Running the Revenue/Expense Statements

1. Access EDDIE at: https://eddie.ds.uillinois.edu/ .
2. Click **Log In to EDDIE.**
3. Type your **NetID** and **Password**.
4. Click the **LOG IN** button.
5. Click the **Documents** tab.
6. Click the **Categories** section on the left side.
7. Click the plus sign next to **Corporate Categories** to expand it.
8. Click the plus sign next to **Finance** to expand it.
9. Click **Operating Ledger**.
10. Double-click **FIOL_Revenue_Expense_Statements**.
11. Click the **Refresh** button at the top to select or enter report parameters.
    a. **NOTE:** It may take a few minutes for the parameter box to appear. Select or enter **ALL** parameters before executing query. Certain parameters, as indicated below, **must be selected** from the list of values.
    b. The first prompt is already selected. Select the appropriate **Chart of Account** from the list of values and click the **Add** (right arrow) button.
    c. Click **Fiscal Period**. Select the appropriate **Fiscal Period** from the list of values (01 = July, 02 = August, and so on) and click the **Add** button.
    d. Click **Fiscal Year**. Select the appropriate **Fiscal Year** from the list and click the **Add** button.
        i. **NOTE:** The following fields are all optional. They are not required to run the report.
    e. Click **Fund Code**. Type the appropriate value and click the **Add** button or select a six-digit code from the list of values. Click the **Refresh Values** button to see the content of the list. This field is optional, but suggested.
    f. Click **FUND GL report contact**. If querying by **FUND GL report contact**, select a name from the list of values and click the **Add** button; otherwise, leave blank. Click the **Refresh Values** button to see the content of the list. Click **FUND GL report contact**. If querying by **FUND GL report contact**, select a name from the list of values and click the **Add** button; otherwise, leave blank. Click the **Refresh Values** button to see the content of the list.
    g. Click **Organization Code**. Type the appropriate value and click the **Add** button or select a six-digit code from the list of values. Click the **Refresh Values** button to see the content of the list. This field is optional, but suggested.

h. Click **ORG GL report contact**. If querying **by ORG GL report contact**, select a name from the list of values and click the **Add** button; otherwise, leave blank. Click the **Refresh Values** button to see the content of the list.

i. Click **Program Code**. Type the appropriate value and click the Add button or select a code from the list of values. Click the **Refresh Values** button to see the content of the list. This field is optional, but suggested.

j. Click **PROG GL report contact**. If querying by **PROG GL report contact**, select a name from the list of values and click the **Add** button; otherwise, leave blank. Click the **Refresh Values** button to see the content on the list.

12. Click the **OK** button.

    a. **NOTE:** It may take several minutes to run the report.

13. To print the report, follow these steps.

    a. Click the **Print** button on the toolbar (not the browser's **Print** button).

    b. Select the **Open** option on the pop-up window. This opens the report as a PDF.

    c. Print the PDF by selecting **Print** from the **File** menu.

    d. To print only the Summary or Detail Revenue/Expense statements, type the appropriate page range in the **Pages** field.

    e. Click the **Print** button.