

INFORMATION SOLUTIONS FOR THE SMALLER UNIT
Resources Mentioned in Presentation

Decision Support

Standard Report Directory: www.ds.uillinois.edu

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

Query Clearinghouse link:

<https://www.ds.uillinois.edu/Reports/Authentication/Login.aspx?ReturnUrl=%2freports%2fQCH%2fQCHBrowser.aspx>

Getting Access through your Unit Security Contact:

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

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

Information on the Data Universes: <http://www.ds.uillinois.edu/web/Home/Metadata.aspx> and
Quick Reference Guides. <http://www.ds.uillinois.edu/web/Home/Help/SelfTraining.aspx>

For report-writing help:

Walk-in practice labs: <http://www.ds.uillinois.edu/web/Home/Help/1on1.aspx> for times and dates

Or file a Help Desk <http://onlinesupport.uillinois.edu/ds.html>. (put "Decision Support" on the first line)

Password reset for EDDIE\Business Objects\Data Warehouse: <https://www.ds.uillinois.edu/PwdMgmt>

Contact

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

- 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

Services:

Consulting Support

1. Survey Research (Design and Analysis)
2. Benchmarking (Peer comparisons and Environmental scanning)
3. Content-Specific Training

Analytic Support

1. Problem Identification (Forecasting, Market Research and Trend analysis)
2. Model Building (Simulation of complex set of events and *What-If* scenarios)

Contact:

Mary Lelik, Director of Institutional Research, lelik@uic.edu, 996-3254

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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 sfaith@uillinois.edu or 217-244-7264

Jason Bane at jabane@uillinois.edu or 217-333-9243.

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

Office of Business System User Services

Resources building "universal" business manager knowledge:

- 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>
- Guide to Finance, HR and Payroll Forms (to be posted, date TBD)
- Business Reporting Resource Inventory (to be posted, date TBD)
- OBFS Business Manager Orientation (upcoming): Holly Schueneman at holly@uic.edu; 413-3482; Courtney Parzych at parzych@uic.edu.

Contact:

Ed Valentine, Coordinator, Business System User Services, eav@uic.edu, 996-6885

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**Building Your Knowledge:
(Suggestions for those starting as a business manager)¹**

- 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. They are helpful.
- Don't stop trying to get your answer. (It may take speaking to 3-6 people before you get one.)
- 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!
- 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.
- Read *QBQ: The Questions Behind the Questions*, by John Miller.

¹ (Compiled from suggestions from registrants for the "Information Solutions for the Smaller Unit" registrants, presented 3-6-08)