

University Accounting and Financial Reporting
Fixed Assets Reports in EDDIE

Attachment A: Accessing EDDIE Step-by-Step

Before you view reports in **EDDIE**, it is recommended that you set up **EDDIE** to open the reports in PDF format (**Adobe Acrobat**).

- 1) Go to: <https://eddie.ds.uillinois.edu>
- 2) Click the **Log In to EDDIE** button.
- 3) Type your **User name**. This is your Net ID, for example: *jsmith*.
- 4) Type your **Password**, and then click the **Log On** button.
For new **EDDIE** users:
 - a. Type your default password that will be your User name backwards plus a “3” at the end, for example: *htimsj3*.
 - b. Click the **OK** button.
 - c. Type your default password again, for example: *htimsj3*.
 - d. Type a **New Password**.
 - e. Confirm your **New Password**.
- 5) Click the **Preferences** button on the upper right side of the screen.
- 6) Click the **Desktop Intelligence** tab.
- 7) Select **PortableDocumentFormat (Adobe Reader required)**.
- 8) Click the **Apply** button.
- 9) Click **Home** in the upper left of the screen in the navigation panel.



NOTE: When you login to access **EDDIE**, the first page you enter is the Business Objects **InfoView** home page. From this page you view, print, refresh, and save reports. You may also modify your preferences, create new documents, check your Inbox, open a document from a list of Personal Categories or Corporate Categories, search for a document, send documents to other **InfoView** users, and log out.

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Attachment B: Accessing the Fixed Asset by Organization Report Step-by-Step

- 1) Click the plus sign next to **Corporate Categories** to expand it.
- 2) Click the plus sign next to **Finance** to expand it.
- 3) Click **Fixed Assets**.
- 4) Click **UR_FIFA_Fixed_Asset_By_Org**.
- 5) Click the **Refresh Data** button in the upper right corner of your screen to select or enter report parameters.

NOTE: It may take a few minutes for the parameter box to appear.
- 6) Select or enter **ALL** parameters before executing the query.
 - The first prompt is already selected. Type a **Chart** or select the appropriate **Chart** and click the **Add** button.
 - Click **3 digit code**. If querying by a three-digit **Organization** code, enter it, followed by a percent sign (%). If you are querying by six-digit Organization code, enter a space.
 - Click **Org**. If querying by a six-digit **Organization** Code, enter it, or select it from the list of values, and click the **Add** button. To query by more than one six-digit code; enter each code separated by a semi-colon (;) with no spaces. If you are querying by three-digit Organization code, enter a space and click the **Add** button.
- 7) Click the **Run Query** button.
- 8) Once the report appears, you may print or save it.
 - To print the report, click the **Adobe Acrobat Print** button on the toolbar (NOT the **Internet Explorer** browser **Print** button). Then click the **OK** button on the pop-up print screen. To print only the print view, select the print range.
 - To save the report, click the **View in HTML format** button. Then click the **Document** button and select the **Save to my computer as** option, then select **Excel**. In the **File Download** dialog box, click the **Save** button and choose the location to save the report.

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Attachment C: Fixed Asset Listing by Organization Output

Field Name	Definition
Chart	Chart code value that is entered. Identifies campus. 1=Urbana, 2=Chicago, 4=Springfield, 7=Global Campus, 9=University Administration.
Organization	Three-digit and Six-digit organization code that is entered or selected from the list of values. Identifies functional reporting units.
Primary Ptag	The Permanent Tag (Ptag) number of the original asset. The Primary Tag field is used to associate the different subsidiary/component records of a single asset.
Permanent Tag (Ptag)	The Permanent Tag (Ptag) reference number is nine digits. The first digit will be "P" if the record was created from a Banner transaction; it will be an "L" or an "S" if the asset was converted from UFAS PAS.
Origination Tag (Otag)	A skeletal record in Banner Fixed Assets that originates from an invoice paid using a fixed asset account or commodity code. This record is placed directly on the Banner Fixed Asset Master Table, and Banner assigns a unique reference number to the record.
Cap/Non Cap Primary Tag	Linking two records as parts of one piece of equipment where one or both are Non-Capitalized by entering the Permanent Tag (Ptag) number of the Host (Parent) asset record in the Barcode Field of the Component (Child) Asset and the Ptag of the Component asset entered in the Barcode Field of the Host (Parent) asset record.
Commodity Code	A standard coding structure which categorizes equipment and ensures a useful life is assigned to an asset.
Asset Description	Long description of asset.
Commodity Description	Long description of the commodity code.
Asset Type	L=Land. LN=Land Not Capitalized. B=Buildings Major. BI=Buildings Minor. LI=Land Improvements/Infrastructure. ME=Moveable Equipment. CI=Collections-Inexhaustible. CE=Collections/Groups-Exhaustible. AG=Auxiliary Group Equipment. EE=Expensed Equipment. S=Software.
Title to	F=Federally Owned. L=Operating Lease/Rented/Loaned. S=State. O=Other. E=Endowment Farms. P=Private/Equipment of Staff Member.
Custodian	Person who has possession of the asset.
Equipment Manager	Person responsible for the control of the asset.
Location Code	Optional segment of C-FOAPAL. Identifies the building and room number.
Entity Code	Identifies the type of Income producing activity in which the equipment is being used.
Location Title	Long description of location code.
Entity Desc	Title of the Income producing activity.
Manufacturer	Manufacturer of the asset.
Serial Number-Vin	Serial Number or Vehicle Identification Number of the asset.
Model	Model number of the asset.

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Field Name	Definition
Vehicle FLT/PP#	Vehicle Fleet or Physical Plant Number.
Acquisition Date	The date the asset was acquired.
Cost	The actual cost of the asset.
Total Cost	Total cost of the Original and Component assets.
Grand Total	The grand total of all assets for the organization.

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Attachment D: Accessing the Monthly Activity by Chart and Organization Report

- 1) Click the plus sign next to **Corporate Categories** to expand it.
- 2) Click the plus sign next to **Finance** to expand it.
- 3) Click **Fixed Assets**.
- 4) Click **FIFX_Monthly_Activity_by_Chart_and_Organization**.
- 5) Click the **Refresh Data** button in the upper right corner of your screen to select or enter report parameters.

NOTE: It may take a few minutes for the parameter box to appear.
- 6) Select or enter **ALL** parameters before executing the query.
 - The first prompt is already selected. Select the appropriate **Chart of Account** and click the **Add** button.
 - Click **End Date**. Enter the **End Date**, select an **End Date** from the calendar, or select an appropriate **End Date** from the list and click the **Add** button. The date is formatted as *m/dd/yyyy*. The date must fall between the range of 07/07/2003 and today.
 - Click **Organization Code**. Select or enter the appropriate **Organization Code** and click the **Add** button. To query by more than one Organization code, enter each code separated by a semicolon (;) with no spaces.
 - Click **Start Date**. Enter the **Start Date**, select a **Start Date** from the calendar, or select an appropriate **Start Date** from the list and click the **Add** button. The date is formatted as *m/dd/yyyy*. The date must fall between the range of 07/07/2003 and today.
- 7) Click the **Run Query** button.
- 8) There are five sections within this report: Acquisitions, Updates, Disposals, Transfers In, Transfers Out. To navigate between each section, click on the bookmarks to the left of the report.
- 9) Once the report appears, you may print or save it.
 - To print the report, click the **Adobe Acrobat Print** button on the toolbar (NOT the **Internet Explorer** browser **Print** button). Then click the **OK** button on the pop-up print screen.
 - To save the report, click the **View in HTML format** button. Then click the **Document** button and select the **Save to my computer as** option, then select **Excel**. In the **File Download** dialog box, click the **Save** button and choose the location to save the report.

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Attachment E: Monthly Activity Report – Acquisitions Output

Field Name	Definition
Start Date	Beginning date of report.
End Date	Ending date of report.
COA	Chart code value that is selected. Identifies campus. 1=Urbana, 2=Chicago, 4=Springfield, 7=Global, 9=University Administration.
Organization	Six-digit organization code that is entered or selected from the list of values. Identifies functional reporting units.
Permanent Tag	The Permanent Tag (Ptag) reference number is nine digits. The first digit will be "P" if the record was created from a Banner transaction; it will be an "L" or an "S" if the asset was converted from UFAS PAS.
Primary Tag	The Permanent Tag (Ptag) number of the original asset. The Primary Tag field is used to associate the different subsidiary/component records of a single asset.
Origination Tag	A skeletal record in Banner Fixed Assets that originates from an invoice paid using a fixed asset account or commodity code. This record is placed directly on the Banner Fixed Asset Master Table, and Banner assigns a unique reference number to the record.
Barcode Number	The Banner Fixed Asset field that records the Ptag of the parent record in cases when the parent and child have different capitalization statuses.
Item Description	Long description of asset.
Serial Number-Vin	Serial Number or Vehicle Identification Number of the asset.
Location Code	Optional segment of C-FOAPAL. Identifies the building and room number.
Location Description	Long description of location code.
Ptag Date	Date the Permanent Tag was assigned and reported as a new acquisition.
Amount	The actual cost of the asset.
PO Number	Purchase Order number if asset was purchased with a requisition.
Invoice Number	Invoice number of paid invoices attached to purchase order.
Voucher Number	Journal voucher number if asset was purchased from internal source.
Fund	Identifies a source of revenue.
Organization	Identifies functional reporting units.
Account	Designates asset, liability, equity, revenue, expenditure, and transfers.
Program	Identifies NACUBO function.
Acquisition Date	The date the asset was acquired.
Acquisition Method	D=Donation/Gift. F=Fabricated. L=Capital Lease/Installment Purchase. P=Purchase. T=Transfer-In.
Asset Type	ME=Moveable Equipment. CI=Collections-Inexhaustible. CE=Collections/Groups-Exhaustible. EE=Expensed Equipment. S=Software.

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Attachment F: Monthly Activity Report – Updates Output

Field Name	Definition
Start Date	Beginning date of report.
End Date	Ending date of report.
COA	Chart code value that is selected. Identifies campus. 1=Urbana, 2=Chicago, 4=Springfield, 7=Global, 9=University Administration.
Organization	Six-digit organization code that is entered or selected from the list of values. Identifies functional reporting units.
Permanent Tag	The Permanent Tag (Ptag) reference number is nine digits. The first digit will be "P" if the record was created from a Banner transaction; it will be an "L" or an "S" if the asset was converted from UFAS PAS.
Primary Tag	The Permanent Tag (Ptag) number of the original asset. The Primary Tag field is used to associate the different subsidiary/component records of a single asset.
Origination Tag	A skeletal record in Banner Fixed Assets that originates from an invoice paid using a fixed asset account or commodity code. This record is placed directly on the Banner Fixed Asset Master Table, and Banner assigns a unique reference number to the record.
Barcode Number	The Banner Fixed Asset field that records the Ptag of the parent record in cases when the parent and child have different capitalization statuses.
Item Description	Long description of asset.
Serial Number-Vin	Serial Number or Vehicle Identification Number of the asset.
Location Code	Optional segment of C-FOAPAL. Identifies the building and room number.
Location Description	Long description of location code.
Ptag Date	Date the Permanent Tag was assigned and reported as a new acquisition.
Amount	The actual cost of the asset.
Voucher Number	Journal voucher number or document number.
Fund	Identifies a source of revenue.
Organization	Identifies functional reporting units.
Account	Designates asset, liability, equity, revenue, expenditure, and transfers.
Program	Identifies NACUBO function.
Seq #	Financial sequence number of the update transaction
Update Activity Date	Date the listed update activity was processed in Banner .
Acquisition Date	The date the asset was acquired.
Asset Type	ME=Moveable Equipment. CI=Collections-Inexhaustible. CE=Collections/Groups-Exhaustible. EE=Expensed Equipment. S=Software.
Subtotal	Subtotal of all update activity.

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Attachment G: Monthly Activity Report – Disposals Output

Field Name	Definition
Start Date	Beginning date of report.
End Date	Ending date of report.
COA	Chart code value that is selected. Identifies campus. 1=Urbana, 2=Chicago, 4=Springfield, 7=Global, 9=University Administration.
Organization	Six-digit organization code that is entered or selected from the list of values. Identifies functional reporting units.
Permanent Tag	The Permanent Tag (Ptag) reference number is nine digits. The first digit will be "P" if the record was created from a Banner transaction; it will be an "L" or an "S" if the asset was converted from UFAS PAS.
Primary Tag	The Permanent Tag (Ptag) number of the original asset. The Primary Tag field is used to associate the different subsidiary/component records of a single asset.
Origination Tag	A skeletal record in Banner Fixed Assets that originates from an invoice paid using a fixed asset account or commodity code. This record is placed directly on the Banner Fixed Asset Master Table, and Banner assigns a unique reference number to the record.
Item Description	Long description of asset.
Serial Number-Vin	Serial Number or Vehicle Identification Number of the asset.
Location Code	Optional segment of C-FOAPAL. Identifies the building and room number.
Location Description	Long description of location code.
Amount	The actual cost of the asset.
Disposal Date	Date asset was disposed.
Disposal Code	A=Trade-In. B=Inventoried In Error. C=Casualty Loss. D=Miscellaneous Disposal. E=Error Correction. G=Returned for Credit. H=State Surplus. K=Cannibalized. M=Demolished. N=Stolen. P=Transferred w/ Researcher. R=Scrapped. S=Sale. T=Transferred Out. Y=Change.
Disposal Description	Long description of Disposal Code.
Asset Type	ME=Moveable Equipment. CI=Collections-Inexhaustible. CE=Collections/Groups-Exhaustible. EE=Expensed Equipment. S=Software.
Title Code	E=Endowment/Farms. F=Federally Owned. L=Operating Leased/Rented/Loaned. O=Other. P=Private/Equipment or Staff Member. S=State.
Barcode Number	The Banner Fixed Asset field that records the Ptag of the parent record in cases when the parent and child have different capitalization statuses or both parent and child records are not capitalized.

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Attachment H: Monthly Activity Report–Transfers In/Transfers Out Output

Field Name	Definition
Start Date	Beginning date of report.
End Date	Ending date of report.
COA	Chart code value that is selected. Identifies campus. 1=Urbana, 2=Chicago, 4=Springfield, 7=Global, 9=University Administration.
Organization	Six-digit organization code that is entered or selected from the list of values. Identifies functional reporting units.
Permanent Tag	The Permanent Tag (Ptag) reference number is nine digits. The first digit will be "P" if the record was created from a Banner transaction; it will be an "L" or an "S" if the asset was converted from UFAS PAS.
Primary Tag	The Permanent Tag (Ptag) number of the original asset. The Primary Tag field is used to associate the different subsidiary/component records of a single asset.
Origination Tag	A skeletal record in Banner Fixed Assets that originates from an invoice paid using a fixed asset account or commodity code. This record is placed directly on the Banner Fixed Asset Master Table, and Banner assigns a unique reference number to the record.
Item Description	Long description of asset.
Serial Number-Vin	Serial Number or Vehicle Identification Number of the asset.
Location Code	Optional segment of C-FOAPAL. Identifies the building and room number.
Location Description	Long description of location code.
Asset Type	ME=Moveable Equipment. CI=Collections-Inexhaustible. CE=Collections/Groups-Exhaustible. EE=Expensed Equipment. S=Software.
Title Code	E=Endowment/Farms. F=Federally Owned. L=Operating Leased/Rented/Loaned. O=Other. P=Private/Equipment or Staff Member. S=State.
Amount	The actual cost of the asset.
Transfer Date	Date transfer processed in Banner Fixed Asset module.
Transfer Reason	Explanation for the processed transfer.
Chart/Organization From	Chart and Organization that is transferring the asset.
Chart/Organization To	Chart and Organization that is receiving the asset.
Barcode Number	The Banner Fixed Asset field that records the Ptag of the parent record in cases when the parent and child have different capitalization statuses or both parent and child records are not capitalized.