A “Deep Dive” into Using EDDIE / Web Intelligence for Financial Reporting

April 5, 2018
3:00 pm - 4:00 pm
Workshop Presenter(s)

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Please ...

- Turn off cell phones.
- Avoid side conversations.
- Please raise your hand if you have any questions.
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.
Workshop Objectives

• Define key terms for EDDIE/Web Intelligence users
• Recognize data available in common finance universes
• Explore “Solution Library” reports in EDDIE
• Build and modify a custom financial report in EDDIE/Web Intelligence
• Learn useful tips and tricks for new and existing reports in EDDIE
Glossary

- **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:
  - web-based: accessed online through EDDIE using the HTML editor
  - desktop tool: installed on your computer, also known as Web Intelligence Rich Client
Glossary (Continued 1)

• **EDDIE (Enterprise Data Delivery Information Environment):** University’s secured web-based environment for analyzing data from the EDW

• **EDW (Enterprise Data warehouse):** Central repository of integrated data from various applications used for reporting and data analysis
Glossary (Continued 2)

• Standard Report: pre-defined and pre-developed standard reports
  – cannot be modified

• Solution Library: templates and starter reports that were developed by the data warehouse user community
  – can be modified
Glossary (Continued 3)

• Universe: an interface which maps components (ie. Object) to structures in the database

• Object: a field or a combination of fields within database tables or views

• Query Panel: where you enter in search parameters to run a report
EDDIE vs. WEBI

- EDDIE: Online environment for building and running reports that include enterprise data (i.e. Banner, Kuali Coeus, etc).
- Web Intelligence (WEBI): Desktop/Rich Client version of the same reporting tool
## EDDIE VS. WEBI

<table>
<thead>
<tr>
<th>FUNCTIONS</th>
<th>EDDIE</th>
<th>Web Intelligence (WEBI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create, Edit &amp; Run Reports?</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Works Independently</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Where does it run?</td>
<td>HTML (Browser)</td>
<td>Desktop</td>
</tr>
<tr>
<td>How to Access?</td>
<td>1. OBFS App. -&gt; EDDIE</td>
<td>1. OBFS App. -&gt; EDDIE</td>
</tr>
<tr>
<td></td>
<td>2. Check Preferences Menu -&gt; Web Intelligence Option -&gt; HTML</td>
<td>2. Check Preferences Menu -&gt; Web Intelligence Option -&gt; Desktop (install for 1st time)</td>
</tr>
</tbody>
</table>
Common Data Universes

- **EDW - HRFIN BOS Expenses** – Combines HR and Expense Data
  - Contains all Finance expenses at the detail level including Payroll transaction detail by person with position and job information.
    - Who am I paying on my CFOAPs by name?
    - How much money have I spent on office supplies this fiscal year?
    - What expense transactions have been posted to my CFOAP’s
Payroll and Detailed Expenses Report

Universe: **HRFIN BOS Expenses**

[http://eddie.ds.uillinois.edu/](http://eddie.ds.uillinois.edu/)
Create a New Report in EDDIE

- Live demonstration
  - Choose the data Universe(s)
  - Select Result Objects
  - Build the Query Filters
  - Run the Query
  - Save to the Favorites folder
EDDIE Preferences

Preferences – Basrawi, Sabah

Web Intelligence

Modify (creating, editing and analyzing documents):
This is also the interface launched from the Go To list or My Applications.

View
- HTML (no download required)
- Desktop (Rich Client, Windows only, installation required)
- PDF

Select a default universe:
No default universe Browse...
Choose Data Universe(s)

- Choose from the available universes:
  - EDW - HRFIN Bos Expenses
  - Other universes listed (e.g., EDW - Finance, HR, Headcount, etc.)
Select Result Objects

To filter the query, select predefined filters or objects in the Universe pane and add them here by clicking the arrow. Select Filter to specify the values you want returned to reports or select Prompt to define a message so users can select values of their choice.
Select Query Filters

Chart of Accounts Code: In List, value 2
Fund Code: In List, Enter value(s) for Fund Code
Build Query Filters

- Chart of Accounts Code: In List
- Fund Code: In List
- Organization Code: In List
- Program Code: In List
- OL Detail Transaction Date: Between

Options:
- Constant
- Value(s) from list
- Prompt
- Object from this query
- Result from another query
Run Query: Prompts

- Select the “Start” Date
- Default time is 12:00:00 AM
- Edit the time for the “End” Date as 11:59:59 PM
# Data Results

## Payroll and Detailed Expenses

<table>
<thead>
<tr>
<th>CFOAP</th>
<th>Account Title</th>
<th>OL Detail Transaction Date</th>
<th>OL Detail Description</th>
<th>Original Doc Number</th>
<th>OL Expense Amount</th>
<th>Position Number-Job Suffix</th>
<th>Payroll Year</th>
<th>Payroll Id</th>
<th>Payroll Number</th>
</tr>
</thead>
</table>
Formatting a Report

- Break and Sort
- Sum
- Add Objects
- Move columns
- Variables
- Format page and text
- Save and share!
## Formatting Results

### Payroll and Detailed Expenses

<table>
<thead>
<tr>
<th>CFOAP</th>
<th>Account Title</th>
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<th>Original Doc Number</th>
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<th>Position Number-Job Suffix</th>
<th>Payroll Year</th>
<th>Payroll Id</th>
<th>Payroll Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-400074-134400-1091150</td>
<td>Information Technology Supplies</td>
<td>21/4/2018</td>
<td>GPCV AF PCA24071</td>
<td></td>
<td>$89.32</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-400074-134400-1091150</td>
<td>Supplies - Other</td>
<td>21/4/2018</td>
<td>European PCA0992</td>
<td></td>
<td>$821.89</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-400074-134400-1091150</td>
<td>NC IT Equipment $000-$4999</td>
<td>21/4/2018</td>
<td>Amazon PCA24182</td>
<td></td>
<td>$1,386.60</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-400074-134400-1091150</td>
<td>NC IT Equipment $500-$9999</td>
<td>21/4/2018</td>
<td>Amazon PCA24191</td>
<td></td>
<td>$1,349.96</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-400074-134400-1091150</td>
<td>NC IT Equipment $500-$9999</td>
<td>21/4/2018</td>
<td>Amazon PCA24191</td>
<td></td>
<td>$4,875.89</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-400074-134400-1091150</td>
<td>Foreign Travel - Payment to Vendor</td>
<td>21/6/2019</td>
<td>@@@CT_ T13577J9</td>
<td></td>
<td>$24.93</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-400074-134400-1091150</td>
<td>Foreign Travel - Payment to Vendor</td>
<td>21/6/2019</td>
<td>@@@CT_ T13577J6</td>
<td></td>
<td>$103.82</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-400074-134400-1091150</td>
<td>Foreign Travel Vendor-Lodging</td>
<td>21/6/2019</td>
<td>ABERGIC T13577J5</td>
<td></td>
<td>$1,681.75</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-400074-134400-1091150</td>
<td>Foreign Travel Vendor-Air Travel</td>
<td>21/6/2019</td>
<td>ABERGIC T13577J2</td>
<td></td>
<td>$1,425.41</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-400074-134400-132210-1091150</td>
<td>Out/State Trn-EE Room-Meals/Per-Clem</td>
<td>21/4/2018</td>
<td>TME21312995</td>
<td></td>
<td>$119.32</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Common Data Universes

• **EDW - Finance Grants ITD – Expense Data**
  
  Contains information about post-award Grants and Contracts. For each Grant, users have access to the Grant Budget, inception to date fiscal activity for each grant fund, personnel associated with the Grant, Granting Agency information, and information about Grant Sponsor Billing.

  – How many grants do I have associated with my department?
  – What are the total expenditures by Grant in my department over the last state fiscal year?
  – What Grants are ending within the next 6 months?
  – What are the Inception to Date expenditures by Grant in my department?
Common Data Universes

- **EDW - HR Payroll – HR Data**
  - Contains historical records of payroll runs including the gross pay, employer paid benefits, earnings transfers, re-issued checks, as well as the C-FOAPAL that pay has been posted to for each employee.
    - What C-FOAPALs have employees in my department been paid from?
    - Who has been paid from my CFOAPALs
    - How much has been paid from my CFOAPALs
Common Data Universes

- **Operating Ledger Reporting: Standard Reports**
  - Contains Operating Ledger individual transactions as well as summaries by period. Additional document numbers are available including expense report numbers for TEM transactions.
  - This universe is one of the sources of My-UI-Financials standard reports as well as View Direct. Related universes are: General Ledger Reporting and Encumbrances Reporting.
    - How much state money have I spent on office supplies this fiscal year?
    - What transactions have been posted to my CFOAPs?
    - What is the Budget Balance Available on my state CFOAPs?
Other Data Universes

- TEM Universe
  - EDW - Finance Travel & Expense

- P-CARD Universe
  - EDW - Finance PCard Transactions

- myProposals Kuali Coeus (KC) Universe(s): 
  - Awards Reporting Universe
  - Proposals Reporting Universe
  - Subawards Reporting Universe

- Student Data Universe
Solution Library Reports:

- **OBFS:**
  - [https://www.obfs.uillinois.edu/](https://www.obfs.uillinois.edu/)

- **EDDIE:**
  - HTML access to all reports
  - Your own favorites!
  - Run and edit as needed
  - Faster retrieval of data
Solution Library Reports:
Solution Library Reports:

- Payroll reports
- PO & P-Card reports
Solution Library

- Located under EDDIE Categories
- UIC Reporting Subcommittee
Modify an Existing Report

- Open existing report
- Save to Favorites Folder
- Select Design mode (top right)
- Edit the Query (data provider)
- Customize the report Format
Solution Library Reports:

- Select a report
- Click **Refresh** icon to see User Prompt Input menu.
Solution Library Reports:

- Click **Print** icon to export to PDF for printing.

- Click **Save** Menu icon to save to My Favorites.

- Click on the **Export** icon to export to Excel.
Solution Library Reports:

• How to Share a report through EDDIE?

Click **Send to** icon to send the report to another user by their NetID.
Solution Library Reports:

- Search for your recipients in this window:
Solution Library Reports:

1. Click **Find** to search for the recipient.
2. Enter the title `bshim2` in the search field.
3. Select the recipient `Shim, Brian` from the list.
4. Click **Send** to send the report.
Solution Library Reports:

- The shared EDDIE report will appear in your Inbox or you can see the notification on your Home tab.
Solution Library Reports:

• How to gain access to more? Visit the UIC Reporting Subcommittee site!

• All reports developed by the Subcommittee are available in the solution library.

Resources:

• Resource Pages
  ○ Banner Alerts & Resources
  ○ My-UI-Financials Resource Page
  ○ Finance Feeder Front-End Resource Page
  ○ iCS Resource Page
  ○ Foreign National Payments Resource Page
  ○ iTravel Resource Page
  ○ PARIS Resource Page
  ○ Service Activities Resource Page
  ○ TEM Resource Page

• Benefits Information
• Calendars, OBFS
• Conferences
• Orientation for New Business and Finance Employees
• OBFS Policies & Procedures Manual
• [red] OBFS UIC Reporting Subcommittee [red]
• Petty Cash and Change Funds Menu
• Treasury Operations
  ○ i-card Programs
  ○ Merchant Card Services (Credit Cards)

Sign in with your ACCC NetID and Password
Workshop Summary

• Define key terms for EDDIE/Web Intelligence users
• Recognize data available in common finance universes
• Explore “Solution Library” reports in EDDIE
• Build and modify a custom financial report in EDDIE/Web Intelligence
• Share your reports!
Resources

• Decision Support:
  https://www.aits.uillinois.edu/services/reports_and_data/

• Decision Support Help and Training:
  https://www.aits.uillinois.edu/services/reports_and_data/help_and_training/

• Data Warehouse Access:
  https://www.aits.uillinois.edu/access/get_access/get_data_warehouse_access/

• EDDIE login:
  https://eddie.ds.uillinois.edu/
Resources

• Universe Details:
  https://www.aits.uillinois.edu/services/reports_and_data/about_data/metadata/metadata_for_business_objects_users/universe_information/

• AITS 1-on-1 Report Assistance:
  http://go.uillinois.edu/registration

• Web Intelligence: Report Basics:
  http://go.uillinois.edu/WebiReportAssistance
Who to Contact?

• OBFS Report Subcommittee Leadership Team:
  – Colleen Kehoe, Office of Vice Chancellor for Research, colleen@uic.edu
  – Jenny Li, University Accounting & Financial Reporting, yli21@uillinois.edu
  – Jerry Myers, Administrative Information Technology Services, jdmyers6@uillinois.edu
  – Brian Shim, Department of Physics, bshim2@uic.edu
  – Dimuthu Tilakaratne, Administrative Information Technology Services, dpt@uillinois.edu
  – Brian Weaver, Nursing, bweaver2@uic.edu
Questions / Concerns?