

2018 Administrative Leadership Conference

Reporting Toolbox: Tricks Behind the Tools



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

- Provide glance at Mobius View
- Show additional features of financial tools
- Share tool safety tips
- Provide resources for more complex tricks



Owner's Manuals

- ViewDirect—Mobius View
- My-UI-Financials
- EDDIE
- Web Intelligence



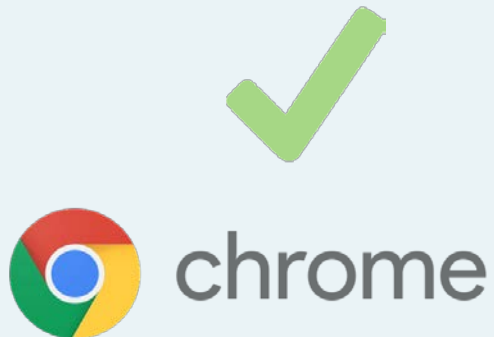
2018 Administrative Leadership Conference

April 25, 2018

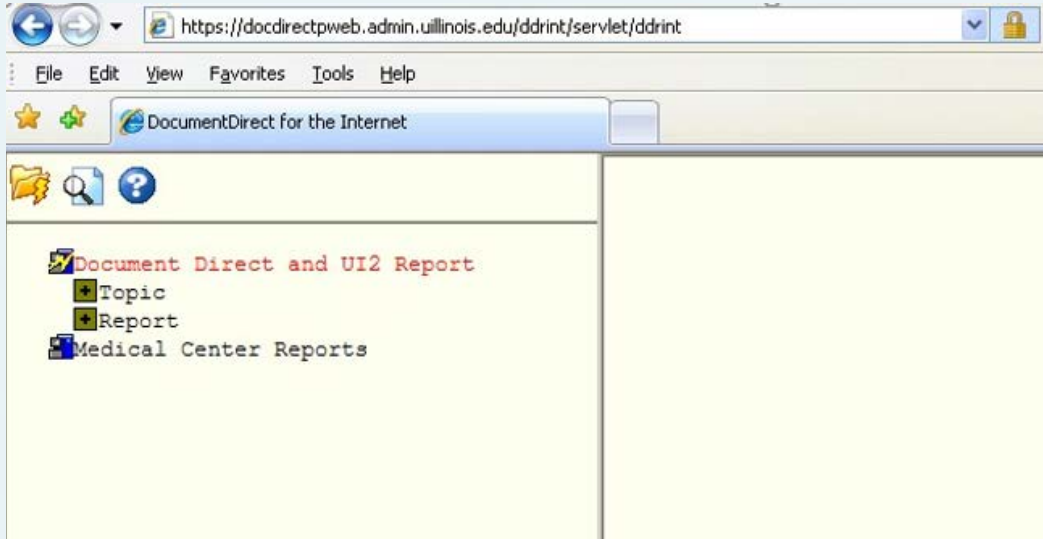
VIEWDIRECT NOW MOBIUS VIEW

ViewDirect now Mobius View

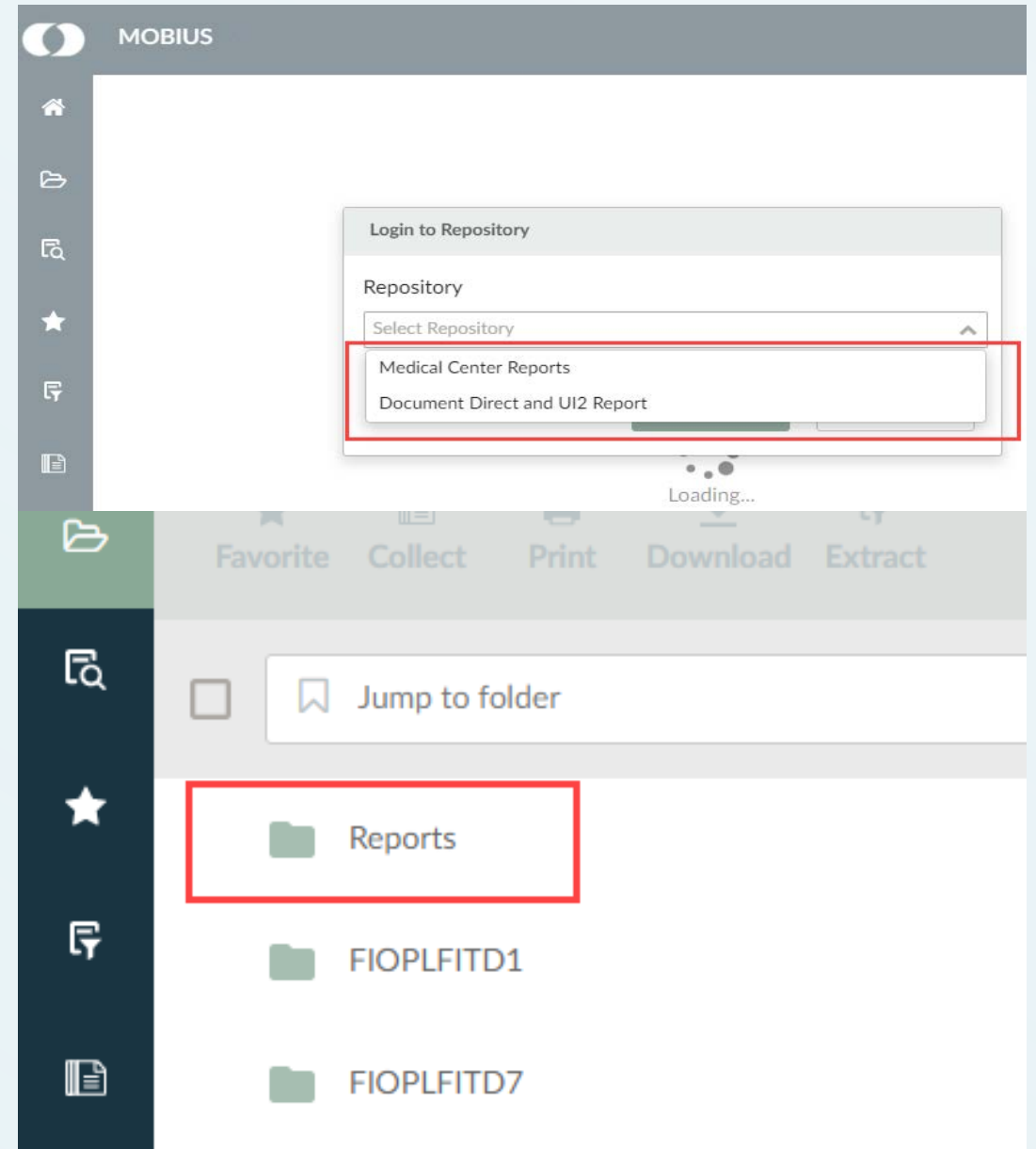
- April 29th
- Basic Navigation
- Printing and Downloading
- Recommended Browsers



It's still a hammer

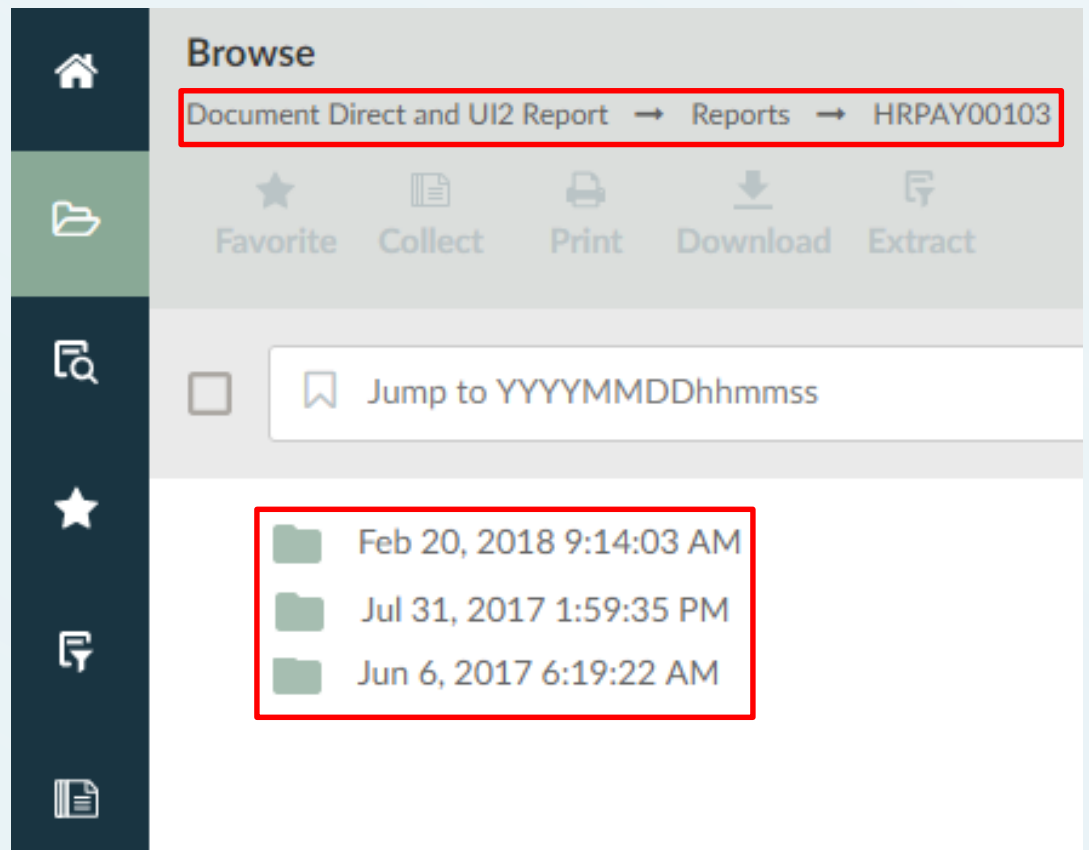
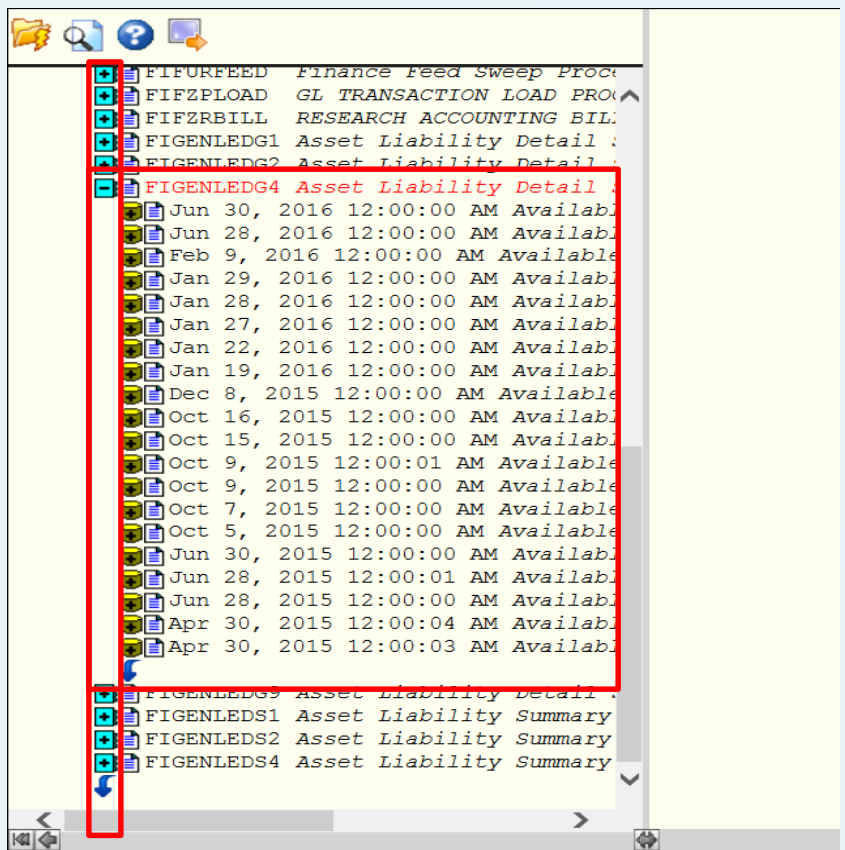


- Select Document Direct and UI2 Report
- Click Report





Easy to use folders



Breadcrumb Navigation



Locate Button/Jump to folder

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 SURVEY

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



- Zoom
- Full Screen
- Expand
- Print
- Download

The screenshot shows a web application window titled "Reports". The breadcrumb trail is "Document Direct and UI2 Report" → "Reports" → "HRNOAGEN4" → "Feb 5, 2018 11:36:36 PM". Below the breadcrumb is a toolbar with icons for "Favorite", "Collect", "Print", and "Download". A red callout box points to the "Print" icon. Another red callout box points to the "Full Screen" icon (represented by a square with an 'X'). A third red callout box points to the "Expand" icon (represented by a square with a plus sign). A fourth red callout box points to the "Zoom" icon (represented by a magnifying glass with a plus sign). A fifth red callout box points to the "Download" icon (represented by a downward arrow). The main content area displays "University of Illinois" and "*** Academic A". Below this is a table with columns: "Last Name", "First Name", "Email", and "Comment". The table is currently empty. Below the table is a "Key:" section with a list of abbreviations: NONR = Notice of Non-Reappointment, 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, TOFH = 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. The page number "Page 1 of 1" is displayed at the bottom.



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QUICK TRICKS IN MY-UI-FINANCIALS



Customized Dashboard

UNIVERSITY OF ILLINOIS SYSTEM

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

College

School

Dept.

Type of Fund

Fund PI Name

All

All

All

All

All

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?


Email myuifinancials@uillinois.edu

UNIVERSITY OF ILLINOIS SYSTEM

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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



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UNIVERSITY OF ILLINOIS

OBFS **My-UI-Financials**

ALL FUNDS

SELF-SUPPORTING & SERVICE PLANS

HELP

ACCESS MANAGER

Revenues & Expenses (OL)

ASSETS & LIABILITIES (GL)

Filter by:

Fiscal Year: 2018

Fiscal Period: 05 - November

Chart

College

School

Dept.

Fund Type

4 - Springfield

All

PK0 - University Li

All

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	
Grand Totals				7,700.00	0.00	0.00	0.00	782.30	2,350.80	(1,568.50)	17.75	(1,586.25)	



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UNIVERSITY OF ILLINOIS
OBFS My-UI-Financials

tstmyfi9 LOG OUT

ALL FUNDS SELF-SUPPORTING & SERVICE PLANS HELP ACCESS MANAGER

Assets & Liabilities (GL)

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

Chart College School Dept. Fund Type
All All All All 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

AdvancedRun

Enter Chart of Account:
4 - University of Illinois -Sprir

Enter Fiscal Period:
09

Enter Fiscal Year:
2018

Enter Fund Code: (optional)
100018

Enter FUND GL report contact: (op

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

Fiscal Year: 2018 Period 09 Chart of Account: 4 - University of Illinois -Sprin
Prog Code: 297001 Org GL Rept: Fund GL Re

Chart	4	University of Illinois -Springfield	Level	
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

Delete contents of (optional) fields



Manage the Dashboard data

UNIVERSITY OF ILLINOIS SYSTEM

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

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

Showing 1 to 2 of 2 entries (filtered from 49 total entries)

Go to Page: 1

Search: Res



Payroll Transaction Details

UNIVERSITY OF ILLINOIS SYSTEM

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



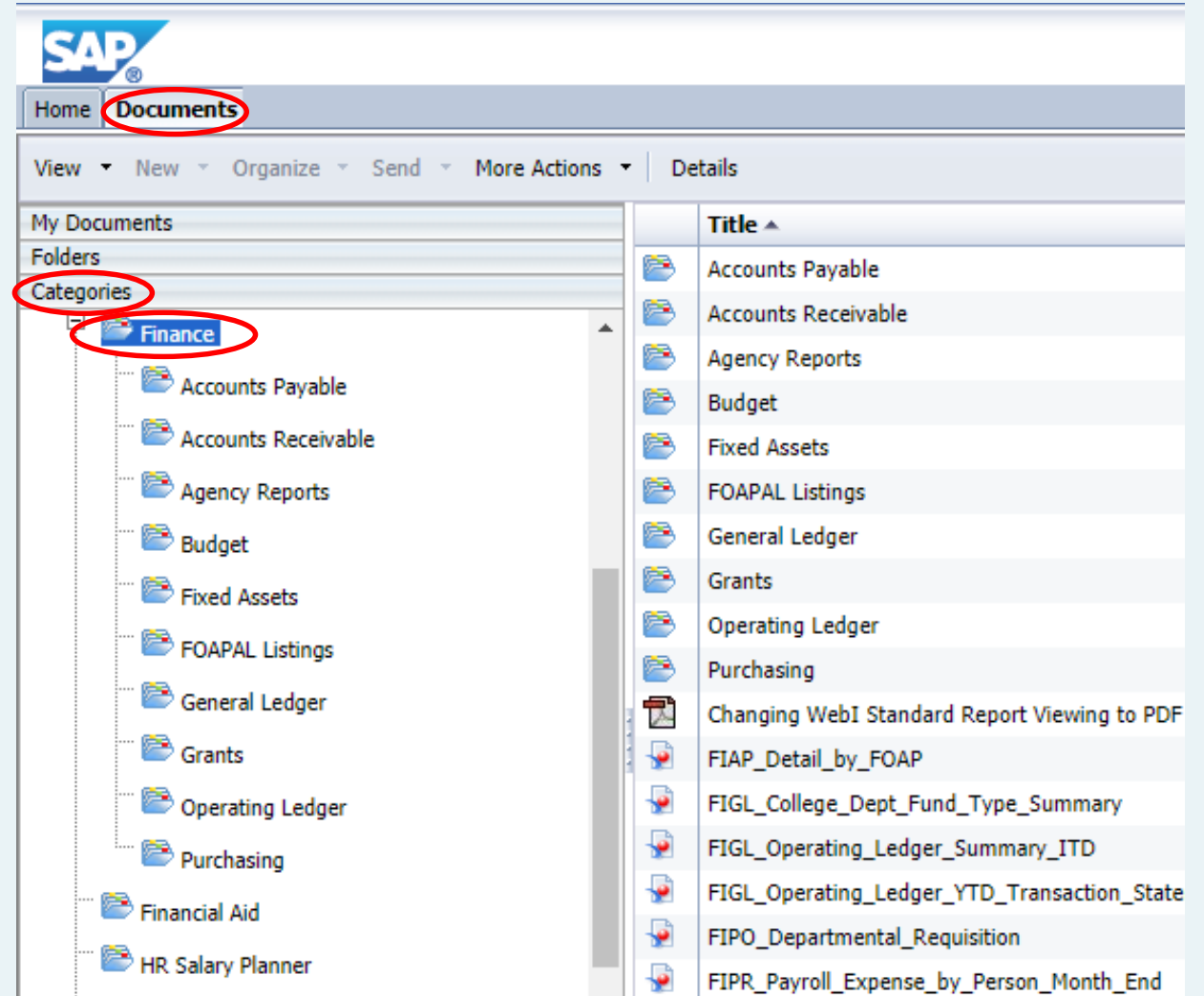
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EFFECTIVE USE OF FINANCE STANDARD REPORTS

Standard Reports in EDDIE

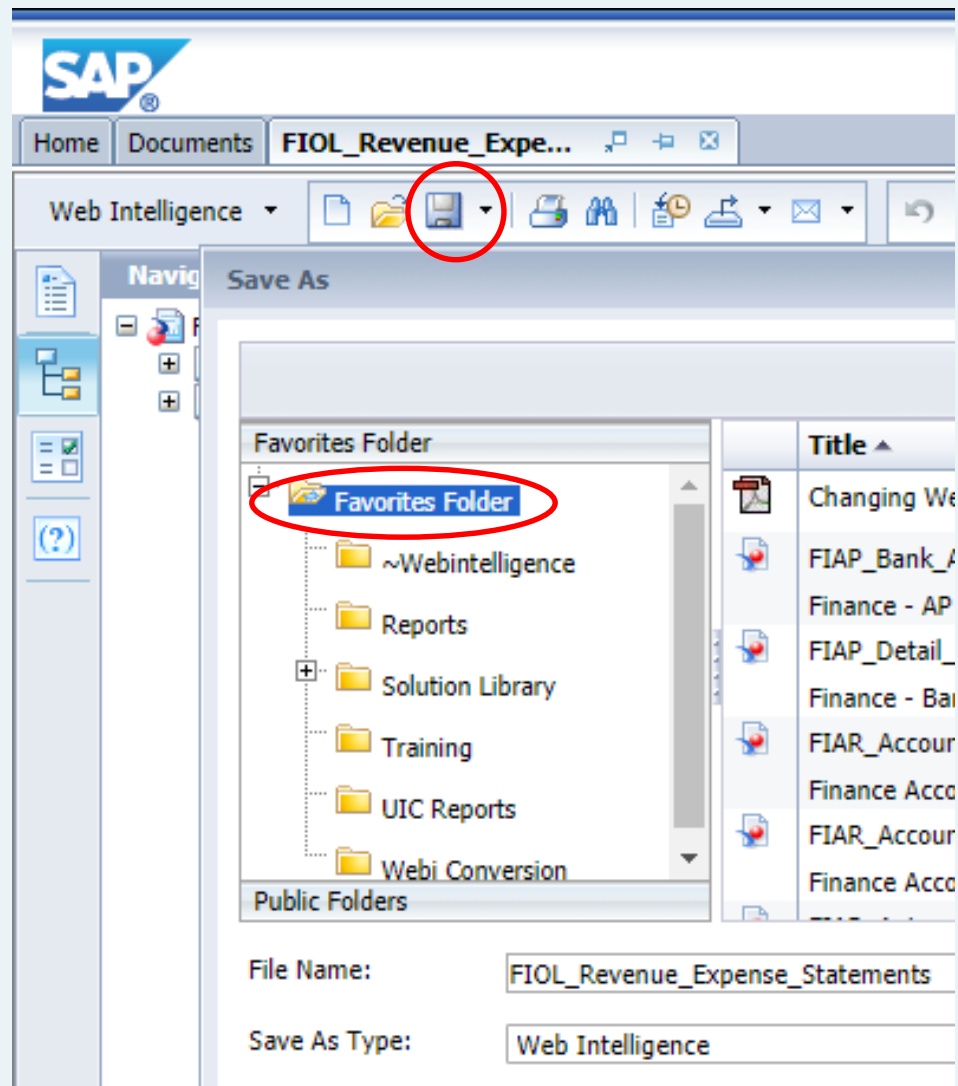
- Reports are easily located by selecting Documents, Categories and then Finance



SAP	
Home	Documents
View	New
Organize	Send
More Actions	Details
My Documents	
Folders	
Categories	
Finance	
Accounts Payable	Accounts Payable
Accounts Receivable	Accounts Receivable
Agency Reports	Agency Reports
Budget	Budget
Fixed Assets	Fixed Assets
FOAPAL Listings	FOAPAL Listings
General Ledger	General Ledger
Grants	Grants
Operating Ledger	Operating Ledger
Purchasing	Purchasing
Financial Aid	Financial Aid
HR Salary Planner	HR Salary Planner

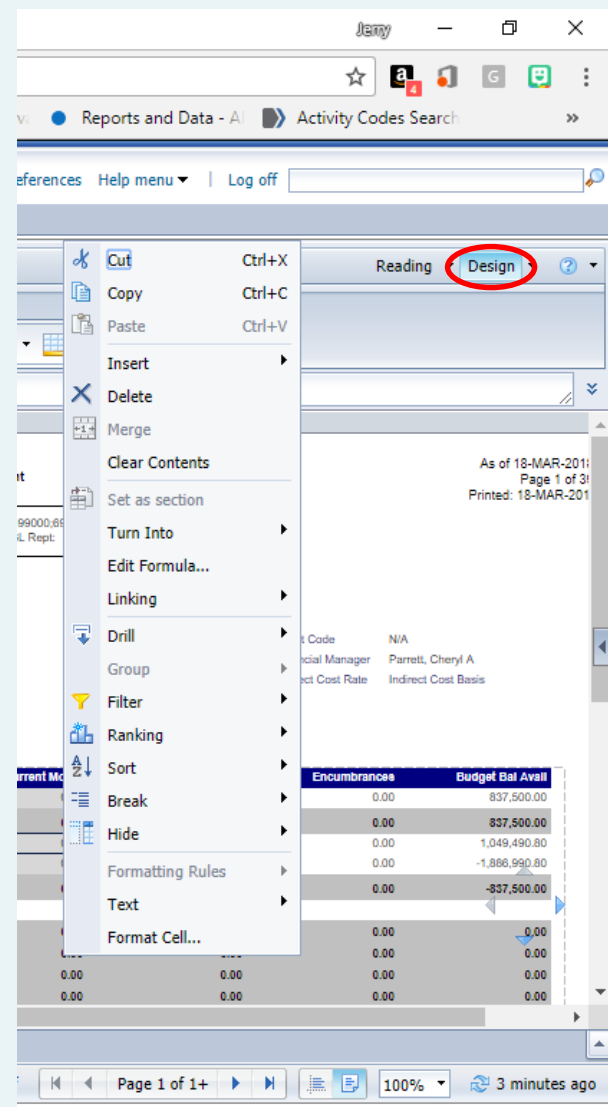
Standard Reports can be saved

- 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 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



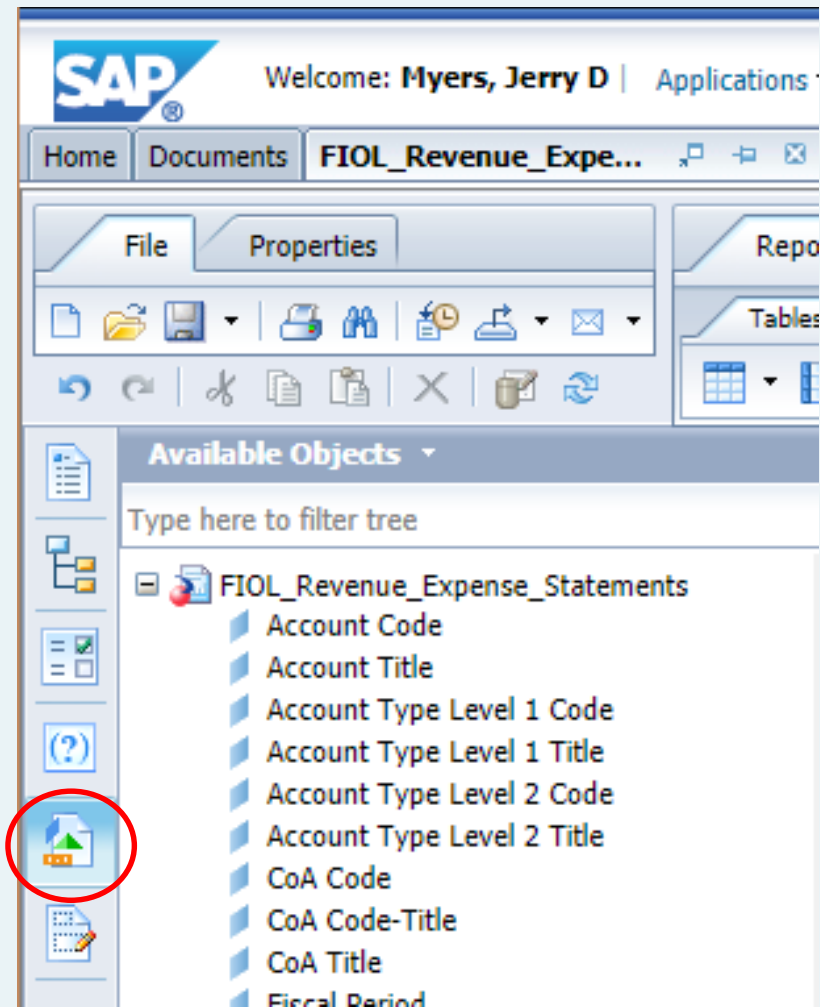
As of 18-MAR-2018
Page 1 of 31
Printed: 18-MAR-2018

Encumbrances	Budget Bal Avail
0.00	837,500.00
0.00	837,500.00
0.00	1,049,490.80
0.00	-1,886,990.80
0.00	-837,500.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00

Page 1 of 1+ 100% 3 minutes ago

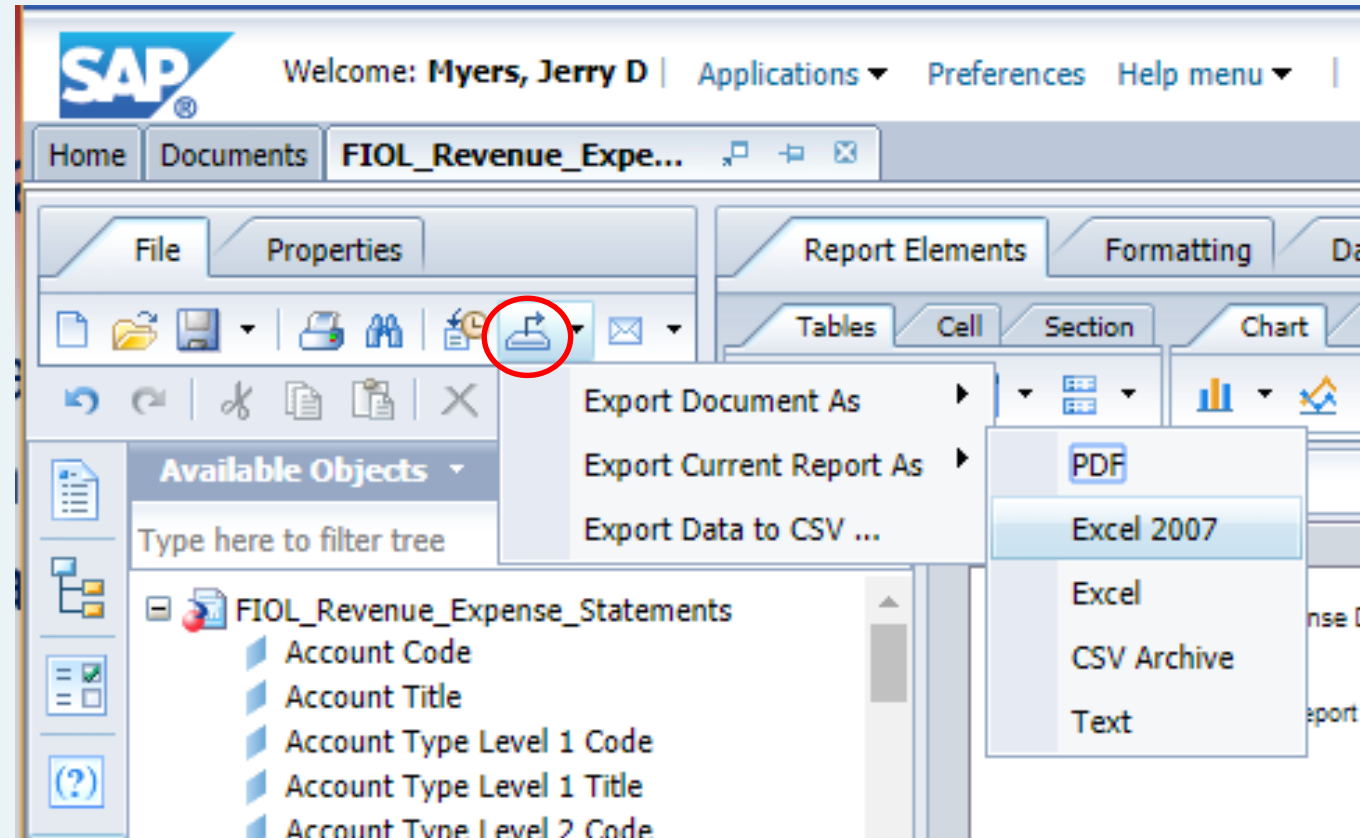
Standard Reports can modified

- 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

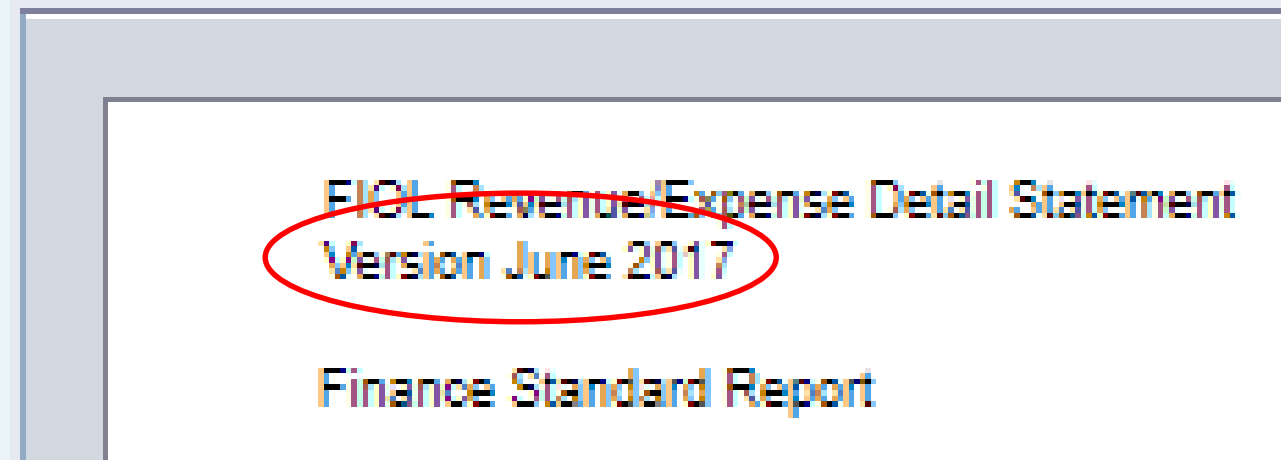
- Creating you own report can be an efficient way to export data to Excel





Standard Reports can modified

- 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
 - 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.



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WEB INTELLIGENCE AS A POWER USER

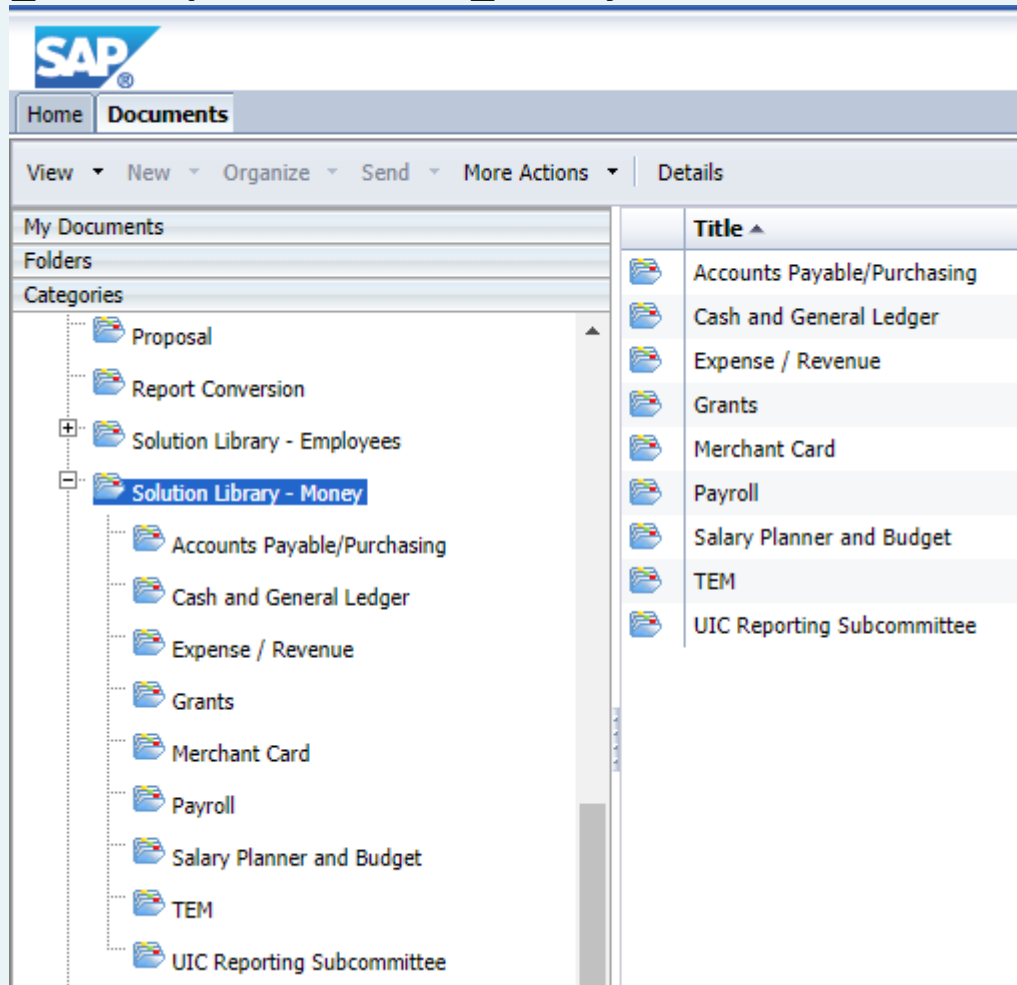
Finance Power User

- 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/

- 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 for the 'Money' category. The interface is divided into several sections:

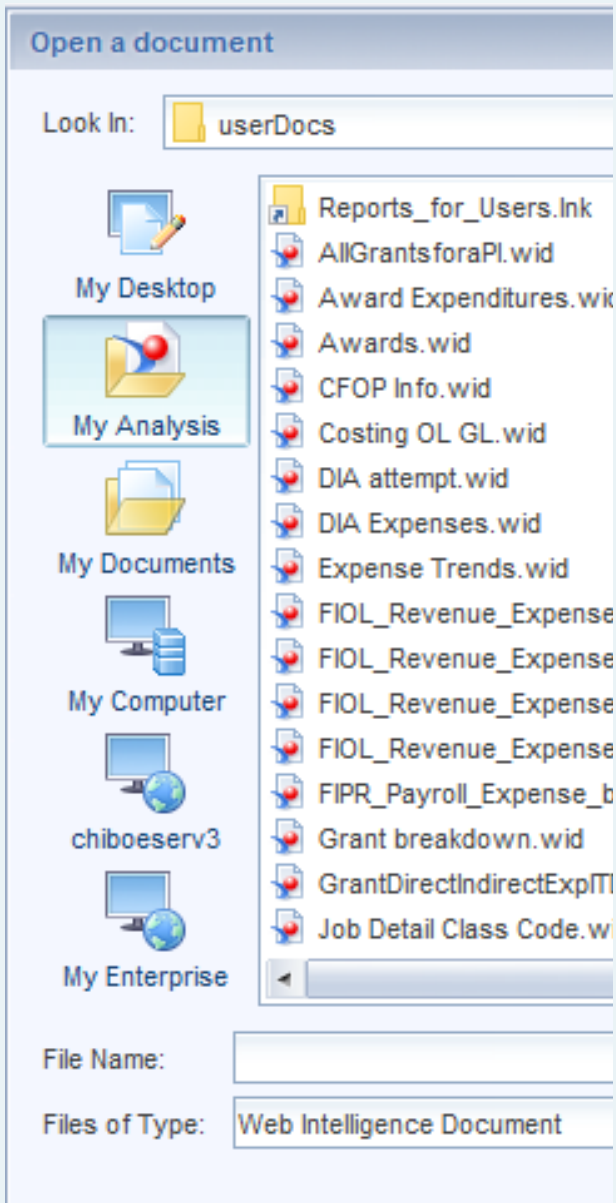
- Top Navigation:** Includes the SAP logo, a 'Home' button, and a 'Documents' tab.
- Menu Bar:** Features options for 'View', 'New', 'Organize', 'Send', 'More Actions', and 'Details'.
- Left Sidebar:**
 - My Documents:** A section for personal document management.
 - Folders:** A list of document folders.
 - Categories:** A tree view showing the hierarchy of document categories. The 'Solution Library - Money' category is currently selected and highlighted.
- Main Content Area:** A list of document titles, each accompanied by a small icon. The titles include:
 - Accounts Payable/Purchasing
 - Cash and General Ledger
 - Expense / Revenue
 - Grants
 - Merchant Card
 - Payroll
 - Salary Planner and Budget
 - TEM
 - 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 (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

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
- Decision Support 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
- My-UI-Financials Resource Page
 - <https://www.obfs.uillinois.edu/my-ui-financials/>
- AITS Solutions Library-Finance
 - https://www.ait.s.uillinois.edu/services/reports_and_data/reports/solution_library/finance/



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Questions / Concerns?