Reporting Toolbox: Trick Behind the Tools
April 5, 2018 11:30 to 12:30

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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  – Sr. Business & Financial Coordinator
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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\textsuperscript{th}
- 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
QUICK TRICKS IN MY-UI-FINANCIALS
### Customized Dashboard

#### All Funds

*New features have arrived! Click here to learn more.*

**Filter by:**
- Fiscal Year: 2018
- Fiscal Period: 01 - January

**Columns:**
- CoA
- Fund Code
- Organization Code
- Program Code
- Title
- Ind
- Budget
- Current Month Expenses
- Expenses
- Encumbrances
- Budget Balance Available
- Actions

<table>
<thead>
<tr>
<th>CoA</th>
<th>Fund Code</th>
<th>Organization Code</th>
<th>Program Code</th>
<th>Title</th>
<th>Ind</th>
<th>Budget</th>
<th>Current Month Expenses</th>
<th>Expenses</th>
<th>Encumbrances</th>
<th>Budget Balance Available</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>486207</td>
<td>301000</td>
<td>191100</td>
<td>301 Snap 1R21HD090635-01</td>
<td>TD</td>
<td>230,850.00</td>
<td>16,355.37</td>
<td>81,772.58</td>
<td>74,742.16</td>
<td>83,335.16</td>
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<td>486775</td>
<td>301000</td>
<td>191100</td>
<td>301 Snap 1R01A1093241-06</td>
<td>TD</td>
<td>799,500.00</td>
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<td>10,641.55</td>
<td>43,210.77</td>
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<td>487929</td>
<td>301000</td>
<td>191100</td>
<td>301 Snap 1R21A115092-02</td>
<td>TD</td>
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<td>439,500.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>2</td>
<td>552637</td>
<td>301000</td>
<td>191100</td>
<td>301 CBC PDR-067</td>
<td>TD</td>
<td>14,980.00</td>
<td>0.00</td>
<td>14,980.00</td>
<td>134.10</td>
<td>(134.10)</td>
<td><img src="#" alt="View" /> <img src="#" alt="Edit" /></td>
</tr>
</tbody>
</table>

*Showing 1 to 4 of 61 entries*
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
- Asset Liability Statements
- Asset Liability Transactions
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.

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

Grand Totals: 7,700.00  0.00  0.00  0.00  782.30  2,350.80  (1,568.50)  17.75  (1,586.25)
### Assets & Liabilities (GL)

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

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>CoA</th>
<th>Fund Code</th>
<th>Fund Title</th>
<th>YTD Revenues</th>
<th>YTD Expenses</th>
<th>YTD Net Income (Loss)</th>
<th>Cash (Deficit)</th>
<th>Other Assets</th>
<th>Liabilities</th>
<th>Ending Fund Balance (Deficit)</th>
<th>Ac</th>
</tr>
</thead>
<tbody>
<tr>
<td>3E</td>
<td>1</td>
<td>301003</td>
<td>427 Mailing Services</td>
<td>153,596.68</td>
<td>214,817.01</td>
<td>(56,220.33)</td>
<td>72,915.45</td>
<td>101,452.35</td>
<td>381.00</td>
<td>173,986.80</td>
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</tr>
<tr>
<td>3E</td>
<td>1</td>
<td>304119</td>
<td>233 Aux Shared Tech Serv</td>
<td>0.00</td>
<td>(66,562.81)</td>
<td>66,562.81</td>
<td>66,589.05</td>
<td>0.00</td>
<td>26.24</td>
<td>66,562.81</td>
<td></td>
</tr>
<tr>
<td>3E</td>
<td>2</td>
<td>301964</td>
<td>800 Nano Indentation Equip User Fee</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>13,179.05</td>
<td>0.00</td>
<td>0.00</td>
<td>13,179.05</td>
<td></td>
</tr>
<tr>
<td>3E</td>
<td>2</td>
<td>301998</td>
<td>591 CON Event Center</td>
<td>8,365.00</td>
<td>15,626.60</td>
<td>(7,261.60)</td>
<td>1,396.46</td>
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<td>1,100.00</td>
<td>296.46</td>
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</tr>
</tbody>
</table>
Get more with less

Delete contents of optional fields
Manage the Dashboard data

<table>
<thead>
<tr>
<th>CoA</th>
<th>Account Code</th>
<th>Fund Code</th>
<th>Organization Code</th>
<th>Program Code</th>
<th>Account Title</th>
<th>Ind</th>
<th>Budget</th>
<th>Current Month Expenses</th>
<th>Expenses</th>
<th>Encumbrance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
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<td>486775</td>
<td>301000</td>
<td>191100</td>
<td>Research Assistant Salary</td>
<td>ITD</td>
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<td>0.00</td>
<td>11,424.52</td>
<td>0.00</td>
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<tr>
<td>2</td>
<td>212210</td>
<td>486775</td>
<td>301000</td>
<td>191100</td>
<td>Research Asst Recng Tuition Waiver</td>
<td>ITD</td>
<td>0.00</td>
<td>5,083.34</td>
<td>80,238.05</td>
<td>0.00</td>
</tr>
</tbody>
</table>
# Payroll Transaction Details

## Payroll Transaction Detail for Account 212210

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Name</th>
<th>UIN</th>
<th>EC</th>
<th>Position</th>
<th>Pay Cat</th>
<th>FTE</th>
<th>Pay Year</th>
<th>Pay ID</th>
<th>Pay Number</th>
<th>Pay Seq</th>
<th>Pay Period Start Date</th>
<th>Pay Period End Date</th>
<th>Hours</th>
<th>Fringe Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>212210</td>
<td>GA</td>
<td>C99201</td>
<td>A</td>
<td>0.44</td>
<td></td>
<td></td>
<td>2018</td>
<td>MN</td>
<td>1</td>
<td>0</td>
<td>12/16/17</td>
<td>01/15/18</td>
<td>76.27</td>
<td>2,541.67</td>
<td></td>
</tr>
<tr>
<td>212210</td>
<td>GA</td>
<td>C99201</td>
<td>A</td>
<td>0.44</td>
<td></td>
<td></td>
<td>2018</td>
<td>MN</td>
<td>1</td>
<td>0</td>
<td>12/16/17</td>
<td>01/15/18</td>
<td>76.27</td>
<td>2,541.67</td>
<td></td>
</tr>
</tbody>
</table>
EFFECTIVE USE OF FINANCE STANDARD REPORTS
Standard Reports in EDDIE

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

- Creating your own report can be an efficient way to export data to Excel
Standard Reports can be 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.
Standard Reports can be scheduled

- Instructions

- 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://wwwaits.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
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
    • Staring 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 (chiboeserv3)
• 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.aits.uillinois.edu/services/reports_and_data

Decision Support Training
https://www.aits.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.aits.uillinois.edu/services/banner_and_banner_related_systems/banner_9_upgrade

My-UI-Financials Resource Page
https://www.obfs.uillinois.edu/my-ui-financials/

AITS Solutions Library-Finance
https://www.aits.uillinois.edu/services/reports_and_data/reports/solutions_library/finance/