

2018 BRINGING ADMINISTRATORS TOGETHER CONFERENCE

# Reporting Toolbox: So Many Tools, Which One Should I Use?

April 5, 2018 10:15 to 11:15

**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 Presenters

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# Please ...

- Silence your mobile devices
- Sign the attendance roster
- Minimize side conversations
- We will stop periodically for questions
- Complete and submit the evaluation

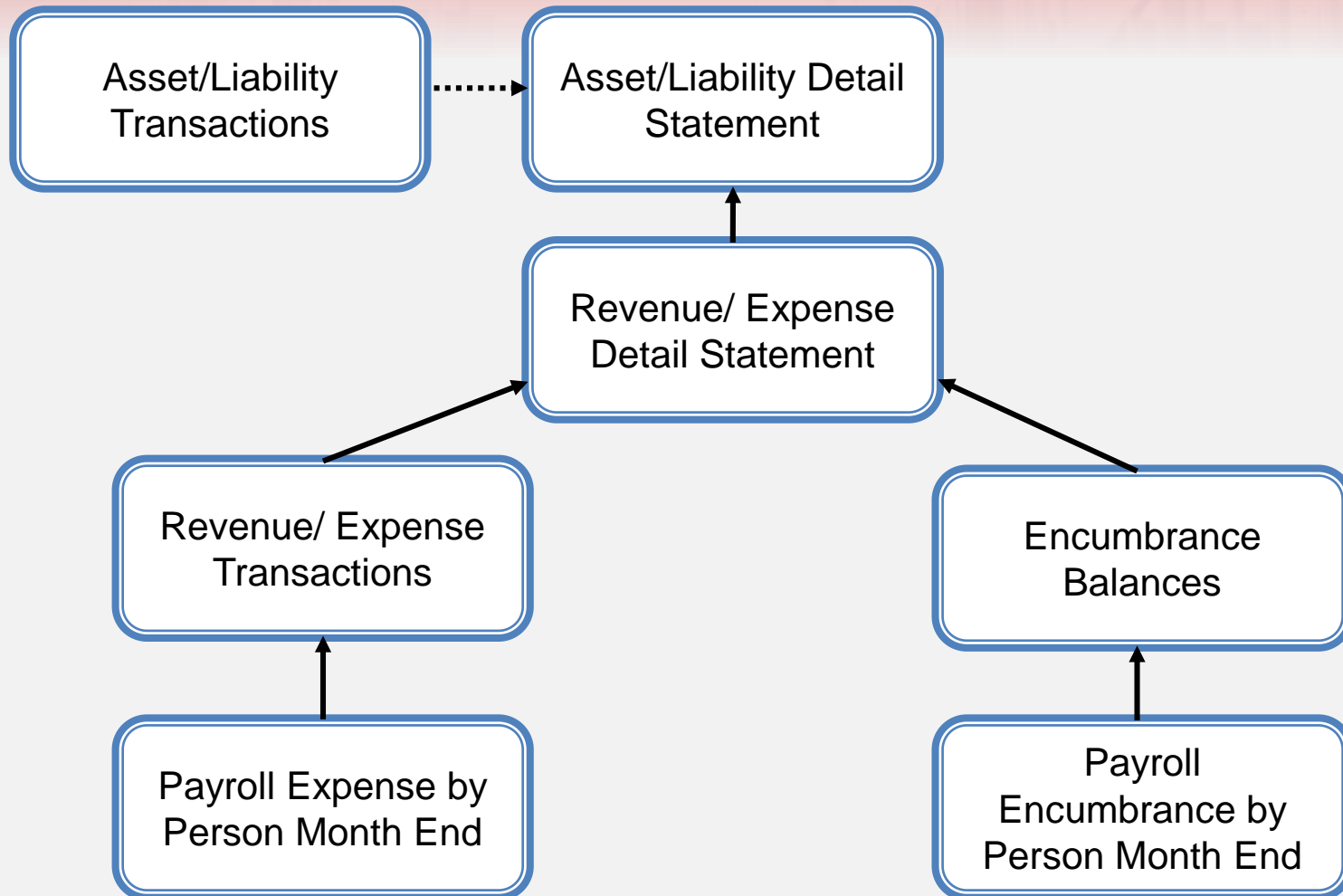
# Workshop Objectives

- Build Financial House
- Develop a construction plan
  - Materials List
  - Reporting Tools
- Resources

# What information do you need?

- Many different types of money (i.e. State, ICR, Self-Supporting, Gifts, Grants, etc.)
- Budgets
- Revenues, expenses, assets, and liabilities
- Transactions and balances

# Financial House



# Materials List

- Revenue Expense Transactions
- Payroll Expense by Person Month End
- Encumbrance Balances
- Payroll Encumbrance by Person Month End
- Revenue Expense Summary/Detail Statement
- Asset/Liability Transactions
- Asset/Liability Summary/Detail Statement



Fiscal Year: 2006 Period: 11 Chart of Accounts: 1 - University of Illinois - Urbana Fund Code: 200250 Org Code: 598053  
Prog Code: 598009 Org GL Rept: Fund GL Rept: Prog GL Rept:

N/A

Chart	1	University of Illinois - Urbana	Level	Principal Investigator	Fund Term Dt	Grant Code	N/A
Organization	598053	VCM ICR	6		Fund Exp End Dt	Financial Manager	Long, Pamela A
Fund	200250	103 Indirect Cost Recovery	4		Project Start Dt	Indirect Cost Rate	Indirect Cost Basis
Program	598009	Vet Clinic Med Reg	3		Project End Dt		
Fund Type	2C	Institutional Costs Recovered	2		Budget Start Date		
Sponsor	N/A				Budget End Date		

Account	Description	Date	RC	Document #	Seq	Purchase Order Code	Doc Ref	Deposit #	Budget	Actual	Encumbrance	Activity	Location
308800	Grant - Indirect Cost Rec	05-MAY-2006	GRIR	G0022128	325		DEFGRANT			-31.28			
308800	Grant - Indirect Cost Rec	09-MAY-2006	GRIR	G0022192	80		DEFGRANT			-13.70			
308800	Grant - Indirect Cost Rec	12-MAY-2006	GRIR	G0022379	135		DEFGRANT			-5.49			
308800	Grant - Indirect Cost Rec	15-MAY-2006	GRIR	G0022398	427		DEFGRANT			-20.90			
308800	Grant - Indirect Cost Rec	16-MAY-2006	GRIR	G0022439	419		DEFGRANT			-1,725.00			
308800	Grant - Indirect Cost Rec	17-MAY-2006	GRIR	G0022481	154		DEFGRANT			14.10			
308800	Grant - Indirect Cost Rec	22-MAY-2006	GRIR	G0022549	185		DEFGRANT			-23.82			
308800	Grant - Indirect Cost Rec	23-MAY-2006	GRIR	G0022565	244		DEFGRANT			463.92			
308800	Grant - Indirect Cost Rec	31-MAY-2006	GRIR	G0022667	209		DEFGRANT			-21.38			
308800	Grant - Indirect Cost Rec	31-MAY-2006	GRIR	G0022682	144		DEFGRANT			96.85			
308800	Grant - Indirect Cost Rec	31-MAY-2006	GRIR	G0022699	103		DEFGRANT			-3.57			
308800	Grant - Indirect Cost Rec	31-MAY-2006	GRIR	G0022914	105		DEFGRANT			1,097.89			
308800	Grant - Indirect Cost Rec	31-MAY-2006	GRIR	G0022928	27		DEFGRANT			30.85			
308800	Indirect Cost Recovery Revenue									-141.53			
<b>Total Revenues</b>										-141.53			
213200	HR Payroll 2005 BW 11 6	01-MAY-2006	HAC	F0065572	1					47.70			
213200	Staff Technical Salary									47.70			
219120	HR Payroll 2005 BW 11 6	01-MAY-2006	HDA	F0065572	8					5.27			
219120	SUR S Retirement Benefit									5.27			
219210	HR Payroll 2005 BW 11 6	01-MAY-2006	HDA	F0065572	9					0.69			
219210	Medicare Matching Payment									0.69			
<b>Total Personnel Expenses</b>										53.66			
109910	Correct ICR top	31-MAY-2006	221	BU002853	38				-34,008.00				
109910	Correct ICR top	31-MAY-2006	221	BU002853	40				-61,333.00				
109910	Fund additional-Odeh And	31-MAY-2006	221	BU002853	20				-1,000.00				
109910	Integ Food Safety program	31-MAY-2006	203	J0559417	2				-12,018.00				
109910	Budget Balance Forward-FOP Expense								-108,359.00				
124000	Transfer overdraft to VCM	31-MAY-2006	100	J0557327	2					1,301.12			
124000	Solentific and Laboratory Supplies									1,301.12			
145300	Transfer UPS charge-rogue	31-MAY-2006	100	J0556646	2					8.47			
145300	GPCV: FEDEX SHP 04/28/06	15-MAY-2006	PIL	PCA01U82	1					23.30			
145300	Freight/Express/UPS/Courier									31.77			
<b>Total Non-Personnel Expenses</b>										-108,359.00	1,332.89		
<b>Total Indirect Expenses</b>													
<b>Total Direct Expenses</b>										-108,359.00	1,386.55		



Chart	1	University of Illinois - Urbana		Principal Investigator				Grant Code		N/A		Grant Start Date		Grant End Date			
Organization								Grant Start Date									
Fund								Financial Manager		N/A							
Program	227014	Eng UG Academic Support															
Account	Name	UIN	EC	Posn	Posn Suf	Pay Cat	Pay Seq	FTE	PayPeriod Code	PayPeriod Begin Dt	PayPeriod End Dt	Hours	Fringe Rate	Amount	Doc Num	Activity	Location
211300			BA			A	0	1.00	2015-MN-8	07/16/2015	08/15/2015						
211300	Administrative/Professional Salary																
213300			CA			A	0	1.00	2015-BW-16	07/19/2015	08/01/2015						
213300			CA			A	0	1.00	2015-BW-17	08/02/2015	08/15/2015						
213300			CA			A	0	1.00	2015-BW-16	07/19/2015	08/01/2015						
213300			CA			A	0	1.00	2015-BW-17	08/02/2015	08/15/2015						
213300	Staff Clerical Salary																
215100			SA			A	0	0.00	2015-BW-16	07/19/2015	08/01/2015						
215100			SA			A	0	0.00	2015-BW-17	08/02/2015	08/15/2015						
215100	Student Hourly Wages																
219120			BA			D	0	1.00	2015-MN-8	07/16/2015	08/15/2015		0.13				
219120			CA			D	0	1.00	2015-BW-16	07/19/2015	08/01/2015		0.13				
219120			CA			D	0	1.00	2015-BW-17	08/02/2015	08/15/2015		0.13				
219120	SURS Retirement Benefit																
219130			CA			D	0	1.00	2015-BW-16	07/19/2015	08/01/2015		0.08				
219130			CA			D	0	1.00	2015-BW-17	08/02/2015	08/15/2015		0.08				
219130	SURS Self Mang Plan Retirement Ben																
219210			CA			D	0	1.00	2015-BW-16	07/19/2015	08/01/2015		0.01				
219210			CA			D	0	1.00	2015-BW-17	08/02/2015	08/15/2015		0.01				
219210			BA			D	0	1.00	2015-MN-8	07/16/2015	08/15/2015		0.01				
219210			CA			D	0	1.00	2015-BW-16	07/19/2015	08/01/2015		0.01				
219210			CA			D	0	1.00	2015-BW-17	08/02/2015	08/15/2015		0.01				
219210	Medicare Matching Payment																
219220			CA			D	0	1.00	2015-BW-16	07/19/2015	08/01/2015		0.30				
219220			CA			D	0	1.00	2015-BW-17	08/02/2015	08/15/2015		0.30				
219220			BA			D	0	1.00	2015-MN-8	07/16/2015	08/15/2015		0.30				
219220			CA			D	0	1.00	2015-BW-16	07/19/2015	08/01/2015		0.30				
219220			CA			D	0	1.00	2015-BW-17	08/02/2015	08/15/2015		0.30				
219220	Employer Paid Health/Life/Den Insur																
Total Personnel Expense														10,690.45			

Payroll Expense by Person

Payroll Expense by Person

University of Illinois  
Encumbrance Balance  
FY 2014 Period 01 Month-End Final

Fiscal Year: 2014 Period: 01 Chart of Account: 1 - University of Illinois - Urbana Fund Code: 301643 Org Code: 389002  
Prog Code: 389505 Org GL Rept:

Chart 1 University of Illinois - Urbana  
Organization 389002 Illini Union-Oper  
Fund 301643 389 Aux Illini Union  
Program 389505 IU Gen Bld  
Fund Type 3M Aux Enterprises Under Indenture

Org Level 7  
Fund Level 4  
Program Level 3  
Fund Type Level 2

Financial Manager

Jervis, Julie A

Principal Investigator

Grant Code N/A

Project Start

Project End

Budget Start

Budget End

Account	Vender/Description	Create Date	Last Activity	Document	Type	Item	Seq	Status	Original Amount	Payments	Adjustments	Balance	Activity	Location
211300		07/15/2013	JUN-14	PR140002	L	0	819	C	1,171,438.58	0.00	0.00	1,171,438.58		
Academic Salary									1,171,438.58	0.00	0.00	1,171,438.58		
212900		07/15/2013	JUN-14	PR140003	L	0	9957	C	0.00	0.00	0.00	0.00		
Assistant Salary									0.00	0.00	0.00	0.00		
213300		07/15/2013	JUN-14	PR140003	L	0	251	C	84,789.12	0.00	-3,312.07	81,477.05		
213320		07/15/2013	JUN-14	PR140003	L	0	1591	C	124,889.40	0.00	-4,870.68	119,818.72		
Staff Salary									209,478.52	0.00	-8,182.75	201,295.77		
219110		07/15/2013	JUN-14	PR140003	L	12	9957	C	0.00	0.00	0.00	0.00		
219210		07/15/2013	JUN-14	PR140002	L	11	2970	C	31.97	0.00	0.00	31.97		
219210		07/15/2013	JUN-14	PR140002	L	11	819	C	16,985.88	0.00	0.00	16,985.88		
219210		07/15/2013	JUN-14	PR140003	L	11	1591	C	1,808.00	0.00	-70.63	1,737.37		
219210		07/15/2013	JUN-14	PR140003	L	11	251	C	1,229.44	0.00	-48.02	1,181.42		
219210		07/15/2013	JUN-14	PR140003	L	11	9957	C	0.00	0.00	0.00	0.00		
219551		07/15/2013	JUN-14	PR140002	L	0	2970	C	2,204.21	0.00	0.00	2,204.21		
Benefit Costs									22,259.50	0.00	-118.65	22,140.85		
Total Current Year Personnel Expenses									1,403,176.60	0.00	-8,301.40	1,394,875.20		
Total Personnel Expenses									1,403,176.60	0.00	-8,301.40	1,394,875.20		
121100	OfficeMax Incorporated	11/09/2009	JAN-15	P0293339	P	1	1	C	11.88	-11.88	0.00	0.00		
121100	OfficeMax Incorporated	11/09/2009	JAN-15	P0293339	P	2	1	C	10.33	-10.33	0.00	0.00		
121100	OfficeMax Incorporated	11/09/2009	JAN-15	P0293339	P	3	1	C	20.34	-20.34	0.00	0.00		
121100	OfficeMax Incorporated	11/09/2009	JAN-15	P0293339	P	4	1	C	25.55	-21.90	0.00	3.65		
121100	OfficeMax Incorporated	11/09/2009	JAN-15	P0293339							0.00	0.00		

Encumbrance Balance

Fiscal Year: 2016 Period 02 Chart of Account: Org Code: Fund Code:  
Prog Code:

Chart 1 University of Illinois - Urbana  
Organization  
Fund  
Program 191100 Research

Project Start Dt 12/15/2014 Grant Code:  
Project End Dt 11/30/2017 Financial Manager:  
Budget Start Dt 12/15/2014 Principal Investigator:  
Budget End Dt 11/30/2017

Fund Term Dt

Account	Name	UIN	EC	Posn	Posn Suff	Appt Begin Dt	Appt End Dt	Encumb Num	Encumb Item	Encumb Seq	Rate	FTE	% Time	Remaining Encumb	Activity	Location
211400			BA			05/16/2004		PR160002	0	8099		1.00	100			
211400	Other Academic Salary															
212210			GA			01/01/2011	05/15/2016	PR160003	0	712		0.50	100			
			GA			08/16/2015	12/31/2015	PR160003	0	712		0.50	100			
212210	Research Asst Recvng Tuition Waiver															
219120			BA			05/16/2004		PR160002	13	8099		1.00	100			
219120	SURS Retirement Benefit															
219210			BA			05/16/2004		PR160002	11	8099		1.00	100			
219210	Medicare Matching Payment															
219220			BA			05/16/2004		PR160002	17	8099		1.00	100			
219220	Employer Paid Health/Life/Den Insur															
219225			GA			01/01/2011	05/15/2016	PR160003	20	712		0.50	100			
			GA			08/16/2015	12/31/2015	PR160003	20	712		0.50	100			
219225	Graduate Assistants Health Benefit															
	Total Current Year Personnel Encumbrances															
211400			BA			05/16/2004		PR160002	3	8099		1.00	100			
211400	Other Academic Salary															
219120			BA			05/16/2004		PR160002	33	8099		1.00	100			
219120	SURS Retirement Benefit															
219210			BA			05/16/2004		PR160002	31	8099		1.00	100			
219210	Medicare Matching Payment															
219220			BA			05/16/2004		PR160002	37	8099		1.00	100			
219220	Employer Paid Health/Life/Den Insur															
	Total Future Personnel Encumbrances													130,355.68		
	Total Personnel Encumbrances													243,241.07		

Payroll Encumbrance by Person



Finance Standard Report

Fiscal Year: 2006 Period 11 Chart of Account: 1 - University of Illinois - Urbana Org Code: 598053 Fund Code: 200250  
Prog Code: 598009 Org GL Rept: Fund GL Rept: Prog GL Rept:

N/A

Chart	1	University of Illinois - Urbana	Level	Principal Investigator	Fund Term Dt	Grant Code	N/A
Organization	598053	VCM ICR	6		Fund Exp End Dt	Financial Manager	Long, Pamela A
Fund	200250	103 Indirect Cost Recovery	4		Project Start Dt	Indirect Cost Rate	Indirect Cost Basis
Program	598009	Vet Clinic Med Reg	3		Project End Dt		
Fund Type	2C	Institutional Costs Recovered	2		Budget Start Date		
Sponsor	N/A				Budget End Date		

Account	Description	Permanent Budget	Temporary Budget	Current Budget	Current Month	Year to Date	Encumbrances	Budget Bal Avail
308800	Indirect Cost Recovery Revenue	-25,000.00	0.00	-25,000.00	-141.53	-23,441.50	0.00	-1,558.50
	Indirect Cost Recovery	-25,000.00	0.00	-25,000.00	-141.53	-23,441.50	0.00	-1,558.50
<b>Total Revenues</b>		-25,000.00	0.00	-25,000.00	-141.53	-23,441.50	0.00	-1,558.50
213200	Staff Technical Salary	0.00	0.00	0.00	47.70	47.70	0.00	-47.70
	Staff Salary	0.00	0.00	0.00	47.70	47.70	0.00	-47.70
219120	SURS Retirement Benefit	0.00	0.00	0.00	5.27	5.27	0.00	-5.27
219210	Medicare Matching Payment	0.00	0.00	0.00	0.69	0.69	0.00	-0.69
	Benefit Costs	0.00	0.00	0.00	5.96	5.96	0.00	-5.96
<b>Total Personnel Expenses</b>		0.00	0.00	0.00	53.66	53.66	0.00	-53.66
109910	Budget Balance Forward-FOP Expense	0.00	36,746.59	36,746.59	0.00	0.00	0.00	36,746.59
	Expense Budget Pool	0.00	36,746.59	36,746.59	0.00	0.00	0.00	36,746.59
120000	Materials and Supplies-Budg/Sum	0.00	2,556.00	2,556.00	0.00	0.00	0.00	2,556.00
120010	Budget Balance Forward-Mat/Supp	12,500.00	0.00	12,500.00	0.00	0.00	0.00	12,500.00
122000	Medical/Hospital Supplies	0.00	0.00	0.00	0.00	1,748.83	0.00	-1,748.83
124000	Scientific and Laboratory Supplies	0.00	0.00	0.00	1,301.12	3,188.09	0.00	-3,188.09
126090	NC IT Equipment \$100-499	0.00	0.00	0.00	0.00	1,709.80	0.00	-1,709.80
	Materials and Supplies	12,500.00	2,556.00	15,056.00	1,301.12	6,646.72	0.00	8,409.28
130000	Travel/Vehicle Operations-Budg/Sum	12,500.00	0.00	12,500.00	0.00	0.00	0.00	12,500.00
131100	Foreign Travel-EmployEE Reimb	0.00	0.00	0.00	0.00	1,477.94	0.00	-1,477.94
	Transportation Services	12,500.00	0.00	12,500.00	0.00	1,477.94	0.00	11,022.06
142900	Other General Services	0.00	0.00	0.00	0.00	856.00	0.00	-856.00
145300	Freight/Express/UPS/Courier	0.00	0.00	0.00	31.77	70.63	0.00	-70.63
147400	Sol/Lab Eq Repair/Maint Non-FS/FM	0.00	0.00	0.00	0.00	756.00	0.00	-756.00
	Services	0.00	0.00	0.00	31.77	1,682.63	0.00	-1,682.63
<b>Total Non-Personnel Expenses</b>		25,000.00	39,302.59	64,302.59	1,332.89	9,807.29	0.00	54,495.30
<b>Total Indirect Expenses</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Direct Expenses</b>		25,000.00	39,302.59	64,302.59	1,336.55	9,860.95	0.00	54,441.64
<b>Total Transfers</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expenses and Transfers</b>		25,000.00	39,302.59	64,302.59	1,336.55	9,860.95	0.00	54,441.64
<b>Net Totals</b>		0.00	39,302.59	39,302.59	1,245.02	-13,580.55	0.00	52,883.14

Fiscal Year 2016 Period: 07 Chart of Account: 1 - University of Illinois - Urbana  
Fund Code: Fund GL Rept:

N/A

Chart	1	1 - University of Illinois - Urbana	Level	Principal Investigator	Fund Term Dt	Grant Code	N/A
Fund	301732	255 Rev Rev Vet Clinic	4		Fund Expend End Dt	Financial Manager	
Fund Type	3Q	Departmental Activities	2		Project Start Dt	Budget Start Date	
Sponsor	N/A				Project End Dt	Budget End Date	

Atyp	Account	Description	Date	RC	Document	Seq	Doc Ref	Deposit	Actual
	53100	VTH Equine	19-JAN-2016	TCC	F0315001	626			-2,108.99
	53100	VTH Large Animal General	19-JAN-2016	TCC	F0315001	627			2,108.99
	53100	VTH Field Service	20-JAN-2016	TCB	F0315063	274			-277.29
	53100	VTH Radiology	21-JAN-2016	TCB	F0315208	393			-50.61
	53100	VTH Field Service	21-JAN-2016	TCA	F0315213	1,409			321.65
	53100	VTH Food Animal	21-JAN-2016	TCA	F0315213	1,410			4,000.17
	53100	VTH Large Animal General	21-JAN-2016	TCA	F0315213	1,411			-129.71
	53100	VTH Radiology	21-JAN-2016	TCA	F0315213	1,412			151.83
	53100	VTH Small Animal Surgery	21-JAN-2016	TCA	F0315213	1,413			18.79
	53100	VTH Food Animal	21-JAN-2016	TCB	F0315215	397			-0.02
	53100	VTH Radiology	21-JAN-2016	TCB	F0315215	398			-151.83
	53100	VTH Field Service	21-JAN-2016	TCC	F0315215	568			-129.71
	53100	VTH Large Animal General	21-JAN-2016	TCC	F0315215	569			129.71
	53100	VTH Emergency Services	22-JAN-2016	TCB	F0315245	309			-10.00
	53100	VTH Equine	22-JAN-2016	TCB	F0315245	310			-1,936.15
	53100	VTH Field Service	22-JAN-2016	TCB	F0315245	311			-685.11
	53100	VTH Food Animal	22-JAN-2016	TCB	F0315245	312			-328.79
	53100	VTH Internal Medicine	22-JAN-2016	TCB	F0315245	313			-98.30
	53100	VTH Oncology	22-JAN-2016	TCB	F0315245	314			-93.38
	53100	VTH Zoological Medicine	22-JAN-2016	TCB	F0315245	315			-3,548.19
	53100	VTH Field Service	22-JAN-2016	TCB	F0315246	339			-1,077.97
	53100	VTH Zoological Medicine	22-JAN-2016	TCB	F0315246	340			-82.77
	53100	VTH Emergency Services	22-JAN-2016	TCB	F0315251	1,840			-325.83
	53100	VTH Field Service	22-JAN-2016	TCB	F0315251	1,841			-464.90
	53100	VTH Small Animal Surgery	22-JAN-2016	TCB	F0315251	1,842			-100.00
57	53100	Accounts Receivable - General							3,285.07
	61000	McKesson Corporation	05-JAN-2016	DNEI	!1989900	161	16151681		1,200.84
	61000	McKesson Corporation	05-JAN-2016	DNEI	!1989900	162	16151682		427.90
	61000	McKesson Corporation	05-JAN-2016	DNEI	!1989900	171	16152151		624.37
	61000	McKesson Corporation	05-JAN-2016	DNEI	!1989900	172	16152152		846.74
	61000	OfficeMax Incorporated	05-JAN-2016	DNEI	!1989915	1,099	1E467032		29.70
	61000	OfficeMax Incorporated	05-JAN-2016	DNEI	!1989915	1,100	1E467032		12.48
	61000	McKesson Corporation	07-JAN-2016	DNEI	!1998384	38	16154322		88.39
	61000	McKesson Corporation	07-JAN-2016	DNEI	!1998384	39	16154323		603.11
	61000	International Surgical Products Inc	07-JAN-2016	DNEI	!1998410	12	16137252		296.00
	61000	International Surgical Products Inc	07-JAN-2016	DNEI	!1998410	13	16137252		12.00
	61000	International Surgical Products Inc	07-JAN-2016	DNEI	!1998410	14	16137255		237.70
	61000	International Surgical Products Inc							10.00
	61000	McKesson Corporation							334.68
	61000	McKesson Corporation							219.80
	61000	McKesson Corporation							380.55
	61000	McKesson Corporation	12-JAN-2016	DNEI	!2000702	85	16157848		201.92

Asset Liability Transaction Statement

Fiscal Year: 2016 Period: 14 Fund Code: Chart of Account: 1 - University of Illinois - Urbana Fund GL Rept.
--

N/A

Chart	1	1 - University of Illinois - Urbana	Level	Principal Investigator	Fund Term Dt	Grant Code	N/A
Fund	301732	255 Rev Rev Vet Clinic	4		Fund Exp End Dt	Financial Manager	
Fund Type	3Q	Departmental Activities	2		Project Start Dt	Budget Start Date	
Sponser Name	N/A				Project End Dt	Budget End Date	

Account	Description	PM Ending Bal	CM Change	CM Ending Bal	PY Ending Bal
51000	Claim on Cash	2,162,017.59	0.00	2,162,017.59	1,369,462.78
53099	Allow Uncoll Accts-Banner System AR	-105,228.76	0.00	-105,228.76	-133,347.95
53100	Accounts Receivable - General	277,414.79	0.00	277,414.79	288,597.58
55000	Inventory for Resale	89,292.05	0.00	89,292.05	89,292.05
<b>Total Assets</b>		<b>2,423,495.67</b>	<b>0.00</b>	<b>2,423,495.67</b>	<b>1,614,004.44</b>
61000	Accounts Payable System	-24,945.16	0.00	-24,945.16	-65,528.31
61060	Other Payables - Year-end	0.00	0.00	0.00	-7,154.13
61600	Accrued Payroll	0.00	0.00	0.00	-71,857.80
<b>Total Liabilities</b>		<b>-24,945.16</b>	<b>0.00</b>	<b>-24,945.16</b>	<b>-144,540.24</b>
71500	FBal Departmental Activities	-1,469,464.20	0.00	-1,469,464.20	-1,211,326.78
85000	Revenue Control	-4,291,973.30	0.00	-4,291,973.30	-10,683,035.24
86000	Expense Control	3,362,886.99	0.00	3,362,886.99	9,024,897.82
87000	Transfer Control	0.00	0.00	0.00	1,400,000.00
<b>Total Fund Balance</b>		<b>-2,398,550.51</b>	<b>0.00</b>	<b>-2,398,550.51</b>	<b>-1,469,464.20</b>

## Budget/Encumbrance Controls

81000	Budgeted Revenue Control	0.00	0.00	0.00	8,694,354.00
82000	Budgeted Expense Control	0.00	0.00	0.00	-8,694,354.00
88000	Encumbrance Control	1,495,467.94	0.00	1,495,467.94	254,695.54
88200	Reserve for Encumbrances	-1,495,467.94	0.00	-1,495,467.94	-254,695.54
89000	Commitment Control			53.23	220,399.73
89200	Reserve for Commitments			53.23	-220,399.73

Asset Liability Detail Statement
----------------------------------



# Reporting Tools of the Trade

- **View Direct**
  - Static month-end reports, point and click
  - PDFs indexed by Organization or Fund
  - Payroll Details
- **EDDIE**
  - Day old data
  - Series of prompts
- **My-UI-Financials**
  - Day old data
  - Customized dashboard
  - Payroll Details

# View Direct now Mobius View

- Basic Navigation
- Printing and Downloading
- Recommended Browsers
- GL 102 Retrieving General Ledger Reports
  - [Participant Guide](#)



chrome

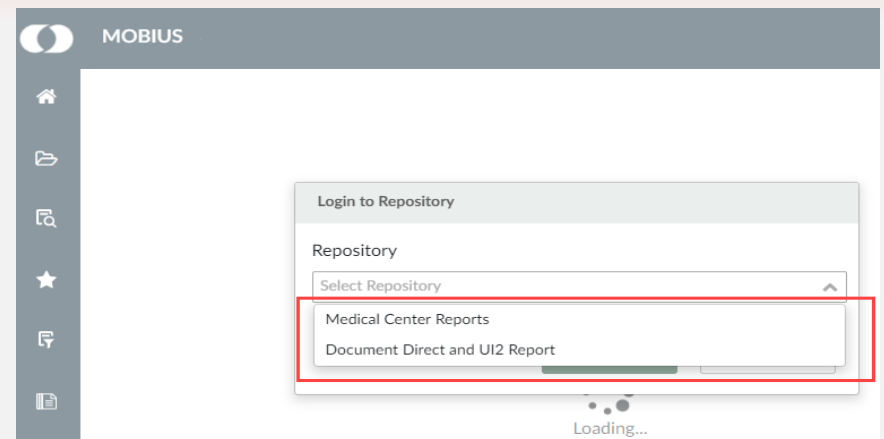
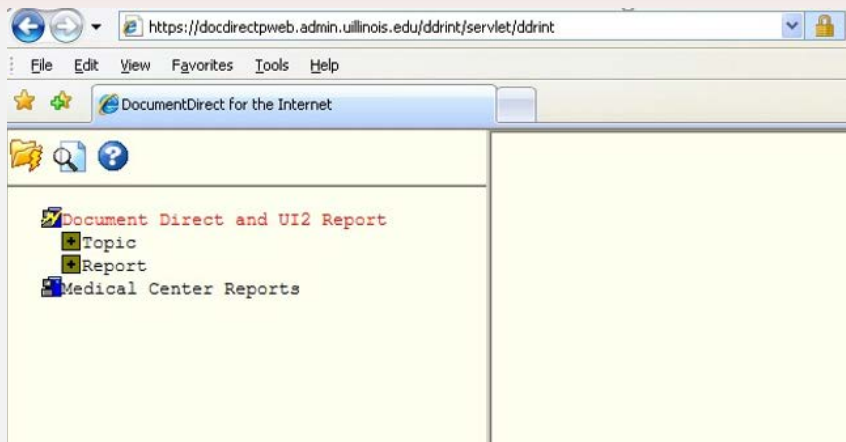


Firefox

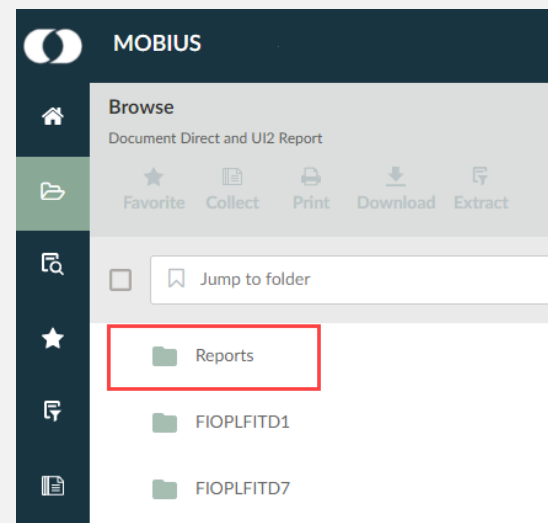


Windows® Internet  
Explorer

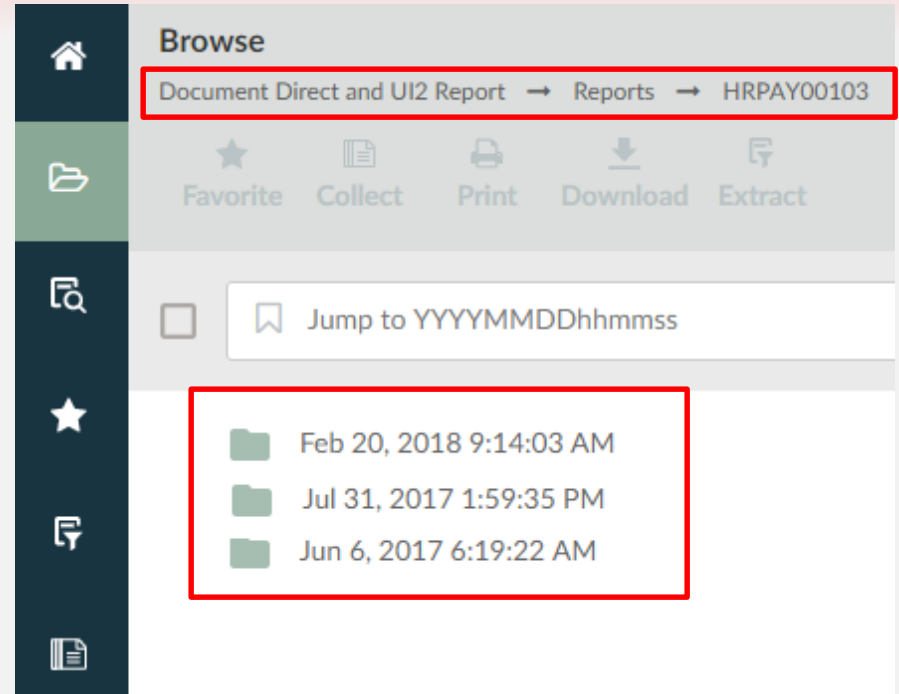
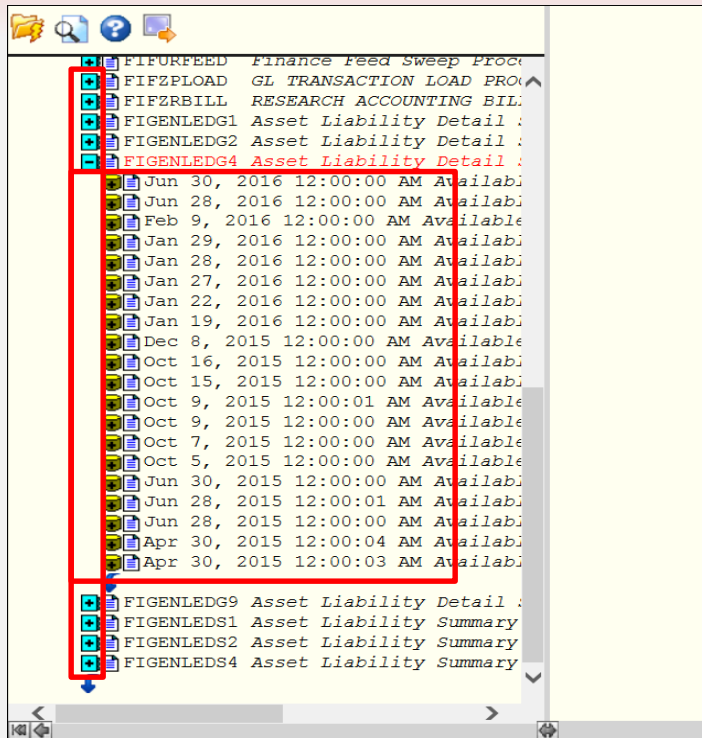
# It's still a hammer



- Select Document Direct and UI2 Report
- Click Report



# Easy to use folders



## Breadcrumb Navigation



# Locate Button/Jump to folder

https://docdirectpweb.admin.uillinois.edu/ddrint/servlet/ddrint;jsessionid=1D74CA48550

Document server: Document Direct and UI2 Report

Report ID: FIOLTRANS1

Version ID: 9/30/08 12:00:00 AM  
(M/D/YY H:MM:SS A) (Example: 11/5/08 3:28:06 PM)

Section ID:

Page: 1

**MOBIUS**

**Browse**

Document Direct and UI2 Report → Reports

Favorite Collect Print Download Extract

☐ FIO 193 items

- FIOLTRANS1  
Revenue/Expense Transactions Chart 1
- FIOPLEDGR1  
Revenue/Expense Detail Statement Chart 1
- FISACSBAL  
ISAP SACS BALANCE UPDATE LOG
- FISTATESVY  
FINANCE STATE SUBREV

**Jump to...folder, date, Organization/Fund you want**

## Reports

Document Direct and UI2 Report → Reports → HRNOAGEN4 → Feb 5, 2018 11:36:36 PM

★ Favorite  
📄 Collect  
🖨️ Print  
⬇️ Download

University of Illinois

\*\*\* Academic App

02/05/2018

COA: Springfield

Run ID: 770669

Academic  
Start Date:

UIN	Last Name	First Name	M	on	Email	Comment
-----	-----------	------------	---	----	-------	---------

Total NOAs Generated: 0

Key: NONR = Notice of Non-Reappointment, Twof = Truncation (with notice rights) due to sudden unforeseeable loss of funding, TWOF = Truncation (without notice rights) due to sudden unforeseeable loss of funding, RESC = Rescind notice, EXTN = Extension of Non-Reappointment, ENER/ENPR = End notice of Non-Reappointment on this job, TOTH = Truncation of contract, New Hire = New Hire, Funding Chg = Funding change that affects notice rights, NON\$ = Salary increase given after NONR has been issued, EE Grp Chg = Employee group change, Manual Upload = Manual Upload, Monthly = Monthly, On Demand = On Demand

Page 1 of 1



< Page 1 of 1 >



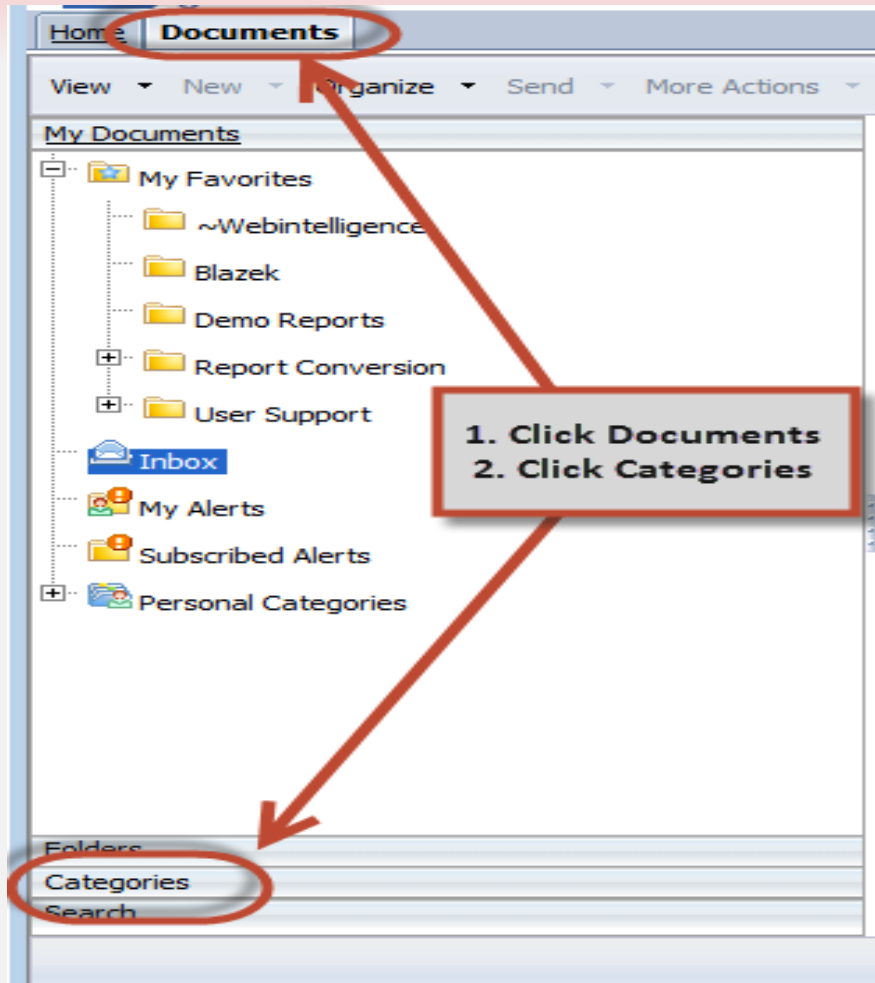


# EDDIE

## Enterprise Data Delivery & Information Environment

- Basic Navigation
- Printing and Downloading
- [EDDIE 4.1 Users Guide](#)
- GL 102 Retrieving General Ledger Reports
  - [Job Aids](#)

# Folders and Prompts



- Click Documents tab
- Click Categories menu

# Click, click, click to desired report

- Corporate Categories
- Finance
- Operating Ledger or General Ledger
- Desired report

The screenshot shows a software interface with a file explorer on the left and a report list on the right. The file explorer shows a hierarchy: My Documents > Categories > Corporate Categories > Finance > Operating Ledger. The report list on the right contains various reports, with 'FIOL\_Revenue\_Expense\_Statements' highlighted in blue.

Title	Type
Changing WebI Standard Report Viewing to	Adobe Acrobat
FIGL_College_Dept_Fund_Type_Summary_I	Web Intelligence
FIGL_General_Ledger_by_Account	Web Intelligence
FIGL_Operating_Ledger_Summary	Web Intelligence
FIGL_Operating_Ledger_Summary_ITD	Web Intelligence
FIGL_Operating_Ledger_YTD_Transaction_S	Web Intelligence
FIGL_Operating_Ledger_YTD_Transaction_S	Web Intelligence
FIGL_Operating_Ledger_YTD_Transaction_S	Web Intelligence
FIGL_Operating_Ledger_YTD_Transaction_S	Web Intelligence
FIGL_Operating_Statement_College_Rollup	Web Intelligence
FIGL_Operating_Statement_College_Rollup	Web Intelligence
FIGL_Operating_Statement_Rollup	Web Intelligence
FIGL_Operating_Statement_Rollup_ITD	Web Intelligence
FIOL_Encumbrance_Balances	Web Intelligence
FIOL_Misclassified_FOAPAL	Web Intelligence
<b>FIOL_Revenue_Expense_Statements</b>	<b>Web Intelligence</b>
FIOL_Revenue_Expense_Statements_Incept	Web Intelligence
FIOL_Revenue_Expense_Transactions	Web Intelligence
FIOL_Revenue_Expense_YTD_Transaction_S	Web Intelligence
FIOL_Revenue_Expense_YTD_Transaction_S	Web Intelligence
FIOL_Revenue_Expense_YTD_Transaction_S	Web Intelligence
FIOL_Revenue_Expense_YTD_Transaction_S	Web Intelligence
FIOL_Revenue_Expense_YTD_Transaction_S	Web Intelligence
FIPR_Payroll_Expense_by_Person_Month_E	Web Intelligence
UR_FIGL_College_MultiFund_Management_I	Web Intelligence

# Required, Specific, Optional

**Prompts**

Prompts Summary

- ✓ \* Enter Chart of Account: **1 - University of Illinois - Url**
- ✓ \* Enter Fiscal Period: **09**
- ➔ \* Enter Fiscal Year:
- ✓ Enter Fund Code: **100018**
- ✓ Enter FUND GL report contact:
- ✓ Enter Organization Code: **641000**
- ✓ Enter ORG GL report contact:
- ✓ Enter Program Code:
- ✓ Enter PROG GL report contact:
- ✓ \* VDR Date-For ViewDirect use only: \*

\* Required prompts

Enter Program Code: (optional)

070112...

Program Code

- 10
- 1000
- 100000
- 100005
- 100006
- 100017
- 101002

March 30, 2018 1:58:22 PM GMT-05:00

OK Cancel

## Tool Bar

- Print
- Export
  - PDF
  - Excel
  - CSV

Home Documents FIOL\_Encumbrance\_...

Web Intelligence

User Prompt Input

Advanced Run

Enter Chart of Account:  
1 - University of Illinois - Urbana

Enter Fiscal Period:  
09

Enter Fiscal Year:  
2018

Enter Fund Code: (optional)  
100018

Enter Organization Code: (optional)  
598000;641000

FIOL Enc  
Version: I  
AITS Fin

Chart  
Organizational  
Fund  
Program  
Fund Type

# Status Bar

- Page Navigation
  - GoTo
- Zoom

8.99	0.00	0.00
0.00	0.00	0.00
5.00	0.00	132.50
5.41	0.00	0.00
6.00	0.00	100.00

⏮ ⏪ Page 2 of 4+ ⏩ ⏭

☰ 📄

100% ▼



# My-UI-Financials

- Customized Dashboard
- Basic Navigation
- Printing and Downloading
- Export Data
- [My-UI-Financials Resource Page](#)

# Customized Dashboard

UNIVERSITY OF ILLINOIS SYSTEM

jabane LOG OUT

OBFS My-UI-Financials

ALL FUNDS

SELF-SUPPORTING & SERVICE PLANS

HELP

ACCESS MANAGER

## All Funds

New features have arrived!  
[Click here](#) to learn more.

Filter by: Fiscal Year: 2018 Fiscal Period: 07 - January

Chart: All College: All School: All Dept.: All Type of Fund: All Fund PI Name: All

Get Records

Clear Row









Show 100 entries

Export Data to:

Excel

CSV

Search:

CoA	Fund Code	Organization Code	Program Code	Title	Ind	Budget	Current Month Expenses	Expenses	Encumbrances	Budget Balance Available	Actions
2	486207	301000	191100	301 Snap 1R21HD090635-01	TD	239,850.00	16,355.37	81,772.68	74,742.16	83,335.16	 
2	486775	301000	191100	301 Snap 5R01AI083241-06	TD	799,500.00	48,285.28	745,647.68	10,641.55	43,210.77	 
2	487929	301000	191100	301 Snap 1R21AI115092-02	TD	439,500.00	0.00	439,500.00	0.00	0.00	 
2	552637	301000	191100	301 CBC PDR-087	TD	14,980.00	0.00	14,980.00	134.10	(134.10)	 

Showing 1 to 4 of 4 entries

Go to Page: 1

Questions?

Email [myuifinancials@uillinois.edu](mailto:myuifinancials@uillinois.edu)

# Actions-Report List

UNIVERSITY OF ILLINOIS SYSTEM  
OBFS **My-UI-Financials**

jabane LOG OUT

ALL FUNDS
SELF-SUPPORTING & SERVICE PLANS
HELP

## All Funds

New features have arrived!  
[Click here](#) to learn more.

Filter by:
Fiscal Year: 2018
Fiscal Period: 07 - January

Chart: All
College: All
School: All
Dept.: All
Type of Fund: All
Fund PI Name: All
Get Records
Clear

Show 100 entries
Export Data to: Excel CSV

CoA	Fund Code	Organization Code	Program Code	Title	Ind	Budget	Current Month Expenses	Expenses		
2	486207	301000	191100	301 Snap 1R21HD090635-01	ITD	239,850.00	16,355.37	81,772.68		
2	486775	301000	191100	301 Snap 5R01AI083241-06	ITD	799,500.00	48,285.28	745,647.68	10,641.55	43,210.77
2	487929	301000	191100	301 Snap 1R21AI115092-02	ITD	439,500.00	0.00	439,500.00	0.00	0.00
2	552637	301000	191100	301 CBC PDR-087	ITD	14,980.00	0.00	14,980.00	134.10	(134.10)

Showing 1 to 4 of 4 entries
Go to Page: 1

Select a Report to Open

Report links will open in a new window.

- Revenue Expense Statements
- Revenue Expense Statements Inception to Date
- Revenue Expense Transactions
- Payroll Expense by Person Month End
- Encumbrance Balances
- Payroll Encumbrance by Person Month End
- Payroll Encumbrance by Person MYE Year End
- Revenue Expense YTD Transactions by Account and Period

Actions

My-UI-Financials Resource Pa...

All Funds Summary : My-UI-Fi...

eddie.ds.uillinois.edu

File Edit View Favorites Tools Help

Web Intelligence

Track

Drill

Filter Bar

Freeze

Outline

User Prompt Input

Advanced

Run

Enter Chart of Account:

4 - University of Illinois -Sprin

Enter Fiscal Period:

09

Enter Fiscal Year:

2018

Enter Fund Code: (optional)

100018

Enter FUND GL report contact: (optional)

Enter Organization Code: (optional)

297000

Enter ORG GL report contact: (optional)

Enter Program Code: (optional)

FIOL Revenue/Expense Detail Statement

Version June 2017

University of Illinois

Revenue/Expense Detail Sta

FY 2018 Period 09

Finance Standard Report

Fiscal Year: 2018

Period 09

Chart of Account: 4 - University of Illinois -Sprin

Prog Code: 297001

Org GL Rept:

Fund GL Re

N/A

Chart

4

University of Illinois -Springfield

Level

Principal Investiga

Organization

297000

Mathematical Sciences

6

Fund

100018

103 FY18 GRF/EAF/IF State Funds

4

Program

297001

Math Sciences

3

Fund Type

1A

State Approp-GRF EAF IF

2

Sponsor

N/A

Account	Description	Permanent Budget	Temporary Budget	Current Budget
211000	Academic Salaries-Budg/Sum	569,783.00	0.00	569,783.00
211100	Regular Faculty Salary	0.00	0.00	0.00
211130	Associate Professor Salary	0.00	0.00	0.00
211140	Assistant Professor Salary	0.00	0.00	0.00
211200	Regular Summer Faculty Salary	0.00	0.00	0.00
211300	Administrative/Professional Salary	0.00	0.00	0.00
211400	Other Academic Salary	0.00	0.00	0.00
	Academic Salary	569,783.00	0.00	569,783.00

30

# Export Dashboard Data

UNIVERSITY OF ILLINOIS SYSTEM

jabane LOG OUT

OBFS My-UI-Financials

ALL FUNDS

SELF-SUPPORTING & SERVICE PLANS

HELP

ACCESS MANAGER

## All Funds

New features have arrived!  
Click [here](#) to learn more.

Filter by: Fiscal Year: 2018 Fiscal Period: 07 - January

Chart: All College: All School: All Dept.: All Type of Fund: All Fund PI Name: All

Get Records

Clear Row









Show 100 entries

Export Data to:

Excel

CSV

Search:

CoA	Fund Code	Organization Code	Program Code	Title	Ind	Budget	Current Month Expenses	Expenses	Encumbrances	Budget Balance Available	Actions
2	486207	301000	191100	301 Snap 1R21HD090635-01	ITD	239,850.00	16,355.37	81,772.68	74,742.16	83,335.16	 
2	486775	301000	191100	301 Snap 5R01AI083241-06	ITD	799,500.00	48,285.28	745,647.68	10,641.55	43,210.77	 
2	487929	301000	191100	301 Snap 1R21AI115092-02	ITD	439,500.00	0.00	439,500.00	0.00	0.00	 
2	552637	301000	191100	301 CBC PDR-087	ITD	14,980.00	0.00	14,980.00	134.10	(134.10)	 

Showing 1 to 4 of 4 entries

Go to Page: 1

Questions?

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# Actions-View Details

UNIVERSITY OF ILLINOIS SYSTEM

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OBFS My-UI-Financials

ALL FUNDS

SELF-SUPPORTING & SERVICE PLANS

HELP

ACCESS MANAGER

## All Funds

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Click [here](#) to learn more.

Filter by: Fiscal Year: 2018 Fiscal Period: 07 - January

Chart: All College: All School: All Dept.: All Type of Fund: All Fund PI Name: All









Get Records

Clear Row

Show 100 entries

Export Data to: Excel CSV

Search:

CoA	Fund Code	Organization Code	Program Code	Title	Ind	Budget	Current Month Expenses	Expenses	Encumbrances	Budget Balance Available	Actions
2	486207	301000	191100	301 Snap 1R21HD090635-01	ITD	239,850.00	16,355.37	81,772.68	74,742.16	83,335.16	 
2	486775	301000	191100	301 Snap 5R01AI083241-06	ITD	799,500.00	48,285.28	745,647.68	10,641.55	43,210.77	 
2	487929	301000	191100	301 Snap 1R21AI115092-02	ITD	439,500.00	0.00	439,500.00	0.00	0.00	 
2	552637	301000	191100	301 CBC PDR-087	ITD	14,980.00	0.00	14,980.00	134.10	(134.10)	 

Showing 1 to 4 of 4 entries

Go to Page: 1

Questions?

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# Transaction Details

UNIVERSITY OF ILLINOIS SYSTEM jabane LOG OUT

OBFS **My-UI-Financials**

ALL FUNDS SELF-SUPPORTING & SERVICE PLANS HELP ACCESS MANAGER

All Funds / CFOP Account Summary: 2-486775-301000-191100 /

## Payroll Transaction Detail for Account 212210

New features have arrived! [Click here](#) to learn more.

Filter by: Fiscal Year: 2018 Fiscal Period: 07 - January [Get Records](#)

Showing: Chart: 2 - Chicago College: All School: All Dept: 301 - Microbiology and Immunology Type of Fund: All PI Name: Freitag, Nancy Elizabeth

Show 100 entries Export Data to: [Excel](#) [CSV](#) Search:

Account Code	Name	UIN	EC	Position	Pay Cat	FTE	Pay Year	Pay ID	Pay Number	Pay Seq	Pay Period Start Date	Pay Period End Date	Hours	Fringe Rate	Amount	Actions
212210			GA	C99201	A	0.44	2018	MN	1	0	12/16/17	01/15/18	76.27		2,541.67	<a href="#">PDF</a>
212210			GA	C99201	A	0.44	2018	MN	1	0	12/16/17	01/15/18	76.27		2,541.67	<a href="#">PDF</a>

Showing 1 to 2 of 2 entries Go to Page: 1

# Breadcrumb Navigation

# Resources

- [My-UI-Financials Resource Page](#)
- [Retrieving General Ledger Reports](#)
  - View Direct and EDDIE training
- [Understanding University Financials Statement & the Reconciliation Process](#)
  - [Guide to Finding Your “Accounting String” Balance](#)
- [UAFR Who to Ask](#)

# Other Reporting Resources

- OBFS UIC Reporting Subcommittee Contacts
  - <https://intranet.uillinois.edu/sites/OBFSReporting/SitePages/Home.aspx>
- AITS Reports and Data
  - [https://www.aitis.uillinois.edu/services/reports\\_and\\_data/](https://www.aitis.uillinois.edu/services/reports_and_data/)

# Workshop Summary

- Built our financial house with standard reports
- Reviewed the owner's manual
- Laid a foundation for remaining tracks
- Provide resources for additional reporting

# Questions / Concerns?