# Running the Encumbrance Balances Report

1. Access EDDIE at: https://eddie.ds.uillinois.edu.

2. Click **Log In to EDDIE**.

3. Type your **Net ID** 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_Encumbrance_Balances**.

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) or type the appropriate value in the blank field and click the **Add** button.

    d. Click **Fiscal Year**. Select it from the list of values or type the appropriate value in the blank field and click the **Add** button.

    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.

        i. **NOTE:** This is an optional field. It is not required to run the report, but suggested.

    f. 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.

        i. **NOTE:** This is an optional field. It is not required to run the report, but suggested.

    g.  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.  **NOTE:** This is an optional field. It is not required to run the report.

    h.  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.

        i.  **NOTE:** This is an optional field. It is not required to run the report, but suggested.

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.  Click the **Print** button.