

OBFS UIC REPORTING SUBCOMMITTEE

What Do We Do?

The mission of the OBFS UIC Reporting Subcommittee is to understand the reporting needs of the UIC campus and work to fill those needs in various ways. Examples include providing input to other development projects, building new reports when appropriate, and promoting existing reports and resources. The Subcommittee reports to the OBFS (UIC) Advisory Committee.

All of the reports developed by the UIC Reporting Subcommittee can be found in EDDIE by going to **Categories -> Solution Library – Money -> UIC Reporting Subcommittee**: <https://eddie.ds.uillinois.edu/>

Descriptions of the Reports along with a direct link to each one can be found on our SharePoint site also: <https://intranet.uillinois.edu/sites/OBFSReporting/> (Use netid & password if prompted)

Sample Available Reports

Departmental Multi Fund Report and College Multi Fund Report

Contains a summary of the fund balance by fund and fund type and the fund code details for a particular chart, three-digit organization code or college, fiscal year, and fiscal period. Includes State, ICR, Self-Supporting, Gift and Grant funds.

P-Card LN# Crosswalk

Aids in P-Card reconciliation by including LN and PC number on the same report, displays transactions awaiting reconciliation, and allows monitoring of on-time reconciliation rate for multiple cardholders.

Open Cash Advances

Provides a list of open cash advances (e.g. program advances, travel advances) for a given org.

Purchase Order Listing and Invoice Payments

Aids in purchase order encumbrance clearance, standing order renewal, and payment tracking by providing details on current and prior FY purchase orders.



Grant Detail Report

Includes ITD summary of personnel and non-personnel expenses, non-personnel direct expenses transaction details and projections for a particular grant code, fiscal year, month, and a particular time frame.

All Grants for a PI

Summarizes key grant information for a single PI's portfolio. Financial information includes direct and indirect expenditures (ICR, tuition remission) for each grant as well as grand totals. Graphs summarize proposal activity, monthly and annual expenditures, and burn rates.

ICR Listing – College

Contains information about ICR generated by Grants for a specified college and fiscal year.

Support

If Colleges/Units are interested in a group presentation or a more private session, please contact reports@uic.edu. Members of the Reporting Subcommittee will meet you at your location to present the basics of using Webi reports as well as reports specific to your group/unit.

The mailing list BUSINESS@LISTSERV.UIC.EDU is available to share reporting ideas, questions, needs, and resources with your UIC business colleagues. To join the list, visit: <https://forms.illinois.edu/sec/2693274>

Getting Involved

Contact Brian Shim (bshim2@uic.edu) or Brian Weaver (bweaver2@uic.edu) to join the subcommittee!

Getting Started

1. Request access to EDDIE from your Unit Security Contact (USC). In the **AITs Security Application**, under the Reports-Finance tab, your USC should select Finance Eddie Reports, Standard Finance Reports.
2. Request access to EDW from your USC. In the **DS Security Application**, your USC should select the Job Category and Data Subject Area for the universes needed. (see table below)
3. Register for Training - https://www.ait.suillinois.edu/services/reports_and_data/help_and_training/training/
4. Log into EDDIE and under Preferences, update Web Intelligence Options to HTML. This will allow you to run, edit, and create reports within EDDIE using only your web browser.
5. You are now ready to run reports in EDDIE.

Key terms you should know

- **Business Objects:** SAP software suite of tools used to analyze, create, view, and distribute reports
- **Webi (Web Intelligence):** one of the tools within the business objects suite of products. Two versions of Webi:
 - o web-based: accessed online through EDDIE using the HTML editor
 - o desktop tool: installed on your computer, also known as Web Intelligence Rich Client
- **EDDIE (Enterprise Data Delivery Information Environment):** University's secured web-based environment for analyzing data from the EDW. Online environment for building and running reports that include enterprise data (i.e. Banner, Kuali Coeus, etc)
- **EDW (Enterprise Data Warehouse):** Central repository of integrated data from various applications used for reporting and data analysis

FUNCTIONS	EDDIE	Webi (Web Intelligence)
Create, Edit & Run Reports?	Yes	Yes
Work Independently?	Yes	Yes
Where does it run?	Web Browser/HTML	Desktop
How to Access	OBFS App. ->EDDIE Check Preferences Menu ->Web Intelligence Option ->HTML	OBFS App. ->EDDIE Check Preferences Menu ->Web Intelligence Option ->Desktop (install for 1 st time)

Requesting access to Universes

Universe Needed	BI Access Role	REQUEST THIS	
		Job Category (Choose the Most Appropriate Role)	Data Subject Area
DM - Finance Grants Lifecycle DM - Finance Grants Summary EDW - Finance CFOAPAL EDW - Finance Grants ITD EDW - Finance ICR EDW - Finance Ledgers OL GL EDW - Finance PCard Transactions EDW - Finance Purch Order Invoices EDW - Finance Travel and Expense EDW - HRFIN BOS Expenses Encumbrance Reporting Operating Ledger Reporting	Finance Power User	Data Analyst - Full Data Analyst - Limited Data Analyst - Restricted Executive Officer Finance Manager Personnel Manager	Finance
EDW – Finance Accounts Receivable	Finance AR Power User	Data Analyst - Full	Finance
EDW - HR Employee Administration EDW - HR Payroll EDW - HR Position and Job Hierarchy	HR_EXEC_USER Power Users - SSN NO	Data Analyst - Full Data Analyst - Limited Data Analyst - Restricted Executive Officer	HR/Pay

AITs Business Objects Resources

https://www.ait.suillinois.edu/services/reports_and_data/help_and_training/business_objects_4_1_resources

Universe Information by Subject Area

https://www.ait.suillinois.edu/services/reports_and_data/about_data/metadata/metadata_for_business_objects_users/universe_information/