



UIC

2008 Bringing Administrators Together Conference

**INFORMATION SOLUTIONS
FOR THE SMALLER UNIT**

March 6, 2008

2:15-3:30

Workshop Presenters

- **Name: Ed Valentine**
Title: Coordinator, Business System Users
Contact: eav@uic.edu, 996-6885

- **Name: Beth Ladd**
Title: Functional Area Coordinator-Finance, D.S.
Contact: hessgill@uiuc.edu, (217) 265-6537

- **Name: Mary Lelik**
Title: Director of Institutional Research
Contact: lelik@uic.edu, 996-3254

Please...

- Turn off cell phones.
- Avoid side conversations.
- Hold your questions until end of individual presentations.
- Sign the attendance roster. (Get handouts)
- Complete an evaluation at workshop end.

Workshop Objectives

- **Provide a cross-functional, cross-resource foundation of practical information (solutions AND resources),**
- **Create opportunity to talk with units seeking to serve your special needs,**
- **Give you handouts which you can use now and customize for your needs.**

Workshop Topics

- **The Importance of smaller units' needs**
- **Identifying what a “generalist” business staff person needs to know.**
- **Learning on the Job: Sharing what others in your role have learned.**
- **Crossing the Finance-HR information boundaries through the DS Solutions Library.**
- **Institutional Research support for data interpretation and analysis**

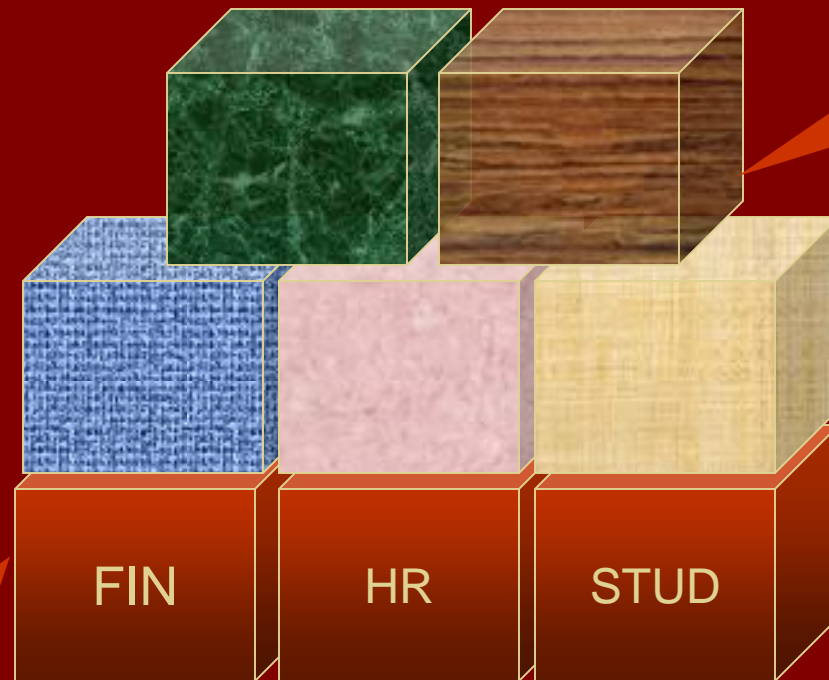
The Important Needs Facing Smaller Units

- **Smaller units have fewer administrative and business staff.**
- **Little opportunity to specialize**
- **Time away for workshops off-site is rarer.**
- **Usually turn to other busy generalists with questions**
- **Public resource are broken up by function and office, hard to find and to remember.**

Business Knowledge For Generalist Staff Persons

- **Common Business Transactions and Tasks**
 - Universal to all business managers
 - Operational in focus
 - Predictable (budget or activity cycles)
 - Not simply basic but “evergreen”
 - Learned typically through one-size-fits-all workshops
- **Situation-Specific Knowledge**
 - Shaped by type of unit and your boss’ needs
 - Includes values you enter in transactions or look-ups
 - Learned from workshops and from other managers

Business Knowledge For Generalist Staff Persons



**Situation-Specific
Knowledge**

**COMMON :Knowledge of Most-widely
used “Universal” Transactions and Data**

Resources for Building “Universal” Knowledge

- Guide to Finance and HR Forms
- BANNER Alerts and Resources
<http://www.obfs.uillinois.edu/banner/index.htm>
- DART Training and Job Aids
https://hrnet.uihr.uillinois.edu/dart-cf/index.cfm?Item_id=2034
- Role-Based Finance Curriculum
<http://www.obfs.uillinois.edu/training/OBFSCurriculumGuide.pdf>
- Business Reporting Resource Inventory
- Network and sharing with other managers
- New Business Manager Orientation
(OBFS - upcoming)

OBFS Starter List:

Most Commonly Used BANNER Forms

FOIDOCH	Document History Form
FGIBDST	Organization Budget Status Form
FGITRND	Detail Transaction Activity Form
FGITBSR	Trial Balance Summary Form
FGIGLAC	General Ledger Activity Form
FOIAPPH	Document Approval History Form
FGIBDSR	Executive Summary Form
FGITBAL	General Ledger Trial Balance Form
FGIDOCR	Document Retrieval Inquiry Form

Forms Added By Participant Input: *Most Commonly Used BANNER Forms*

NZIESUM	Employee Summary View Form (HR)
FTMVEND	Vendor Maintenance Form (Fin-Purchasing)
FZIIDEN	Entity Name/IS Search Form (Fin-Purchasing)
FZIGITD	Grant Inception to Date Form (Fin-G&C)
PZILIST	Pay Event List Form (HR)
FAIVNDH	Vendor Detail History Query Form
FGAJVCD	Journal Voucher Entry Form
PHATIME	Electronic Approvals of Time Entry Form (HR)
PZAADJT	Adjustment Processing Form (HR)
FGIENCD	Detail Encumbrance Activity Form
PZAREDS	Labor Redistribution Form (HR)
NBAJOBS	Employee Jobs Form (HR)
FOAUAPP	User Approval Form (Fin-Purchasing)
FZAGRNT	Grant Maintenance Form (Fin-G&C)

Other Forms Mentioned:

•FFIMAST	•FRIPSTG	•FZORGN	•PPAIDEN
•FGAJVCQ	•FTVACTV	•GOAINTL	•PHILIST
•FGIDOCR	•FTVLOCN	•NBAJOBS	•PZAREDS
•FOAUAPP	•FZAGRNT	•NBAPOSN	•SFARHST
•FPARCVD	•FZAREQN	•NOAEPAF	•SFASLST
•FPIOPOV	•FZIBDET	•PEALEAV	•SPAIDEN
•FRIGRNT	•FZIBILL	•PHAHOUR	•TSICSRV
•FGIENCD	•FOAAINP	•FRIORGH	•NBIPORG

NOTES:

- 23 Responses added 57 reports; 13 got multiple mentions,32 once.
- Beyond “UNIVERSAL” forms, lots of variety in forms most cited.

Building Your Knowledge

- **Suggestions for those starting in this role:**
 - Be willing to introduce yourself and ask lots of questions
 - Never hesitate to phone if something seems to be taking too long or if a process is unclear. Use the Help Lines.
 - Don't stop trying to get your answer. (It may take 3-6 people)
 - Get to know ORS staff and website
<http://tigger.uic.edu/depts/ovcr/research/proposals/>
 - Get familiar with university policy-you have to help enforce it!.
 - Learn and catalog processes, be proactive!

Building Your Knowledge

- **Suggestions for those starting in this role:**
 - Take lots of BANNER courses (2x)
 - Training is important, but colleagues can be very helpful on tasks not done often by you
 - Ask a lot of questions of others in your role across campus. In my office, several do ad hoc training to get someone started
 - Network (2x)..
 - Use EDDIE reports, reconcile ledgers monthly
 - Keep accurate transaction records, verify them in BANNER. Find out how to get the info you need.
 - Keep a general journal listing to track each grant and voucher.
 - “QBQ” Questions Behind the Questions”, John Miller.

Accounting Information Management

- Accounting Information Management (University Accounting & Financial Reporting) offers individually-tailored training to units.
- Recommended you enroll or have attended the training offered by OBFS\University Accounting first for a general understanding of the material.
- AIM will offer additional training customized to fit the needs of the unit.
- To schedule a meeting to discuss your unit's needs:
Sherri Faith at slfaith@uillinois.edu or 217-244-7264
Jason Bane at jabane@uillinois.edu or 217-333-9243.

AIM: Example of Service

- UIC Unit. Most participants are business managers with multiple responsibilities.
- Four one-hour sessions.
- Topics included:
 1. OBFS Overview. (functional units in OBFS (University Accounting, Purchasing, University Payables, etc.)). Flow of transactions from unit thru various OBFS functional units to the financial statements.
 2. Locating transactions: Querying BANNER to identify the source of transactions; Locating transactions on the financial statements.
 3. Reporting solutions : Various reporting tools available and the reports available in each tool.
 4. Misclassified FOAPAL solutions: Ways to identify, correct, and prevent misclassified FOAPALs.

Accounting Consultants Group

The Accounting Consultants Group (University Accounting & Financial Reporting) can assist units to:

- interpret and develop business policies and procedures
- analyze current Banner C-FOAP structure and assist in maximizing Banner functionality;
- analyze or review current business operations to help units provide effective internal and administrative controls, adequate reconciliations and effective unit reporting;
- assist with ad-hoc accounting and business issues.

Contact (To schedule a meeting to discuss the units needs):

Glenn Meeks at meeks1@uic.edu or 312-996-4013

Ron Miner at rminer@uillinois.edu or 217-265-5315

I need MORE!

*Business Objects & the Data
Warehouse*

HR & Financial Information Resources

Review the Options

You have questions

- Every unit has a need to monitor, evaluate, and investigate (examples: payroll transactions, Purchases, expenses)
- Every unit has a need to review lists of transactions
- Every unit has a related need for summaries of those detailed transactions

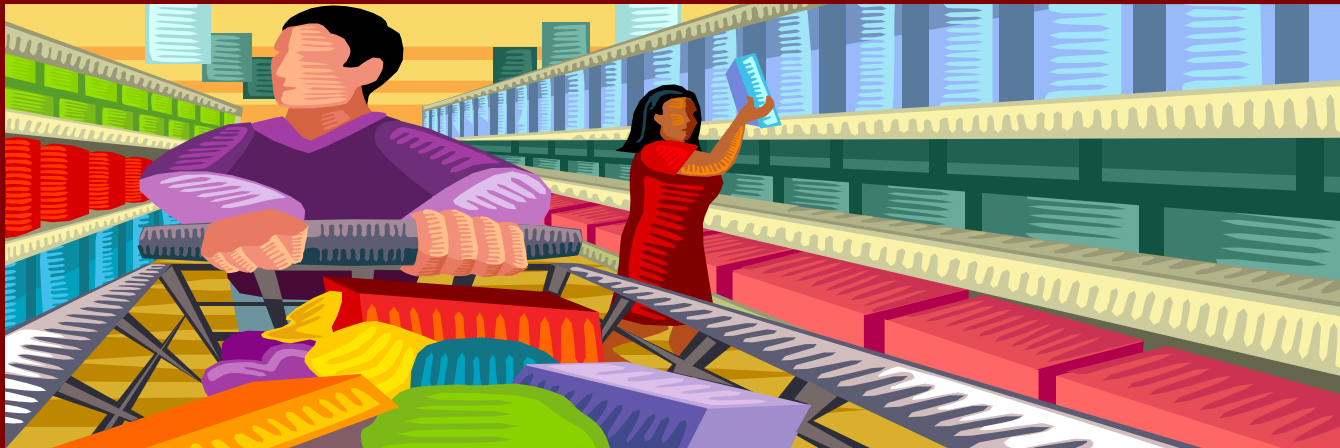


- Some units have a desire for more than the standard listings and summaries
- Some units need customizable listings and summaries

You have questions

How do I know if I need the data warehouse ?
What are my options?

- There are a variety of information solutions depending on your level of need, the sophistication of your questions, and your ability to dedicate time and/or resources to obtaining your answers
- Pick and choose a mix that best meets your need



Make your selections

If your primary need is to review a list of transactions and investigate any anomalies, then your needs will likely be met with Banner forms and the standard reports available in EDDIE or View Direct.

- ✓ Banner forms
- ✓ EDDIE reports (refreshable daily)
- ✓ View Direct reports (end of month)
- ⊘ Data warehouse access



Make your selections

If your primary needs are largely met by the standard reports, but you have additional questions, want data to sort in a spreadsheet, or are willing to customize an existing report written by another data warehouse user, then you may want to pursue access to the data warehouse

- Banner forms
- ✓ EDDIE reports (refreshable daily)
- ✓ View Direct reports (end of month)
- ✓ Data warehouse access



Decision Support – Check us out!

If you've considered the possibilities and added the data warehouse to your selections, lets explore some of the pre-packaged reporting solutions the data warehouse has to offer



Decision Support: Solution Library and Query Clearinghouse

What is Solution Library?

DS Solution Library

- DS Authored step by step instructions and sample Business Objects reports designed to meet specific reporting needs
- Users asked for pre-assembled report samples to use as a starting point for learning and customization
- Solution Library grows based on user feedback



Solution Library link:

<http://www.ds.uillinois.edu/web/Home/SolLib.aspx>

Accessing Solution Library

[Create Reports](#) |
 [View Reports](#) |
 [Download Data](#) |
 [Get Help](#) |
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WELCOME

Decision Support (DS) is a Business Intelligence Competency Center: A unit responsible for scoping, designing, and delivering solutions to business problems using a combination of enterprise data warehouse and business intelligence frameworks. DS works with customers to optimize administrative data usage for effective information management. By managing the University's data warehouse, providing data access, supporting staff report development, and providing data education and training, DS supports the University at nearly every level. With new technologies, such as dashboards and OLAP browsers, DS continues to transform raw data into valuable information to help guide strategic decision making at each campus and University Administration. DS is part of the University Office for Planning and Administration.

❖ Get Started

- [Get Access](#)
- [Change Password](#)
- [View Standard Reports](#)
- [Create Custom Reports](#)
- [Create Data Downloads](#)

❖ Assistance & Training

- [Get Help & Training](#)
- [Technical Support & Troubleshooting Guides](#)
- [Templates & Solutions](#)
 - [Solution Library](#)
 - [Query Clearinghouse](#)

❖ About Data

- [System Status & Data Availability](#)
- [Data Quality Advisories](#)
- [Metadata & Documentation](#)

❖ Benefits

- [To the University from the Data Warehouse](#)
- [To Your Unit from Using Data to Support Business Goals](#)
- [To Other Higher Ed Institutions that Use Data Warehouses](#)

❖ Check Out

- [Data Acquisition Improvements](#)
Target: 8:00 a.m. for Data Warehouse processing consistent completion
Progress: 70% Nearly 5 hours improvement!



- [DS Dashboards](#)
Come along for the ride!
 Join us as we explore data dashboard technology in an academic setting.
- [DS Jobs](#)
We're Hiring! Join our team! Full-time Academic Professional and Part-Time Graduate Hourly positions available.

Accessing Solution Library

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Create Custom Reports

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- [Get Access](#)
- [Define Your Report](#)
- [Report Development Steps](#)
- [Tool Options](#)
- [Report Developer Responsibilities](#)
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CREATE CUSTOM REPORTS > TEMPLATES & SOLUTIONS

Looking for a quick way to get started creating reports? Want to leverage work done by others in the Data Warehouse user community and Decision Support? If so, browse through the available report templates, reporting logic, and step-by-step reporting solutions to find what you need to get you started.

[Query Clearinghouse](#)

User-submitted report templates, report logic, and SQL code. Browse for items to use, or submit items to share.

[Solution Library](#)

DS-authored step-by-step instructions and sample Business Objects reports designed to meet specific reporting needs

Available Solutions on the DS website

[Create Reports Home](#)

[Solution Library Home](#)

Employee-Related Solutions

[Employee Mailing Labels](#)

[Faculty Tenure Track](#)

[Current Job Listing](#)

[EClass Listing](#)

[Job/Job Detail Listing](#)

[Extra Help Hours Worked](#)

[Employee Leave Balances](#)

Money-Related Solutions

[Payroll Listing by Org](#)

[Payroll Paying CFOAPs](#)

[PCard Listing Outside Org](#)

[PCard Unreconciled](#)

[Purchase Order Listing](#)

[General Ledger Transactions](#)

[Detailed Expenditures](#)

[Combined Finance &](#)

SOLUTION LIBRARY

The Decision Support Solution Library provides step-by-step instructions for many common reporting needs. Each reporting solution contains:

- A sample report
- Detailed instructions on how to open, modify, and save the report
- Business concepts and data rules associated with the report
- Helpful links to additional Business Objects, Universe, and security information.

❖ Solutions Now Available:

Employees

- **Employee Attributes**
 - [Employee Mailing Address Labels](#)
 - [Faculty Tenure Track Information](#)
- **Position/Job Attributes**
 - [Current Job Listing](#)
 - [Employee Class \(E-Class\) Listing](#)
 - [Employee Job/Job Detail Listing](#)
- **Time/Attendance Recorded**
 - [Employee Extra Help Hours Worked](#)
 - [Employee Leave Balances](#)

Money

- **Accounts Payable/Purchasing**
 - [P-Card Transactions Posted by Cardholders Outside an Organization](#)
 - [P-Card Un-Reconciled Transactions](#)
 - [Purchase Order Listing](#)

Quick Links

[Query Clearinghouse](#)

[Universe Information](#)

[Solution Library Home](#)

[General Info](#)

[BO How To & Tips](#)

Available Solutions on the DS website

Money-Related Solutions

[Payroll Listing by Org](#)

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[PCard Listing Outside Org](#)

[PCard Unreconciled](#)

[Purchase Order Listing](#)

[General Ledger Transactions](#)

[Detailed Expenditures](#)

[Combined Finance & Payroll Expenses](#)

[Rogue CFOAPALS Funds 1 & 2](#)

[Rogue CFOAPALS Fund 3](#)

[Rogue CFOAPALS Funds 4, 5 & 60](#)

[Grant Expenses](#)

[Permanent Original State Fund Budget](#)

- [Employee Class \(E-Class\) Listing](#)

- [Employee Job/Job Detail Listing](#)

- **Time/Attendance Recorded**

- [Employee Extra Help Hours Worked](#)

- [Employee Leave Balances](#)

Money

- **Accounts Payable/Purchasing**

- [P-Card Transactions Posted by Cardholders Outside an Organization](#)

- [P-Card Un-Reconciled Transactions](#)

- [Purchase Order Listing](#)

- **Cash and General Ledger**

- [General Ledger Transactions by Fund and Account](#)

- **Expense / Revenue**

- [Detailed Expenditures by C-FOAP](#)

- [Combined Finance & Payroll Expenses](#)

- [Rogue C-FOAPAL Listing for Funds 1 & 2](#)

- [Rogue C-FOAPAL Listing for Fund 3](#)

- [Rogue C-FOAPAL Listing for Funds 4, 5 & 60](#)

- **Grants**

- [Direct & Indirect Expenses for Grant Funds](#)

- [Grants Proposals](#)

Expense Solution Finance with payroll detail

BOSExpenses (Combined Detailed Monthly Expenses) - Windows Internet Explorer provided by Yahoo!

File Edit View Favorites Tools Help

Address <http://www.ds.uillinois.edu/web/Home/SolLib/MoneySol/BOSExpenses.aspx>

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Solution Library

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Employee-Related Solutions

- Employee Mailing Labels
- Faculty Tenure Track
- Current Job Listing
- EClass Listing
- Job/Job Detail Listing
- Extra Help Hours Worked
- Employee Leave Balances

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CREATE A DETAILED MONTHLY EXPENSE REPORT COMBINING FINANCIAL & PAYROLL EXPENSES FOR A CHART, ORG, AND FISCAL YEAR/PERIOD

Title	Detailed Monthly Combined Expenses
Description	List of combined Finance and Payroll detailed expense transactions by CFOAP. This report is limited by Chart, Org, Fiscal Year and Fiscal Period.
Universe(s)	EDW – HRFIN – BOS Expenses
Authored By	Decision Support
Sample Report	Detailed_Monthly_Expenses.rep

Expense & Revenue Analysis

- Ledgers OL/GL Universe
- Posted Transactions Universe
- Similar Templates in QCH
- DS General Info
- BO How To & Tips

Additional Information

The BOS Detailed Expense Tracking materials include presentation slides from Decision Support's BOS Expenditures custom reporting lab and web cast sessions. Here you will find

Expense Solution Finance with payroll detail

Solution Library

[Create Reports Home](#)

[Solution Library Home](#)

Employee-Related Solutions

[Employee Mailing Labels](#)

[Faculty Tenure Track](#)

[Employee Work Mailing Labels](#)

[Current Job Listing](#)

[EClass Listing](#)

[Job/Job Detail Listing](#)

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[Ledgers OL/GL Universe](#)

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[BO How To & Tips](#)

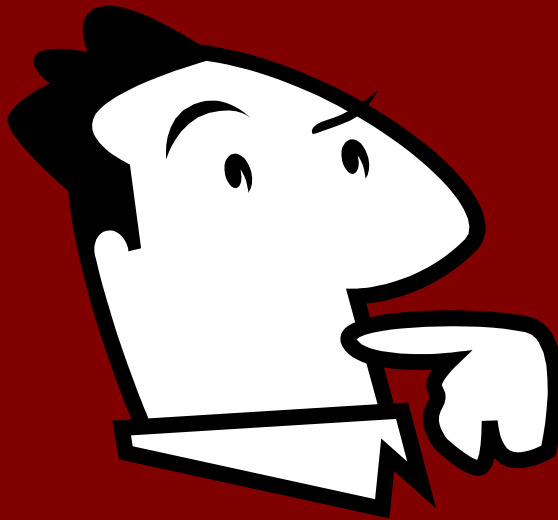
Click Here to open the pre-authored report in the Business Objects report writing tool

Expense Solution answers the question:

'I' is most likely defined
with a Chart and an
Organization

When you use the phrase 'last
month', you will most likely need a
condition on year and month.

**How much did I spend last month
on what and whom?**




When you describe
what you spend money
on, you will want to
see all of the details.

By asking on what
AND on whom, the
HRFIN - BOS
Expenses Universe is
the only Universe that
contains both sets of
detail level data.

Expense Solution Finance & payroll detail

After opening the solution, a prompt box will come up and you will need to enter your unit's specific values then press OK.

Enter or Select Values 

Select 1 digit Chart of Accounts Code

Select 2 digit State Fiscal Period

Select 4 digit State Fiscal Year

Select 6 digit Organization Code

OK
Cancel
Help
Values...

Expense Solution Finance & payroll detail

BusinessObjects - BOS3 UAT 1.rep - [mpollard@eddie.ds.uillinois.edu] - [BOS3 UAT 1.rep]

File Edit View Insert Format Tools Data Analysis Window Help

Report Title

CFOAP	State Fiscal Year	State Fiscal Period	OL Detail Transaction Date	OL Detail Description	Original Document Number	OL Expense Amount
9-100006-661000-141500-661001	2007	01	7/1/2006	GPCV: SURVEYMONKEY	PCA03TCF	\$19.9
9-100006-661000-146301-661001	2007	01	7/6/2006	Intro to Business Objects	PD005086	\$197.4
9-100006-661000-146301-661001	2007	01	7/25/2006	Formatting in Business Ob	PD005648	\$149.9
9-100006-661000-153800-661001	2007	01	7/28/2006	Computer Associates	I1509165	\$8,390.0
9-100006-661000-211300-661001	2007	01	7/1/2006	HR Payroll 2006 MN 999 C	F0070677	-\$3,672.7
9-100006-661000-211300-661001	2007	01	7/1/2006	HR Payroll 2006 MN 999 C	F0070677	-\$2,995.4
9-100006-661000-211300-661001	2007	01	7/1/2006	HR Payroll 2006 MN 999 C	F0070677	-\$5,760.5
9-100006-661000-211300-661001	2007	01	7/1/2006	HR Payroll 2006 MN 999 C	F0070677	-\$5,238.1
9-100006-661000-211300-661001	2007	01	7/1/2006	HR Payroll 2006 MN 999 C	F0070677	-\$3,055.5
9-100006-661000-211300-661001	2007	01	7/1/2006	HR Payroll 2006 MN 999 C	F0070677	-\$2,619.0
9-100006-661000-211300-661001	2007	01	7/1/2006	HR Payroll 2006 MN 999 C	F0070677	-\$3,130.5
9-100006-661000-211300-661001	2007	01	7/1/2006	HR Payroll 2006 MN 999 C	F0070677	-\$3,241.5
9-100006-661000-211300-661001	2007	01	7/1/2006	HR Payroll 2006 MN 999 C	F0070677	-\$4,097.4
9-100006-661000-211300-661001	2007	01	7/1/2006	HR Payroll 2006 MN 999 C	F0070677	-\$4,146.4
9-100006-661000-211300-661001	2007	01	7/1/2006	HR Payroll 2006 MN 999 C	F0070677	-\$3,612.1
9-100006-661000-211300-661001	2007	01	7/1/2006	HR Payroll 2006 MN 999 C	F0070677	-\$4,136.2
9-100006-661000-211300-661001	2007	01	7/1/2006	HR Payroll 2006 MN 999 C	F0070677	-\$3,225.9
9-100006-661000-211300-661001	2007	01	7/1/2006	HR Payroll 2006 MN 999 C	F0070677	-\$2,995.4
9-100006-661000-211300-661001	2007	01	7/1/2006	HR Payroll 2006 MN 999 C	F0070677	-\$3,200.0

Variables:
 CFOAP
 Employee Name
 OL Detail Description
 OL Detail Transaction Date
 Original Document Number
 Payroll Accounting Category Code
 Payroll Acctg Transaction Date
 Payroll Id
 Payroll Number
 Payroll Year
 Position Number-Job Suffix
 State Fiscal Period
 State Fiscal Year
 UIN
 OL Expense Amount

Formulas

Results: a basic report that can be formatted any way you want or downloaded to MS Excel

Expense Solution

Finance & payroll detail

BusinessObjects - Detailed_Monthly_Expenses[1].rep - [mpollard@eddie.ds.uillinois.edu]



				COM											
9-100006-661000-141500-66100						Sum:	\$19.95								

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
9-100006-661000-146301-66100	2007	01	7/6/2006	Intro to Business Objects	PD005086	\$197.40			-					
	2007	01	7/25/2006	Formatting in Business Objects	PD005648	\$149.94			-					
9-100006-661000-146301-66100						Sum:	\$347.34							

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
9-100006-661000-153800-66100	2007	01	7/28/2006	Computer Associates	I1509165	\$8,390.00			-					
9-100006-661000-153800-66100						Sum:	\$8,390.00							

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
9-100006-661000-211300-66100	2007	01	7/1/2006	HR Payroll 2006 MN 999 0	F0070677	-\$3,672.78	*****	65966379	U94646-00	2006	MN	999	A	7/1/2006
	2007	01	7/1/2006	HR Payroll 2006 MN 999 0	F0070677	-\$2,995.48	*****	67068010	U41017-00	2006	MN	999	A	7/1/2006
	2007	01	7/1/2006	HR Payroll 2006 MN 999 0	F0070677	-\$5,760.55	*****	65121995	U95436-00	2006	MN	999	A	7/1/2006
	2007	01	7/1/2006	HR Payroll 2006 MN 999 0	F0070677	-\$5,238.10	*****	65909020	U80194-00	2006	MN	999	A	7/1/2006

Expense Solution Finance & Payroll detail customized

Query Panel - EDW - HRFIN BOS Expenses Universe

Scope of Analysis: None

Classes and Objects

- Operating Ledger Expense
- CFOAPAL Codes
- CFOAPAL Titles
- CFOAPAL Hierarchies
 - Fund
 - Fin Fund Type Level 1 Code
 - Fin Fund Type Level 2 Code
 - Fin Fund Level 1 Code
 - Financial Fund Embedded Dept Code
 - Grant Fund
 - Grant Code
 - Grant Short Title
 - Grant Long Title
 - Grant Start Date
 - Grant End Date
 - Principal Investigator Name
 - Principal Investigator UIN
 - Organization
 - Account
 - Program
 - Location
 - Report Quick Start

Result Objects

UIN	Position Nu...	Payroll Year	Payroll Id
Payroll Num...	Payroll Acco...	Payroll Acct...	

Conditions

- Select State Fiscal Year
- And
- Select State Fiscal Period
- And
- Select Chart of Accounts Code
- And
- Select Organization Code

You can also add some Grant information to your report.

Options... Save and Close View... Run Cancel

Frequently Utilized Solutions

- **Combined Finance and Payroll expenses**
(List of expenses for a month including payroll by person with names)
- **Employee Payroll Listing - External Organizations**
(List of payroll transactions where home org does not match paying org)
- **Employee Job/Job Detail listing**
(List of employees and job/job detail information for a specific college on a specific campus)
- **Employee Leave Balances**
(List of employees with vacation/sick leave balances, for a specific organization on a specific campus. Includes both home department and timesheet employees for the specified organization.)

Frequently Utilized Solutions

- **P-Card Unreconciled Transactions**

(List of un-reconciled P-Card transactions for a specific chart, list of funds and list of organizations.)

- **Grants Proposals**

(List of proposals, for a specific chart and three digit department. This report includes all proposals from UIeRA data.)

- **Direct & Indirect Expenses for Grant Funds**

(List of direct and indirect expenses for grant funds, for a specific chart, org, state fiscal period and state fiscal year.)

What is QCH?

DS Query Clearinghouse

- A place for users to share report templates
- Any data warehouse user can post Business Objects files for others to use as a starting point
- Share and work together!
- Query Clearinghouse link:
<https://www.ds.uillinois.edu/Reports/Authentication/Login.aspx?ReturnUrl=%2freports%2fQCH%2fQCHBrowser.aspx>



Accessing Query Clearing House

UNIVERSITY OF ILLINOIS
 CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN



[Create Reports](#) |
 [View Reports](#) |
 [Download Data](#) |
 [Get Help](#) |
 [Get Access](#) |
 [About Data](#) |
 [DW Changes](#) |
 [Benefit](#) |
 [About DS](#)

Create Custom Reports

[Create Reports Home](#)

[Getting Started](#)

[Get Access](#)

[Define Your Report](#)

[Report Development Steps](#)

[Tool Options](#)

[Report Developer Responsibilities](#)

[Support & Training](#)

DECISION SUPPORT

[DS Home](#) | [Contact](#) | [to EDDIE](#) | [Site Map](#)

CREATE CUSTOM REPORTS > TEMPLATES & SOLUTIONS

Looking for a quick way to get started creating reports? Want to leverage work done by others in the Data Warehouse user community and Decision Support? If so, browse through the available report templates, reporting logic, and step-by-step reporting solutions to find what you need to get you started.

[Query Clearinghouse](#)

User-submitted report templates, report logic, and SQL code. Browse for items to use, or submit items to share.

[Solution Library](#)

DS-authored step-by-step instructions and sample Business Objects reports designed to meet specific reporting needs

Press on the “Login Using Bluestem”



UNIVERSITY OF ILLINOIS

Standard Report Directory

Reporting Central

Standard Report Directory

Query Clearinghouse

Authentication

Please Login

Access to this page is restricted. Authorized users may gain access by providing their University NetID and password using Bluestem.



[Login using Bluestem](#)

Having trouble? Check out CITES password information

Query Clearinghouse



Query Clearinghouse

Standard Report Directory

Query Clearinghouse

Browse Search

- [-] Finance (77)
- [-] Human Resources (66)
- [-] Student (174)
- [-] Other (6)
- [-] See Usage Instructions Below (0)

[? Get Help Using this Form](#)

Warning:

Users in the University of Illinois reporting community have submitted the queries, report templates, and other information contained in Query Clearinghouse. These queries have not been validated by external sources, and may not function as advertised. Decision Support makes no guarantee as to the accuracy or validity of any query contained in Query Clearinghouse.

Query Clearinghouse should not be used to publish completed reports for distribution to others. Contact Decision Support for additional information about publishing reports to other University users.

Don't show this message again

Category Name	Documents
Finance	77
Human Resources	66
Student	174
Other	6
See Usage Instructions Below	0

[To Decision Support Home](#)

[To EDDIE Login](#)

Query Clearinghouse












– Finance or HR

Browse Search

- [-] Finance (77)
 - [-] Accounts Payable (1)
 - [-] Accounts Receivable (3)
 - [-] CFOAPAL Listings (4)
 - [-] Custom Year Funds (0)
 - [-] Encumbrances (0)
 - [-] Federal Agriculture (0)
 - [-] Finance Other (2)
 - [-] Fixed Assets (4)
 - [-] General Ledger (7)
 - [-] Grants (12)
 - [-] Operating Ledger (30)
 - [-] Purchasing (8)
 - [-] Budget (5)
 - [-] Budget Operating Statement (1)
- [+] Human Resources (66)
- [+] Student (174)
- [-] Other (6)
- [-] See Usage Instructions Below (0)

? [Get Help Using this Form](#)

Documents for **Grants** (12).

Last Posted	File Type	File Name	Short Description
6/13/2007		ProposalActivityforCollegePIs.rep	Listing of all investigator activity (across campuses & colleges) for every PI in your college
6/27/2006		GrantDirectIndirectExp.rep	Decision Support Solution Library - Direct & Indirect Expenses for Grant Funds
6/13/2007		CollegeGrantlisting.rep	A list of all open grants for a college. Total counts as well as counts by research area and by PI are included.
6/12/2007		InvestigatorActivityListing.rep	Listing of all grant proposal activity for an investigator - whether the primary or co-investigator
6/12/2007		PreAwardPostAward.rep	For one fiscal year in one college, this report lists Proposals that have become or may become Grants
6/7/2007		AllGrantsforaPI.rep	Three tab report listing Expense detail (including persons paid), Expense summaries, and Budget/Encumbrance info for all grants for a single principal investigator
2/1/2007		ProposalsByDept.rep	Decision Support Solution Library - Grant Proposal listing
3/29/2006		Direct&IndirectExpbyOrg2.rep	Expenses by year and period separating direct & indirect expenses. Adds grant & PI info where applicable
3/14/2006		PINamebyFundwithGrant.rep	For an entire campus, all PI's associated with a Fund code. Adds Grant code & title for informational purposes
1/20/2006		GrantITDbyAcct.rep	Grant budget & expense ITD for a single Grant, Fund, Org
6/24/2005		IndCostExpbyChart&Fund.rep	List of IndCostExpense transactions by Chart & Fund for a Fiscal year

Visit Query Clearinghouse and get a sample report with which to begin!

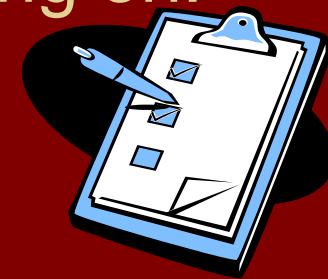
Getting Access to the Data Warehouse & Obtaining Help

Getting started in the data warehouse

- You will need to obtain access to the data warehouse by asking your USC (Unit Security Contact) to obtain access for you

<http://www.ds.uillinois.edu/web/Home/GetAccess/ForUSCs.aspx>

- You will need to install Business Objects on your machine
 - You will need administrator rights to install the software
- Decision Support suggests you attend training on:
 - the Business Objects tool and
 - the data that you are interested in



<http://www.ds.uillinois.edu/web/Home/Help/Classes.aspx>

Getting Help

using the data warehouse

- Decision Support has lots of documentation, what we call Metadata, on our website. In addition, our universe products have lots of definitions and information.

<http://www.ds.uillinois.edu/web/Home/Metadata.aspx>

- We have dedicated personnel available to help answer your questions, all you have to do is ask!



Email to:

- Beth Ladd hessgill@uillinois.edu (Finance)
- Mark Pollard mpollard@uillinois.edu (HR & Payroll)
- Michelle Bergman mbergman@uillinois.edu (Student)

Who can I follow up with?

Beth Ladd – Finance FAC

hessgill@uillinois.edu

217-265-6537



Mark Pollard – HR FAC

mpollard@uillinois.edu

217-265-6538



Questions? Discussion?



Thank You!

IR Support for Data Interpretation and Analysis

- Improve decision-making by providing greater access to consistent and accurate data
- Provide consulting support to resolve information needs
- Make the connection between operational data and the budget process
- Provide greater analytic support to campus managers

Current OIR Priorities

- Develop and document new processes for meeting internal needs for management information.
- Provide supporting information for the institutional budget process.
- Enhance communication and outreach to key campus constituents regarding the information, resources, and support available from OIR

Consulting Support

- Survey Research
 - Design
 - Analysis
- Benchmarking
 - Peer comparisons
 - Environmental scanning
- Content-Specific Training

Analytic Support

- Problem Identification
 - Forecasting
 - Market Research
 - Trend analysis
- Model Building
 - Simulation of complex set of events
 - *What-If* scenarios

Tuition Revenue Distribution Model

- Based on:
 - Headcount enrollment by college
 - Credit hours generated by college
 - Tuition assessments
 - Statutory/institutional waivers
- Affected by changes in:
 - Enrollment mix
 - » Full-time/part-time
 - » Resident/non-resident
 - Persistence/Attrition rates
 - Tuition waiver rates

Forum for Input

What additional information
or support resources
would be MOST helpful
for you as a manager?

Appendix: Additional Training Offerings and Resources

Getting started in the data warehouse

Decision Support suggests the following training for first time users of the Business Objects report writing tool:

1. Introduction to Business Objects
2. Formatting in Business Objects



<http://www.ds.uillinois.edu/web/Home/Help/Classes.aspx>

Getting started in the data warehouse

Decision Support suggests the following training for first time report writers:

1. Online Demos & Tutorials

2. Archived WebCasts

3. CPR Sessions (Come Practice Reporting)

4. Review of Universe Metadata

- DUGs – Detailed Universe Guides
- Quick Reference Guides

<http://www.ds.uillinois.edu/web/Home/Help/SelfTraining.aspx>



DS Resources and Contacts: Standard Reports



- **Want to know what standard reports are available?**
 - Try the Standard Report Directory: www.ds.uillinois.edu
- **How can I get access to standard reports?**
 - Follow the instructions at <http://www.ds.uillinois.edu/web/Home/GetAccess/StdReports.aspx>

DS Resources and Contacts: Custom Reports

- **How can I get access to create my own reports using the Data Warehouse?**
 - Follow the instructions at
<http://www.ds.uillinois.edu/web/Home/GetAccess/ForUsers.aspx>
- **What training is offered for Business Objects?**
 - Browse the Training Calendar on the DS website at:
<http://www.ds.uillinois.edu/trainingnet/default.aspx>
- **Need help creating a report?**
 - Drop in at regularly scheduled “practice labs” to get one-on-one help from experts in an open lab setting. Times and locations at
<http://www.ds.uillinois.edu/web/Home/Help/1on1.aspx>.
 - File a case with the AITS Help Desk (be sure to include “Decision Support” in the description so it gets routed to DS)
 - Call: 996-4806 or E-mail: helpdesk2@uillinois.edu



How to Contact DS for Report writing help

- **By filing an on-line Help Desk case**
<http://onlinesupport.uillinois.edu/ds.html>.

To complete the form:

- Authenticate via Bluestem
- Click "Start Here" on the left-hand margin; Select "New Case"
- Be sure "Decision Support" is listed on Help Desk line (first line of New Case entry form). If it does not, click "Change Help Desk" and select Decision Support from the list of options.
- Enter your contact information and the nature of your problem
- Click "Create Case" to submit the case to Decision Support.

- **Create a Clarify Ticket**

Phone the AITS Help Desk: (312) 996-4806

Email the AITS Help Desk: helpdesk2@uillinois.edu

If you have access to Clarify,

Send a Clarify Ticket directly to the 'Decision Support' Queue—we'll take it from there; the appropriate person will respond.

Decision Support - Password reset:



- DS is pleased to announce the availability of a Password Management Application!
- The Self Service Application enables you to unlock, set, and synchronize your EDDIE / Business Objects and Data Warehouse passwords in the production environment.
- The link to the Self Service Application is below. The application can also be accessed via the DS website under the 'Get Help' menu or directly from the EDDIE login screen.

<https://www.ds.uillinois.edu/PwdMgmt>

Resources for Data Warehouse Users

For additional documentation and information about universes, objects, tables, loading of EDW data, training, data models, and metadata search, please visit the DS website:

<http://www.ds.uillinois.edu/web/Home/Metadata.aspx>

The screenshot shows the University of Illinois Decision Support website. At the top, the university's name and locations (Chicago, Springfield, Urbana-Champaign) are displayed. A navigation bar includes links for 'Create Reports', 'View Reports', 'Download Data', 'Get Help', 'Get Access', 'About Data', 'DW Changes', 'Benefit', and 'About DS'. The main content area is titled 'DECISION SUPPORT' and features a 'METADATA' section with several links and descriptions. A 'Quick Links' sidebar is also present.

UNIVERSITY OF ILLINOIS CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN		DECISION SUPPORT	
<ul style="list-style-type: none"> Metadata Home Metadata for Business Objects Metadata for ODBC Metadata by Subject Area <ul style="list-style-type: none"> Employee-Related Metadata Money-Related Metadata Student-Related Metadata About Metadata 	<p>DS Home Contact to EDDIE Site Map</p> <h2>METADATA</h2> <ul style="list-style-type: none"> <p>Metadata for Business Objects Users</p> <p><i>Data and product information for users who create reports using Business Objects</i></p> <p>Metadata for Data Downloaders</p> <p><i>Data and product information for users who create custom reports using a ODBC tool (MS Access, MySQL, etc.), or who create data downloads using the Data Warehouse</i></p> <p>Metadata by Subject Area</p> <p><i>Employee - information about employee-related data and products</i> <i>Money - information about money-related data and products</i> <i>Student - information about student-related data and products</i></p> <p>About Metadata</p> <p><i>Learn more about Metadata and how it can help you</i></p> 	<h3>Quick Links</h3> <ul style="list-style-type: none"> Query Clearinghouse Universe Information Solution Library Home General Info BO How To & Tips 	