Report Retrieval Options

September 26, 2016

1:00 – 2:00 PM

UIC UNIVERSITY OF ILLINOIS AT CHICAGO

UIC

Lincoln Hall

707South Morgan Street

UIC UNIVERSITY OF ILLINOIS AT CHICAGO

Workshop Presenters

Sherri Faith

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Jerry Myers

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Please ...

- Turn off cell phones.

- Avoid side conversations.

- Hold questions until the end.

- Sign the attendance roster.

- Complete the evaluation at the end of the workshop.

Workshop Objectives

- Identify the different reporting and data tools available
- Determine when and why to use each option

View Direct

- Static month-end standard finance reports

- HR/Pay reports

- FOAPAL Hierarchy reports

Standard Financial Reports

Operating Ledger

- Revenue/Expense/Transfer Transactions
- Revenue/Expense/Transfer Detail Statement
- Revenue/Expense/Transfer Summary Statement
- Revenue/Expense/Transfer Detail Statement Inception to Date
- Revenue/Expense/Transfer Summary Statement Inception to Date
- Encumbrance Balances

General Ledger

- Asset/Liability Transactions
- Asset/Liability Detail Statement
- Asset/Liability Summary Statement

HR/Pay Reports

Payroll Expense by Person Pay Period

Payroll Expense by Person Month End

Payroll Encumbrance by Person Pay Period

Payroll Encumbrance by Person Month End

Payroll Encumbrance by Person MYE Year End

FOAPAL Hierarchy Reports

- Account Index Report
- Account Hierarchy Report
- Activity Code Report
- Fund Hierarchy Report
- Location Hierarchy Report
- Organization Hierarchy Report
- Program Hierarchy Report

Why Use View Direct?

- Quick access to print reports by organization code for reconciliation

- Only one or few organization codes

- Few self-supporting funds

- Don't distribute by CFOP to PIs, Department Head, etc.

Left Panel (File Tree)
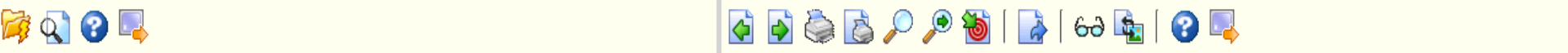
- FIOLTRANS1 Revenue Expense Transfer Transactions Chart 1
- FIOLTRANS2 Revenue Expense Transfer Transactions Chart 2
- FIOLTRANS4 Revenue Expense Transfer Transactions Chart 4
- FIOLTRANS7 Revenue Expense Transfer Transactions Chart 7
- FIOLTRANS9 Revenue Expense Transfer Transactions Chart 9
- FIOPLEDGR1 Revenue Expense Transfer Detail Statement Chart
- FIOPLEDGR2 Revenue Expense Transfer Detail Statement Chart
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  - Jan 31, 2016 12:00:00 AM Available
  - Dec 31, 2015 12:00:00 AM Available
  - Nov 30, 2015 12:00:00 AM Available
  - Oct 31, 2015 12:00:00 AM Available
  - Sep 30, 2015 12:00:00 AM Available
  - Aug 31, 2015 12:00:00 AM Available
  - Jul 31, 2015 12:00:00 AM Available
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- FIOPLEITD9 Revenue Expense Transfer Detail Statement ITD C
- FIOPLITDS1 Revenue Expense Transfer Summary Statement ITD
- FIOPLITDS2 Revenue Expense Transfer Summary Statement ITD
- FIOPLITDS4 Revenue Expense Transfer Summary Statement ITD
- FIOPLITDS7 Revenue Expense Transfer Summary Statement ITD
- FIOPLITDS9 Revenue Expense Transfer Summary Statement ITD

Right Panel (Report Preview)

FIOL Revenue/Expense/Transfer Detail Statement
Version APR 2014

Finance Standard Report

University of Illinois
FIOL Revenue/Expense/Transfer Detail Statement
FY 2016 Period 08 Month-End Final

Fiscal Year: 2016   Period 08   Chart of Account: 2 - University of Illinois - Chicago   Org Code:
Prog Code: Org GL Rept: Fund GL Rept: Prog GL Rept:

N/A

				Level		Principal Investigator		Fund
Chart	2	University of Illinois - Chicago		6				Fund
Organization	225000	Obstetrics & Gynecology		4				Proje
Fund	100015	103 FY15 GRF/EAF/IF State Funds		3				Proje
Program	225001	Ob Gyne State		2				Budge
Fund Type	1B	PY State Approp-GRF EAF IF						Budge
Sponsor	N/A							

Account	Description	Permanent Budget	Temporary Budget	Current Budget	Current Month
211150	Instructor Salary	0.00	0.00	0.00	0.00
	Academic Salary	0.00	0.00	0.00	0.00
Total Personnel Expenses		0.00	0.00	0.00	0.00
109910	Budget Balance Forward-FOP Expense	0.00	-9,340.02	-9,340.02	0.00
	Expense Budget Pool	0.00	-9,340.02	-9,340.02	0.00
Total Non-Personnel Expenses		0.00	-9,340.02	-9,340.02	0.00
Total Indirect Expenses		0.00	0.00	0.00	0.00
Total Direct Expenses		0.00	-9,340.02	-9,340.02	0.00
Total Transfers		0.00	0.00	0.00	0.00
Total Expenses and Transfers		0.00	-9,340.02	-9,340.02	0.00
Net Totals		0.00	-9,340.02	-9,340.02	0.00

https://docdirectpweb.admin.uillinois.edu/ddrint/servlet/ddrint

Enterprise Data Delivery & Information Environment

- Standard Finance reports

- Operating Ledger reports

- General Ledger reports

- Fixed Asset reports

- Accounts Receivable

- Grants

- Purchasing

Operating Ledger Reports

- Summary reports
  - College Dept Fund Type Summary
  - Operating Ledger Summary
- YTD Transaction Statements
- Operating Statement Rollups
- Misclassified FOAPAL report
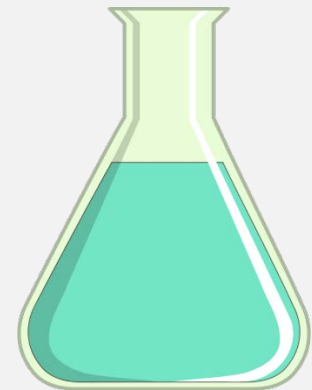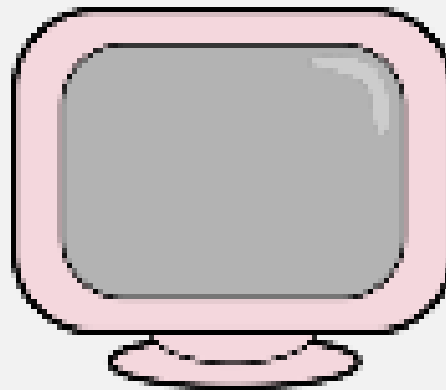- MultiFund Management Reports
- Operating Ledger by Org

General Ledger Reports

- Fund Type Summary
- General Ledger Department Fund Summary
- General Ledger Fund Summary

Fixed Asset Reports

- Fixed Asset by Org
- Monthly Activity by Chart and Organization
- Commodity Search
- Fixed Asset Pending List
- Location

A/R, Grants & Purchasing Reports

Accounts Receivable

- Account Detail Reports
  - Account Detail By Account
  - Account Detail By Detail Category Code
  - Account Detail By Detail Code
- Open Invoice Reports
  - Open Invoice By Account
  - Open Invoice By Category Code
  - Open Invoice By Detail Code

Grants

- Grant Detail

Purchasing

- Departmental Requisition

Why Use EDDIE?

- Many organization or fund codes
- Choice of parameters
- Can export report to excel
- Can save report parameters to favorites

View ▾ New ▾ Organize ▾ Send ▾ More Actions ▾ Details   ⟳ ⏮ ◀ 1 of 1 ▶ ⏭

My Documents

Folders

Categories

- ⊟ 📁 Corporate Categories
  - ⊟ 📁 Finance
    - 📁 Accounts Payable
    - 📁 Accounts Receivable
    - 📁 Budget
    - 📁 Fixed Assets
    - 📁 FOAPAL Listings
    - 📁 General Ledger
    - 📁 Grants
    - 📁 My-UI-Financials
    - 📁 Operating Ledger
    - 📁 Purchasing
  - 📁 HR Salary Planner
  - 📁 HRPay
  - 📁 OBFS Reports
  - 📁 Report Conversion
  - ⊞ 📁 Solution Library - Employees
  - ⊞ 📁 Solution Library - Money
  - ⊞ 📁 Solution Library - Student
  - 📁 USC

Title ▲	Type	Last Run	Instances	Description
Changing WebI Standard Report Viewing to PDF	Adobe Acrobat			
FIGL_College_Dept_Fund_Type_Summary	Web Intelligence		0	Finance - GL - Banner
FIGL_College_Dept_Fund_Type_Summary_ITD	Web Intelligence		0	Finance - GL - Banner
FIGL_Operating_Ledger_Summary	Web Intelligence		0	FINGLITD - FIGL_Ope
FIGL_Operating_Ledger_Summary_ITD	Web Intelligence		0	FINGLITD - FIGL_Ope
FIGL_Operating_Ledger_YTD_Transaction_Statement	Web Intelligence		0	
FIGL_Operating_Ledger_YTD_Transaction_Statement_by_Account	Web Intelligence		0	
FIGL_Operating_Ledger_YTD_Transaction_Statement_By_Acct_and_Period	Web Intelligence	Jan 27, 2016 1:14 PM	15	This report lists all tra
FIGL_Operating_Ledger_YTD_Transaction_Statement_By_Acct_By_Period_Range	Web Intelligence		0	This report lists all tra
FIGL_Operating_Statement_College_Rollup	Web Intelligence		0	
FIGL_Operating_Statement_College_Rollup_ITD	Web Intelligence		0	
FIGL_Operating_Statement_Rollup	Web Intelligence		0	
FIGL_Operating_Statement_Rollup_ITD	Web Intelligence		0	
FIOL_Encumbrance_Balances	Web Intelligence		0	
FIOL_Misclassified_FOAPAL	Web Intelligence		0	
FIOL_Revenue_Expense_Transfer_Statements	Web Intelligence		0	
FIOL_Revenue_Expense_Transfer_Statements_Inception_to_Date	Web Intelligence		0	
FIOL_Revenue_Expense_Transfer_Transactions	Web Intelligence	Mar 14, 2016 11:41 AM	1	
UR_FIGL_College_MultiFund_Management_Report	Web Intelligence		0	
UR_FIGL_Departmental_MultiFund_Management_Report	Web Intelligence		0	
UR_FIGL_Operating_Ledger_By_Org	Web Intelligence	Feb 11, 2016 3:56 PM	25	

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

What is My-UI-Financials?

Dashboard view of CFOP within viewing privileges

- Budget Balance Available
- View details by account code, transactions

Reports

- Operating Ledger Standard Finance Reports
- HR\Pay Reports

Why Use My-UI-Financials?

- Easy to use, intuitive interface

- Finance and payroll reports in one place

- No experience with View Direct or EDDIE needed

- Easy way to distribute reports to PIs, Department Heads, etc.

All Funds

Filter by:

Fiscal Year:	2016 ▾	Fiscal Period:	08 - February ▾

Chart	College	School	Dept.	Type of Fund	Fund PI Name		
2 - Chicago ▾	All ▾	All ▾	687 - Public Healt ▾	All ▾	All ▾	Get Records	Clear Row

Show 100 ▾ entries   Search: [   ]

CoA ▲	Fund Cd ⬍	Orgn Cd ⬍	Prog Cd ⬍	Title ⬍	Ind ⬍	Budget ⬍	Cur Month Exp ⬍	Expenses ⬍	Encumbrances ⬍	Bud Bal Avail ⬍	Actions
2	100016	687000	687001	Public Health Undergrad Major	YTD	-46,244.00	49,428.69	468,053.58	305,280.73	-819,578.31	🔍
2	100016	687000									🔍
2	200250	687000	687001	Public Health Undergrad Major	YTD	164,707.20	2,173.43	-6,956.96	31.00	171,633.16	🔍
2	300011	687000	687001	Public Health Undergrad Major - 103 Payroll Suspense - Department	YTD	0.00	2.18	2.18	0.00	-2.18	🔍
2	488				ITD						🔍
2	629937	687000	191300	687 UIC SPH Undergraduate Fund	YTD	2,047.00	0.00	0.00	0.00	2,047.00	🔍

https://myuifinancials.uillinois.edu/myFi/

Showing 1 to 6 of 6 entries

Resources from DS Website

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

Key Links

- Tableau Server Service
- Business Objects 4.1 Resources
- Solution Library
- Employee Headcount FTE Analysis

- Training Options
- Metadata (including Data Models)
- Get Data Warehouse Access
- Answers to Frequently Asked Questions

External Applications

- Log in to EDDIE
- Log in to ViewDirect
- Register for DS Training Sessions
- Change Your Business Objects Password (EDDIE and Web Intelligence)

For additional assistance, contact us.
To receive notices from us, see our subscription-based list options.

- https://answers.uillinois.edu/ua/

What is Solution Library?

Solution Library

What is Web Intelligence?

- Web Intelligence is the BusinessObjects tool for ad hoc analysis.

- Available in Web-based (via EDDIE) and desktop versions.

- Allows for specific use reporting.

- Great for researching transactions and finding greater details.

Why use Solution Library or WebI?

- Allows access to data in the Data Warehouse Environment via Universes.*

- Data sources can be combined including multiple universes and Excel data.

- Query filters can be modified and customized and reports can be scheduled to run and distribute.

- Report Writing Training and Practice Labs are open monthly.

    *Addition security access may be required.

What is START myResearch?

- START (Systemwide Tools for Administration of Research and Training) is the grants management software leveraging open source (Kuali Coeus) as well as University of Illinois developed software. myResearch is the Principal Investigator (PI) portal that will integrate and display information from a number of different university systems, giving faculty access to the information they need to prepare, submit, route, and manage their grants.

- The myResearch Portal is an online system designed to provide a central point for both faculty members and designated staff to access sponsored research portfolio information.

Why use myResearch?

- The myResearch Portal provides quick and easy access to information regarding a principal investigator's sponsored research portfolio, including information regarding pending proposals, negotiations, active awards, closed awards, non-funded proposals, and the financial status of active awards.

    https://myresearch.uillinois.edu/home/
    https://myresearch.uillinois.edu/piPortal/

Additional Resources

- ## OBFS Training Center

  (Job Aids, On-line and instructor-lead courses)

  https://www.obfs.uillinois.edu/training/

- ## Decision Support Training

  (On-line and instructor-lead courses)

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

- ## General Search)

  https://answers.uillinois.edu/

Workshop Summary

- After this workshop you can
  - Identify the different reporting and data tools available
  - Determine when and why to use each option

Questions / Concerns?