

2018 BRINGING ADMINISTRATORS TOGETHER CONFERENCE

# Reporting Toolbox: Trick Behind the Tools

April 5, 2018 11:30 to 12:30

**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 cell phones
- Minimize side conversations
- Please, ask questions anytime
- Sign the attendance roster
- Complete and submit the evaluation at the end of the workshop

# Workshop Objectives

- Learn additional features of financial tools
- Safety tips
- Resources for more complex tricks

# Owner's Manuals

- View Direct
- My-UI-Financials
- EDDIE
- Web Intelligence

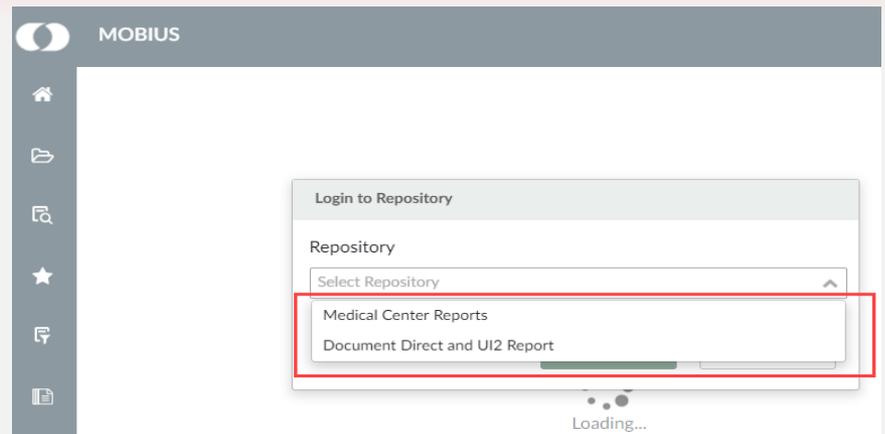
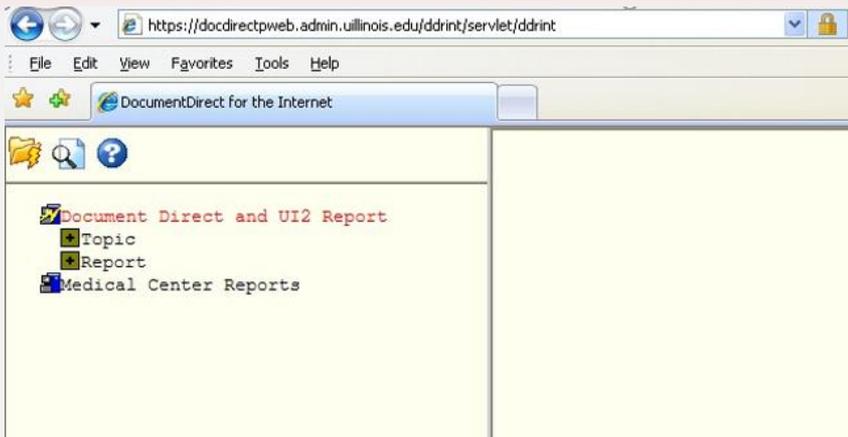
# QUICK TRICKS IN VIEW DIRECT

# View Direct now Mobius View

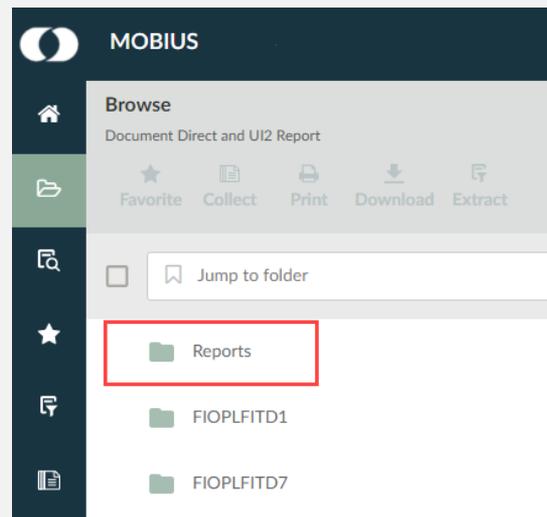
- April 29<sup>th</sup>
- Basic Navigation
- Printing and Downloading
- Recommended Browsers



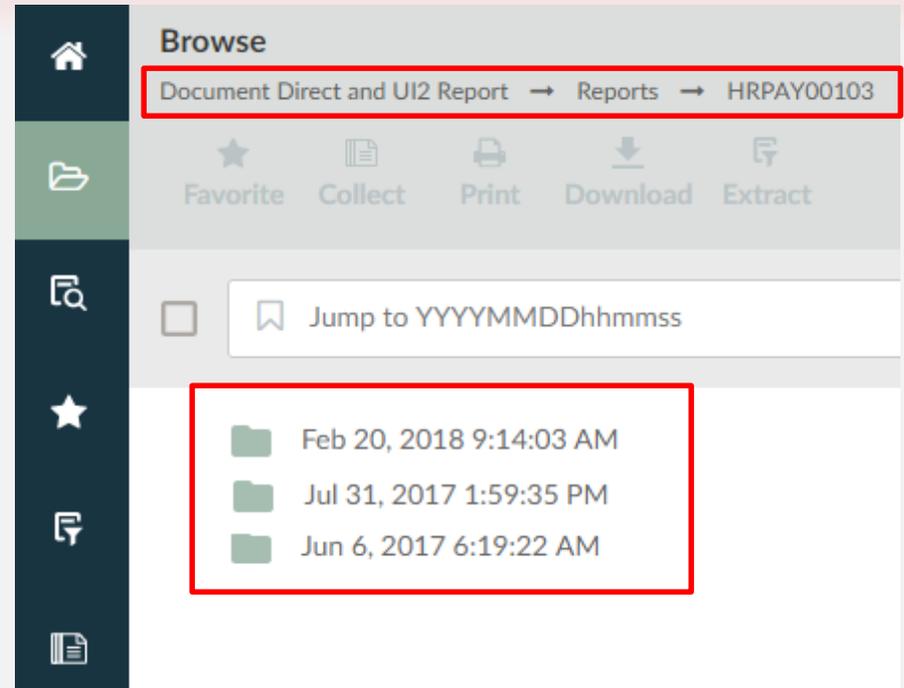
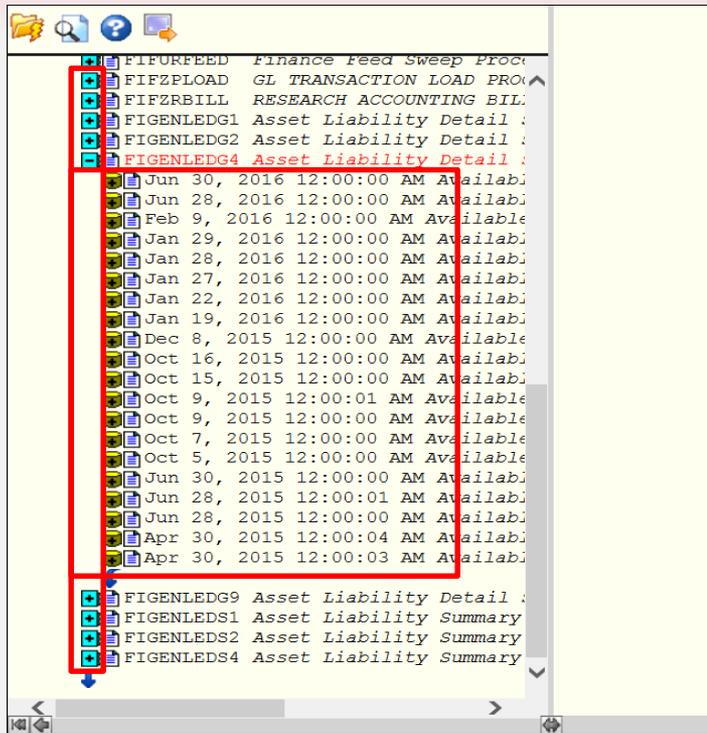
# It's still a hammer



- Select Document Direct and UI2 Report
- Click Report



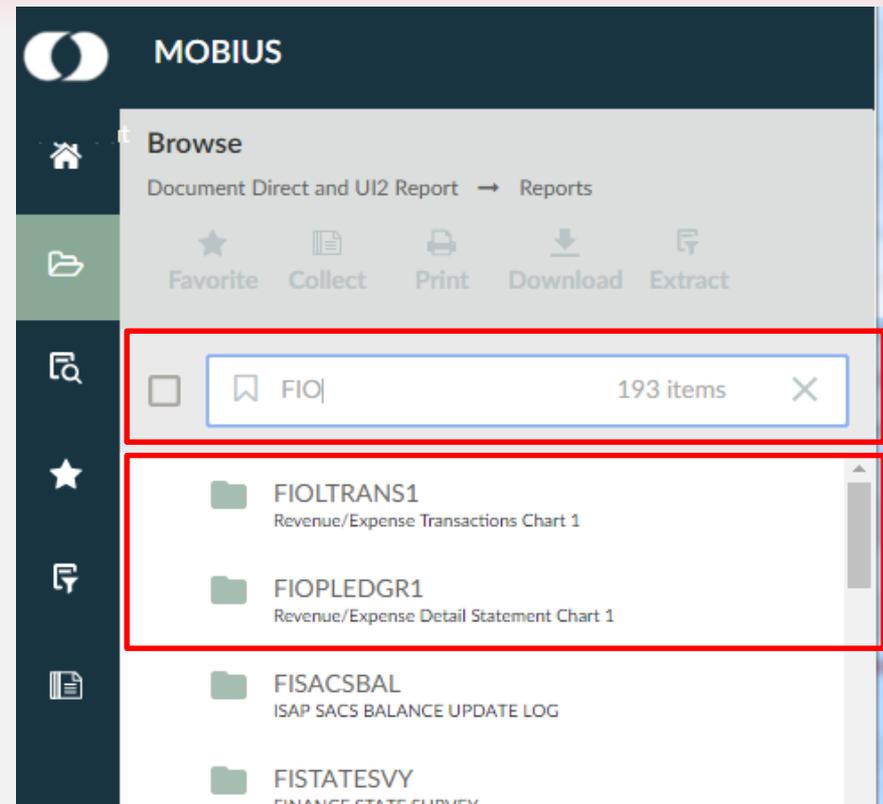
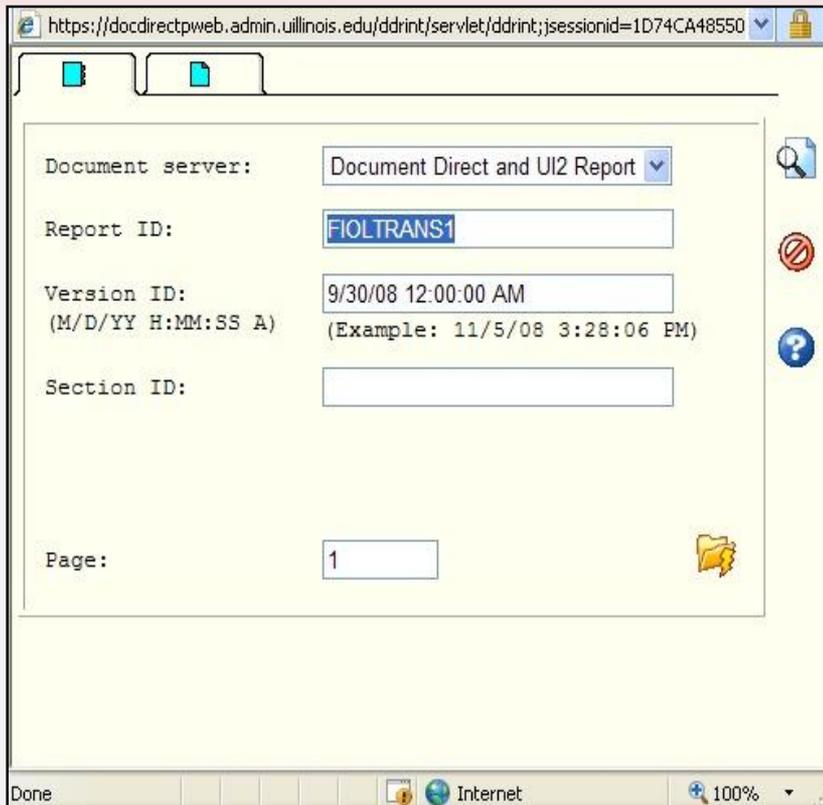
# Easy to use folders



# Breadcrumb Navigation



# Locate Button/Jump to folder



**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

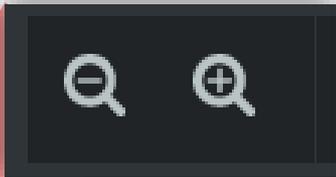
Academic  
Start Date:

UIN	Last Name	First Name	M	on	Email	Comment
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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

# **QUICK TRICKS IN MY-UI-FINANCIALS**

# Customized Dashboard

## All Funds

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

Filter by: Fiscal Year:  Fiscal Period:

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

Show  entries

Export Data to:

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:

Questions?

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

# Report Lists

## 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

## Select a Report to Open



Report links will open in a new window.

- Asset Liability Statements
- Asset Liability Transactions

ALL FUNDS

SELF-SUPPORTING & SERVICE PLANS

HELP

ACCESS MANAGER

Revenues & Expenses (OL)

REVENUES & EXPENSES (OL)

ASSETS & LIABILITIES (GL)

Filter by: Fiscal Year: 2018 Fiscal Period: 05 - November

Chart: 4 - Springfield College: All School: PK0 - University Li Dept.: All Fund Type: All

Get Records

Clear Row

Based on your My-UI-Financials access, only your portion of this fund's financial activity is shown below and will not appear on the Assets & Liabilities (GL) page.

Show 100 entries

Export Data to: Excel CSV

Search:

Fund Type	CoA	Fund Code	Fund Title	Annual Planned Expense Budget	Current Month Revenues	Current Month Expenses	Current Month Net Income (Loss)	YTD Revenues	YTD Expenses	YTD Net Income (Loss)	Encumbrances	YTD Less Encumbrances	Action
3J	4	301053	446 Library Local Fund	7,500.00	0.00	0.00	0.00	782.30	2,350.80	(1,568.50)	17.75	(1,586.25)	
3Q	4	302706	341 UIS Library Book Sales	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Grand Totals</b>				<b>7,700.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>782.30</b>	<b>2,350.80</b>	<b>(1,568.50)</b>	<b>17.75</b>	<b>(1,586.25)</b>	

ALL FUNDS

SELF-SUPPORTING & SERVICE PLANS

HELP

ACCESS MANAGER

Assets & Liabilities (GL)

Filter by: Fiscal Year: 2018 Fiscal Period: 04 - October

Chart: All College: All School: All Dept.: All Fund Type: All

Get Records

Clear Row

Note: Fund codes flagged on the Revenues & Expenses (OL) page are not shown here.

Show 100 entries

Export Data to: Excel CSV

Search:

Fund Type	CoA	Fund Code	Fund Title	YTD Revenues	YTD Expenses	YTD Net Income (Loss)	Cash (Deficit)	Other Assets	Liabilities	Ending Fund Balance (Deficit)	Ac
3E	1	301003	427 Mailing Services	158,596.68	214,817.01	(56,220.33)	72,915.45	101,452.35	381.00	173,986.80	
3E	1	304119	233 Aux Shared Tech Serv	0.00	(66,562.81)	66,562.81	66,589.05	0.00	26.24	66,562.81	
3E	2	301964	800 Nano Indentation Equip User Fee	0.00	0.00	0.00	13,179.05	0.00	0.00	13,179.05	
3E	2	301998	591 CON Event Center	8,365.00	15,626.60	(7,261.60)	1,396.46	0.00	1,100.00	296.46	

# Get more with less

My-UI-Financials Resource Pa... All Funds Summary : My-UI-Fi... eddie.ds.uillinois.edu

File Edit View Favorites Tools Help

Web Intelligence

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: (opt

Enter Organization Code: (optional)  
297000

Enter ORG GL report contact: (opt

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

period 09 Chart of Account: 4 - University of Illinois -Sprin  
Prog Code: 297001 Org GL Rept: Fund GL Re

Chart	Organization	Fund	Program	Fund Type	Sponsor	Level	Principal Investiga
4	University of Illinois -Springfield	100018	297001	1A	N/A	6	
						4	
						3	
						2	

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	Assestant 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
	<b>Academic Salary</b>	<b>569,783.00</b>	<b>0.00</b>	<b>569,783.00</b>

# Manage the Dashboard data

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** 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:

CoA	Account Code	Fund Code	Organization Code	Program Code	Account Title	Ind	Budget	Current Month Expenses	Expenses	Encumbrance	Budget	Actions
2	212200	486775	301000	191100	Research Assistant Salary	ITD	0.00	0.00	11,424.52	0.00	(11,424.52)	<a href="#">🔍</a> <a href="#">📄</a>
2	212210	486775	301000	191100	Research Asst Recvng Tuition Waiver	ITD	0.00	5,083.34	80,238.05	0.00	(80,238.05)	<a href="#">🔍</a> <a href="#">📄</a>

Showing 1 to 2 of 2 entries (filtered from 49 total entries) Go to Page: **1**

# Payroll 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	
212210			GA	C99201	A	0.44	2018	MN	1	0	12/16/17	01/15/18	76.27		2,541.67	

Showing 1 to 2 of 2 entries

Go to Page: 1

# **EFFECTIVE USE OF FINANCE STANDARD REPORTS**

# Standard Reports in EDDIE

Reports are easily located by selecting Documents, Categories and then Finance

The screenshot shows the SAP EDDIE interface. The top navigation bar includes 'Home' and 'Documents', with 'Documents' circled in red. Below this is a menu bar with 'View', 'New', 'Organize', 'Send', 'More Actions', and 'Details'. The left sidebar shows 'My Documents' with 'Folders' and 'Categories' sections. 'Categories' is circled in red, and 'Finance' is selected and circled in red. The main content area displays a list of reports under the 'Title' column. The reports listed are: Accounts Payable, Accounts Receivable, Agency Reports, Budget, Fixed Assets, FOAPAL Listings, General Ledger, Grants, Operating Ledger, Purchasing, Changing WebI Standard Report Viewing to PDF, FIAP\_Detail\_by\_FOAP, FIGL\_College\_Dept\_Fund\_Type\_Summary, FIGL\_Operating\_Ledger\_Summary\_ITD, FIGL\_Operating\_Ledger\_YTD\_Transaction\_State, FIPO\_Departmental\_Requisition, and FIPR\_Payroll\_Expense\_by\_Person\_Month\_End.

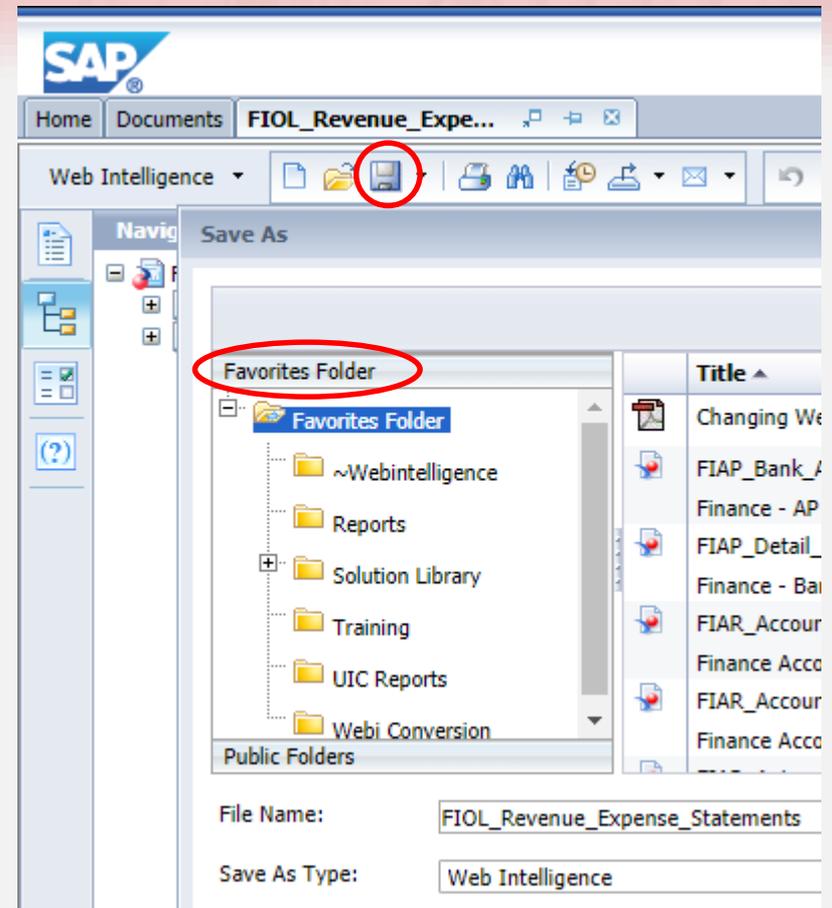
Title
Accounts Payable
Accounts Receivable
Agency Reports
Budget
Fixed Assets
FOAPAL Listings
General Ledger
Grants
Operating Ledger
Purchasing
Changing WebI Standard Report Viewing to PDF
FIAP_Detail_by_FOAP
FIGL_College_Dept_Fund_Type_Summary
FIGL_Operating_Ledger_Summary_ITD
FIGL_Operating_Ledger_YTD_Transaction_State
FIPO_Departmental_Requisition
FIPR_Payroll_Expense_by_Person_Month_End

# Standard Reports can be saved

Choose Save as and save in Favorites Folder

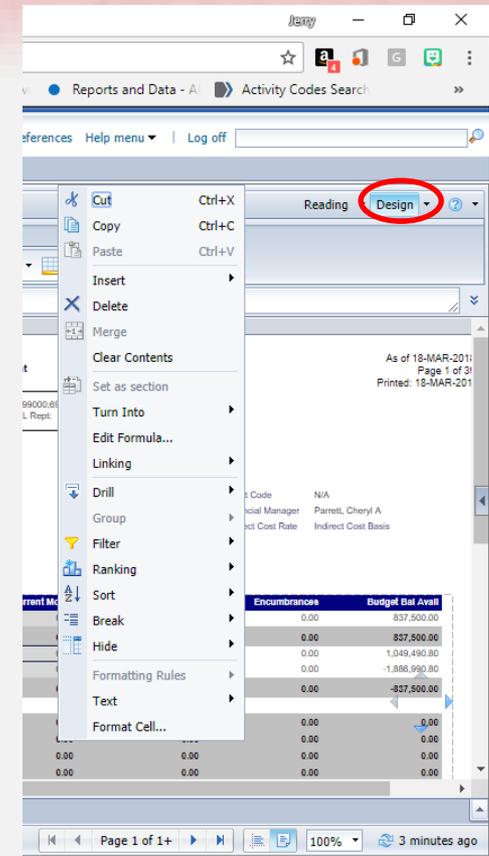
Prompt values can be saved eliminating the need to re-enter every time

May create folders within Favorites and rename reports



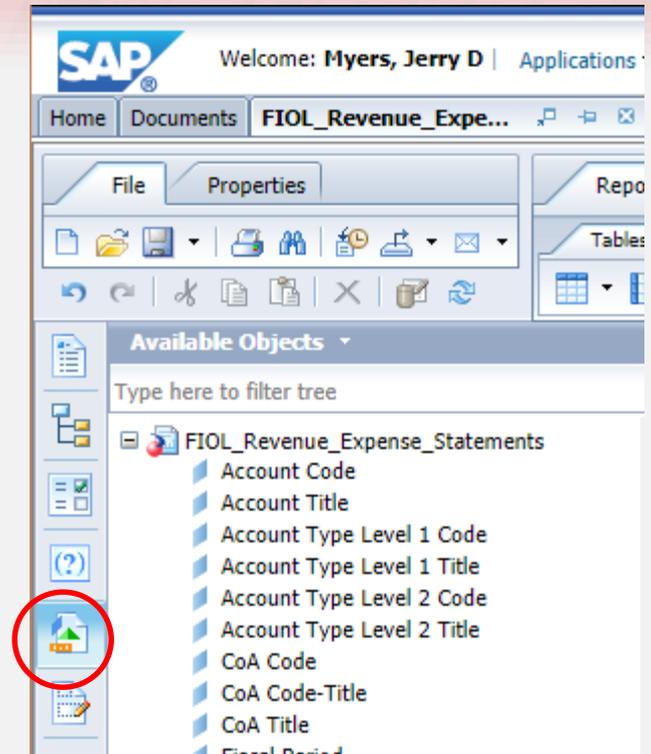
# Standard Reports can be modified

- Select Design in the top right of the report to modify
- Right clicking on a field brings up a menu that allows for filtering



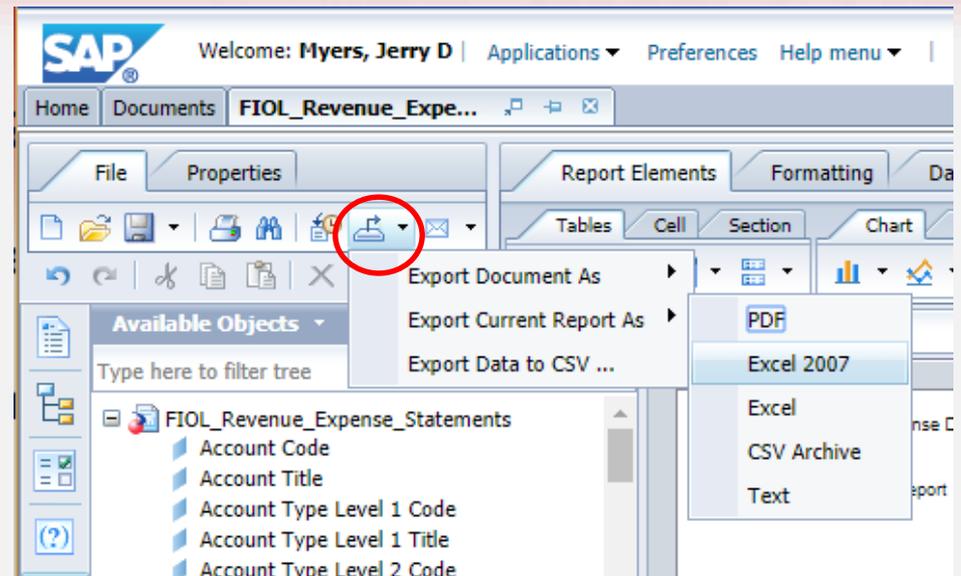
# Standard Reports can modified

- Select Available Objects to add fields by dragging and dropping.
- Right clicking on a bottom tab allows one to create their own reports.



# Standard Reports can modified

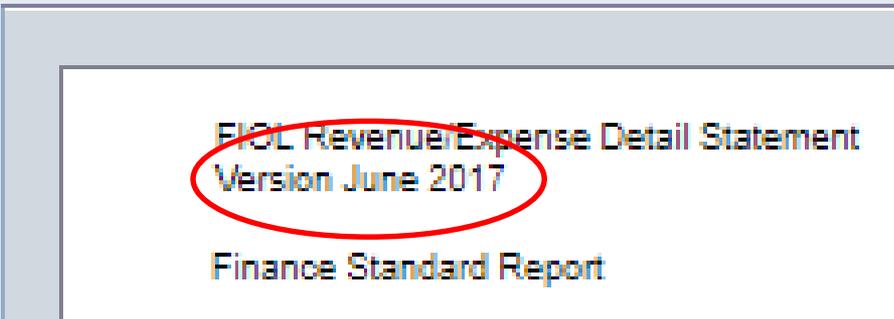
- Creating you own report can be an efficient way to export data to Excel



# Standard Reports can modified

## - Caveat

Standard reports can be updated. This does not update a saved report. Occasionally check to see if reports have been updated by checking top left of report.



FISL RevenueExpense Detail Statement  
Version June 2017

Finance Standard Report

# Standard Reports can be scheduled

- Instructions

[https://www.ait.s.uillinois.edu/UserFiles/Servers/Server\\_474/File/DS/Business%20Objects/Scheduling%20Reports.pdf](https://www.ait.s.uillinois.edu/UserFiles/Servers/Server_474/File/DS/Business%20Objects/Scheduling%20Reports.pdf)

- Advantages

Scheduled reports can be run at anytime and delivered to multiple emails as pdfs or Excel documents.

# **WEB INTELLIGENCE AS A POWER USER**

# Finance Power User

- Access is separate from Standard Report Refresher (USC must use AITS Security Application for Report Refresher and DS Security Application for Power User)
- Additional access allows users to download the desktop version of Web Intelligence, access to Solution Library reports, create ad hoc reports and greater ability to alter existing reports.

# Solutions Library – Money

[https://www.ait.s.uillinois.edu/services/reports\\_and\\_data/reports/solution\\_library/](https://www.ait.s.uillinois.edu/services/reports_and_data/reports/solution_library/)

- These reports have many origins including user created, often requested and other sources. Many Salary Planner and Budget reports were created by Planning and Budgeting

The screenshot displays the SAP Solutions Library interface. The SAP logo is at the top left. Below it, there are tabs for 'Home' and 'Documents'. A navigation bar includes 'View', 'New', 'Organize', 'Send', 'More Actions', and 'Details'. The main area is divided into 'My Documents', 'Folders', and 'Categories'. The 'Categories' section is expanded to show 'Solution Library - Money', which is further expanded to list various report categories:

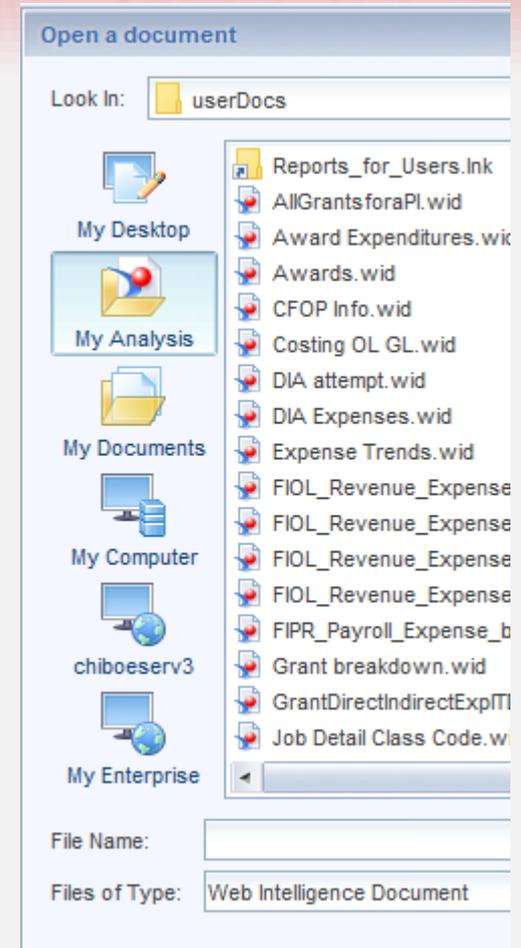
Solution Library - Money	
Accounts Payable/Purchasing	Accounts Payable/Purchasing
Cash and General Ledger	Cash and General Ledger
Expense / Revenue	Expense / Revenue
Grants	Grants
Merchant Card	Merchant Card
Payroll	Payroll
Salary Planner and Budget	Salary Planner and Budget
TEM	TEM
UIC Reporting Subcommittee	UIC Reporting Subcommittee

# Time savers

- Why reinvent the wheel?
  - Using existing reports already has necessary logic built into the query filter a report including:
    - Filter specific Fund or Account Types
    - Combining, merging and creating variables for multiple universes
    - Formatting for better display
  - Decision on best universe has already been made
    - There are several and often redundant universes in the warehouse
    - Starting with the source that has all the data needed saves time
  - Newer Standard Reports can be modified as well
    - My-UI-Financial reports written on newer data sources

# Saving and Sharing reports

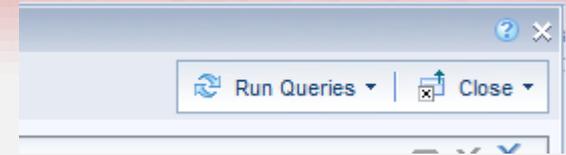
- Reports can be saved to network drives, including shared drives as well as EDDIE (chiboesserv3)
- If saved correctly, reports can be sent through email. Reports can be sent through EDDIE InBox as well.



# Business Object-Best Practice

- Operating Ledger Reporting and General Ledger Reporting universes are newer data sources that perform better and contain a great deal of information including grant expenditure data
- Work from a copy of a report and save often
- Browser vs desktop version. To import Excel, desktop must be used. Browser version allows for multiple reports being open at the same time.
- EDW - HRFIN BOS Expenses (Detail\_Monthly\_Expense) is operating ledger expense information including breakdowns by employee for reimbursement and payroll information.

# Business Object-Best Practice



- In Query panel, you can only run specific queries and apply changes and save without running to save time.
- Caveat - When creating or modifying a report, check numbers against existing standard reports or Banner. Inconsistent values are an indication of faulty logic versus incorrect data

# Workshop Summary

- In-depth look at financial tools
- Time saving tricks
- Expand your tool box options
- Safety tips when using power tools

Questions / Concerns?

# Appendix

# Resources

## OBFS main site

<https://www.obfs.uillinois.edu/>

## OBFS Training Center

<https://www.obfs.uillinois.edu/training/materials/accounting/>

## Decision Support

[https://www.ait.s.uillinois.edu/services/reports and data](https://www.ait.s.uillinois.edu/services/reports_and_data)

## Decision Support Training

[https://www.ait.s.uillinois.edu/services/reports and data/help and training/training/](https://www.ait.s.uillinois.edu/services/reports_and_data/help_and_training/training/)

# Resources

## OBFS UIC Reporting Subcommittee

<https://intranet.uillinois.edu/sites/OBFSReporting/SitePages/Home.aspx>

## Banner 9 Updates

[https://www.ait.s.uillinois.edu/services/banner\\_and\\_banner\\_related\\_systems/banner\\_9\\_upgrade](https://www.ait.s.uillinois.edu/services/banner_and_banner_related_systems/banner_9_upgrade)

## My-UI-Financials Resource Page

<https://www.obfs.uillinois.edu/my-ui-financials/>

## AIT Solutions Library-Finance

[https://www.ait.s.uillinois.edu/services/reports\\_and\\_data/reports/solution\\_library/finance/](https://www.ait.s.uillinois.edu/services/reports_and_data/reports/solution_library/finance/)