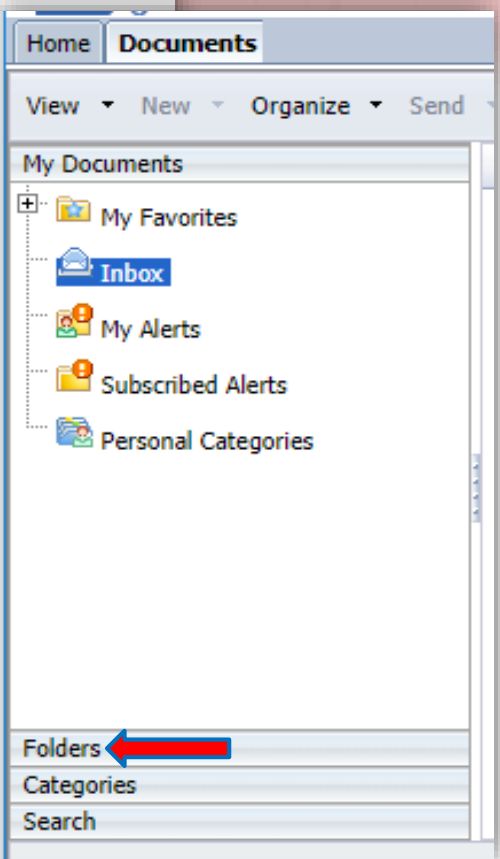
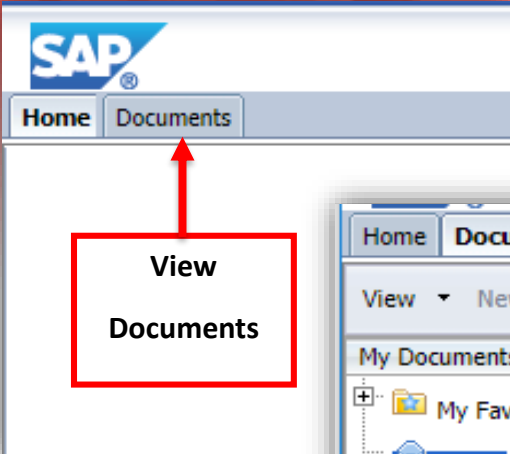
- https://www.ait.uillinois.edu/services/reports_and_data/about_data/metadata/metadata_for_business_objects_users/universe_information/
- **TEM Universe**
 - EDW - Finance Travel & Expense
- **P-CARD Universe**
 - EDW - Finance PCard Transactions
- **myProposals Quali Coeus (KC) Universe(s):**
 - Awards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

Solution Library Reports:



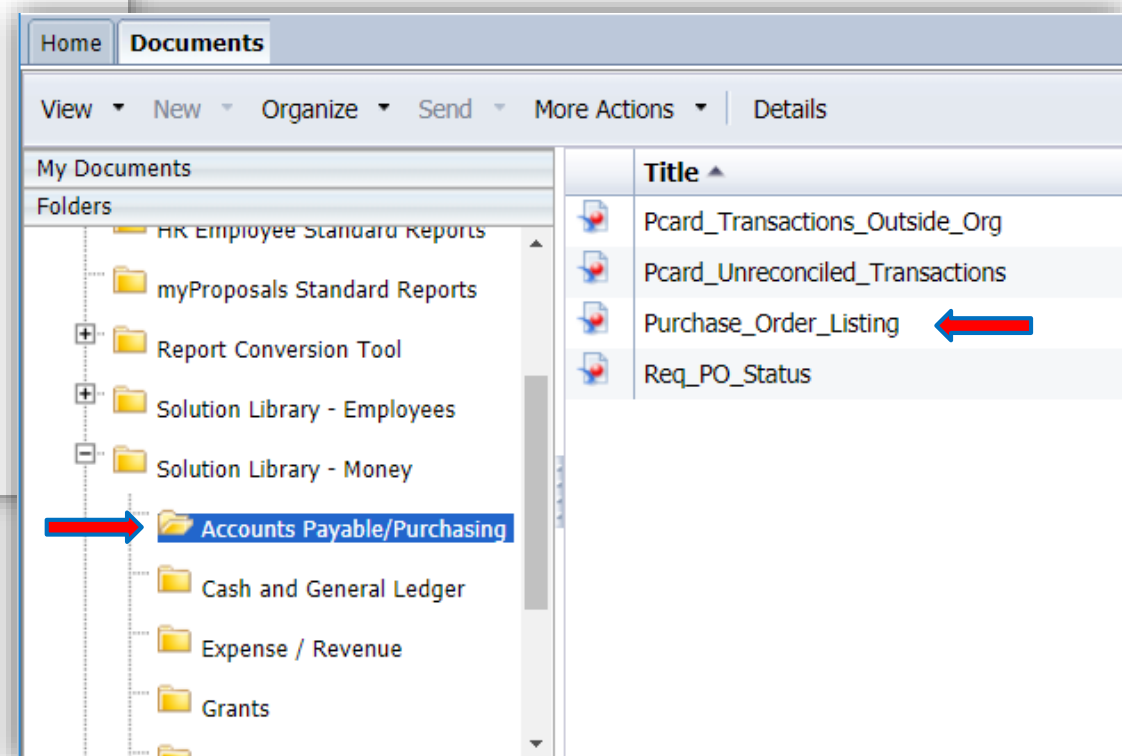
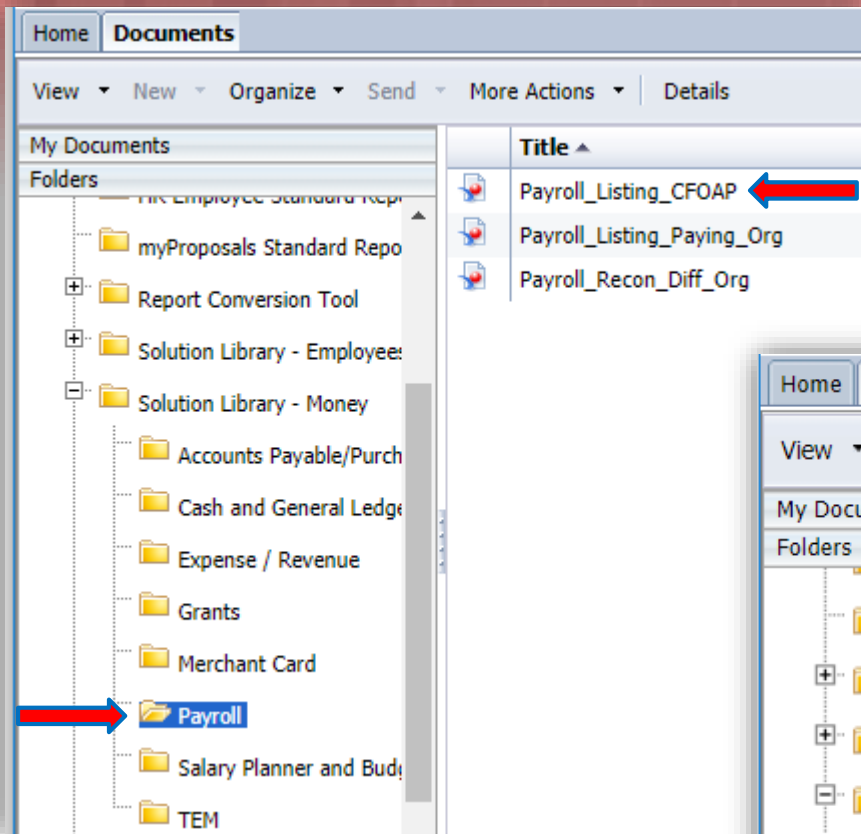
- **OBFS:**
<https://www.obfs.uillinois.edu/>
- **EDDIE:**
 - HTML access to all reports
 - Your own favorites!
 - Run and edit as needed
 - Faster retrieval of data

Solution Library Reports:



Solution Library Reports:

- Payroll reports
- PO & P-Card reports



Solution Library

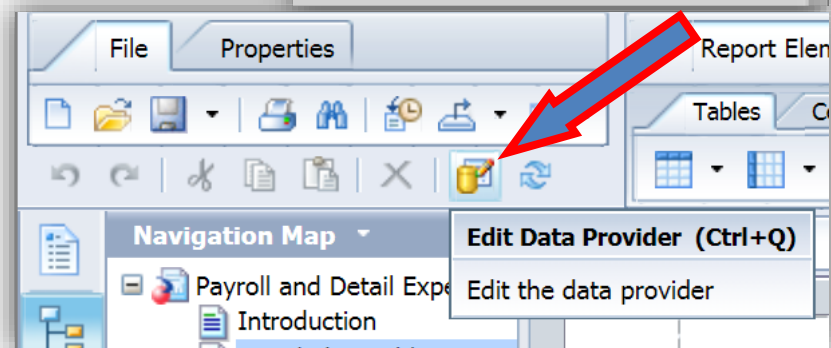
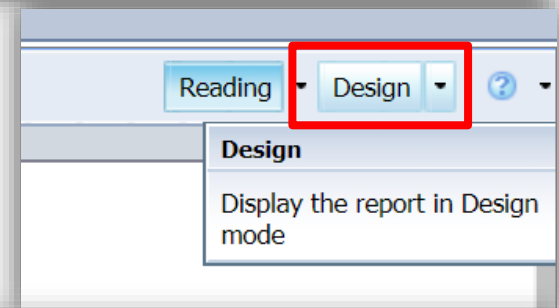
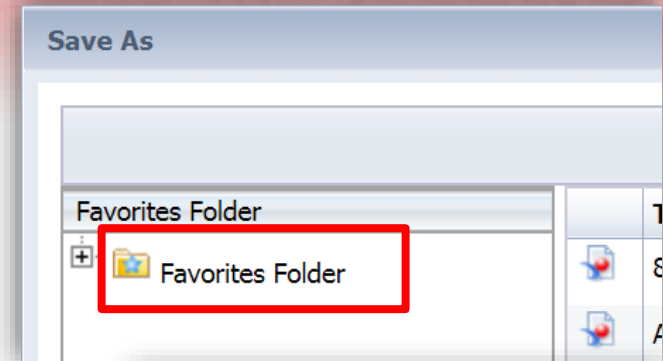
- Located under EDDIE Categories
- UIC Reporting Subcommittee

The screenshot displays the EDDIE Solution Library interface. The left sidebar shows a tree view of folders, with 'UIC Reporting Subcommittee' selected and highlighted by a red arrow. The main area shows a table of reports, with a red box highlighting the table and a red arrow pointing to the 'UIC Reporting Subcommittee' folder in the sidebar.

Title	Type	Last Run	Instance	Description
AllGrantsforaPI	Web Intelligence		0	UIC Reporting Subcommittee
FY16 Retro Pay For a 3-Digit Department	Web Intelligence		0	UIC Reporting Subcommittee
FY16 Retro Pay For a Single UIN	Web Intelligence		0	UIC Reporting Subcommittee
HR Labor Distribution Report	Web Intelligence		0	UIC Reporting Subcommittee
ICR_College	Web Intelligence		0	UIC Reporting Subcommittee
Open Cash Advances	Web Intelligence		0	UIC Reporting Subcommittee
P-card_LN_crosswalk	Web Intelligence		0	UIC Reporting Subcommittee
Payroll and Detail Expenses	Web Intelligence		0	UIC Reporting Subcommittee
Payroll Expense by Date Range	Web Intelligence		0	UIC Reporting Subcommittee
Personnel Report	Web Intelligence		0	UIC Reporting Subcommittee
Purchase Order Listing and invoice payments	Web Intelligence		0	UIC Reporting Subcommittee
State Budget Balance	Web Intelligence		0	UIC Reporting Subcommittee
TEM ER Crosswalk	Web Intelligence		0	UIC Reporting Subcommittee

Modify an Existing Report

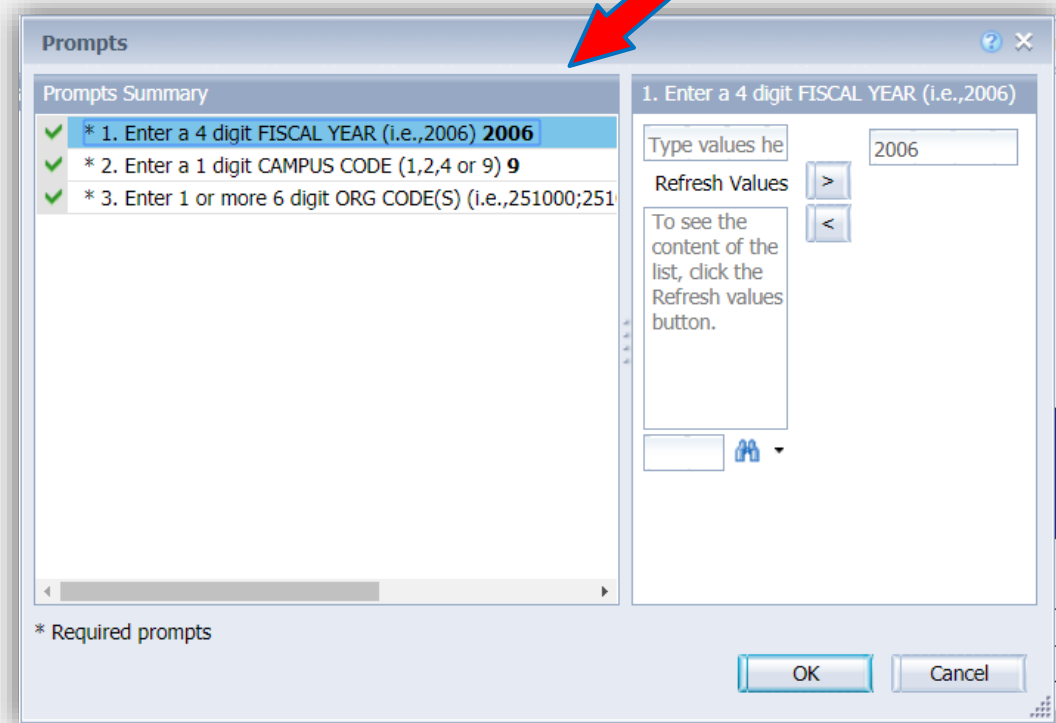
- Open existing report
- Save to Favorites Folder
- Select Design mode (top right)
- Edit the Query (data provider)
- Customize the report Format



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.



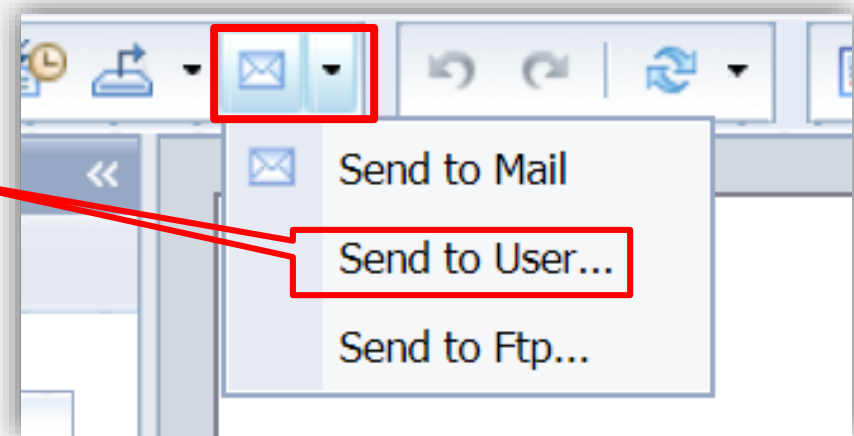
- Click on the **Export** icon to export to Excel.



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:

Send Payroll & Detailed Expenses-BAT to BI Inbox

Use default settings

Available Recipients:

1 of 2+ Find Title

User List
Group List
Group Hierarchy

Title	Full
aaguirre	Aguii
aaitken	Aitke
aaain3	Jain,
aaalewis	Lewi:
aaalvar4	Alvar
aaander5	Ande
aaaron5	Thon
aaaronm	Mura
aaaronr1	Rose
aaarora21	Aror:

Selected Recipients:

1 of 1

Title	Full Name
No Items	

Target Name:

Use Automatically Generated Name

Use Specific Name Add Placeholder ▾

Add File Extension

Send As:

Shortcut

Copy


Send Cancel

Solution Library Reports:

Send Payroll & Detailed Expenses-BAT to BI Inbox

Use default settings

Available Recipients:


1 of 1 Find Title bshim2 


Title	Full Name
bshim2	Shim, Brian

Find result for "bshim2" in "User List"

User List

Group List

Click Find 


Find Title bshim2 

Title	Full Name
bshim2	Shim, Brian

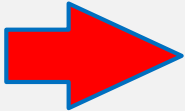
Selected Recipients:

1 of 1

Title	Full Name
No Items	





Click Send



Selected Recipients:

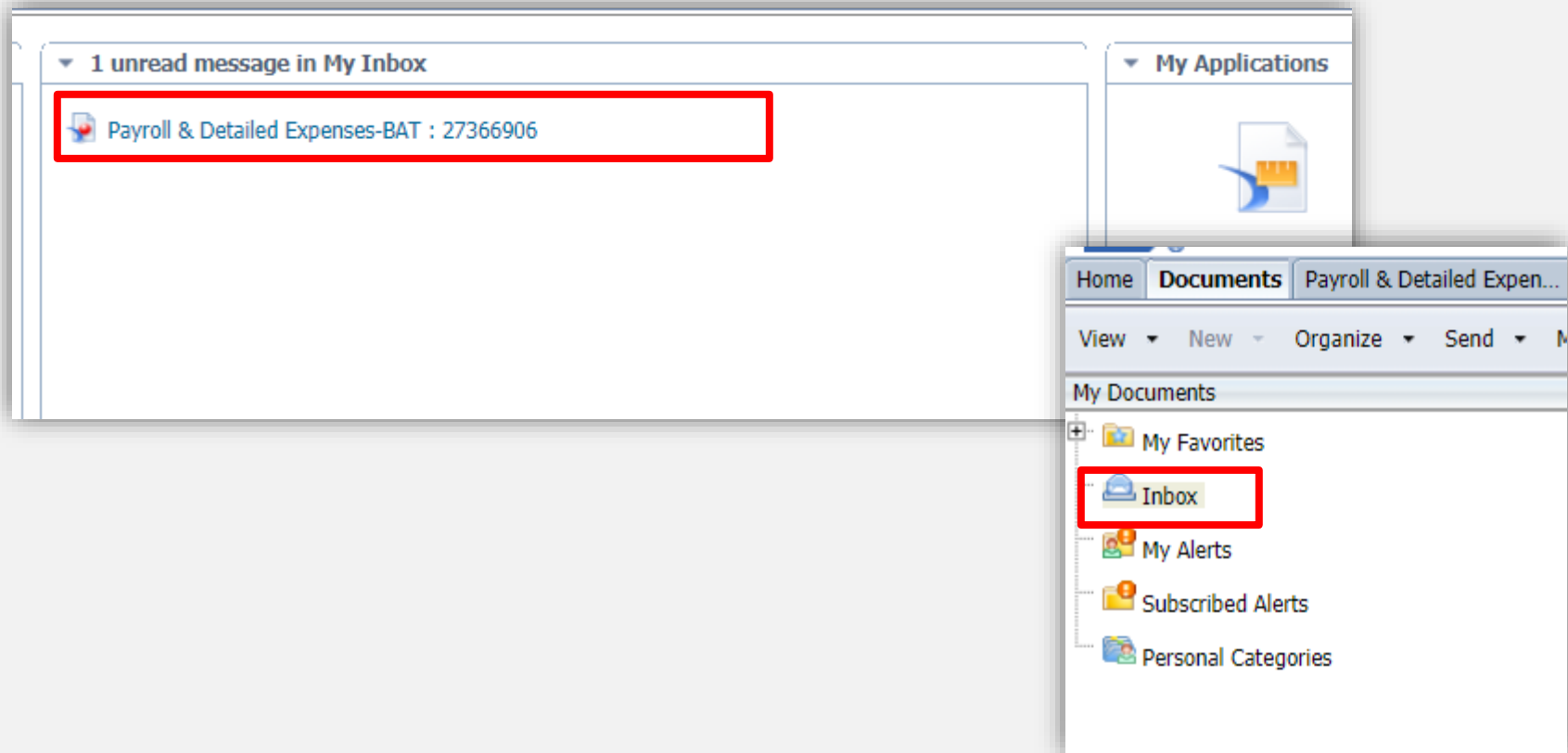
1 of 1

Title	Full Name
bshim2	Shim, Brian

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:

Resources:

- Resource Pages
 - Banner Alerts & Resources
 - My-UI-Financials Resource Page
 - Finance Feeder Front-End Resource Page
 - iCS Resource Page
 - Foreign National Payments Resource Page
 - iTravel Resource Page
 - PARIS Resource Page
 - Service Activities Resource Page
 - TEM Resource Page
- Benefits Information
- Calendars, OBFS
- Conferences
- Orientation for New Business and Finance Employees
- OBFS Policies & Procedures Manual
- [OBFS UIC Reporting Subcommittee](#)
- [Petty Cash and Change Funds Menu](#)
- [Treasury Operations](#)
 - [i-card Programs](#)
 - [Merchant Card Services \(Credit Cards\)](#)

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.ait.s.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?

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Questions / Concerns?