

RETRIEVING GENERAL LEDGER REPORTS PARTICIPANT GUIDE



Acknowledgements

Sections of this guide are based on Ellucian Banner System, Release 9.3.0.1

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Course Prerequisites

The following are prerequisites for this course:

- Introduction to Banner and Finance I
- Introduction to Banner and Finance II

Course Information

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Course Overview

The goal of this course is to provide you with a broad understanding of how to retrieve and review operational and ad hoc Finance reports. Operational reports are either standard reports produced/available on a daily or monthly basis with some fixed parameters, or analytical reports available on a daily basis but with no fixed parameters. Ad hoc reports are reports available on an as-needed basis from the Data Warehouse. You will also learn about Banner General Ledger query pages and hierarchical reports.

Course Objectives

Upon completion, participants will be able to:

- Identify the different sources and tools to retrieve and view operational reports and data.
- Identify the month-end reports available in Mobius View, their uses, and how to view, print, and download them.
- Identify the reports available in EDDIE, how to view them, and their uses.
- Retrieve, review, and interpret financial data using Banner General Ledger query pages.

Lesson 1: Operational Reporting

This lesson is a brief introduction to the sources of data for operational reporting and the tools available to retrieve and review this data.

Lesson Objectives

When you have completed the materials presented in this lesson, you will be able to identify the sources of data for operational reporting and the tools to use for retrieving and viewing the data.

1.1: Reporting Sources and Tools

Process Description

A variety of sources and tools may be used when retrieving and viewing reports, including:

- **Data Warehouse** — A collection of integrated, subject-oriented databases. The Data Warehouse is the repository of U of I System administrative data. It is the basis for ad hoc data access and analysis. It is also the source for data for standard system reports. The Data Warehouse must be accessed through a software package. The most convenient access is through the EDDIE application. An Internet browser and logon are required. Access can also be arranged through an ODBC connection using other software tools.
- **Enterprise Data Warehouse (EDW)** — A non-volatile data store containing historical, detailed data that spans a number of subject areas. The data store is fed by transactional data on a regular basis from a variety of data sources. At the U of I System, the EDW is one component of the overall Data Warehouse.
- **Enterprise Data Delivery and Information Environment (EDDIE)** — The Decision Support portal for access to standard system reports and ad hoc access to the Data Warehouse environment.
- **BusinessObjects (BO)** — BusinessObjects is an enterprise reporting software suite supported by Decision Support. BusinessObjects tools allow users to view standard, pre-developed reports, and support development of custom reports and ad hoc queries for data stored in the Data Warehouse. BusinessObjects is comprised of two different tools:
 - BI Launchpad for simple access to pre-developed reports (including standard reports).
 - Web Intelligence for more sophisticated reporting and complex report creation.
- **Mobius View** (Web version of **Document Direct**) — An application that replicates the static month-end reports. Mobius View allows you to quickly access copies of month-end reports, ready to print or download. These reports are indexed on Organization code and/or Fund code depending upon the specific nature of the reports. Because they are static, the response time to view them is minimal, as the data has previously been retrieved and formatted. However, you will not have the option to further refine or expand the report using other parameters.

Retrieving General Ledger Reports

- **Banner DO** — Banner Day Old (DO) is a copy of a Banner database that is one day old. This is the database used for the standard Finance reports in Mobius View and EDDIE.

Lesson 2: Finance Reports in Mobius View

This lesson will cover the standard Finance reports available in Mobius View. Unlike EDDIE and Banner, the reports available in Mobius View are static month-end reports. This means that the process of retrieving a report requires less time, but the data is valid only for the period for which it has been collected.

Lesson Objectives

When you have completed the materials presented in this lesson, you will be able to identify the processes to access, view, print, and download financial reports in Mobius View. You will also be able to identify and review the financial information contained in the following reports:

Operating Ledger Reports

- Revenue/Expense/Transactions
- Revenue/Expense/Detail Statement
- Revenue/Expense/Summary Statement
- Revenue/Expense/Detail Statement Inception to Date
- Revenue/Expense/Summary Statement Inception to Date
- Encumbrance Balances

General Ledger Reports

- Asset/Liability Transactions
- Asset/Liability Detail Statement
- Asset/Liability Summary Statement

Payroll Expense by Person

- Pay Period
- Month End

Payroll Encumbrance by Person

- Pay Period
- Month End

Banner Hierarchy and Index Code Reports

- Account Index Report
- Account Hierarchy Report
- Activity Code Report
- Fund Hierarchy Report
- Location Hierarchy Report
- Organization Hierarchy Report
- Program Hierarchy Report

2.1: The Mobius View Environment

Process Description

Any Finance end user who has been assigned the Distributed Financial Query User security profile has been granted access to EDDIE and Mobius View. Unit personnel with HR/Payroll responsibilities who are granted a Unit User security profile are granted access to the two Payroll Labor Distribution reports. If you need to request these security profiles, contact your Unit Security Contact (USC).

If you need access to Mobius View only, send your request by e-mail to:

RMSADMIN@uillinois.edu

2.2: Locating Month-End Reports

Process Description

The month-end reports available in Mobius View are:

Report ID # = Chart	Report Name
FIOLTRANS#	FIOL Revenue/Expense/Transactions
FIOPLEDGR#	FIOL Revenue/Expense/Detail Statement
FIOPLEDGS#	FIOL Revenue/Expense/Summary Statement
FIOPLEITD#	FIOL Revenue/Expense/Detail Statement Inception to Date
FIOPLITDS#	FIOL Revenue/Expense/Summary Statement Inception to Date
FIGLTRANS#	FIGL Asset/Liability Transactions
FIGNLEDG#	FIGL Asset/Liability Detail Statement
FIGNLEDS#	FIGL Asset/Liability Summary Statement
FIGLENCUM#	FIOL Encumbrance Balances

Step-by-Step Procedures

Task 2.2: To Log On and View Documents

1. Go to the following URL:

<https://mobiusview.apps.uillinois.edu/mobius/view>
2. Select the repository in the **Login to Repository** window.

Retrieving General Ledger Reports

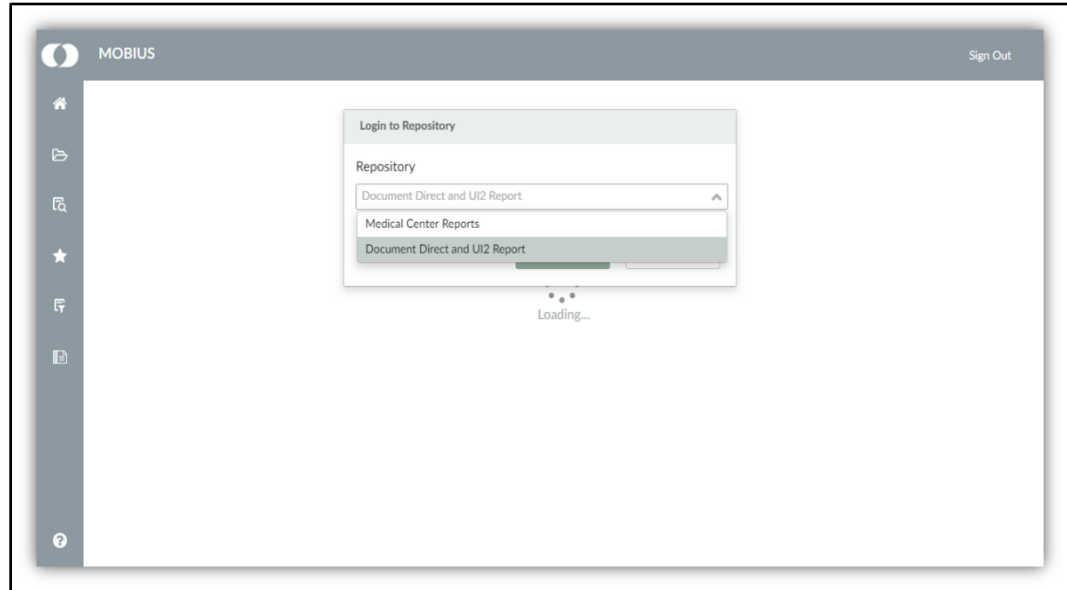


Figure 2.2.1: Mobius View Repository Logon Window

3. Click the **OK** button.
4. Enter your ID and password (the same ID and password you use to log on to Banner).

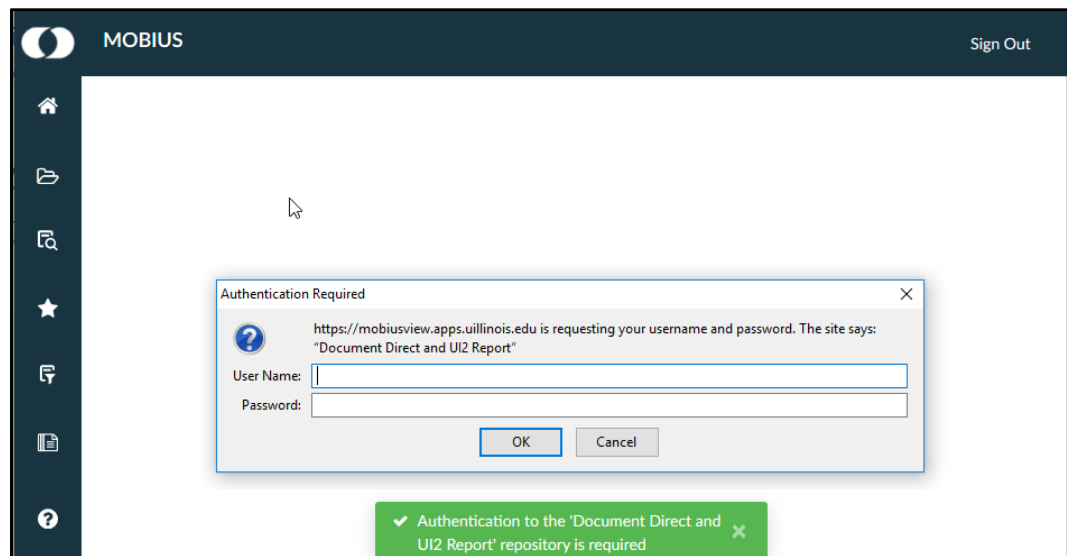


Figure 2.2.2: Mobius View Authentication Window

5. Click the **OK** button. The Mobius View main menu window will appear.
NOTE: If you are signing in for the first time, click **Browse Content** to see the reports available to you. You will only see this window the first time you log in or if you click the **Home** icon at the top of the menu bar on the left side of the window. On subsequent visits, you'll be taken directly to the **Browse** window, which is indicated by the folder icon on the left side.

Retrieving General Ledger Reports

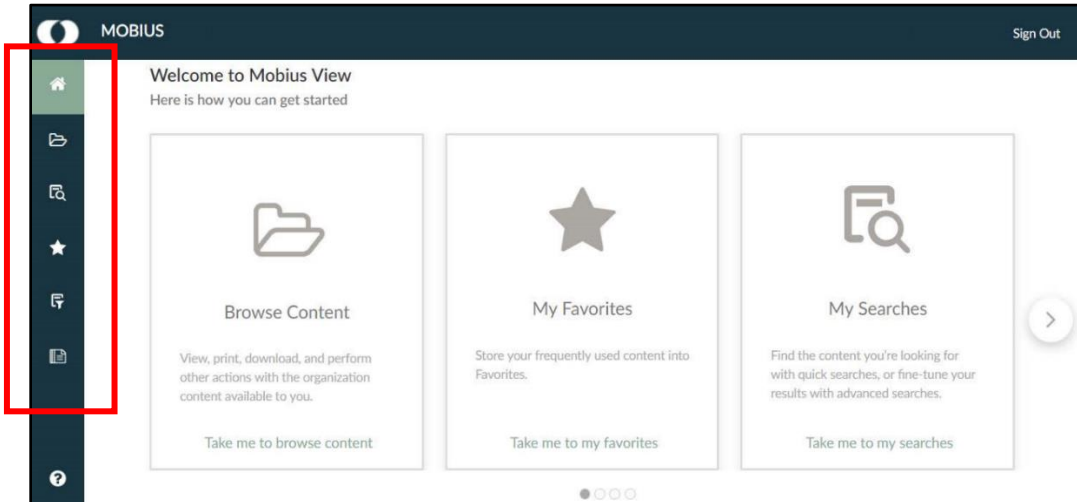


Figure 2.2.3: Mobius View Menu – Main

6. The top level display shows your available repositories. Select one to view the folders available in it. If you don't see the report you're looking for, try browsing the **Reports** folder to view more documents.

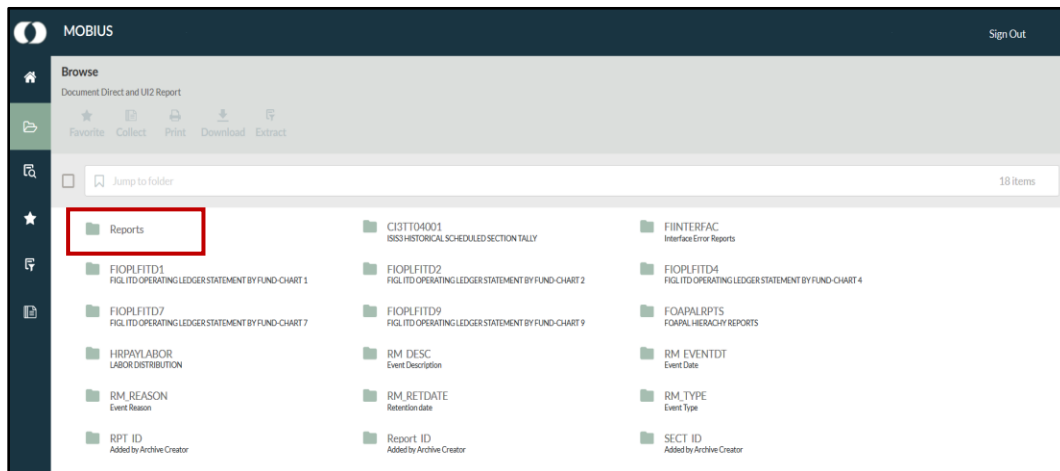


Figure 2.2.4: Mobius View Menu – Browse

Retrieving General Ledger Reports

7. Click a folder to display all versions of the report by date.

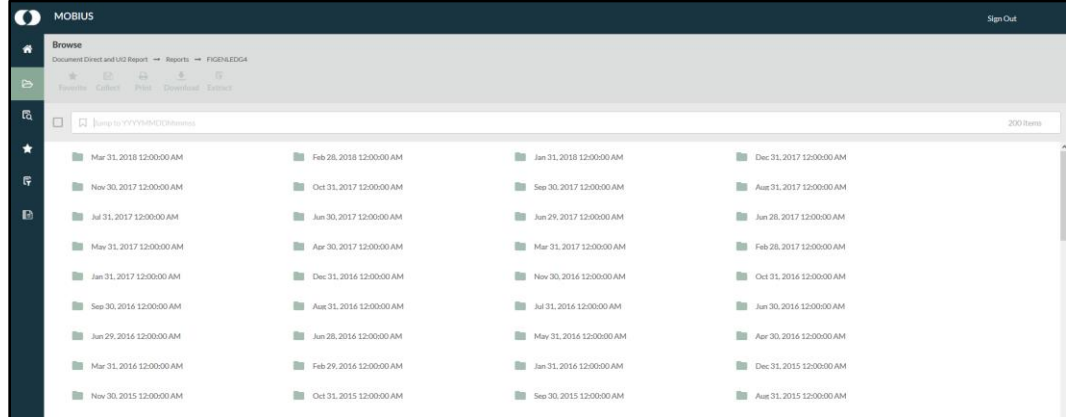


Figure 2.2.5: Mobius View Menu – Report – Versions

NOTE: The following Mobius View reports will have three different June statements. The June 28 date represents the preliminary statements and gives the unit a chance to review their statements and make corrections before period 12 closes. The June 29 date represents the statements at the close of period 12. Units should review these statements and contact University Accounting Services if corrections are needed. The June 30 date represents the statements at the close of period 14. These are the final June statements.

- Revenue/Expense/Transactions
- Revenue/Expense/Detail/Summary Statement
- Revenue/Expense/Detail/Summary Statement Inception to Date
- Asset/Liability Transactions
- Asset/Liability Detail/Summary Statement

Please note that the corresponding EDDIE reports will not reflect the same balances as the June 28 statements in Mobius View since the Mobius View statements are created before period 12 has closed.

8. Click the folder of the report version you would like to view. A list of sections organized by Organization or Fund codes will display. For General Ledger reports (FIGL), select the appropriate Chart and Fund. For Operating Ledger Reports (FIOP), select the appropriate Chart and Organization.

Retrieving General Ledger Reports

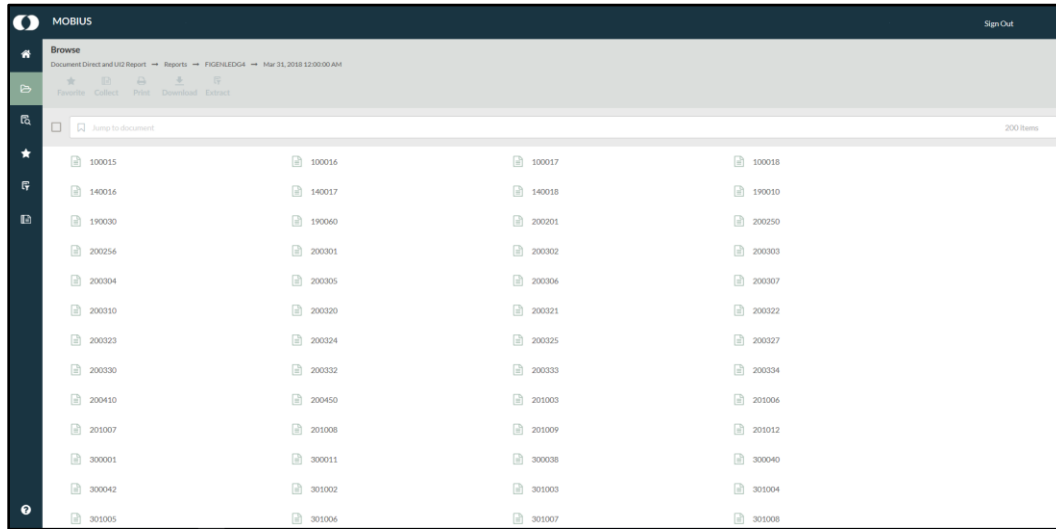


Figure 2.2.6: Mobius View Menu – Report – Version – Sections by Organization or Fund Code

- To locate the section of a particular report (Organization or Fund), type the Organization or Fund code you are searching for in the **Jump To** field.

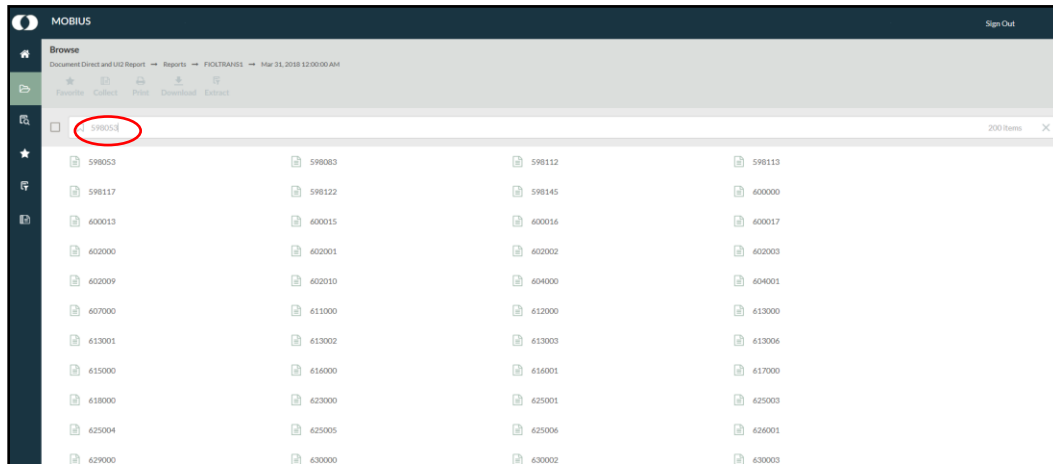


Figure 2.2.7: Jump to Folder Field

- Click the selected section to display the report. The report will be displayed on the right side of the screen.

Retrieving General Ledger Reports

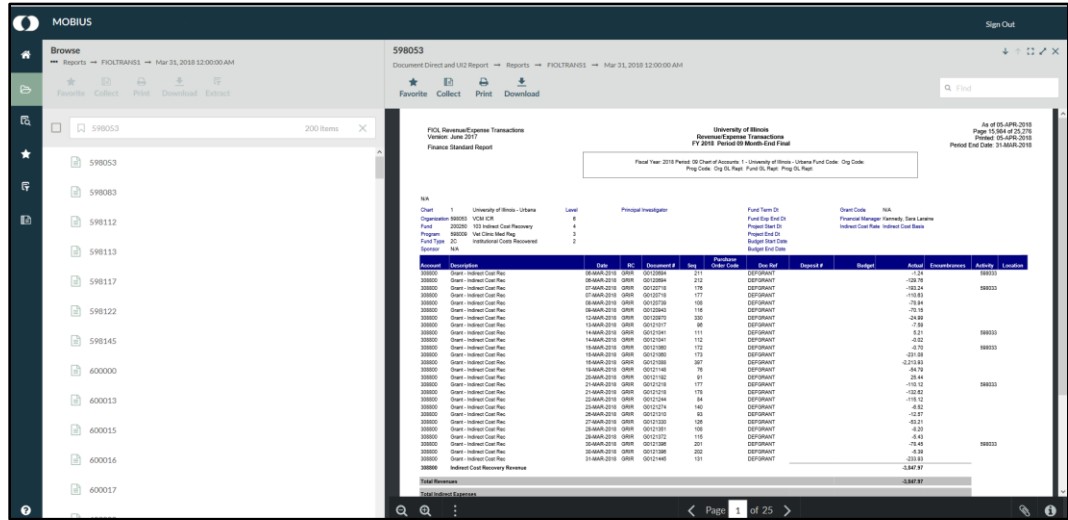


Figure 2.2.8: Mobius View – Report (PDF View)

11. Click the **Zoom In** (magnifying glass) icon at the bottom of the window to enlarge the report image.

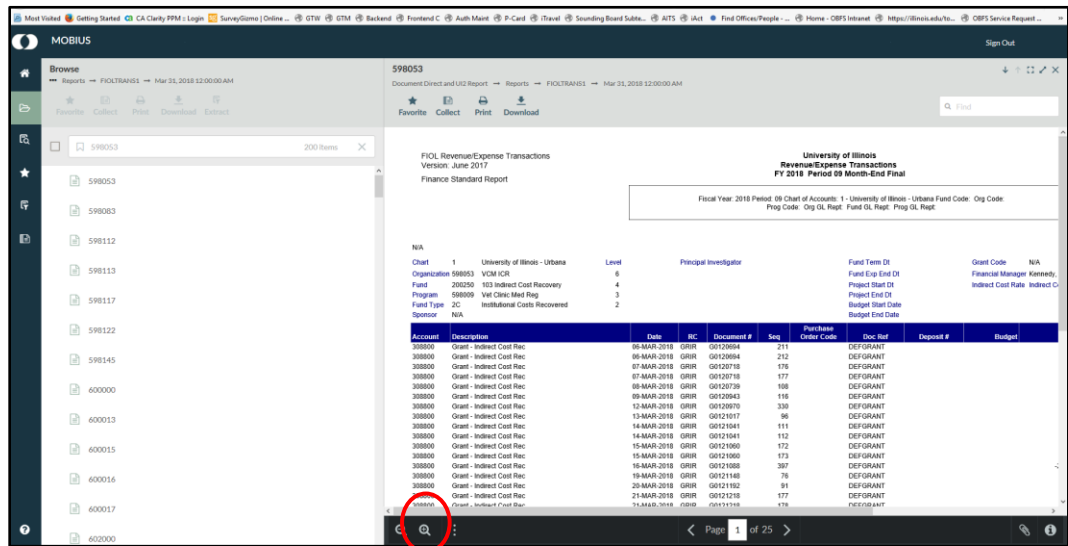


Figure 2.2.9: Mobius View – Report

HINT: Always remember to look in the heading of the report to make sure that the period of the report is the one you want.

Retrieving General Ledger Reports

Pagination in Mobius View

There are two (2) areas that display page numbers:

1. At the bottom center of the Mobius View screen is the number of pages of the section you are in. For example, “Page 1 of 2” or “Page 2 of 2” means that you are navigating a section that has two pages.

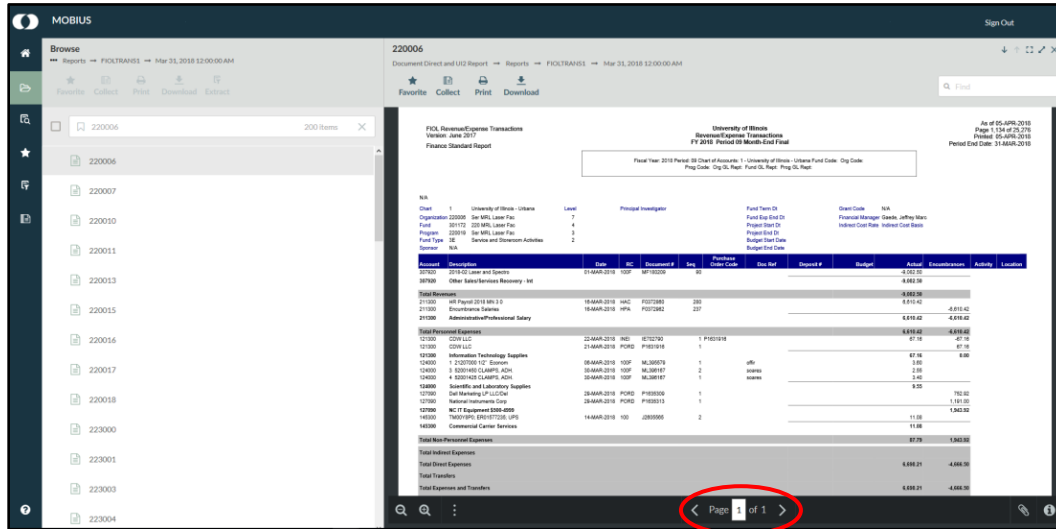


Figure 2.2.10: Pagination – Mobius View Pages

2. The bottom right-hand corner of each report page as printed indicates the position of that page as part of the entire report, which would include all Organizations and Funds. For example, “Page 1134 of 25276” means that a particular section is part of a system-wide report that has a total of 25,276 pages.

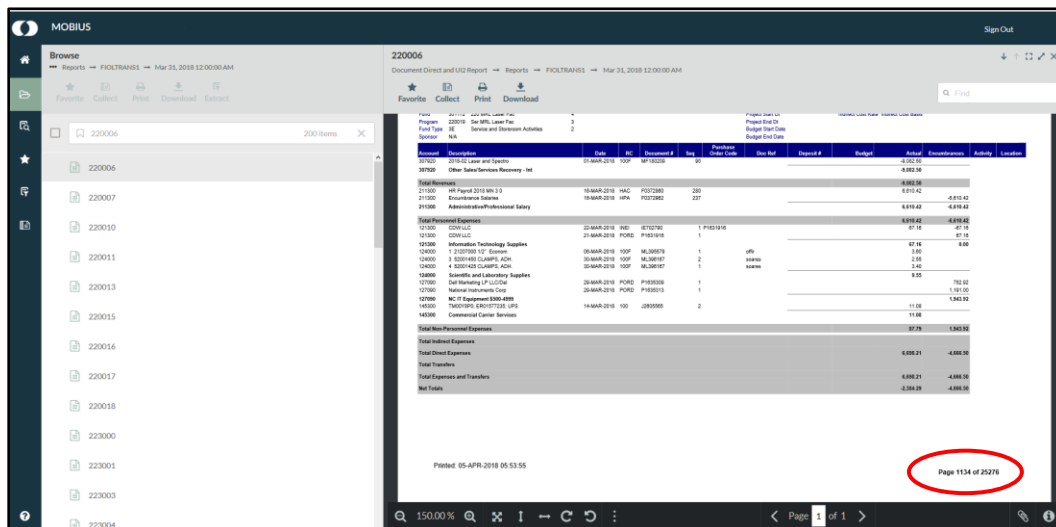


Figure 2.2.11: Pagination – Report Pages

- Use the **Previous Page** and **Next Page** buttons at the bottom of the report window to move around the section.
- Enter a page number to go to a particular page within a report section.

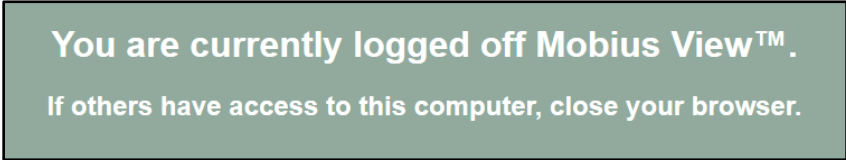
Logging Off of Mobius View

When concluding your session in Mobius View, be sure to log off by clicking on the Sign Out button that appears at the top right of the Mobius View window. The server that controls Mobius View runs more smoothly when users use this button to exit Mobius View because it terminates the session immediately. Closing out of the application without clicking on this button will not efficiently end your computer's connection with the Mobius View server.

Timing Out

To allow Mobius View to function more smoothly and effectively for all users, the system has been programmed to time out after one hour of inactivity. This means that if no requests are sent to the Mobius View server (for example, to locate or access a new report section or to print a report), it will be necessary to logon to Mobius View again.

You will know when your Mobius View session has timed out when you receive the following message:



You are currently logged off Mobius View™.
If others have access to this computer, close your browser.

Figure 2.2.12: Logged Off Message

2.3: Printing Reports

Process Description – Printing a Report for a Particular Section

1. Click the section (Organization or Fund) you wish to print.
2. Look at the bottom right-hand corner of the Mobius View screen and note the number of pages for that particular section. You will have to make a decision about how many pages to print.

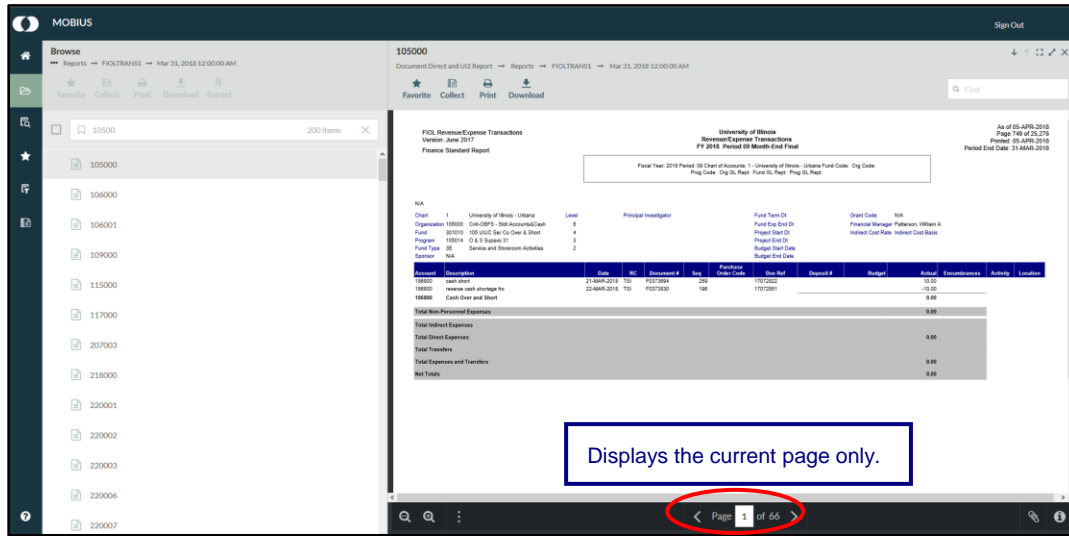


Figure 2.3.1: Mobius View – Page Numbers

3. Click the **Print** button on the Mobius View toolbar.

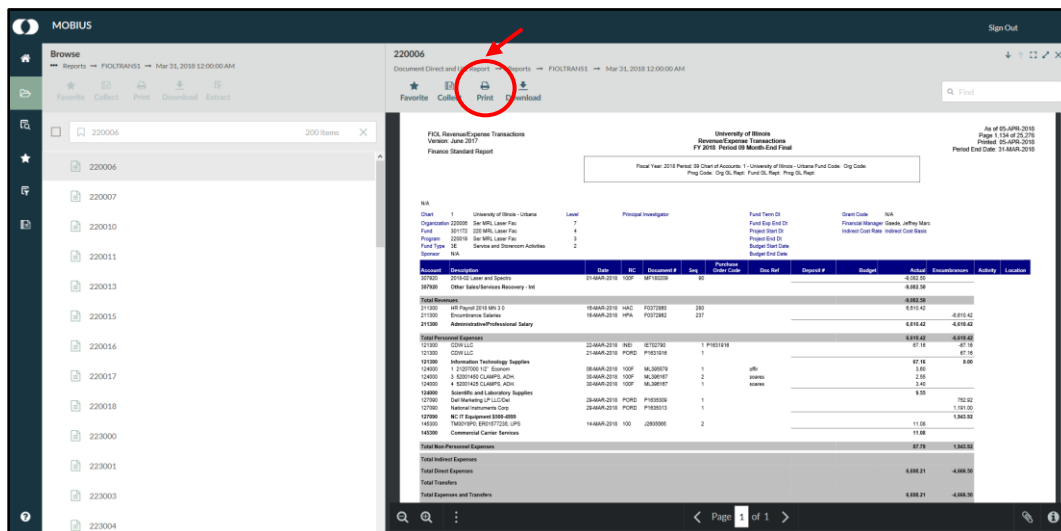


Figure 2.3.2: Mobius View – Print Icon

4. Make selections from the **Print** window that appears.

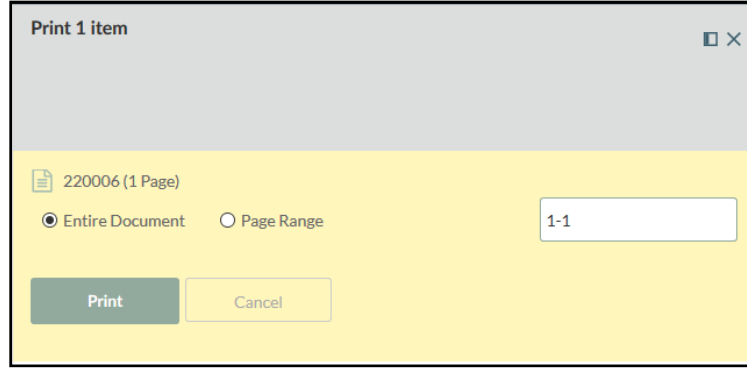


Figure 2.3.3: Mobius View – Print Window

a. Pages

- i. Entire Document** – Do not use this option because selecting it would result in the printing of hundreds or thousands of pages for that report (all Orgs or Funds).
- ii. Page Range** – Select if you wish to identify a range of pages to print. The total page numbers will display. Enter the total number of pages to print. For example, if your report has 56 pages but you wish to print only the last five pages of the report, you would enter *51-56*.

- b.** Click the **Print** button to print.

HINT: To print a series of sections listed consecutively, you need to estimate the number of pages that each section may have, add them, and enter that number in the Page Range field when selecting the range of pages to print. The range of pages will always print from the current page (page you are in) through the pages of consecutive sections. If the current section has only 56 pages and you identify a range 1-76, the printing will include the 56 pages of the current section plus the next 20 pages of that report belonging to the section(s) listed after the current section

2.4: Downloading Reports

Process Description

You may download copies of reports in various formats, depending on the file format in which the file is written (PDF, HTML, or Image).

1. Select the report you wish to download.
2. Click **Download** on the Mobius View toolbar.
3. Make selections from the **Download** window.

Figure 2.4.1: Mobius View – Download Window

- a. **Page Range** –The total page numbers will display. Enter the total number of pages to print if you don't want to download all pages. For example, if your report has 56 pages but you wish to download only the last five pages of the report, you would enter *51-56*.
- b. Enter desired file name.
- c. Select a download format from the drop down list.
 - The default file format is a zip file.
 - You may also select a PDF format from the dropdown menu.
- d. Click **More...** at the bottom right of the download window to select additional options.

Options

Download File Name

Download Text Document as

Download LPFD Document as

Download Image Document as

Download PDF and Text documents as a single file

Don't ZIP Single files

[Less...](#)

Figure 2.4.2: File Download Window

4. Click the **Download** button.
5. Select **Save File** and click the **OK** button to download the file. Notice that the document has a generic name. You should rename it with a meaningful name if you don't want it to be overwritten the next time you download a report.

2.5: Revenue/Expense Transactions

Process Description

Report Description	Report ID # = Chart	Report Name
Revenue/Expense Transactions	FIOLTRANS#	FIOL Revenue/Expense Transactions

The **Revenue/Expense Transactions** report shows the monthly transactions that support the balances on the **Revenue/Expense Detail Statement**. This report is used to manage and reconcile the financial activities of System units. Similar to a bank account statement, it is used to compare the transactions posted each month with the unit's own records.

NOTE: See Appendix C for information on the fields in the Revenue/Expense Transactions report.

Retrieving General Ledger Reports

Report Output

FIOL Revenue/Expense Transactions		University of Illinois Revenue/Expense Transactions FY 2018 Period 09 Month-End Final				As of 05-APR-2018 Page 15 596 of 25 276 Printed: 05-APR-2018 Period End Date: 31-MAR-2018							
Version: June 2017		Fiscal Year: 2018 Period: 09 Chart of Accounts: 1 - University of Illinois - Urbana Fund Code: Org Code: Prog Code: Orig GL Rept: Fund GL Rept: Prog GL Rept:											
Finance Standard Report													
N/A													
Chart	1 University of Illinois - Urbana	Level	Principal Investigator		Fund Term Dt	Grant Code N/A							
Organization	590053 VCM ICR	6			Fund Exp End Dt	Financial Manager Kennedy, Sara Laraine							
Fund	200250 103 Indirect Cost Recovery	4			Project Start Dt	Indirect Cost Rate Indirect Cost Basis							
Program	566267 ICR A McCoy Startup	3			Project End Dt								
Fund Type	2C Institutional Costs Recovered	2			Budget Start Date								
Sponsor	N/A				Budget End Date								
Account	Description	Date	RC	Document #	Seq	Purchase Order Code	Doc Ref	Deposit #	Budget	Actual	Encumbrances	Activity	Location
122000	2 305900000 SYRINGE MONO	28-MAR-2018	100F	VH031688	1		00334041			18.44			
122000	Medical/Hospital Supplies									18.44			
124000	Fisher Scientific Company	21-MAR-2018	INEI	IE702200	1	P1630761				11.83		-11.83	
124000	Fisher Scientific Company	24-MAR-2018	INEI	IE702627	1	P1630761				91.92		-91.92	
124000	Asgas gas charges 1116 -	29-MAR-2018	100	JD811283	53					43.08			
124000	Fisher Scientific Company	20-MAR-2018	PORD	P1630761	1							103.55	
124000	Scientific and Laboratory Supplies									146.63		0.00	
126070	GPCV FWF MEDICAL PRODUCT	01-MAR-2018	PIL	PCA2XHM3	1					142.00			
126070	NC Medical/Hospital Equip \$100-499									145.00			
142900	0218 - Cluster Data char	20-MAR-2018	100F	I0000563	43					0.74			
142900	0218 - Cluster Data char	20-MAR-2018	100F	I0000563	44					1.29			
142900	0218 - Cluster Data char	20-MAR-2018	100F	I0000563	45					86.92			
142900	CRA Feed	18-MAR-2018	100F	VH79698G	6		Velstar			435.78			
142900	Other General Services									507.71			
Total Non-Personnel Expenses										821.78	0.00		
Total Indirect Expenses													
Total Direct Expenses										821.78	0.00		
Total Transfers													
Total Expenses and Transfers										821.78	0.00		
Net Totals										821.78	0.00		

Figure 2.5.1: Revenue/Expense/Transactions – Output

2.6: Revenue/Expense/Detail/Summary Statement

Process Description

Report Description	Report ID # = Chart	Report Name
Revenue/Expense Detail Statement	FIOPLEDGR#	FIOL Revenue/Expense Detail Statement
Revenue/Expense Summary Statement	FIOPLEDGS#	FIOL Revenue/Expense Summary Statement
Revenue/Expense Detail Statement Inception to Date	FIOPLEITD#	FIOL Revenue/Expense Detail Statement Inception to Date
Revenue/Expense Summary Statement Inception to Date	FIOPLITDS#	FIOL Revenue/Expense Summary Statement Inception to Date

The **Revenue/Expense Detail Statement** is the primary report used to manage and reconcile the financial activity of System operating units. The report provides information on budgets, revenues, expenses, transfers, encumbrances, and budget balance available at the Account level.

Retrieving General Ledger Reports

The **Revenue/Expense Summary Statement** summarizes financial activity by Account Type.

The **Revenue/Expense Detail and Summary Statements Inception to Date** display inception-to-date (ITD) balances as opposed to year-to-date balances. The ITD reports are available for Fund codes that are linked to a grant code – for example, grant Funds, plant Funds, federal agriculture Funds, and those self-supporting and agency Funds that are **project-type activities**.

NOTE: See Appendix C for information on the fields in the Revenue/Expense/Detail/Summary Statement.

Report Output

FIOL Revenue/Expense/Transfer Detail Statement Version APR 2014		University of Illinois FIOL Revenue/Expense/Transfer Detail Statement FY 2016 Period 07				As of 27-JAN-2016 Page 21,445 of 35,078 Printed: 27-JAN-2016 Period End Date: 29-JAN-2016		
Finance Standards Report		Fiscal Year: 2016	Period 07	Chart of Account: 1 - University of Illinois - Urbana	Org Code:	Fund Code:		
		Prog Code:	Org GL Rep:	Fund GL Rep:	Prog GL Rep:			
N/A								
Chart	1	University of Illinois - Urbana	Level	Principal Investigator	Fund Term Dt	Grant Code	N/A	
Organization	598053	VCM ICR	6		Fund Exp End Dt	Financial Manager	Long, Pamela A	
Fund	200250	103 Indirect Cost Recovery	4		Project Start Dt	Indirect Cost Rate	Indirect Cost Basis	
Program	598184	ICR D Williams Start-Up	3		Project End Dt			
Fund Type	2C	Institutional Costs Recovered	2		Budget Start Date			
Sponsor	N/A				Budget End Date			
Account	Description	Permanent Budget	Temporary Budget	Current Budget	Current Month	Year to Date	Encumbrances	Budget Bal Avail
218100	Student Hourly Wages	0.00	0.00	0.00	0.00	1,656.40	0.00	-1,656.40
	Wages	0.00	0.00	0.00	0.00	1,656.40	0.00	-1,656.40
219110	Social Security Without Medicare	0.00	0.00	0.00	0.00	21.35	0.00	-21.35
219120	SURS Retirement Benefit	0.00	0.00	0.00	0.00	166.49	0.00	-166.49
219210	Medicare Matching Payment	0.00	0.00	0.00	0.00	24.02	0.00	-24.02
219220	Employer Paid Health/Life/Dis Insur	0.00	0.00	0.00	0.00	392.68	0.00	-392.68
	Benefit Costs	0.00	0.00	0.00	0.00	604.54	0.00	-604.54
	Total Personnel Expenses	0.00	0.00	0.00	0.00	2,260.94	0.00	-2,260.94
109910	Budget Balance Forward-POP Expense	0.00	48,939.14	48,939.14	0.00	0.00	0.00	48,939.14
	Expense Budget Pool	0.00	48,939.14	48,939.14	0.00	0.00	0.00	48,939.14
121100	Office Supplies	0.00	0.00	0.00	49.99	49.99	0.00	-49.99
126090	NC IT Equipment \$100-499	0.00	0.00	0.00	0.00	329.37	43.64	-373.01
	Materials and Supplies	0.00	0.00	0.00	49.99	379.36	43.64	-423.00
131110	Foreign Travel EE Reim-Meals/PerDiem	0.00	0.00	0.00	0.00	1,462.05	0.00	-1,462.05
131120	Foreign Travel EE Reim-Lodging	0.00	0.00	0.00	0.00	3,111.93	0.00	-3,111.93
131140	Foreign Travel EE Reim-Tolls/Parking	0.00	0.00	0.00	0.00	33.46	0.00	-33.46
131150	Foreign Travel EE Reim-Air Travel	0.00	0.00	0.00	0.00	5,144.02	0.00	-5,144.02
131170	Foreign Travel EE Reim-Train	0.00	0.00	0.00	0.00	41.26	0.00	-41.26
131180	Foreign Travel EE Reim-Bus	0.00	0.00	0.00	0.00	20.98	0.00	-20.98
132110	InState Travel EE Reim-Meals/PerDiem	0.00	0.00	0.00	0.00	140.00	0.00	-140.00
132120	InState Travel EE Reim-Lodging	0.00	0.00	0.00	0.00	1,299.04	0.00	-1,299.04
132130	InState Travel EE Reim-Mileage	0.00	0.00	0.00	0.00	166.88	0.00	-166.88
132140	InState Travel EE Reim-Tolls/Parking	0.00	0.00	0.00	0.00	130.00	0.00	-130.00
132210	OutState Travel EE Reim-Meals/PerDiem	0.00	0.00	0.00	0.00	131.00	0.00	-131.00
132220	OutState Travel EE Reim-Lodging	0.00	0.00	0.00	0.00	1,166.25	0.00	-1,166.25
132230	OutState Travel EE Reim-Mileage	0.00	0.00	0.00	0.00	273.71	0.00	-273.71
132240	OutState Travel EE Reim-Tolls/Parking	0.00	0.00	0.00	0.00	44.00	0.00	-44.00
	Transportation Services	0.00	0.00	0.00	0.00	13,164.58	0.00	-13,164.58
141600	Conference Registratn Fee EE Reimb	0.00	0.00	0.00	0.00	455.09	0.00	-455.09
141650	Conference Reg Fee Vendor Payment	0.00	0.00	0.00	0.00	333.78	0.00	-333.78
141700	Membership Dues	0.00	0.00	0.00	400.00	464.00	0.00	-464.00
	Services	0.00	0.00	0.00	400.00	1,252.87	0.00	-1,252.87
	Total Non-Personnel Expenses	0.00	48,939.14	48,939.14	449.99	14,796.81	43.64	34,098.69

Figure 2.6.1: Revenue/Expense/Detail Statement – Output

2.7: Encumbrance Balances

Process Description

Report Description	Report ID # = Chart	Report Name
Encumbrance Balances	FIGLENCUM#	FIOL Encumbrance Balances

Retrieving General Ledger Reports

Units use the **Encumbrance Balances** report to review encumbrances and to identify those outstanding encumbrances that should be adjusted or liquidated. The Encumbrance Balances report shows all the encumbrances on your Funds, including payroll obligations, encumbrances from purchase orders, and general encumbrances created by the unit.

NOTE: See Appendix C for information on the fields in the Encumbrance Balances report.

Report Output

Account	Vendor/Description	Create Date	Last Activity	Document	Type	Item	Seq	Status	Original Amount	Payments	Adjustments	Balance	Activity	Location
147400	Steris Corporation	05/02/2017	MAY-17	P1480263	P	1	1	O	205.22	0.00	0.00	205.22		
147400	Steris Corporation	05/02/2017	MAY-17	P1480263	P	2	1	O	25.00	0.00	0.00	25.00		
147400	Steris Corporation	08/08/2017	AUG-17	P1529234	P	1	1	O	1,711.66	-1,711.66	0.00	0.00		
147400	Steris Corporation	08/08/2017	AUG-17	P1529234	P	2	1	O	25.00	-11.04	0.00	13.96		
Services									1,966.88	-1,722.70	0.00	244.18		
									1,966.88	-1,722.70	0.00	244.18		
Total Non-Personnel Expenses									1,966.88	-1,722.70	0.00	244.18		
Grand Total									1,966.88	-1,722.70	0.00	244.18		

Figure 2.7.1: Encumbrance Balances – Output

2.8: Asset/Liability Transactions

Process Description

Report Description	Report ID # = Chart	Report Name
Asset/Liability Transactions	FIGLTRANS#	FIGL Asset/Liability Transactions

The **Asset/Liability Transactions** report shows the monthly transactions that support the current month change balances on the **Asset/Liability Detail Statement**.

It is an important document and is required by major units for internal and external audit purposes. This report assists Business Managers in reviewing and analyzing transactions that affect the General Ledger and in making important business decisions on information received.

NOTE: See Appendix C for information on the fields in the Asset/Liability Transactions report.

Report Output

FIGL Asset/Liability Transactions		University of Illinois		As of 04-MAY-2018	
Version: July 2017		Asset/Liability Transactions		Page 4.412 of 11,369	
Finance Standard Report		FY 2016 - Period 10 Month-End Final		Printed: 04-MAY-2018	
		Fiscal Year 2018 Period: 10 Chart of Account: 1 - University of Illinois - Urbana		Period End Date: 30-APR-2018	
		Fund Code: Fund GL Rpt:			
N/A	1 - University of Illinois - Urbana	Level	Principal Investigator	Fund Term Dt	Grant Code
Chart	1				N/A
Fund	301732	255 Rev Rev Vet Clinic		Fund Expend End Dt	Financial Manager
Fund Type	30	Departmental Activities		Project Start Dt	Budget Start Date
Sponsor	N/A			Project End Dt	Budget End Date

Atyp	Account	Description	Date	RC	Document	Seq	Doc Ref	Deposit	Actual
53099		WRITE OFF REVERSAL	06-APR-2018	113	J2615258	2			-148.00
53099		WRITE OFF REVERSAL	06-APR-2018	113	J2615258	3			-409.50
53099		WRITE OFF REVERSAL	16-APR-2018	113	J2610005	2			-545.92
53099		WRITE OFF REVERSAL	26-APR-2018	113	J2622046	2			-191.26
53099		UIUC GAR W/O OVER \$1,000 2ND HALF	20-APR-2018	113	SF015730	12			7,148.95
53099		UIUC GAR W/O OVER \$1,000 2ND HALF	20-APR-2018	113	SF015730	13			1,123.93
53099		UIUC GAR W/O OVER \$1,000 2ND HALF	20-APR-2018	113	SF015730	14			910.40
53099		UIUC GAR W/O OVER \$1,000 2ND HALF	20-APR-2018	113	SF015730	15			1,363.46
53099		UIUC GAR W/O OVER \$1,000 2ND HALF	20-APR-2018	113	SF015730	16			1,996.70
53099		UIUC GAR W/O OVER \$1,000 2ND HALF	20-APR-2018	113	SF015730	17			6,001.32
53099		UIUC SAR W/O OVER \$1,000 2ND HALF	25-APR-2018	113	SF015732	89			802.79
57	53099	Allow Uncoll Accts-Banner System AR							18,052.87
53100		VTH Field Service	02-APR-2018	TCA	F0374375	31			3,010.51
53100		VTH Food Animal	02-APR-2018	TCA	F0374375	32			176.65
53100		VTH Shelter Medicine	02-APR-2018	TCA	F0374375	33			325.00
53100		VTH Small Animal General	02-APR-2018	TCA	F0374375	34			-223.25
53100		VTH Zoological Medicine	02-APR-2018	TCA	F0374375	35			8,097.20
53100		From acct: 863853501	02-APR-2018	TCB	F0374376	147			-65.96
53100		VTH Emergency Services	02-APR-2018	TCB	F0374376	327			-25.00
53100		VTH Food Animal	02-APR-2018	TCB	F0374376	328			-50.00
53100		VTH Small Animal Surgery	02-APR-2018	TCB	F0374376	329			-256.42
53100		VTH Shelter Medicine	02-APR-2018	TCC	F0374376	422			-223.25
53100		VTH Small Animal General	02-APR-2018	TCC	F0374376	423			223.25
53100		VTH Internal Medicine	04-APR-2018	TCB	F0374488	45			-170.04
53100		VTH Field Service	03-APR-2018	TCA	F0374491	49			727.89
53100		VTH Oncology	03-APR-2018	TCA	F0374491	50			660.12
53100		VTH Small Animal Surgery	03-APR-2018	TCA	F0374491	51			1,665.18
53100		VTH Cardiology	04-APR-2018	TCB	F0374635	586			-42.00
53100		VTH Field Service	04-APR-2018	TCB	F0374635	587			-438.19
53100		VTH Food Animal	04-APR-2018	TCB	F0374635	588			-2,513.81
53100		VTH Primary Care	04-APR-2018	TCB	F0374635	589			-324.21
53100		VTH Field Service	04-APR-2018	TCA	F0374638	14			301.56
53100		VTH Food Animal	04-APR-2018	TCA	F0374638	15			915.36
53100		VTH Internal Medicine	04-APR-2018	TCA	F0374638	16			663.37
53100		VTH Large Animal General	04-APR-2018	TCA	F0374638	17			-278.58
53100		VTH Field Service	04-APR-2018	TCC	F0374639	149			-278.58
53100		VTH Large Animal General	04-APR-2018	TCC	F0374639	150			278.58
53100		VTH Emergency Services	05-APR-2018	TCB	F0374753	328			-54.90
53100		VTH Equine	05-APR-2018	TCB	F0374753	329			-50.00
53100		VTH Food Animal	05-APR-2018	TCB	F0374753	330			-934.55
53100		VTH Internal Medicine	05-APR-2018	TCB	F0374753	331			-50.00
53100		VTH Ophthalmology	05-APR-2018	TCB	F0374753	332			-244.28

Figure 2.8.1: Asset/Liability Transactions – Output

2.9: Asset/Liability Detail and Summary Statements

Process Description

Report Description	Report ID # = Chart	Report Name
Asset/Liability Detail Statement	FIGENLEDG#	FIGL Asset/Liability Detail Statement
Asset/Liability Summary Statement	FIGENLEDS#	FIGL Asset/Liability Summary Statement

The **Asset/Liability Detail Statement** is the basic balance sheet statement used to manage and reconcile the financial activity of the Fund by providing asset, liability, and Fund balances. It displays prior month ending balances, current month change, current month balances, and prior year ending balances.

The **Asset/Liability Summary Statement** summarizes balances by Account Type.

NOTE: See Appendix C for information on the fields in the Asset/Liability Detail and Summary Statements.

Report Output

FGL Asset/Liability/Detail Statement		University of Illinois Asset/Liability Detail Statement FY 2018 Period 10 Month-End Final				As of 04-MAY-2018 Page 436 of 23,196 Printed: 04-MAY-2018 Period End Date: 30-APR-2018	
Version: July 2017		Fiscal Year: 2018 Period: 10					
Finance Standard Report		Fund Code: Chart of Account: 1 - University of Illinois - Urbana Fund GL Rept:					
N/A							
Chart	1 1 - University of Illinois - Urbana	Level	Principal Investigator	Fund Term Dt	Grant Code	N/A	
Fund	301732 255 Rev Rev Vet Clinic	4		Fund Exp End Dt	Financial Manager		
Fund Type	3Q Departmental Activities	2		Project Start Dt	Budget Start Date		
Sponsor Name	N/A			Project End Dt	Budget End Date		
Account	Description	PM Ending Bal	CM Change	CM Ending Bal	PY Ending Bal		
51000	Claim on Cash	5,878,011.40	162,277.68	6,040,289.08	5,176,582.75		
53099	Allow Uncoll Accts-Banner System AR	-117,100.50	18,052.87	-99,047.63	-160,804.96		
53100	Accounts Receivable - General	298,128.92	-25,300.99	272,827.93	384,780.96		
55000	Inventory for Resale	114,532.79	0.00	114,532.79	114,532.79		
Total Assets		6,173,572.61	155,029.56	6,328,602.17	5,515,091.54		
61000	Accounts Payable System	-52,587.41	-440.79	-53,028.20	-84,060.01		
61059	Other Accruals	-80,894.55	45,808.76	-35,085.79	0.00		
61060	Other Payables - Year-end	0.00	0.00	0.00	-17,426.79		
61200	Sales Tax Payable High Rate	-6,296.49	-194.67	-6,491.16	-1,499.11		
61800	Accrued Payroll	0.00	0.00	0.00	-86,237.89		
Total Liabilities		-139,778.45	45,173.30	-94,605.15	-189,223.80		
71500	Fbal Departmental Activities	-5,325,867.74	0.00	-5,325,867.74	-3,766,256.91		
85000	Revenue Control	-10,522,487.05	-1,187,707.72	-11,710,194.77	-13,161,436.42		
86000	Expense Control	8,686,969.37	955,809.86	9,642,779.23	11,444,802.74		
87000	Transfer Control	1,127,591.26	31,695.00	1,159,286.26	157,022.85		
Total Fund Balance		-6,033,794.16	-200,202.86	-6,233,997.02	-5,325,867.74		
Budget/Encumbrance Controls							
81000	Budgeted Revenue Control	11,792,069.00	0.00	11,792,069.00	11,485,375.00		
82000	Budgeted Expense Control	-11,792,069.00	0.00	-11,792,069.00	-11,485,375.00		
88000	Encumbrance Control	2,178,248.46	-260,232.80	1,918,015.66	1,168,243.31		
88200	Reserve for Encumbrances	-2,178,248.46	260,232.80	-1,918,015.66	-1,168,243.31		
89000	Commitment Control	336,383.95	-19,337.52	317,046.43	974,221.00		
89200	Reserve for Commitments	-336,383.95	19,337.52	-317,046.43	-974,221.00		

Figure 2.9.1: Asset/Liability Detail Statement – Output

2.10: Payroll Expense by Person

Process Description

Report Description	Report ID	Report Name
Payroll Expense by Person Pay Period	HRPAY00104	FIPR_Payroll_Expense_by_Person_Pay_Period
Payroll Expense by Person Month End	HRPAY00103	FIPR_Payroll_Expense_by_Person_Month_End

The **Payroll Expense by Person** report lists payroll labor distributions by Account code and allows units to view details that correspond to the charges posted to their departmental C-FOAPALS in Banner. The Pay Period statement runs after each bi-weekly and monthly payroll calculation and is available in Mobius View three days before the pay date. Each report contains all payroll activity since the previous pay period report including original pay, adjustments and redistributions (earnings transfers). By reviewing the Pay Period report, units can verify if employees will be paid properly. The Month End statement runs after each Finance month-end closing. The **Payroll Expense by Person Month End** report includes all the payroll activity that posted to Finance during that particular month. Units may use these reports to reconcile payroll expenses on their C-FOAPALS and to assist in the management of departmental funds.

NOTE: See Appendix C for information on the fields in the Payroll Expense by Person report.

Report Output

FIPR_Payroll_Expense_by_Person_Month_End															University of Illinois			As of 09-FEB-2016					
Version: January 2016															Payroll Expense by Person			Page 100 of 14,186					
Finance Standard Report															FY 2016 Period 02 Month-End Final			Printed: 09-FEB-2016					
															Fiscal Year: 2016			Period 02			Chart of Account: Org Code: Fund Code:		
															Prog Code:			2016-8/31/2015					
Chart	1	University of Illinois - Urbana				Principal Investigator				Grant Code				N/A									
Organization										Grant Start Date				Grant End Date									
Fund										Financial Manager													
Program	227014	Eng UG Academic Support																					
Account	Name	UIN	EC	Posn	Posn	Pay	Pay	FTE	PayPeriod	PayPeriod	PayPeriod	Hours	Fringe	Amount	Doc Num	Activity	Location						
					Subst	Cat	Seq		Code	Begin Dt	End Dt		Rate										
211300	Administrative/Professional Salary		BA			A		0	1.00	2015-MN-8	07/18/2015	08/15/2015											
213300			CA			A		0	1.00	2015-BW-16	07/19/2015	08/01/2015											
213300			CA			A		0	1.00	2015-BW-17	08/02/2015	08/15/2015											
213300			CA			A		0	1.00	2015-BW-16	07/19/2015	08/01/2015											
213300			CA			A		0	1.00	2015-BW-17	08/02/2015	08/15/2015											
213300	Staff Clerical Salary																						
215100			SA			A		0	0.00	2015-BW-16	07/19/2015	08/01/2015											
215100			SA			A		0	0.00	2015-BW-17	08/02/2015	08/15/2015											
215100	Student Hourly Wages																						
219120			BA			D		0	1.00	2015-MN-8	07/18/2015	08/15/2015		0.13									
219120			CA			D		0	1.00	2015-BW-16	07/19/2015	08/01/2015		0.13									
219120			CA			D		0	1.00	2015-BW-17	08/02/2015	08/15/2015		0.13									
219120	SURS Retirement Benefit																						
219130			CA			D		0	1.00	2015-BW-16	07/19/2015	08/01/2015		0.08									
219130			CA			D		0	1.00	2015-BW-17	08/02/2015	08/15/2015		0.08									
219130	SURS Self Mang Plan Retirement Ben																						
219210			CA			D		0	1.00	2015-BW-16	07/19/2015	08/01/2015		0.01									
219210			CA			D		0	1.00	2015-BW-17	08/02/2015	08/15/2015		0.01									
219210			BA			D		0	1.00	2015-MN-8	07/18/2015	08/15/2015		0.01									
219210			CA			D		0	1.00	2015-BW-16	07/19/2015	08/01/2015		0.01									
219210			CA			D		0	1.00	2015-BW-17	08/02/2015	08/15/2015		0.01									
219210	Medicare Matching Payment																						
219220			CA			D		0	1.00	2015-BW-16	07/19/2015	08/01/2015		0.30									
219220			CA			D		0	1.00	2015-BW-17	08/02/2015	08/15/2015		0.30									
219220			BA			D		0	1.00	2015-MN-8	07/18/2015	08/15/2015		0.30									
219220			CA			D		0	1.00	2015-BW-16	07/19/2015	08/01/2015		0.30									
219220			CA			D		0	1.00	2015-BW-17	08/02/2015	08/15/2015		0.30									
219220	Employer Paid Health/Life/Den Insur																						
Total Personnel Expense														10,690.45									

Figure 2.10.1: Payroll Expense by Person – Output

2.11: Payroll Encumbrance by Person

Process Description

Report Description	Report ID	Report Name
Payroll Encumbrance by Person Pay Period	HRPAY00098	HPAY_Payroll_Encumbrance_by_Person_Pay_Period
Payroll Encumbrance by Person Month End	HRPAY00102	HPAY_Payroll_Encumbrance_by_Person_Month_End

The **Payroll Encumbrance by Person** report is organized by C-FOAPAL and lists the remaining payroll encumbrances by employee as of the date the report is run. The report is run after each bi-weekly and monthly payroll calculation and is also run as a monthly report after the successful close of each month in Finance. Units may use these reports to reconcile open payroll encumbrances on their C-FOAPALs and to assist in the **management of departmental funds**.

NOTE: See Appendix C for information on the fields in the Payroll Encumbrance by Person report.

Report Output

HPAY Payroll Encumbrance by Person Month End Version: January 2016 Finance/HR Standard Report		University of Illinois Payroll Encumbrance by Person FY 2016 Period 02 Month-End Final				As of 09-FEB-2016 Page 636 of 9,215 Printed: 09-FEB-2016 Period End Date: 09-FEB-2016										
Fiscal Year: 2016		Period 02		Chart of Account: Prog Code:		Org Code: Fund Code:										
Chart	1	University of Illinois - Urbana		Project Start Dt	12/15/2014	Grant Code:										
Organization				Project End Dt	11/30/2017	Financial Manager:										
Fund				Budget Start Dt	12/15/2014	Principal Investigator:										
Program	191100	Research		Budget End Dt	11/30/2017											
Fund Term Dt																
Account	Name	UIN	EC	Posn	Posn Suf	Appl Begin Dt	Appl End Dt	Encumb Num	Encumb Item	Encumb Seq	Rate	FTE	% Time	Remaining Encumb	Activity	Location
211400	Other Academic Salary		BA			05/18/2004		PR160002		0	8099	1.00	100			
212210			GA			01/01/2011	05/15/2016	PR160003		0	712	0.50	100			
212210	Research Asst Recvng Tuition Waiver		GA			08/18/2015	12/31/2015	PR160003		0	712	0.50	100			
219120	SURS Retirement Benefit		BA			05/18/2004		PR160002		13	8099	1.00	100			
219210	Medicare Matching Payment		BA			05/18/2004		PR160002		11	8099	1.00	100			
219220	Employer Paid HealthLifeDen Insur		BA			05/18/2004		PR160002		17	8099	1.00	100			
219225	Graduate Assistants Health Benefit		GA			01/01/2011	05/15/2016	PR160003		20	712	0.50	100			
219225			GA			08/18/2015	12/31/2015	PR160003		20	712	0.50	100			
Total Current Year Personnel Encumbrances																
211400	Other Academic Salary		BA			05/18/2004		PR160002		3	8099	1.00	100			
219120	SURS Retirement Benefit		BA			05/18/2004		PR160002		33	8099	1.00	100			
219210	Medicare Matching Payment		BA			05/18/2004		PR160002		31	8099	1.00	100			
219220	Employer Paid HealthLifeDen Insur		BA			05/18/2004		PR160002		37	8099	1.00	100			
Total Future Personnel Encumbrances															130,355.68	
Total Personnel Encumbrances															243,241.67	

Figure 2.11.1: Payroll Encumbrance by Person – Output

2.12: FOAPAL Hierarchy Reports

Process Description

All the FOAPAL Hierarchy Reports are located in a folder called **FOAPALRPTS**. This topic contains all of the segment hierarchy reports grouped by chart. Under each chart, reports are listed as follows:

- Account Index Report (**FIFGRACCI**)
- Account Hierarchy Report (**FIFGRACTH**)
- Activity Code Report (**FIFGRACTV**)
- Fund Hierarchy Report (**FIFGRFNDH**)
- Location Hierarchy Report (**FIFGRLOCH**)
- Organization Hierarchy Report (**FIFGRORGH**)
- Program Hierarchy Report (**FIFGRPRGH**)

Step-by-Step Procedures
Task 2.12: To View Topics

1. In the main menu, click the **FOAPALRPTS** folder.

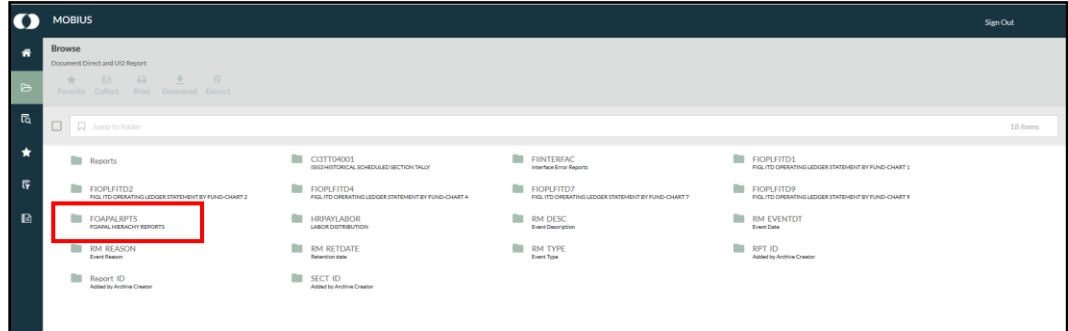


Figure 2.12.1: Mobius View Menu – Main

2. A list of sections organized by Chart will display.

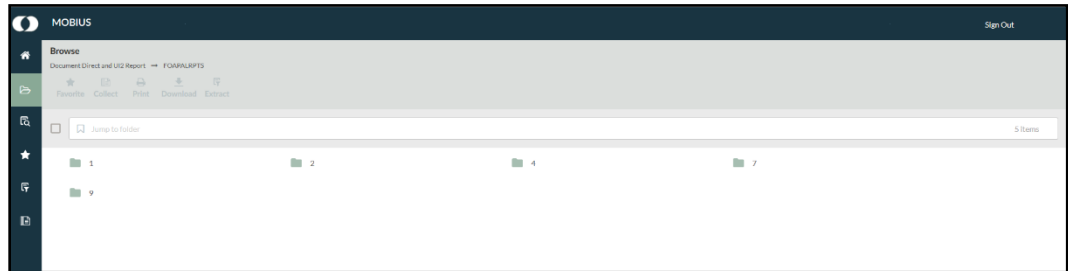


Figure 2.12.2: Mobius View Menu – Topic – Version – Sections by Chart

3. Click the folder of the Chart you would like to view. Each of the hierarchy reports will be listed.

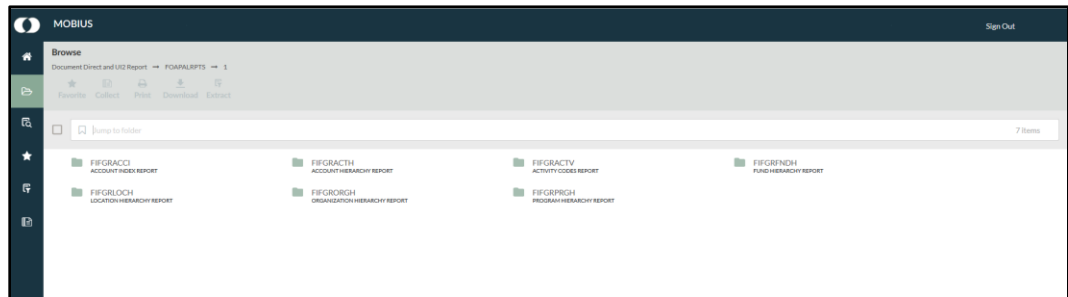


Figure 2.12.3: FOAPAL Hierarchy Reports Displayed by Chart

Retrieving General Ledger Reports

- Click the date you would like to display. A list of available versions will display (these reports are run daily; the last two days are retained).

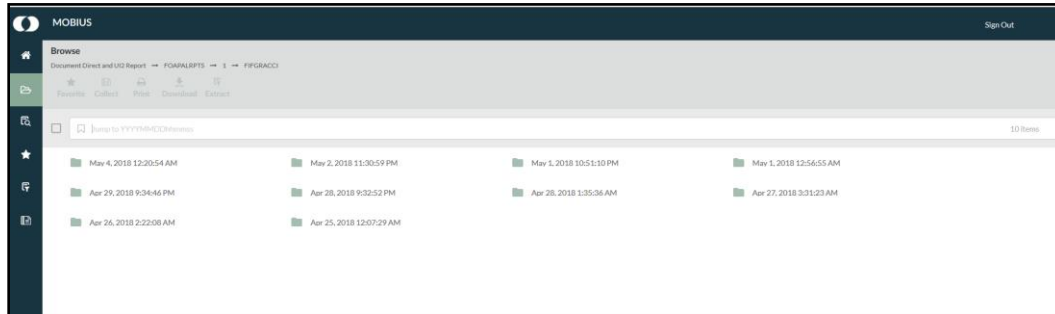


Figure 2.12.4: Hierarchy Reports Displayed by Date

- Click the Chart to open the report.

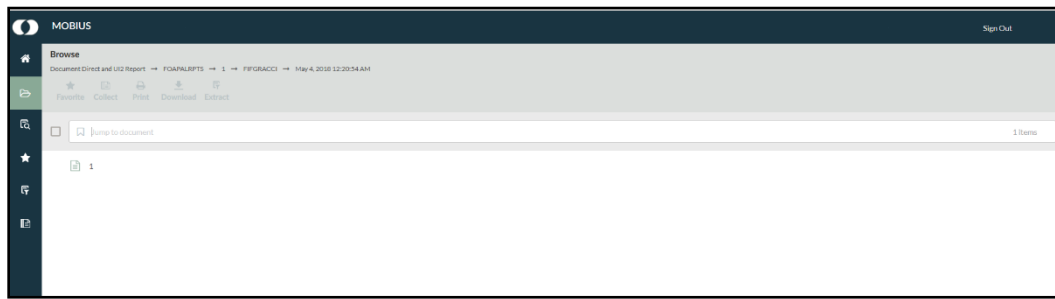


Figure 2.12.5: FOAPAL Hierarchy Report

- The report will be displayed on the right pane of the screen.

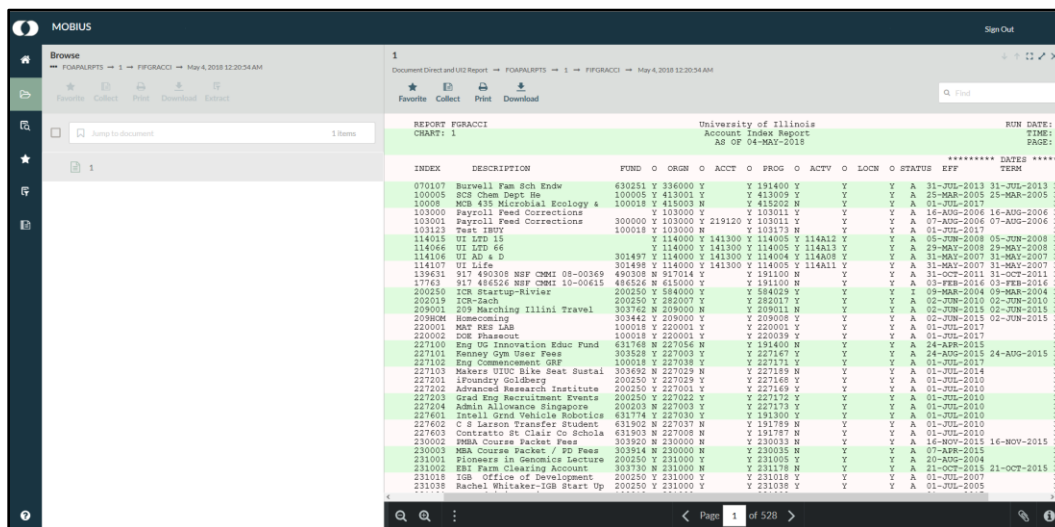


Figure 2.12.6: Mobius View Topic Menu – Report

2.13: Account Index Report

Process Description

The **Account Index Report (FIFGRACCI)** displays a list of Account Index codes in a given Chart and the default accounting distribution associated with each Index. After time, this could result in a rather large report that can be printed or saved on a local computer.

REPORT FGRACCI CHART: 1		University of Illinois Account Index Report AS OF 04-MAY-2018										RUN DATE: 05/04/2018 TIME: 12:13 AM PAGE: 1					
INDEX	DESCRIPTION	FUND	O	ORGN	O	ACCT	O	PROG	O	ACTV	O	LOCN	O	STATUS	EFF	***** DATES TERM	***** NEXT CHANGE
070107	Burwell Fam Sch Endw	630251	Y	336000	Y			Y	191400	Y	Y	Y	Y	A	31-JUL-2013	31-JUL-2013	31-DEC-2099
100005	SCS Chem Dept He	100005	Y	413001	Y			Y	413009	Y	Y	Y	Y	A	25-MAR-2005	25-MAR-2005	31-DEC-2099
10008	MCB 435 Microbial Ecology &	100018	Y	415003	N			Y	415202	N	Y	Y	Y	A	01-JUL-2017		31-DEC-2099
103000	Payroll Feed Corrections	Y		103000	Y			Y	103011	Y	Y	Y	Y	A	16-AUG-2006	16-AUG-2006	31-DEC-2099
103001	Payroll Feed Corrections	300000	Y	103000	Y	219120	Y		103011	Y	Y	Y	Y	A	07-AUG-2006	07-AUG-2006	31-DEC-2099
103123	Test IBUY	100018	Y	103000	N			Y	103173	N	Y	Y	Y	A	01-JUL-2017		31-DEC-2099
114015	UI LTD 15	Y		114000	Y	141300	Y		114005	Y	114A12	Y	Y	A	05-JUN-2008	05-JUN-2008	31-DEC-2099
114066	UI LTD 66	Y		114000	Y	141300	Y		114005	Y	114A13	Y	Y	A	29-MAY-2008	29-MAY-2008	31-DEC-2099
114106	UI AD & D	301497	Y	114000	Y	141300	Y		114004	Y	114A08	Y	Y	A	31-MAY-2007	31-MAY-2007	31-DEC-2099
114107	UI Life	301498	Y	114000	Y	141300	Y		114005	Y	114A11	Y	Y	A	31-MAY-2007	31-MAY-2007	31-DEC-2099
139631	917 490308 NSF CMMI 08-00369	490308	N	917014	Y			Y	191100	N	Y	Y	Y	A	31-OCT-2011	31-OCT-2011	31-DEC-2099
17763	917 486526 NSF CMMI 10-00615	486526	N	615000	Y			Y	191100	N	Y	Y	Y	A	03-FEB-2016	03-FEB-2016	31-DEC-2099
200250	ICR Startup-Rivier	200250	Y	584000	Y			Y	584029	Y	Y	Y	I	09-MAR-2004	09-MAR-2004	31-DEC-2099	
202019	ICR-Zach	200250	Y	282007	Y			Y	282017	Y	Y	Y	A	02-JUN-2010	02-JUN-2010	31-DEC-2099	
209001	Z09 Marching Illini Travel	303762	N	209000	N			Y	209011	N	Y	Y	A	02-JUN-2015	02-JUN-2015	31-DEC-2099	
209HOM	Homecoming	303442	Y	209000	Y			Y	209008	Y	Y	Y	A	02-JUN-2015	02-JUN-2015	31-DEC-2099	
220001	MAT RES LAB	100018	Y	220001	Y			Y	220001	Y	Y	Y	Y	A	01-JUL-2017		31-DEC-2099
220002	DOE Phaseout	100018	Y	220001	Y			Y	220039	Y	Y	Y	A	01-JUL-2017		31-DEC-2099	
227100	Eng UG Innovation Educ Fund	631768	N	227056	N			Y	191400	N	Y	Y	A	24-APR-2015		31-DEC-2099	
227101	Kenney Gym User Fees	303528	N	227003	Y			Y	227167	Y	Y	Y	A	24-AUG-2015	24-AUG-2015	31-DEC-2099	
227102	Eng Commencement GRP	100018	Y	227038	Y			Y	227171	Y	Y	Y	A	01-JUL-2017		31-DEC-2099	
227103	Makers UIUC Bike Seat Sustai	303692	N	227029	N			Y	227189	N	Y	Y	A	01-JUL-2014		31-DEC-2099	
227201	Foundry Goldberg	200250	Y	227029	Y			Y	227168	Y	Y	Y	A	01-JUL-2010		31-DEC-2099	
227202	Advanced Research Institute	200250	Y	227001	Y			Y	227169	Y	Y	Y	A	01-JUL-2010		31-DEC-2099	
227203	Grad Eng Recruitment Events	200250	Y	227022	Y			Y	227172	Y	Y	Y	A	01-JUL-2010		31-DEC-2099	
227204	Admin Allowance Singapore	200203	N	227003	Y			Y	227173	Y	Y	Y	A	01-JUL-2010		31-DEC-2099	
227601	Intell Grnd Vehicle Robotics	631774	Y	227030	Y			Y	191300	Y	Y	Y	A	01-JUL-2010		31-DEC-2099	
227602	C S Larson Transfer Student	631902	N	227037	N			Y	191789	N	Y	Y	A	01-JUL-2010		31-DEC-2099	
227603	Contratto St Clair Co Schola	631903	N	227008	N			Y	191787	N	Y	Y	A	01-JUL-2010		31-DEC-2099	
230002	PMRA Course Packet Fees	303920	N	230000	N			Y	230033	N	Y	Y	A	16-NOV-2015	16-NOV-2015	31-DEC-2099	
230003	MBA Course Packet / PD Fees	303914	N	230000	N			Y	230035	N	Y	Y	A	07-APR-2015		31-DEC-2099	
231001	Pioneers in Genomics Lecture	200250	Y	231000	Y			Y	231005	Y	Y	Y	A	20-AUG-2004		31-DEC-2099	
231002	EBI Farm Clearing Account	303730	N	231000	N			Y	231178	N	Y	Y	A	21-OCT-2015	21-OCT-2015	31-DEC-2099	
231018	IGB Office of Development	200250	Y	231000	Y			Y	231018	Y	Y	Y	A	01-JUL-2007		31-DEC-2099	
231038	Rachel Whitaker-IGB Start Up	200250	Y	231000	Y			Y	231038	Y	Y	Y	A	01-JUL-2005		31-DEC-2099	
231101	IGB Administration	100018	Y	231000	Y			Y	231009	Y	Y	Y	A	01-JUL-2017		31-DEC-2099	
231102	IGB Business Office	100018	Y	231000	Y			Y	231010	Y	Y	Y	A	01-JUL-2017		31-DEC-2099	
231103	IGB Clerical	100018	Y	231000	Y			Y	231011	Y	Y	Y	A	01-JUL-2017		31-DEC-2099	
231104	IGB Operations and Facilitie	100018	Y	231000	Y			Y	231012	Y	Y	Y	A	01-JUL-2017		31-DEC-2099	
231105	IGB CNRG	100018	Y	231000	Y			Y	231013	Y	Y	Y	A	01-JUL-2017		31-DEC-2099	
231106	IGB Lewin Research-Salaries	100018	Y	231000	Y			Y	231031	Y	Y	Y	A	01-JUL-2017		31-DEC-2099	
231107	IGB Fellows	100018	Y	231000	Y			Y	231032	Y	Y	Y	A	01-JUL-2017		31-DEC-2099	
231108	IGB Telephone Line Charges	100018	Y	231000	Y			Y	231035	Y	Y	Y	A	01-JUL-2017		31-DEC-2099	
231109	IGB Core Facilities	100018	Y	231000	Y			Y	231040	Y	Y	Y	A	01-JUL-2017		31-DEC-2099	
231110	EBI Salaries	100018	Y	231000	Y			Y	231100	Y	Y	Y	A	01-JUL-2017		31-DEC-2099	

Figure 2.13.1: Account Index Report

2.14: Account Hierarchy Report

Process Description

The **Account Hierarchy Report (FIFGRACTH)** displays the hierarchical relationship in the Account code structure. Data entry indicator, status, budget control organization, combine budget control indicator, effective, termination, and next change dates display for each Account code printed on the report. Account codes display which have an effective date less than or equal to the as of date and where the next change date is greater than the as of date.

REPORT	FGRACTH	University of Illinois				RUN DATE: 05/04/2018	
CHART: 1		Account Hierarchy Report				TIME: 12:13 AM	
		AS OF 04-MAY-2018				PAGE: 1	
TYP	ACCOUNT	DESCRIPTION	DATA ENTRY	STATUS	FOOL ACCT	***** DATES *****	***** NEXT CHANGE *****
						EFF	TERM
1	10	Non-Personnel Expenses				01-JUL-1950	31-DEC-2099
		Expense Budget Pool				01-JUL-1950	31-DEC-2099
	109900	Budget-POP String Expense	B	A		01-JUL-2015	31-DEC-2099
	109910	Budget Balance Forward-POP Expense	B	A		01-JUL-2015	31-DEC-2099
	109920	Budget for Rescission	B	A		01-JUL-2015	31-DEC-2099
	109930	Budget Adjustments - Other	B	A		01-JUL-1950	31-DEC-2099
	109990	Budget Close-Fiscal Year End	B	A		01-JUL-2015	31-DEC-2099
	12	Materials and Supplies				01-JUL-1950	31-DEC-2099
	120000	Materials and Supplies-Budg/Sum	B	A		06-OCT-2015	31-DEC-2099
	120010	Budget Balance Forward-Mat/Supp	B	A		01-JUL-2015	31-DEC-2099
	120500	Budget Exchange-Mat/Supply Expense	B	A		01-JUL-2015	31-DEC-2099
	120990	Budget-Instit Budget Balancing	B	A		10-JUL-2017	31-DEC-2099
	121000	Expendable Supplies-Budg/Sum	B	A		06-OCT-2015	31-DEC-2099
	121100	Office Supplies	Y	A		01-JUL-1950	31-DEC-2099
	121180	Office Equipment <\$100	Y	A		01-JUL-2015	31-DEC-2099
	12118U	Unallowable Office Equipment <100	Y	A		01-JUN-2015	01-JUN-2015
	121181	DO NOT USE Elect Office Equip <100	Y	A		01-FEB-2018	01-FEB-2018
	12119U	Unallowable Office Supplies	Y	A		26-JUN-2015	26-JUN-2015
	121200	Library Supplies	Y	A		01-JUL-1950	31-DEC-2099
	121280	Library Equipment <\$100	Y	A		01-JUL-2015	31-DEC-2099
	12128U	Unallowable Library Equip <100	Y	A		01-JUN-2015	01-JUN-2015
	121281	Library Books <\$100	Y	A		01-JUL-2015	31-DEC-2099
	121282	DO NOT USE Elect Library Equip <100	Y	A		13-NOV-2017	13-NOV-2017
	12129U	Unallowable Library Supplies	Y	A		01-JUN-2015	01-JUN-2015
	121300	Information Technology Supplies	Y	A		01-JUL-1950	31-DEC-2099
	12139U	Unallowable IT Supplies	Y	A		31-AUG-2015	31-AUG-2015
	121350	Communications Equip Parts/Supplies	Y	A		01-JUL-1950	31-DEC-2099
	121400	Educational Supplies	Y	A		01-JUL-2015	31-DEC-2099
	12149U	Unallowable Educ/Instr Supplies	Y	A		01-JUN-2015	01-JUN-2015
	121500	Small Tools <\$100	Y	A		02-APR-2018	31-DEC-2099
	121580	Small Tools less than 100	Y	A		01-JUL-1950	31-DEC-2099
	12158U	Unallowable Small Tools <100	Y	A		01-JUN-2015	01-JUN-2015
	12159U	Unallowable Mech Supp/Small Tools	Y	A		01-JUN-2015	01-JUN-2015
	121600	Parts for Furniture/Office Equip	Y	A		01-JUL-1950	31-DEC-2099
	12169U	Unallowable Parts for Furn/Off Eq	Y	A		01-JUN-2015	01-JUN-2015
	121700	Parts for Other Equipment	Y	A		01-JUL-1950	31-DEC-2099
	12179U	Unallowable Parts for Other Equip	Y	A		31-AUG-2015	31-AUG-2015
	121800	Maintenance Supplies/Physical Plant	Y	A		01-JUL-1950	31-DEC-2099
	12189U	Unallowable Maint Supp/Phy Plant	Y	A		01-JUN-2015	01-JUN-2015
	121810	Rock Salt & Other Abrasives	Y	A		01-JUL-1950	31-DEC-2099
	121820	Mech Supplies & Repair Parts	Y	A		01-JUL-1950	31-DEC-2099
	121900	Shop Materials	Y	A		01-JUL-1950	31-DEC-2099
	12199U	Unallowable Shop Materials	Y	A		01-JUN-2015	01-JUN-2015
	122000	Medical/Hospital Supplies	Y	A		01-JUL-1950	31-DEC-2099
	122001	Prosthetic Supplies	Y	A		01-JUL-2015	31-DEC-2099
	122002	Sutures/Surgical Needles	Y	A		01-JUL-1950	31-DEC-2099
	122003	Surgical Packs and Sheets	Y	A		01-JUL-2015	31-DEC-2099
	122004	General Surgical Supplies	Y	A		06-OCT-2015	31-DEC-2099

Figure 2.14.1: Account Hierarchy Report

2.15: Activity Code Report

Process Description

The **Activity Code Report (FIFGRACTV)** displays a list of Activity codes in a given Chart and their description, status, effective dates, termination dates and next change dates.

REPORT FGRACTV		University of Illinois			RUN DATE: 05/04/2018	
CHART: 1		Activity Codes Report			TIME: 12:13 AM	
		AS OF 04-MAY-2018			PAGE: 1	
ACTIVITY	DESCRIPTION	STATUS	EFF	TERM	NEXT CHANGE	
02	Library Digitalization	A	18-JAN-2013		31-DEC-2099	
06	Dixon Springs	A	01-JUL-2005		31-DEC-2099	
07	Community Outreach	A	01-JUL-2005		31-DEC-2099	
09	Unemployment Compensation	A	01-JUL-1950		31-DEC-2099	
10	Permanent Improvements	A	01-JUL-1950		31-DEC-2099	
102URO	Property premium/Ded funding	A	01-JUL-2014		31-DEC-2099	
11	Student Loan Matching	A	01-JUL-1950		31-DEC-2099	
112100	Ash Handler	A	08-JAN-2004		31-DEC-2099	
112101	ESP	A	08-JAN-2004		31-DEC-2099	
114A01	State Health	A	01-JUL-2003		31-DEC-2099	
114A02	Basic Life	A	01-JUL-2003		31-DEC-2099	
114A03	Dep Health	A	01-JUL-2003		31-DEC-2099	
114A04	Optional Life	A	01-JUL-2003		31-DEC-2099	
114A05	Spouse Life	A	01-JUL-2003		31-DEC-2099	
114A06	Child Life	A	01-JUL-2003		31-DEC-2099	
114A07	State AD & D	A	01-JUL-2003		31-DEC-2099	
114A08	UI AD & D	A	01-JUL-2003		31-DEC-2099	
114A09	State Dental	A	01-JUL-2003		31-DEC-2099	
114A11	UI Life	A	01-JUL-2003		31-DEC-2099	
114A12	UI LTD 15	A	01-JUL-2003		31-DEC-2099	
114A13	UI LTD 66	A	01-JUL-2003		31-DEC-2099	
13	Personal Services	A	01-JUL-1950		31-DEC-2099	
14	Awards and Grants	A	01-JUL-1950		31-DEC-2099	
15	Travel	A	01-JUL-1950		31-DEC-2099	
16	Commodities	A	01-JUL-1950		31-DEC-2099	
17	Contractual Services	A	01-JUL-1950		31-DEC-2099	
18	Equipment	A	01-JUL-1950		31-DEC-2099	
19	Telecommunications	A	01-JUL-1950		31-DEC-2099	
20	Operation of Automotive Equipment	A	01-JUL-1950		31-DEC-2099	
209COM	COMMISSIONS	A	11-DEC-2017	11-DEC-2017	31-DEC-2099	
209DRM	DRUMLINE	A	11-DEC-2017	11-DEC-2017	31-DEC-2099	
209ICS	Illinois Conducting Symposium	A	11-DEC-2017	11-DEC-2017	31-DEC-2099	
209IMB	IMBC	A	11-DEC-2017	11-DEC-2017	31-DEC-2099	
209SST	SUPERSTATE	A	11-DEC-2017	11-DEC-2017	31-DEC-2099	
21	Workers Compensation	A	01-JUL-1950		31-DEC-2099	
223999	Uni High Non Budgeted Transactions	A	01-JUL-2014		31-DEC-2099	
223ADM	Uni HS Admissions	A	01-JUL-2014		31-DEC-2099	
223AGO	Uni HS Agora Days	A	01-JUL-2014		31-DEC-2099	
223ATH	Uni High Athletic Dept Activity	A	01-JUL-2014		31-DEC-2099	
223CHS	Uni High Chess Activities	A	01-JUL-2014		31-DEC-2099	
223CMP	Uni Summer Camp	A	01-JUL-2014		31-DEC-2099	
223COA	Uni High Coaching Salary	A	01-JUL-2014		31-DEC-2099	
223F16	FY16 Registration Payments	A	01-JUL-2014		31-DEC-2099	
223F17	Uni High FY17 Registration	A	01-JUL-2014		31-DEC-2099	
223F18	Uni HS FY18 Registration Fees	A	01-JUL-2016		31-DEC-2099	
223F19	FY19 Registration Fees	A	01-JUL-2017		31-DEC-2099	
223GAT	Athletic Event Gate	A	01-JUL-2014		31-DEC-2099	
223HAB	Uni HS Habitat Trip	A	01-JUL-2014		31-DEC-2099	

Figure 2.15.1: Activity Code Report

2.16: Fund Hierarchy Report

Process Description

The **Fund Hierarchy Report (FIGRFNDH)** displays the hierarchy structure information related to Fund Type and Fund code information by the order of Fund Type for the specific Chart of Accounts. You can see all of the data entry level codes and find which ones are grouped together. It is more like a tree in terms of showing the many branches of the hierarchical structure in place.

REPORT FGRFNDH		University of Illinois				RUN DATE: 05/04/2018	
CHART: 1		Fund Hierarchy Report				TIME: 12:13 AM	
		AS OF 04-MAY-2018				PAGE: 1	
TYP	FUND	DESCRIPTION	DATA ENTRY	STATUS	CNTL FUND CMB	***** DATES *****	***** NEXT CHANGE *****
						EFF TERM	
10		Current Unrestricted-State Funds				01-JUL-1950	31-DEC-2099
	1A	State Approp-GRF EAF IF				03-MAY-2004	31-DEC-2099
	1A	State Appropriations - GRF/EAF/IF	N	A		01-JUL-1950	31-DEC-2099
	100	State Appropriations - GRF/EAF/IF	N	A		20-JAN-2012	31-DEC-2099
	1004	State Appropriations - GRF/IF	N	A		08-FEB-2012	08-FEB-2012 31-DEC-2099
	1005	State Appropriations - GRF/IF	N	A		01-JUL-1950	31-DEC-2099
	1006	State Appropriations - GRF/IF	N	A		15-JUN-2005	31-DEC-2099
	1007	State Appropriations - GRF/IF	N	A		15-JUN-2006	31-DEC-2099
	1008	State Appropriations - GRF/IF	N	A		15-JUN-2007	31-DEC-2099
	1009	State Appropriations - GRF/IF	N	A		15-JUN-2008	31-DEC-2099
	1010	State Appropriations - GRF/IF	N	A		15-JUN-2009	31-DEC-2099
	1011	State Appropriations - GRF/IF	N	A		15-JUN-2010	31-DEC-2099
	1012	State Appropriations - GRF/EAF/IF	N	A		15-JUN-2011	31-DEC-2099
	1013	State Appropriations - GRF/EAF/IF	N	A		15-JUN-2012	31-DEC-2099
	1014	State Appropriations - GRF/EAF/IF	N	A		15-JUN-2012	31-DEC-2099
	1015	State Appropriations - GRF/EAF/IF	N	A		15-JUN-2014	31-DEC-2099
	1016	State Appropriations - GRF/EAF/IF	N	A		31-OCT-2014	31-DEC-2099
	1017	State Appropriations - GRF/EAF/IF	N	A		21-OCT-2015	31-DEC-2099
	1018	State Appropriations - GRF/EAF/IF	N	A		10-OCT-2016	31-DEC-2099
	100018	103 FY18 GRF/EAF/IF State Funds	Y	A		01-JUL-2017	31-DEC-2099
	101118	103 FY18 Dixon Springs	Y	A		01-JUL-2017	31-DEC-2099
	101418	103 FY18 LER Degree Programs	Y	A		01-JUL-2017	31-DEC-2099
	101518	103 FY18 LER Certificate Programs	Y	A		01-JUL-2017	31-DEC-2099
	1019	State Appropriations - GRF/EAF/IF	N	A		27-OCT-2017	31-DEC-2099
	100019	103 FY19 GRF/EAF/IF State Funds	Y	A		27-OCT-2017	27-OCT-2017 15-JUN-2018
	101119	103 FY19 Dixon Springs	Y	A		31-OCT-2017	31-OCT-2017 15-JUN-2018
	101419	103 FY19 LER Degree Programs	Y	A		31-OCT-2017	31-OCT-2017 15-JUN-2018
	101519	103 FY19 LER Certificate Programs	Y	A		31-OCT-2017	31-OCT-2017 15-JUN-2018
	1B	PY State Approp-GRF EAF IF				01-JUL-1950	31-DEC-2099
	1B	PY State Appropriations-GRF/EAF/IF	N	A		01-JUL-1950	31-DEC-2099
	105	PY State Appropriations-GRF/EAF/IF	N	A		01-JUL-1950	31-DEC-2099
	1003	PY State Appropriations-GRF/EAF/IF	N	A		20-MAY-2004	31-DEC-2099
	100003	103 FY03 GRF/EAF/IF General Funds	Y	A		04-JUN-2005	04-JUN-2005 31-DEC-2099
	100004	103 FY04 GRF/IF General Funds	Y	A		07-MAR-2009	07-MAR-2009 31-DEC-2099
	100005	103 FY04 GRF/IF General Funds	Y	A		07-MAR-2009	07-MAR-2009 31-DEC-2099
	100006	103 FY06 GRF/IF General Funds	Y	A		24-APR-2010	24-APR-2010 31-DEC-2099
	100007	103 FY07 GRF/IF General Funds	Y	A		20-MAR-2010	20-MAR-2010 31-DEC-2099

Figure 2.16.1: Fund Hierarchy Report

2.17: Location Hierarchy Report

Process Description

The **Location Code Hierarchy Report (FIFGRLOCH)** displays the hierarchical relationship in the Location code structure. Level 1 of the hierarchy identifies the university, level 2 identifies the building, and level 3 identifies the room. The description, status, effective, termination, and next change dates display for each Location code printed on the report. Location codes display which have an effective date less than or equal to the as of date and where the next change date is greater than the as of date.

REPORT FGRLOCH		University of Illinois		RUN DATE: 05/04/2018	
CHART: 1		Location Hierarchy Report		TIME: 12:13 AM	
		AS OF 04-MAY-2018		PAGE: 1	
LOCATION	DESCRIPTION	STATUS	EFF	TERM	NEXT CHANGE
10000	UIUC Buildings - Archibus	A	01-JUL-1950		31-DEC-2099
100001	0001 00000000 Davenport Hall	A	01-JUL-1950		31-DEC-2099
114036	0001 0000109A Davenport Hall	A	01-JUL-1950		31-DEC-2099
114037	0001 0000109B Davenport Hall	A	01-JUL-1950		31-DEC-2099
114038	0001 0000109C Davenport Hall	A	01-JUL-1950		31-DEC-2099
114039	0001 0000109D Davenport Hall	A	01-JUL-1950		31-DEC-2099
114040	0001 0000109E Davenport Hall	A	01-JUL-1950		31-DEC-2099
114041	0001 0000109F Davenport Hall	A	01-JUL-1950		31-DEC-2099
114042	0001 0000109G Davenport Hall	A	01-JUL-1950		31-DEC-2099
114043	0001 00000110 Davenport Hall	A	01-JUL-1950		31-DEC-2099
114044	0001 00000113 Davenport Hall	A	01-JUL-1950		31-DEC-2099
114045	0001 00000116 Davenport Hall	A	01-JUL-1950		31-DEC-2099
114046	0001 0000116A Davenport Hall	A	01-JUL-1950		31-DEC-2099
114047	0001 00000119 Davenport Hall	A	01-JUL-1950		31-DEC-2099
114048	0001 00000120 Davenport Hall	A	01-JUL-1950		31-DEC-2099
114049	0001 0000120A Davenport Hall	A	01-JUL-1950		31-DEC-2099
114050	0001 00000129 Davenport Hall	A	01-JUL-1950		31-DEC-2099
114051	0001 00000132 Davenport Hall	A	01-JUL-1950		31-DEC-2099
114052	0001 00000133 Davenport Hall	A	01-JUL-1950		31-DEC-2099
114053	0001 00000136 Davenport Hall	A	01-JUL-1950		31-DEC-2099
114054	0001 0000137A Davenport Hall	A	01-JUL-1950		31-DEC-2099
114055	0001 0000137B Davenport Hall	A	01-JUL-1950		31-DEC-2099
114056	0001 0000137C Davenport Hall	A	01-JUL-1950		31-DEC-2099
114057	0001 0000137D Davenport Hall	A	01-JUL-1950		31-DEC-2099
114058	0001 000137DA Davenport Hall	A	01-JUL-1950		31-DEC-2099
114059	0001 000137DB Davenport Hall	A	01-JUL-1950		31-DEC-2099
114060	0001 000137DC Davenport Hall	A	01-JUL-1950		31-DEC-2099
114061	0001 0000137E Davenport Hall	A	01-JUL-1950		31-DEC-2099
114062	0001 00000139 Davenport Hall	A	01-JUL-1950		31-DEC-2099
114063	0001 0000139A Davenport Hall	A	01-JUL-1950		31-DEC-2099
114064	0001 00000140 Davenport Hall	A	01-JUL-1950		31-DEC-2099
114065	0001 00000141 Davenport Hall	A	01-JUL-1950		31-DEC-2099
114066	0001 00000143 Davenport Hall	A	01-JUL-1950		31-DEC-2099
114067	0001 0000143A Davenport Hall	A	01-JUL-1950		31-DEC-2099
114068	0001 0000143B Davenport Hall	A	01-JUL-1950		31-DEC-2099
114069	0001 0000143C Davenport Hall	A	01-JUL-1950		31-DEC-2099
114070	0001 0000143D Davenport Hall	A	01-JUL-1950		31-DEC-2099
114071	0001 0000143E Davenport Hall	A	01-JUL-1950		31-DEC-2099
114072	0001 0000143F Davenport Hall	A	01-JUL-1950		31-DEC-2099
114073	0001 0000143G Davenport Hall	A	01-JUL-1950		31-DEC-2099
114074	0001 00000144 Davenport Hall	A	01-JUL-1950		31-DEC-2099
114075	0001 00000145 Davenport Hall	A	01-JUL-1950		31-DEC-2099
114076	0001 00000148 Davenport Hall	A	01-JUL-1950		31-DEC-2099
114077	0001 00000149 Davenport Hall	A	01-JUL-1950		31-DEC-2099
114078	0001 00000151 Davenport Hall	A	01-JUL-1950		31-DEC-2099
114079	0001 0000151A Davenport Hall	A	01-JUL-1950		31-DEC-2099
114080	0001 00000152 Davenport Hall	A	01-JUL-1950		31-DEC-2099

Figure 2.17.1: Location Hierarchy Report

2.18: Organization Hierarchy Report

Process Description

The **Organization Hierarchy Report (FIGRORGH)** displays the hierarchical relationship in the Organization code structure. Data entry indicator, status, budget control organization, combine budget control indicator, effective, termination, and next change dates display for each Organization code printed on the report. Organization codes display which have an effective date less than or equal to the as of date and where the next change date is greater than the as of date.

REPORT FIGRORGH	University of Illinois		Organization Hierarchy Report		AS OF 04-MAY-2018		RUN DATE: 05/04/2018	
CHART: 1							TIME: 12:13 AM	
								PAGE: 1
ORGANIZATION	DESCRIPTION	DATA ENTRY	STATUS	CNIL ORGN	CMB	EFF	***** DATES	***** NEXT CHANGE
1	Urbana-Champaign Campus	N	A		N	01-JUL-1950		31-DEC-2099
A1	Chancellor	N	A		N	01-JUL-1950		31-DEC-2099
NA	Chancellor	N	A		N	01-JUL-1950		31-DEC-2099
NA0	Chancellor	N	A		N	01-JUL-1950		31-DEC-2099
267	Diversity Committee & Advocacy	N	A		N	01-JUL-1950		31-DEC-2099
267000	Diversity Committee & Advocacy	Y	A		N	01-JUL-1950		31-DEC-2099
272	Arboretum	N	A		N	04-FEB-2013	04-FEB-2013	31-DEC-2099
272000	Arboretum	Y	A		N	07-DEC-2009	07-DEC-2009	31-DEC-2099
314	Office of Development	N	A		N	31-AUG-2009	31-AUG-2009	31-DEC-2099
314000	Office of Development	Y	A		N	31-AUG-2009	31-AUG-2009	31-DEC-2099
355	Aviation Lease	N	A		N	01-JUL-1950		31-DEC-2099
355000	Aviation Lease	Y	A		N	01-JUL-1950		31-DEC-2099
433	Diversity, Equity and Access	N	A		N	04-MAR-2013		31-DEC-2099
433000	Diversity, Equity and Access	Y	A		N	04-MAR-2013		31-DEC-2099
477	Partnership Illinois	N	A		N	07-DEC-2009	07-DEC-2009	31-DEC-2099
477000	Partnership Illinois	Y	A		N	07-DEC-2009	07-DEC-2009	31-DEC-2099
550	Allerton Park & Retreat Center	N	A		N	10-SEP-2013		31-DEC-2099
550000	Allerton Park & Retreat Center	Y	A		N	10-SEP-2013		31-DEC-2099
550007	Allerton-Admin	Y	A		N	01-JUL-1950		31-DEC-2099
550008	Allerton-Admin	Y	A		N	01-JUL-1950		31-DEC-2099
550009	Allerton-Grants	Y	A		N	01-JUL-1950		31-DEC-2099
550010	Allerton Park Oper	Y	A		N	01-JUL-1950		31-DEC-2099
550011	Allerton Conf Center	Y	A		N	01-JUL-1950		31-DEC-2099
550012	Allerton Visitor Ctr	Y	A		N	01-JUL-1950		31-DEC-2099
550013	Allerton-Development	Y	A		N	01-JUL-1950		31-DEC-2099
629	Purchasing Office	N	A		N	01-JUL-1950		31-DEC-2099
629000	Purchasing Office	Y	A		N	01-JUL-1950		31-DEC-2099
664	Division of Public Safety	N	A		N	01-JUL-1950		31-DEC-2099
664000	Division of Public Safety	Y	A		N	01-JUL-1950		31-DEC-2099
664001	Admin Service	Y	A		N	09-SEP-2008	09-SEP-2008	31-DEC-2099
664002	Director	Y	A		N	09-SEP-2008	09-SEP-2008	31-DEC-2099
664003	General	Y	A		N	09-SEP-2008	09-SEP-2008	31-DEC-2099
664004	Investigations	Y	A		N	09-SEP-2008	09-SEP-2008	31-DEC-2099
664005	Patrol	Y	A		N	09-SEP-2008	09-SEP-2008	31-DEC-2099
664006	Risk Manager	Y	A		N	09-SEP-2008	09-SEP-2008	31-DEC-2099
693	Willard Airport Commercial Op	N	A		N	28-NOV-2006		31-DEC-2099
693000	Willard Airport Commercial Op	Y	A		N	28-NOV-2006		31-DEC-2099
693001	Willard Airport-Oper	Y	A		N	01-JUL-1950		31-DEC-2099
693002	Willard Airport-PFC	Y	A		N	01-JUL-1950		31-DEC-2099
700	Office of the Chancellor	N	A		N	01-JUL-1950		31-DEC-2099
700000	Office of the Chancellor	Y	A		N	01-JUL-1950		31-DEC-2099
700001	Ofc of the Senate	Y	A		N	01-JUL-1950		31-DEC-2099
700002	Public Engagement	Y	A		N	03-AUG-2016		31-DEC-2099
700003	Swanlund HR Shared Services Center	Y	A		N	01-JUL-1950		31-DEC-2099
700004	Special Events	Y	A		N	01-JUL-1950		31-DEC-2099
700005	Chancellor Initiatives	Y	A		N	01-JUL-1950		31-DEC-2099
930	Title IX Disability Coord Off	N	A		N	01-JUL-1950		31-DEC-2099
930000	Title IX Disability Coord Off	Y	A		N	01-JUL-1950		31-DEC-2099

Figure 2.18.1: Organization Hierarchy Report

2.19: Program Hierarchy Report

Process Description

The **Program Code Hierarchy Report (FIFGRPRGH)** displays the hierarchical relationship in the Program code structure. You can see how many different Programs report up to one predecessor code. The data entry indicator, status, effective, termination, and next change dates display for each Program code printed on the report. Program codes display which have an effective date less than or equal to the as of date and where the next change date is greater than the as of date.

REPORT FGRPRGH	University of Illinois		Program Hierarchy Report		RUN DATE: 05/04/2018		
CHART: 1	AS OF 04-MAY-2018				TIME: 12:13 AM		
						PAGE: 1	
PROGRAM	DESCRIPTION	DATA ENTRY	STATUS	EFF	TERM	NEXT CHANGE	
10	Instruction	N	A	08-FEB-2012		31-DEC-2099	
1000	Instruction	N	A	01-JUL-1950		31-DEC-2099	
100005	IB 516	Y	A	01-FEB-2005	01-FEB-2005	31-DEC-2099	
100006	VCM General Teaching Expenses	Y	A	03-MAY-2011	03-MAY-2011	31-DEC-2099	
110011	State GR/IF Accrual	Y	A	01-JUL-2007		31-DEC-2099	
110014	Acc Vac & Sick Lv	Y	A	01-JUL-1950		31-DEC-2099	
110033	Med Svc Plan Accrual	Y	A	27-SEP-1989		31-DEC-2099	
191000	Instruction	Y	A	01-JUL-1950		31-DEC-2099	
201003	Med Biochemistry	Y	A	03-MAR-1983		31-DEC-2099	
201005	MS Finance Admission Deposits	Y	A	21-NOV-2011	21-NOV-2011	31-DEC-2099	
209001	U of I Bands	Y	A	04-JUN-2015	04-JUN-2015	31-DEC-2099	
210001	TAM College	Y	A	14-SEP-2009	14-SEP-2009	31-DEC-2099	
210002	TAM Sum Ses	Y	A	14-SEP-2009	14-SEP-2009	31-DEC-2099	
210004	TAM Lab Equip ISPE	Y	A	20-DEC-2006	20-DEC-2006	31-DEC-2099	
215001	Native American Studies-State	Y	A	11-MAY-2012	11-MAY-2012	31-DEC-2099	
227007	Engr Admin Sum Ses	Y	A	01-JUL-1981		31-DEC-2099	
227026	AES PITA	Y	A	20-OCT-2008		31-DEC-2099	
227028	PITA AE3 LINC Fund	Y	A	14-JUN-2007	14-JUN-2007	31-DEC-2099	
227029	PITA Crowley	Y	A	14-JUN-2007	14-JUN-2007	31-DEC-2099	
227030	Teaching Academy	Y	A	01-SEP-1999		31-DEC-2099	
227069	Engr Online T & F	Y	A	17-JUL-2006		31-DEC-2099	
227158	PITA FY10 Srajek & Hahn	Y	A	01-JUL-2008		31-DEC-2099	
227196	I2E2 Program	Y	A	01-JUL-2016		31-DEC-2099	
227203	Computer Based Testing Facility	Y	A	01-JUL-2017		31-DEC-2099	
227204	MEng and Prof Education	Y	A	01-JUL-2017		31-DEC-2099	
230002	MBA Personnel	Y	A	08-APR-2002		31-DEC-2099	
230042	MBA Action Learning	Y	A	01-JUL-2016		31-DEC-2099	
230044	PMBA Action Learning	Y	A	01-JUL-2016		31-DEC-2099	
230551	MBA Personnel Teaching	Y	A	01-JUL-2014		31-DEC-2099	
230553	PMBA Personnel Teaching	Y	A	01-JUL-2014		31-DEC-2099	
236004	Gen Ed/Comp II	Y	A	24-JUL-1992		31-DEC-2099	
236005	Discovery	Y	A	02-NOV-1994		31-DEC-2099	
236007	Faculty Excellence	Y	A	07-AUG-2001		31-DEC-2099	
236008	Top/Couples	Y	A	07-AUG-2001		31-DEC-2099	
236009	Tuition Surcharge	Y	A	07-AUG-2001		31-DEC-2099	
236011	Chanc State Reserve	Y	A	12-OCT-2001		31-DEC-2099	
236013	Rescission -Instruct	Y	A	22-JUL-2002		31-DEC-2099	
236109	LLC-Living Learning Communities	Y	A	01-JUL-2013		31-DEC-2099	
236115	Coursesra Income	Y	A	01-JUL-2014		31-DEC-2099	
236122	Investment Pool	Y	A	01-JUL-2016		31-DEC-2099	
238002	Inst. of Comm. Res. - Sum. Session	Y	A	25-JAN-2011		31-DEC-2099	
238003	Inst. of Comm. Res. - Research	Y	A	01-DEC-2010		31-DEC-2099	
239301	ENG 598 Teach Resp Conduct of Res	Y	A	01-JUL-2012		31-DEC-2099	
241001	Anthropology	Y	A	01-JUL-1981		31-DEC-2099	
241002	Anthropology Sum Ses	Y	A	01-JUL-1981		31-DEC-2099	
241229	Anthropology Online Tuition	Y	A	01-JUL-2016		31-DEC-2099	
244001	Physics Sum Ses	Y	A	01-JUL-1981		31-DEC-2099	
244003	Physics College	Y	A	29-JUL-1981		31-DEC-2099	

Figure 2.19.1: Program Hierarchy Report

Apply Your Knowledge

Following the steps described in this lesson, log on to Mobius View with your ID and password. Look for an Operating Ledger report you would like to view using the Jump To function in Mobius View. Select a section using your Organization code or using the example and display it. Repeat the task with other reports or sections.

Lesson 3: Finance Reports in EDDIE

This lesson will cover the standard Finance reports available in EDDIE. In contrast to static month-end reports available in Mobius View, the current reports available on the EDDIE server are processed on-demand. That means that when you open and refresh the report, the data in Banner DO are retrieved and formatted.

Lesson Objectives

When you have completed the materials presented in this lesson, you will be able to identify the process to retrieve financial reports in EDDIE and identify the use of the following Finance reports:

- Revenue/Expense Transactions
- Revenue/Expense Statements
- Encumbrance Balances
- Asset/Liability Transactions
- Asset/Liability Statement

3.1: Accessing the EDDIE Environment

Process Description

If you need access to EDDIE, you can request it from your [Unit Security Contact \(USC\)](#). Follow the steps below to log in to EDDIE once you have access.

Step-by-Step Procedures

Task 3.1: Logging in to EDDIE

Step	Action
1.	Go to https://eddie.ds.uillinois.edu .
2.	Click Log In to EDDIE .
3.	Type your NetID .
4.	Type your Password .
5.	Click the LOG IN button.
6.	Click the Documents tab.
7.	Click the Categories section on the left side.
8.	Click the plus sign next to Corporate Categories to expand it.
9.	Click the plus sign next to Finance to expand it.
10.	Click the subcategory you wish to view. For example, General Ledger .
11.	To get back to the default list of documents at any time, click the Documents tab in the upper left corner.

NOTE: When you log in to EDDIE, the first page you see is the home page. From this page, you have quick access to recently-viewed reports. You can also modify your preferences, create new documents, check your inbox, search for a document, view system alerts, and log out.

More detailed information is available at:

https://www.aits.uillinois.edu/services/reports_and_data/e_d_d_i_e_and_web_intelligence_rich_client_resource/

3.2: Revenue/Expense Transactions

Process Description

Report Description	Report Name
Revenue/Expense Transactions	FIOL_Revenue_Expense_Transactions

The **Revenue/Expense Transactions** report shows the monthly transactions that support the balances on the **Revenue/Expense Statements**. This report is used to manage and reconcile the financial activities of System units. Similar to a bank account statement, it is used to compare the transactions posted each month with the unit's own records.

This report can be run based on every combination of the following:

- Chart
- Fund at data entry levels 4 and 5 (multiple Fund codes may be selected)
- Organization at data entry levels 6, 7, and 8 (multiple Organization codes may be selected)
- Program at data entry levels 3 and 4 (multiple Program codes may be selected)
- Organization GL report contact
- Fund GL report contact
- Program GL report contact

Parameters

Field Name	Input Data	Definition
Chart of Account	List of Values	The user must select the Chart code and its description from the list of values. Required.
Fiscal Period	List of Values	The user must select the appropriate period (01=July, 02=August, etc.) from the list of values. Required.
Fiscal Year	List of Values	The user must select the appropriate fiscal year from the list of values. Required.

Retrieving General Ledger Reports

Field Name	Input Data	Definition
Fund Code	List of Values	Data entry level 4 or 5 of the Fund hierarchy. The user could enter the appropriate six-digit Fund code OR leave the field blank if selecting all Funds by FUND GL report contact. Multiple Funds can be selected by entering the appropriate six-digit Fund codes separated by a semi-colon or by selecting from the list of values (for consecutive selections, highlight the first selection in the list, then hold down the SHIFT key and click final selection; for non-consecutive selections, click the first selection, then hold down the CTRL key and make additional selections).
Fund GL Report Contact	List of Values	The user must select a Fund GL report contact name from the list of values if querying by Fund GL report contact; otherwise, leave blank.
Organization Code	List of Values	Data entry level 6, 7, or 8 of the Organization hierarchy. The user could enter the appropriate six-digit Organization code, or select it from the list of values, or leave blank. Multiple Organizations can be selected by entering the appropriate six-digit Organization codes separated by a semi-colon or by selecting from the list of values (for consecutive selections, highlight the first selection in the list, then hold down the SHIFT key and click final selection; for non-consecutive selections, click the first selection, then hold down the CTRL key and make additional selections).
ORG GL Report Contact	List of Values	The user must select an ORG GL report contact name from the list of values if querying by ORG GL report contact; otherwise, leave blank.
Program Code	List of Values	Data entry level 3 and 4 of the Program hierarchy. The user could enter the appropriate six-digit Program code, or select one from the list of values, or leave blank. Multiple Programs can be selected by entering the appropriate six-digit Program codes separated by a semi-colon or by selecting from the list of values (for consecutive selections, highlight the first selection in the list, then hold down the SHIFT key and click the final selection; for non-consecutive selections, click the first selection, then hold down the CTRL key and make additional selections).
PROG GL Report Contact	List of Values	The user must select a PROG GL report contact name from the list of values if querying by PROG GL report contact; otherwise, leave blank.
VDR Date	Data Entry	This field is already populated. Required.

NOTE: See Appendix C for information on the fields in the Revenue/ Expense Transactions report, including definitions of all the fields used in the following example.

Retrieving General Ledger Reports

Step-by-Step Procedures

Task 3.2: Running the Revenue/Expense/Transactions Report

Step	Action	Results/Decisions
1.	Log in to EDDIE as described in 3.1.	
2.	Click Operating Ledger .	
3.	Double-click FIOL_Revenue_Expense_Transactions .	
4.	Click the Refresh button at the top to select or enter report parameters.	It may take a few minutes for the parameter box to appear.
5.	The first prompt is already selected. Select the appropriate Chart of Account from the list of values and click the Add (right arrow) button.	You may type a parameter or select the parameter from the list of values. Certain parameters, as indicated below, <u>must be selected</u> from the list of values.
6.	Click Fiscal Period . Select the appropriate Fiscal Period from the list of values (<i>01 = July, 02 = August, and so on</i>) and click the Add (right arrow) button.	
7.	Click Fiscal Year . Select it from the list of values and click the Add (right arrow) button.	
8.	Click Fund Code . Type the appropriate value and click the Add button or select a six-digit code from the list of values. Click Refresh Values to see the content of the list.	This is an optional field. It is not required to run the report, but suggested.
9.	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 Refresh Values to see the content of the list.	This is an optional field. It is not required to run the report.
10.	Click Organization Code . Type the appropriate value and click the Add button or select a six-digit code from the list of values. Click Refresh Values to see the content of the list.	This is an optional field. It is not required to run the report, but suggested.
11.	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 Refresh Values to see the content of the list.	This is an optional field. It is not required to run the report.
12.	Click Program Code . Type the appropriate value and click the Add button or select a code from the list of values. Click Refresh Values to see the content of the list.	This is an optional field. It is not required to run the report, but suggested.
13.	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 Refresh Values to see the content of the list.	This is an optional field. It is not required to run the report.

Retrieving General Ledger Reports

Step	Action	Results/Decisions
14.	Click the OK button.	It may take several minutes to run the report.
15.	Once the report appears, you may print or save the report. To print the report, follow these steps: <ol style="list-style-type: none"> Click the Print button on the toolbar (not the browser's Print button). Select the Open option on the pop-up window. Print the PDF by selecting Print from the File menu. Click the Print button. 	This opens the report as a PDF.
16.	To save the report as an Excel spreadsheet, follow these steps: <ol style="list-style-type: none"> Click the Export button on the upper left corner of the toolbar. Select Export Document As. Choose Excel. Click the Save button. 	A pop-up window asks if you want to open or save the file. This opens the report as an Excel file.

FIOL Revenue/Expense/Transfer Transactions
Version: Dec 2015
Finance Standard Report

University of Illinois
FIOL Revenue/Expense/Transfer Transactions
FY 2006 Period 11 Month-End Final

As of 22-FEB-2016
Page 1 of 2
Printed: 22-FEB-2016

Fiscal Year: 2006 Period: 11 Chart of Accounts: 1 - University of Illinois - Urbana Fund Code: 200250 Org Code: 590503
Prog Code: 590209 Org G/L Rep: Fund G/L Rep: Prog G/L Rep:

Account	Description	Date	RC	Document #	Seq	Purchase Order Code	Doc Ref	Deposit #	Budget	Actual	Encumbrance	Activity	Location																																																																																				
N/A	<table style="width: 100%; border: none;"> <tr> <td>Chart</td><td>1</td><td>University of Illinois - Urbana</td><td>Level</td><td></td><td>Principal Investigator</td><td>Fund Term</td><td>D1</td><td>Grant Code</td><td>N/A</td><td colspan="4"></td> </tr> <tr> <td>Organization</td><td>590503</td><td>UCM ICR</td><td></td><td>6</td><td></td><td>Fund Exp End Dt</td><td></td><td>Financial Manager</td><td>Long, Pamela A</td><td colspan="4"></td> </tr> <tr> <td>Fund</td><td>200250</td><td>103 Indirect Cost Recovery</td><td></td><td>4</td><td></td><td>Project Start Dt</td><td></td><td>Indirect Cost Rate</td><td>Indirect Cost Basis</td><td colspan="4"></td> </tr> <tr> <td>Program</td><td>590209</td><td>Urb Clinics Med Reg</td><td></td><td>3</td><td></td><td>Project End Dt</td><td></td><td></td><td></td><td colspan="4"></td> </tr> <tr> <td>Fund Type</td><td>22</td><td>Institutional Costs Recovered</td><td></td><td>2</td><td></td><td>Budget Start Date</td><td></td><td></td><td></td><td colspan="4"></td> </tr> <tr> <td>Sponsor</td><td>N/A</td><td></td><td></td><td></td><td></td><td>Budget End Date</td><td></td><td></td><td></td><td colspan="4"></td> </tr> </table>													Chart	1	University of Illinois - Urbana	Level		Principal Investigator	Fund Term	D1	Grant Code	N/A					Organization	590503	UCM ICR		6		Fund Exp End Dt		Financial Manager	Long, Pamela A					Fund	200250	103 Indirect Cost Recovery		4		Project Start Dt		Indirect Cost Rate	Indirect Cost Basis					Program	590209	Urb Clinics Med Reg		3		Project End Dt								Fund Type	22	Institutional Costs Recovered		2		Budget Start Date								Sponsor	N/A					Budget End Date							
Chart	1	University of Illinois - Urbana	Level		Principal Investigator	Fund Term	D1	Grant Code	N/A																																																																																								
Organization	590503	UCM ICR		6		Fund Exp End Dt		Financial Manager	Long, Pamela A																																																																																								
Fund	200250	103 Indirect Cost Recovery		4		Project Start Dt		Indirect Cost Rate	Indirect Cost Basis																																																																																								
Program	590209	Urb Clinics Med Reg		3		Project End Dt																																																																																											
Fund Type	22	Institutional Costs Recovered		2		Budget Start Date																																																																																											
Sponsor	N/A					Budget End Date																																																																																											
308800	Grant - Indirect Cost Rec	05-MAY-2006	GRIR	G0022128	325		DEFGRANT			-31.28																																																																																							
308800	Grant - Indirect Cost Rec	09-MAY-2006	GRIR	G0022192	80		DEFGRANT			-13.70																																																																																							
308800	Grant - Indirect Cost Rec	12-MAY-2006	GRIR	G0022379	135		DEFGRANT			-5.49																																																																																							
308800	Grant - Indirect Cost Rec	15-MAY-2006	GRIR	G0022399	427		DEFGRANT			-20.90																																																																																							
308800	Grant - Indirect Cost Rec	18-MAY-2006	GRIR	G0022439	419		DEFGRANT			-1,725.00																																																																																							
308800	Grant - Indirect Cost Rec	17-MAY-2006	GRIR	G0022451	154		DEFGRANT			14.10																																																																																							
308800	Grant - Indirect Cost Rec	22-MAY-2006	GRIR	G0022548	185		DEFGRANT			-23.52																																																																																							
308800	Grant - Indirect Cost Rec	23-MAY-2006	GRIR	G0022665	244		DEFGRANT			483.92																																																																																							
308800	Grant - Indirect Cost Rec	31-MAY-2006	GRIR	G0022697	209		DEFGRANT			-21.38																																																																																							
308800	Grant - Indirect Cost Rec	31-MAY-2006	GRIR	G0022692	144		DEFGRANT			96.85																																																																																							
308800	Grant - Indirect Cost Rec	31-MAY-2006	GRIR	G0022699	103		DEFGRANT			-3.87																																																																																							
308800	Grant - Indirect Cost Rec	31-MAY-2006	GRIR	G0022814	106		DEFGRANT			1,097.99																																																																																							
308800	Grant - Indirect Cost Rec	31-MAY-2006	GRIR	G0022928	27		DEFGRANT			30.85																																																																																							
308800	Indirect Cost Recovery Revenue									-141.53																																																																																							
Total Revenues										-141.53																																																																																							
213000	HR Payroll 2005 BIV 11 G	01-MAY-2006	HAC	F0065972	1					47.70																																																																																							
213000	Staff Technical Salary									47.70																																																																																							
219120	HR Payroll 2005 BIV 11 G	01-MAY-2006	HDA	F0065972	8					5.27																																																																																							
219120	SUR & Retirement Benefit									5.27																																																																																							
219210	HR Payroll 2005 BIV 11 G	01-MAY-2006	HDA	F0065972	9					0.69																																																																																							
219210	Medicare Matching Payment									0.69																																																																																							
Total Personnel Expenses										53.66																																																																																							
109910	Correct ICR top	31-MAY-2006	221	BU002653	38					-34,008.00																																																																																							
109910	Correct ICR top	31-MAY-2006	221	BU002653	40					-91,333.00																																																																																							
109910	Fund additional-Odeli And	31-MAY-2006	221	BU002653	20					-1,000.00																																																																																							
109910	Integ Food Safety program	31-MAY-2006	203	J0559417	2					-12,018.00																																																																																							
109910	Budget Balance Forward-FOP Expense									-198,359.00																																																																																							
124200	Transfer over/dt to UCM	31-MAY-2006	100	J0557327	2						1,301.12																																																																																						
124000	Scientific and Laboratory Supplies										1,301.12																																																																																						
145300	Transfer UPD charge-rogue	31-MAY-2006	100	J0556546	2						5.47																																																																																						
145300	GPCV, FEDEX ChP 04-28-05	15-MAY-2006	PL	PCAD1US2	1						23.30																																																																																						
145300	Freight/Express/UPSCourier										31.77																																																																																						
Total Non-Personnel Expenses										-198,359.00	1,332.89																																																																																						
Total Indirect Expenses																																																																																																	
Total Direct Expenses										-198,359.00	1,366.55																																																																																						

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Figure 3.2.1: Revenue/Expense Transactions – Output

3.3: Revenue/Expense Statements

Process Description

Report Description	Report Name
Revenue/Expense Statements	FIOL_Revenue_Expense_Detail_Statement
	FIOL_Revenue_Expense_Summary_Statement
Revenue/Expense Statements Inception to Date	FIOL_Revenue_Expense_Detail_Statement_Inception_to_Date
	FIOL_Revenue_Expense_Summary_Statement_Inception_to_Date

The **Revenue/Expense/Detail Statement** is the primary report used to manage and reconcile the financial activity of System operating units. The report provides information on budgets, revenues, expenses, transfers, encumbrances, and budget balance available at the Account level. It reports balances of all Account codes for every data entry combination of Chart, Fund, Organization, and Program based on the parameters selected.

The **Revenue/Expense Summary Statement** summarizes financial activity by Account Type for every data entry combination of Chart, Fund, Organization, and Program combination based on parameters selected.

The **Revenue/Expense/Detail and Summary Statements Inception to Date** display inception-to-date (ITD) balances as opposed to year-to-date balances. The ITD reports are available for Fund codes that are linked to a grant code – for example, grant Funds, plant Funds, federal agriculture Funds, and those self-supporting and agency Funds that are project-type activities.

These statements are all available daily and as month-end final versions. They can be run based on every combination of the following:

- Chart
- Fund at data entry levels 4 and 5 (multiple Fund codes may be selected)
- Organization at data entry levels 6, 7, and 8 (multiple Organization codes may be selected)
- Program at data entry levels 3 and 4 (multiple Program codes may be selected)
- Organization GL report contact
- Fund GL report contact
- Program GL report contact

NOTE: The GL Report Distribution Contact (GLDC) role is assigned to individuals for report distribution purposes. This role, assigned as an attribute of the Fund, Organization, or Program segments, is a mechanism to pull reports for whomever you identify to receive the reports. This role is different from the Financial Manager role, which was envisioned to be the Business Manager for an Organization. If this information is incorrect or if additional GLDC's should be added, send an email request to uas@uillinois.edu to have it changed. Be sure to specify the specific piece of information requiring addition or modification.

Retrieving General Ledger Reports

Parameters

Field Name	Input Data	Definition
Chart of Account	List of Values	The user must select the Chart code and its description from the list of values. Required.
Fiscal Period	List of Values	The user must select the appropriate period (01=July, 02=August, etc.) from the list of values. Required.
Fiscal Year	List of Values	The user must select the appropriate fiscal year from the list of values. Required.
Fund Code	List of Values	Data entry level 4 or 5 of the Fund hierarchy The user could enter the appropriate six-digit Fund code OR leave blank if selecting all Funds by FUND GL report contact. Multiple Funds can be selected by entering the appropriate six-digit Fund codes separated by a semi-colon or by selecting from the list of values (for consecutive selections, highlight the first selection in the list, then hold down the SHIFT key and click the final selection; for non-consecutive selections, click the first selection, then hold down the CTRL key and make additional selections).
Fund GL Report Contact	List of Values	The user must select a Fund GL report contact name from the list of values if querying by Fund GL report contact; otherwise, leave blank.
Organization Code	List of Values	Data entry level 6, 7, or 8 of the Organization hierarchy. The user could enter the appropriate six-digit Organization code, or select it from the list of values, or leave blank. Multiple Organizations can be selected by entering the appropriate six-digit Organization codes separated by a semi-colon or by selecting from the list of values (for consecutive selections, highlight the first selection in the list, then hold down the SHIFT key and click the final selection; for non-consecutive selections, click the first selection, then hold down the CTRL key and make additional selections).
ORG GL Report Contact	List of Values	The user must select an ORG GL report contact name from the list of values if querying by ORG GL report contact; otherwise, leave blank.
Program Code	List of Values	Data entry level 3 and 4 of the Program hierarchy. The user could enter the appropriate six-digit Program code, or select one from the list of values, or leave blank. Multiple Programs can be selected by entering the appropriate six-digit Program codes separated by a semi-colon or by selecting from the list of values (for consecutive selections, highlight the first selection in the list, then hold down the SHIFT key and click the final selection; for non-consecutive selections, click the first selection, then hold down the CTRL key and make additional selections).
PROG GL Report Contact	List of Values	The user must select a PROG GL report contact name from the list of values if querying by PROG GL report contact; otherwise, leave blank.
VDR Date	Data Entry	This field is already populated. Required.

NOTE: See Appendix C for information on the fields in the Revenue/Expense/Statements, including definitions of all the fields used in the following example.

Step-by-Step Procedures

Task 3.3: Running the Revenue/Expense Statements

The **Revenue/ Expense Detail** and **Summary Statements** are linked. Running the **Revenue/Expense Statements** opens both the **Revenue/Expense Summary Statement** and the **Revenue/Expense Detail Statement**.

To view the **Revenue/Expense Summary Statement**, click the **FIOL_Revenue_Expense_Summary_Statement** tab.

Step	Action	Results/Decisions
1.	Log in to EDDIE as described in 3.1.	
2.	Click Operating Ledger .	
3.	Double-click FIOL_Revenue_Expense Statements .	
4.	Click the Refresh button at the top to select or enter report parameters.	It may take a few minutes for the parameter box to appear.
5.	The first prompt is already selected. Select the appropriate Chart of Account from the list of values and click the Add button.	You may type a parameter or select the parameter from the list of values. Certain parameters, as indicated below, must be selected from the list of values.
6.	Click Fiscal Period . Select the appropriate Fiscal Period from the list of values (<i>01 = July, 02 = August, and so on</i>) and click the Add button.	
7.	Click Fiscal Year . Select it from the list of values and click the Add button.	
8.	Click Fund Code . Type the appropriate value and click the Add button or select a six-digit code from the list of values. Click Refresh Values to see the content of the list.	This is an optional field. It's not required to run the report, but suggested.
9.	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 Refresh Values to see the content of the list.	This is an optional field. It's not required to run the report.
10.	Click Organization Code . Type the appropriate value and click the Add button or select a six-digit code from the list of values. Click Refresh Values to see the content of the list.	This is an optional field. It's not required to run the report, but suggested.
11.	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 Refresh Values to see the content of the list.	This is an optional field. It's not required to run the report.
12.	Click Program Code . Type the appropriate value and click the Add button or select a code from the list of values. Click Refresh Values to see the content of the list.	This is an optional field. It's not required to run the report, but suggested.

Retrieving General Ledger Reports

Step	Action	Results/Decisions
13.	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 Refresh Values to see the content of the list.	This is an optional field. It's not required to run the report.
14.	Click the OK button.	It may take several minutes to run the report.
15.	Once the report appears, you may print or save the report. To print the report, follow these steps: <ol style="list-style-type: none"> Click the Print button on the toolbar (not the browser's Print button). Select the Open option on the pop-up window. Print the PDF by selecting Print from the File menu. Click the Print button. 	This opens the report as a PDF.
16.	To save the report, follow these steps: <ol style="list-style-type: none"> Click the Export button on the toolbar. Select Export Document As. Choose Excel. Click the Save button. 	A pop-up window asks if you want to open or save the file. This opens the report as an Excel file.

FIOL Revenue/Expense/Transfer Detail Statement		University of Illinois		As of 23-FEB-2016				
Version APR 2014		FIOL Revenue/Expense/Transfer Detail Statement		Page 1 of 1				
Finance Standard Report		FY 2006 Period 11 Month-End Final		Printed: 23-FEB-2016				
Fiscal Year: 2006 Period 11 Chart of Account: 1 - University of Illinois - Urbana Prog Code: 590209 Org GL Rept: Fund GL Rept: Org Code: 590203 Fund Code: 200250 Prog GL Rept:								
Chart	1 University of Illinois - Urbana Level: 6 Principal Investigator	Fund Term Dt	Grant Code	N/A				
Organization	59055 VCM ICR	Fund Exp End Dt	Financial Manager	Long, Pamela A				
Fund	200250 Indirect Cost Recovery	Project Start Dt	Indirect Cost Rate	Indirect Cost Basis				
Program	590209 Vet Clinic Med Reg	Project End Dt						
Fund Type	2C Institutional Costs Recovered	Budget Start Date						
Sponsor	N/A	Budget End Date						
Account	Description	Permanent Budget	Temporary Budget	Current Budget	Current Month	Year to Date	Encumbrance	Budget Bal Avail
30000	Indirect Cost Recovery Revenue	-25,000.00	0.00	-25,000.00	-141.53	-23,441.50	0.00	-1,558.50
	Indirect Cost Recovery	-25,000.00	0.00	-25,000.00	-141.53	-23,441.50	0.00	-1,558.50
Total Revenues		-25,000.00	0.00	-25,000.00	-141.53	-23,441.50	0.00	-1,558.50
213200	Staff Technical Salary	0.00	0.00	0.00	47.70	47.70	0.00	-47.70
	Staff Salary	0.00	0.00	0.00	47.70	47.70	0.00	-47.70
219100	SUMS Retirement Benefit	0.00	0.00	0.00	5.27	5.27	0.00	-5.27
219210	Medical Matching Payment	0.00	0.00	0.00	0.69	0.69	0.00	-0.69
	Benefit Costs	0.00	0.00	0.00	5.96	5.96	0.00	-5.96
Total Personnel Expenses		0.00	0.00	0.00	53.66	53.66	0.00	-53.66
109910	Budget Balance Forward-POP Expense	0.00	36,748.59	36,748.59	0.00	0.00	0.00	36,748.59
	Expense Budget Pool	0.00	36,748.59	36,748.59	0.00	0.00	0.00	36,748.59
120000	Materials and Supplies-Budg/Sum	0.00	2,856.00	2,856.00	0.00	0.00	0.00	2,856.00
120010	Budget Balance Forward-Mat/Supp	12,500.00	0.00	12,500.00	0.00	0.00	0.00	12,500.00
120200	Medical/Hospital Supplies	0.00	0.00	0.00	0.00	1,748.83	0.00	-1,748.83
124000	Scientific and Laboratory Supplies	0.00	0.00	0.00	1,301.12	3,188.09	0.00	-3,188.09
126090	NC IT Equipment \$100-499	0.00	0.00	0.00	0.00	1,709.80	0.00	-1,709.80
	Materials and Supplies	12,500.00	2,856.00	15,056.00	1,301.12	6,646.72	0.00	6,499.29
130000	Travel/Vehicle Operations-Budg/Sum	12,500.00	0.00	12,500.00	0.00	0.00	0.00	12,500.00
131100	Foreign Travel-Employee/EE Reimb	0.00	0.00	0.00	0.00	1,477.94	0.00	-1,477.94
	Transportation Services	12,500.00	0.00	12,500.00	0.00	1,477.94	0.00	11,022.06
142900	Other General Services	0.00	0.00	0.00	0.00	856.00	0.00	-856.00
145300	Fragn/Expens-PS/Counter	0.00	0.00	0.00	31.77	70.83	0.00	-70.83
147400	Sol/Lab Eq Repair/Maint Non-PS/PM	0.00	0.00	0.00	0.00	756.00	0.00	-756.00
	Services	0.00	0.00	0.00	31.77	1,682.63	0.00	-1,682.63
Total Non-Personnel Expenses		25,000.00	39,302.59	64,302.59	1,332.59	9,807.29	0.00	54,495.30
Total Indirect Expenses		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Direct Expenses		25,000.00	39,302.59	64,302.59	1,332.59	9,807.29	0.00	54,495.30
Total Transfers		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenses and Transfers		25,000.00	39,302.59	64,302.59	1,332.59	9,807.29	0.00	54,495.30
Net Totals		0.00	0.00	0.00	-141.53	-23,441.50	0.00	-1,558.50

Figure 3.3.1: Revenue/Expense Statements – Output

3.4: Encumbrance Balances

Process Description

Report Description	Report Name
Encumbrance Balances	FIOL_Encumbrance_Balances

Units use the **Encumbrance Balances** report to review encumbrances and identify those outstanding encumbrances that should be adjusted or liquidated. The **Encumbrance Balances** report shows all the encumbrances on your Funds, including payroll obligations, encumbrances from purchase orders, and general encumbrances created by the unit.

This report can be run based on every combination of the following:

- Chart
- Fund at data entry levels 4 and 5 (multiple Fund codes may be selected)
- Organization at data entry levels 6, 7 and 8 (multiple Organization codes may be selected)
- Program at data entry levels 3 and 4 (multiple Program codes may be selected)
- Organization GL report contact

Parameters

Field Name	Input Data	Definition
Chart of Account	List of Values	The user must select the Chart code and its description from the list of values. Required.
Fiscal Period	List of Values	The user must select the appropriate period (01=July, 02=August, etc.) from the list of values. Required.
Fiscal Year	List of Values	The user could enter the four digit fiscal year or select it from the list of values. Required.
Fund Code	List of Values	Data entry level 4 or 5 of the Fund hierarchy. The user could enter the appropriate six-digit Fund code OR leave blank if selecting all Funds by FUND GL report contact. Multiple Funds can be selected by entering the appropriate six-digit Fund codes separated by a semi-colon or by selecting from the list of values (for consecutive selections, highlight the first selection in the list, then hold down the SHIFT key and click the final selection; for non-consecutive selections, click the first selection, then hold down the CTRL key and make additional selections).
Organization Code	List of Values	Data entry level 6, 7, or 8 of the Organization hierarchy. The user could enter the appropriate six-digit Organization code, or select it from the list of values, or leave blank.
ORG GL Report Contact	List of Values	The user must select an ORG GL report contact name from the list of values if querying by ORG GL report contact; otherwise, leave blank.

Retrieving General Ledger Reports

Field Name	Input Data	Definition
Program Code	List of Values	Data entry level 3 and 4 of the Program hierarchy. The user could enter the appropriate six-digit Program code, or select one from the list of values, or leave blank. Multiple Programs can be selected by entering the appropriate six-digit Program codes separated by a semi-colon or by selecting from the list of values (for consecutive selections, highlight the first selection in the list, then hold down the SHIFT key and click the final selection; for non-consecutive selections, click the first selection, then hold down the CTRL key and make additional selections).
VDR Date	Data Entry	This field is already populated. Required.

NOTE: See Appendix C for information on the fields in the Encumbrance Balances report, including definitions of all the fields used in the following example.

Step-by-Step Procedures

Task 3.4: Running the Encumbrance Balances Report

Step	Action	Results/Decisions
1.	Log in to EDDIE as described in 3.1.	
2.	Click Operating Ledger .	
3.	Double-click FIOL_Encumbrance_Balances .	
4.	Click the Refresh button at the top to select or enter report parameters.	It may take a few minutes for the parameter box to appear.
5.	The first prompt is already selected. Select the appropriate Chart of Account from the list of values and click the Add button.	You may type a parameter or select the parameter from the list of values. Certain parameters, as indicated below, <u>must be selected</u> from the list of values.
6.	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.	
7.	Click Fiscal Year . Select it from the list of values and click the Add button.	
8.	Click Fund Code . Type the appropriate value and click the Add button or select a six-digit code from the list of values. Click Refresh Values to see the content of the list.	This is an optional field. It's not required to run the report, but suggested.
9.	Click Organization Code . Type the appropriate value and click the Add button or select a six-digit code from the list of values. Click Refresh Values to see the content of the list.	This is an optional field. It's not required to run the report, but suggested.

Retrieving General Ledger Reports

Step	Action	Results/Decisions
10.	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 Refresh Values to see the content of the list.	This is an optional field. It's not required to run the report.
11.	Click Program Code . Type the appropriate value and click the Add button or select a code from the list of values. Click Refresh Values to see the content of the list.	This is an optional field. It's not required to run the report, but suggested.
12.	Click the OK button.	It may take several minutes to run the report.
13.	<p>Once the report appears, you may print or save the report. To print the report, follow these steps:</p> <ol style="list-style-type: none"> a) Click the Print button on the toolbar (not the browser's Print button). b) Select the Open option on the pop-up window. c) Print the PDF by selecting Print from the File menu. d) Click the Print button. 	This opens the report as a PDF.
14.	<p>To save the report, follow these steps:</p> <ol style="list-style-type: none"> a) Click the Export button on the toolbar. b) Select Export Document As. c) Choose Excel. d) Click the Save button. 	<p>A pop-up window asks if you want to open or save the file.</p> <p>This opens the report as an Excel file.</p>

Retrieving General Ledger Reports

FIOL_Encumbrance_Balances Version: Feb 2015 AITS Finance Standard Report	University of Illinois Encumbrance Balance FY 2014 Period 01 Month-End Final	As of 24-FEB-2016 Page 1 of 18 Printed: 24-FEB-2016														
Fiscal Year: 2014 Period: 01 Chart of Account: 1 - University of Illinois - Urbana Fund Code: 301643 Orig Code: 330002 Prog Code: 336505 Org GL Rept:																
Chart 1 University of Illinois - Urbana	Financial Manager Jervis, Julie A	Grant Code N/A														
Organization 330002 Illini Union-Oper	Org Level 7	Project Start														
Fund 301643 369 Aux Illini Union	Fund Level 4	Project End														
Program 330505 IJ Gen Bld	Program Level 3	Budget Start														
Fund Type 3M Aux Enterprises Under Indenture	Fund Type Level 2	Budget End														
Principal Investigator																
Account	VenderDescription	Create Date	Last Activity	Document	Type	Item	Seq	Status	Original Amount	Payments	Adjustments	Balance	Activity	Location		
211300		07/15/2013	JUN-14	PR140002	L	0	819	C	1,171,438.58	0.00	0.00	1,171,438.58				
Academic Salary													1,171,438.58	0.00	0.00	1,171,438.58
212900		07/15/2013	JUN-14	PR140003	L	0	9957	C	0.00	0.00	0.00	0.00				
Assistant Salary													0.00	0.00	0.00	0.00
213300		07/15/2013	JUN-14	PR140003	L	0	251	C	84,789.12	0.00	-3,312.07	81,477.05				
213320		07/15/2013	JUN-14	PR140003	L	0	1591	C	124,089.40	0.00	-4,870.68	119,218.72				
Staff Salary													209,478.52	0.00	-8,182.75	201,295.77
219110		07/15/2013	JUN-14	PR140003	L	12	9957	C	0.00	0.00	0.00	0.00				
219210		07/15/2013	JUN-14	PR140002	L	11	2970	C	31.97	0.00	0.00	31.97				
219210		07/15/2013	JUN-14	PR140002	L	11	819	C	16,985.88	0.00	0.00	16,985.88				
219210		07/15/2013	JUN-14	PR140003	L	11	1591	C	1,808.00	0.00	-70.63	1,737.37				
219210		07/15/2013	JUN-14	PR140003	L	11	251	C	1,229.44	0.00	-48.02	1,181.42				
219210		07/15/2013	JUN-14	PR140003	L	11	9957	C	0.00	0.00	0.00	0.00				
219551		07/15/2013	JUN-14	PR140002	L	0	2970	C	2,204.21	0.00	0.00	2,204.21				
Benefit Costs									22,259.50	0.00	-118.65	22,140.85				
Total Current Year Personnel Expenses									1,403,176.60	0.00	-8,301.40	1,394,875.20				
Total Personnel Expenses									1,403,176.60	0.00	-8,301.40	1,394,875.20				
121100	OfficeMax Incorporated	11/09/2009	JAN-15	P0293339	P	1	1	C	11.88	-11.88	0.00	0.00				
121100	OfficeMax Incorporated	11/09/2009	JAN-15	P0293339	P	2	1	C	10.33	-10.33	0.00	0.00				
121100	OfficeMax Incorporated	11/09/2009	JAN-15	P0293339	P	3	1	C	20.34	-20.34	0.00	0.00				
121100	OfficeMax Incorporated	11/09/2009	JAN-15	P0293339	P	4	1	C	25.55	-21.60	0.00	3.95				
121100	OfficeMax Incorporated	11/09/2009	JAN-15	P0293339	P	5	1	C	9.21	-9.21	0.00	0.00				

Figure 3.4.1: Encumbrance Balances – Output

3.5: Asset/Liability Transactions

Process Description

Report Description	Report Name
Asset/Liability Transactions	FIGL_Asset_Liability_Transactions

The **Asset/Liability Transactions** report shows the monthly transactions that support the current month change balances on the **Asset/Liability Detail Statement**. It is an important document and is required by major units for internal and external audit purposes. This report assists Business Managers in reviewing and analyzing transactions that affect the General Ledger and in making important business decisions on information received.

This report is available daily and as month-end final version and can be run based on every combination of the following:

- Chart
- Fund at data entry levels 4 and 5
- Fund GL report contact

Retrieving General Ledger Reports

Parameters

Field Name	Input Data	Definition
Chart of Account	List of Values	The user must select the appropriate Chart from the list of values. Required.
Fiscal Period	List of Values	The user selects the appropriate period from the list of values. Required.
Fiscal Year	List of Values	The user selects the appropriate four digit fiscal year from the list of values. The user can only run this report for one fiscal year. Required.
FUND GL Report Contact	List of Values	The user may select a FUND GL report contact name from the list of values if querying by FUND GL report contact; otherwise, leave blank.
Fund Code	List of Values	Data entry level 4 or 5 of the Fund hierarchy. The user enters the appropriate six-digit Fund code or leaves blank if FUND GL report contact is selected.
VDR Date	Data Entry	This field is already populated.

NOTE: See Appendix C for information on the fields in the Asset/Liability Transactions report, including definitions of all the fields used in the following example.

Step-by-Step Procedures

Task 3.5: Running the Asset/Liability Transactions Report

Step	Action	Results/Decisions
1.	Log in to EDDIE as described in 3.1.	
2.	Click General Ledger .	
3.	Double-click FIGL_Asset_Liability_Transactions .	
4.	Click the Refresh button at the top to select or enter report parameters.	It may take a few minutes for the parameter box to appear.
5.	The first prompt is already selected. Select the appropriate Chart of Account from the list of values and click the Add button.	You may type a parameter or select the parameter from the list of values. Certain parameters, as indicated below, <u>must be selected</u> from the list of values.
6.	Click Fiscal Period . Select the appropriate Fiscal Period from the list of values (<i>01 = July, 02 = August, and so on</i>) and click the Add button.	
7.	Click Fiscal Year . Select it from the list of values and click the Add button.	
8.	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 Refresh Values to see the content of the list.	This is an optional field. It's not required to run the report.

Retrieving General Ledger Reports

Step	Action	Results/Decisions
9.	Click Fund Code . Type the appropriate value and click the Add button or select a six-digit code from the list of values. Click Refresh Values to see the content of the list.	This is an optional field. It's not required to run the report, but suggested.
10.	Click the OK button.	It may take several minutes to run the report.
11.	Once the report appears, you may print or save the report. To print the report, follow these steps: <ol style="list-style-type: none"> Click the Print button on the toolbar (not the browser's Print button). Select the Open option on the pop-up window. Print the PDF by selecting Print from the File menu. Click the Print button. 	This opens the report as a PDF.
12.	To save the report, follow these steps: <ol style="list-style-type: none"> Click the Export button on the toolbar. Select Export Document As. Choose Excel. Click the Save button. 	A pop-up window asks if you want to open or save the file. This opens the report as an Excel file.

FIGL_Asset_Liability_Transactions Version: May 2014 Finance Standard Report		University of Illinois Asset/Liability Transactions FY 2005 Period 03 Month-End Final						As of 23-FEB-2016 Page 1 of 22 Printed: 23-FEB-2016	
		Fiscal Year 2005 Period 03 Chart of Account: 1 - University of Illinois - Urbana Fund Code: 301732 Fund GL Rept:							
N/A	Chart 1	1 - University of Illinois - Urbana	Level 4	Principal Investigator	Fund Term Dt		Gram Code	N/A	
	Fund 301732	255 Rev Rev Vet Clinic	2		Fund Expend End Dt		Financial Manager	Long, Pamela A	
	Fund Type 302	Departmental Activities			Project Start Dt		Budget Start Date		
	Sponsor N/A				Project End Dt		Budget End Date		
Atyp	Account	Description	Date	RC	Document	Seq	Doc Ref	Deposit	Actual
	53090	ALLOWANCE ENTRY AUGUST 2004	15-SEP-2004	100F	SP001950	1		27.54	27.54
	53090	ALLOWANCE ENTRY AUGUST 2004	15-SEP-2004	100F	SP001950	2		544.55	544.55
	53090	CREDIT	15-SEP-2004	100F	SP001951	4		-8,711.52	-8,711.52
57	53090	Allow Uncol Accts-Non Banner Sys AR							-6,939.96
	53100	Lg Animal Vet Serv 333 2000	01-SEP-2004	TCB	F0021921	109		-1,200.00	-1,200.00
	53100	Lg Animal Vet Serv 333 2000	01-SEP-2004	TCB	F0021921	110		1,200.00	
	53100	Lg Animal Vet Serv 333 2000	01-SEP-2004	TCC	F0021921	341		-92.00	-92.00
	53100	Lg Animal Vet Serv 333 2000	01-SEP-2004	TCC	F0021921	342		92.00	
	53100	Lg Animal Vet Serv 333 2000	01-SEP-2004	TCB	F0021925	117		-1,200.00	-1,200.00
	53100	Lg Animal Vet Serv 333 2000	01-SEP-2004	TCB	F0021925	118		1,200.00	
	53100	Lg Animal Vet Serv 333 2000	01-SEP-2004	TCC	F0021925	334		-92.00	-92.00
	53100	Lg Animal Vet Serv 333 2000	01-SEP-2004	TCC	F0021925	335		92.00	
	53100	Lg Animal Vet Serv 333 2000	01-SEP-2004	TCB	F0021934	119		-1,200.00	-1,200.00
	53100	Lg Animal Vet Serv 333 2000	01-SEP-2004	TCB	F0021934	120		1,200.00	
	53100	Lg Animal Vet Serv 333 2000	01-SEP-2004	TCC	F0021934	357		-46.00	-46.00
	53100	Lg Animal Vet Serv 333 2000	01-SEP-2004	TCC	F0021934	358		46.00	
	53100	Lg Animal Vet Serv 333 2000	01-SEP-2004	TCC	F0021935	191		-46.00	-46.00
	53100	Lg Animal Vet Serv 333 2000	01-SEP-2004	TCC	F0021935	192		46.00	
	53100	Sm Animal Vet Serv 333 5312	01-SEP-2004	TCA	F0021937	81	140248	-609.17	-609.17
	53100	Sm Animal Vet Serv 333 5312	01-SEP-2004	TCA	F0021937	82	140244	4.26	
	53100	Lg Animal Vet Serv 333 2000	01-SEP-2004	TCB	F0021939	47		-87.20	-87.20
	53100	Radiology Services 333 1800	01-SEP-2004	TCB	F0021939	80		-86.52	-86.52
	53100	Sm Animal Vet Serv 333 5312	01-SEP-2004	TCB	F0021939	96		-1,624.93	-1,624.93
	53100	Lg Animal Vet Serv 333 2000	02-SEP-2004	TCA	F0021957	17		1,097.27	1,097.27
	53100	Sm Animal Pharmacy 333 5329	02-SEP-2004	TCA	F0021957	53		103.52	103.52
	53100	Sm Animal Vet Serv 333 5312	02-SEP-2004	TCA	F0021957	54		-105.00	-105.00
	53100	Sm Animal Vet Serv 333 5312	02-SEP-2004	TCA	F0021957	55		2,465.14	2,465.14
	53100	Sm Animal Vet Serv 333 5312	02-SEP-2004	TCC	F0021958	524		-108.00	-108.00
	53100	Lg Animal Vet Serv 333 2000	02-SEP-2004	TCC	F0021958	525		108.00	
	53100	Lg Animal Vet Serv 333 2000	02-SEP-2004	TCB	F0021962	102		-1,200.00	-1,200.00
	53100	Lg Animal Vet Serv 333 2000	02-SEP-2004	TCC	F0021962	293		-46.00	-46.00
	53100	Lg Animal Vet Serv 333 2000	02-SEP-2004	TCC	F0021962	294		46.00	
	53100	Lg Animal Vet Serv 333 2000	02-SEP-2004	TCB	F0021963	150		1,200.00	1,200.00
	53100	Lg Animal Vet Serv 333 2000	02-SEP-2004	TCC	F0021963	436		-46.00	-46.00
	53100	Lg Animal Vet Serv 333 2000	02-SEP-2004	TCC	F0021963	437		46.00	
	53100	Sm Animal Vet Serv 333 5312	02-SEP-2004	TCC	F0021963	465		-552.14	-552.14
	53100	Sm Animal Vet Serv 333 5312	02-SEP-2004	TCC	F0021963	466		609.17	
	53100	Sm Animal Vet Serv 333 5312	02-SEP-2004	TCA	F0022019	113	141119	500.00	500.00
	53100	Lg Animal Vet Serv 333 2000	02-SEP-2004	TCB	F0022024	115		-729.76	-729.76
	53100	Radiology Services 333 1800	02-SEP-2004	TCB	F0022027	154		-46.00	-46.00
	53100	Lg Animal Vet Serv 333 2000	02-SEP-2004	TCB	F0022038	103		-1,200.00	-1,200.00
	53100	Lg Animal Vet Serv 333 2000	02-SEP-2004	TCC	F0022038	315		46.00	

Figure 3.5.1: Asset/Liability Transactions – Output

3.6: Asset/Liability Statements

Process Description

Report Description	Report Name
Asset/Liability Statements	FIGL_Asset_Liability_Detail_Statement
	FIGL_Asset_Liability_Summary_Statement

The **Asset/Liability Detail Statement** is the basic balance sheet statement used to manage and reconcile the financial activity of the Fund by providing asset, liability, and Fund Balances. It reports balances of all Account codes for every data entry combination of Chart and Fund based on parameters selected and displays prior month ending balances, current month change, current month balances, and prior year ending balances.

The **Asset/Liability Summary Statement** summarizes balances by Account Type for every data entry combination of Chart and Fund based on parameters selected.

These General Ledger statements are available daily and as month-end final versions. They can be run based on every combination of the following:

- Chart
- Fund at data entry levels 4 and 5 (multiple Fund codes may be selected)
- Fund GL report contact

Parameters

Field Name	Input Data	Definition
Fiscal Year	List of Values	The user selects the appropriate fiscal year from the list of values. Required.
Chart of Account	List of Values	The user must select the appropriate Chart from the list of values. Required.
Fiscal Period	List of Values	The user selects the appropriate period from the list. Required.
Fund Code	List of Values	Data entry level 4 or 5 of the Fund hierarchy. The user enters the appropriate six-digit Fund code or leaves blank if FUND GL report contact is selected. Multiple Funds can be selected by entering the appropriate six-digit Fund codes separated by a semi-colon or by selecting from the list of values (for consecutive selections, highlight the first selection in the list, then hold down the SHIFT key and click the final selection; for non-consecutive selections, click the first selection, then hold down the CTRL key and make additional selections).
FUND GL Report Contact	List of Values	The user may select a FUND GL report contact name from the list of values if querying by FUND GL report contact; otherwise, leave blank.
VDR Date	Data Entry	This field is already populated.

NOTE: See Appendix C for information on the fields in the Asset/Liability Detail Statement, including definitions of all the fields used in the following example.

Step-by-Step Procedures

Task 3.6: Running the Asset/Liability Statement

The **Asset /Liability Detail** and **Summary Statements** are linked. Running the **Asset/Liability Statement** opens the **Asset/Liability Summary Statement**.

To view the **Asset/Liability Detail Statement**, click the **AssetLiabilityDetailStatement** tab.

Step	Action	Results/Decisions
1.	Log in to EDDIE as described in 3.1.	
2.	Click General Ledger .	
3.	Double-click FIGL_Asset_Liability_Statement .	
4.	Click the Refresh button at the top to select or enter report parameters.	It may take a few minutes for the parameter box to appear.
5.	The first prompt is already selected. Select the appropriate Fiscal Year from the list of values and click the Add button.	You may type a parameter or select the parameter from the list of values. Certain parameters, as indicated below, <u>must be selected</u> from the list of values.
6.	Click Chart of Account . Select the appropriate Chart of Account from the list of values and click the Add button.	
7.	Click Fiscal Period . Select the appropriate Fiscal Period from the list of values (<i>01 = July, 02 = August, and so on</i>) and click the Add button.	
8.	Click Fund Code . Type the appropriate value and click the Add button or select a six-digit code from the list of values. Click Refresh Values to see the content of the list.	This is an optional field. It's not required to run the report, but suggested.
9.	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 Refresh Values to see the content of the list.	This is an optional field. It's not required to run the report.
10.	Click the OK button.	It may take several minutes to run the report.
11.	Once the report appears, you may print or save the report. To print the report, follow these steps: <ol style="list-style-type: none"> a) Click the Print button on the toolbar (not the browser's Print button). b) Select the Open option on the pop-up window. c) Print the PDF by selecting Print from the File menu. d) Click the Print button. 	This opens the report as a PDF.

Retrieving General Ledger Reports

Step	Action	Results/Decisions
12.	To save the report, follow these steps: a) Click the Export button on the toolbar. b) Select Export Document As . c) Choose Excel . d) Click the Save button.	A pop-up window asks if you want to open or save the file. This opens the report as an Excel file.

FIGL_Asset_Liability_Summary_Statement		University of Illinois				As of 23-FEB-2016	
Version: Oct 2016		Asset Liability Summary Statement				Page 1 of 1	
Finance Standard Report		FY 2005 Period 03 Month-End Final				Printed: 23-FEB-2016	
		Fiscal Year: 2005 Period: 03					
		Fund Code: 301732 Chart of Account: 1 - University of Illinois - Urbana Fund GL Rept:					
N/A							
Chart:	1	1 - University of Illinois - Urbana	Level:	4	Principal Investigator	Fund Term Dt:	N/A
Fund:	301732	255 Rev Rev Vet Clinic				Fund Exp End Dt:	Financial Manager Long, Pamela A
Fund Type:	3Q	Departmental Activities		2		Project Start Dt:	Budget Start Date
Sponsor Name:	N/A					Project End Dt:	Budget End Date
Account	Description	PM Ending Bal	CM Change	CM Ending Bal	PY Ending Bal		
51	Cash and Cash Equivalents	959,592.09	-176,430.21	780,161.88	940,025.78		
57	Accounts Receivables	171,208.52	-2,548.76	168,657.77	199,859.64		
5H	Inventories	171,110.42	0.00	171,110.42	165,888.42		
Total Assets		1,300,909.03	-180,078.98	1,119,830.07	1,305,777.14		
61	Accounts Payable and Accr Expense	-28,175.74	9,276.64	-16,900.10	-82,910.04		
65	Accrued Payroll	0.00	0.00	0.00	-120,043.32		
Total Liabilities		-28,175.74	9,276.64	-16,900.10	-202,953.36		
71	Current-Unrestricted	-1,102,823.78	0.00	-1,102,823.78	-1,327,510.98		
85	Revenue Control	-1,408,969.84	-725,789.40	-2,132,776.24	-7,772,808.61		
88	Expenditure Control	1,235,077.33	897,492.72	2,132,570.05	7,670,286.79		
87	Transfer Control	0.00	0.00	0.00	327,000.00		
Total Fund Balance		-1,274,733.29	171,703.32	-1,103,029.97	-1,102,823.78		
Budget/Encumbrance Controls							
81	Budgeted Revenue Control	8,179,180.00	0.00	8,179,180.00	7,462,549.00		
82	Budgeted Expenditure Control	-8,179,180.00	0.00	-8,179,180.00	-7,462,549.00		
88	Encumbrance Control	0.00	0.00	0.00	0.00		
89	Commitment Control	0.00	0.00	0.00	0.00		

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Figure 3.6.1: Asset/Liability Detail Statement – Output

Lesson Review

1. Which report do you use to review the postings to a reservation?
 - a. Revenue/Expense/Detail Statement
 - b. Encumbrance Balances
 - c. Revenue/Expense/Transactions

2. Which report do you use to review the balance of your state C-FOP?
 - a. Revenue/Expense/Detail Statement
 - b. Encumbrance Balances
 - c. Revenue/Expense/Transactions

Lesson 4: Banner General Ledger Query Pages

The General Ledger Query pages enable you to review the accounting data resulting from journal voucher, requisition, purchase order, invoice, and check transactions.

Queries are not reports, despite similarities. The data for queries is in real time and online. The queries in this lesson are only available online and are not printed reports. You can produce a screen print, if you need a hard copy. This lesson reviews each page and shows how to conduct efficient queries.

Lesson Objectives

When you have completed the materials presented in this lesson you will be able to review and interpret financial information using the following Banner General Ledger query pages:

- Organization Budget Status Page (**FGIBDST**)
- Detail Transaction Activity Page (**FGITRND**)
- Trial Balance Summary Page (**FGITBSR**)
- General Ledger Trial Balance Page (**FGITBAL**)
- General Ledger Activity Page (**FGIGLAC**)
- Document Approval History Page (**FOIAPPH**)

4.1: Organization Budget Status Page (**FGIBDST**)

Process Description

The **Organization Budget Status Page (FGIBDST)** is used to view a unit's budget activity according to parameters established by the user. Query criteria choices include the **Chart, Index, Fund, Organization, Account or Account Type, Program, Activity,** and **Location** fields. For instance, you can query budget status by index code, automatically displaying only the budget status for that index code's C-FOAPAL elements. This page requires that fiscal year be entered in order to perform a query. This query page shows operating ledger activity.

On **FGIBDST**, a data-entry C-FOAPAL must be used in the query definition. If any non-data-entry C-FOAPAL segment is entered, the error message "*Query caused no record to be retrieved*" is received. Since Account Type cannot be designated as data entry, it is excluded from this restriction.

You may query using any combination of the following criteria:

- Fund
- Organization
- Account **or** Account Type (*Caution: you cannot query on both Account and Account Type*)
- Program
- Activity
- Location

Process Example

We will display the current budget information using the **Organization Budget Status Page (FGIBDST)**.

Page Name	Page Title	Menu Path
FGIBDST	Organization Budget Status	Financial » General Ledger » General Accounting Query Forms » General Budget Query Forms » Organization Budget Status

NOTE: See Appendix D for information on the fields in the Organization Budget Status Page (FGIBDST), including definitions of all the fields used in the following example.

Step-by-Step Procedures

Task 4.1: Querying the Organization Budget Status Page

Step	Action	Results/Decisions
1.	In the Search field, type <i>FGIBDST</i> and press the ENTER key to open the Organization Budget Status Page .	<i>FGIBDST</i> displays.
2.	Type the Chart code in the Chart field or double-click the field for a list of values.	
3.	Press the TAB key to move to the Fiscal Year field and type the current fiscal year.	
4.	Press the TAB key to advance to the Index field. Enter Index code if applicable.	
5.	Press the TAB key to advance to the Include Revenue Accounts field.	
6.	Clear the checkbox for the Include Revenue Accounts field.	
7.	Press the TAB key to advance to the Commit Type field.	
8.	Select Both in the Commit Type field.	This is the default and is University of Illinois System policy.
9.	Press the TAB key to advance to the Organization field and type the Organization code.	Delete any Fund or Program values if necessary.
10.	Click the Go button.	
11.	Review the results.	
12.	Select Budget Summary Information (FGIBSUM) from the Related menu.	
13.	Review results.	
14.	Click the Close button to return to <i>FGIBDST</i> .	<i>FGIBDST</i> displays.
15.	Select Organization Encumbrances (FGIOENC) from the Related menu.	
16.	Review results.	
17.	Click the Close button to return to <i>FGIBDST</i> .	<i>FGIBDST</i> displays.

Retrieving General Ledger Reports

Step	Action	Results/Decisions
18.	Place your cursor on a detail line with YTD Activity.	
19.	Select Transaction Detail Information (FGITRND) from the Related menu.	
20.	Review results.	
21.	Click the Close button twice to return to the main menu.	

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
109900	E	FOP Expense Budget Pool	1,911,744.64	0.00	0.00	1,911,744.64
109910	E	Budget Balance Forward	-2,561,076.41	0.00	0.00	-2,561,076.41
120000	E	Materials and Supplies	2,503,353.41	0.00	0.00	2,503,353.41
121100	E	Office Supplies	0.00	5,941.88	0.00	-5,941.88
121181	E	Electronic Office Equipment -100	0.00	156.00	0.00	-156.00
121300	E	Information Technology Supplies	0.00	2,122.29	0.00	-2,122.29
121400	E	Educational/Instructional Supplies	0.00	62.79	0.00	-62.79
121500	E	Mechanical Supplies/Small Tools	0.00	769.66	0.00	-769.66
121900	E	Shop Materials	0.00	375.00	0.00	-375.00
124000	E	Laboratory/Scientific Supplies	0.00	-178,526.55	1,074.60	177,451.95
124010	E	Consumable Common Gases	0.00	169.50	0.00	-169.50
124020	E	Consumable Liquid Nitrogen	0.00	568.80	0.00	-568.80
124900	E	Supplies - Other	0.00	12,483.43	0.00	-12,483.43
124901	E	Token Appreciation Gifts	0.00	955.15	0.00	-955.15
124907	E	Flowers/Plants	0.00	1,775.95	0.00	-1,775.95
126010	E	NC Non-Electron Office Eq 100-...	0.00	7,241.13	0.07	-7,241.20
126060	E	NC Non-Electron Sci/Lab Eq 1...	0.00	448.12	0.00	-448.12
126061	E	NC Electronic Sci/Lab Eq 100-499	0.00	1,557.84	0.00	-1,557.84
126090	E	NC IT Equipment 100-499	0.00	4,587.63	0.00	-4,587.63
127010	E	NC Non-Electron Office Eq 500-...	0.00	0.00	20.09	-20.09
Net Total			10,368,743.64	9,145,290.76	53,986.51	1,169,466.37

Figure 4.1.1: Organization Budget Status Page (FGIBDST)

NOTE: If you are querying a budget-based Fund such as state, ICR, or grants, clear the checkbox for the Include Revenue Accounts field; otherwise, results are inaccurate.

4.2: Detail Transaction Activity Page (FGITRND)

Process Description

The **Detail Transaction Activity Page (FGITRND)** provides a listing of all transactions posted to a Fund and Organization. The query may be further restricted by Account, Program, Activity or Location and by accounting period. This page is used to analyze specific activity to an Account code and may be used in conjunction with the **Organization Budget Status Page (FGIBDST)**.

Because of the retrieval options available, this query is a useful tool for retrieving transaction information about a particular Account code. This page is useful in analysis of transactions posted to the Operating Ledger. It is used to analyze specific activity to an Account code and may be accessed from the **Organization Budget Status Page (FGIBDST)** and the **Executive Summary Page (FGIBDSR)**.

The Operating Ledger stores cumulative totals of revenue, expense, and transfer transactions on a fiscal year basis and is updated as transactions are posted. As transactions are posted to the Operating Ledger, indirect entries are posted to the General Ledger to affect Control Accounts that keep the General Ledger in balance.

Retrieving General Ledger Reports

The **Detail** section displays all transactions posted to the Organization and Fund, based on the selection criteria. For each transaction, the following data is shown:

- Account code – transactions are listed in Account code sequence
- Program code – from input or defaulted from tables
- Date of transaction – from input
- Document type
- Document number – from input
- Description of transaction – from input
- Amount of the transaction

NOTE: See Appendix D for information on the fields in the Detail Transaction Activity Page (FGITRND), including definitions of all the fields used in the following example.

Process Example

By using the **Detail Transaction Activity Page (FGITRND)**, we will view a listing of all transactions posted to a Fund and Organization. The query will be further restricted by Account.

Page Name	Page Title	Menu Path
FGITRND	Detail Transaction Activity	Financial » General Ledger » General Accounting Query Forms » Detail Transaction Activity

Step-by-Step Procedures

Task 4.2: Querying the Detail Transaction Activity Page

Step	Action	Results/Decisions
1.	In the Search field, type FGITRND and press the ENTER key to open the Detail Transaction Activity Page .	FGITRND displays.
2.	Type the Chart code in the COA field or double-click the field for a list of values.	
3.	Press the TAB key to move to the Fiscal Year field and type the current fiscal year.	
4.	Press the TAB key to advance to the Index field. Enter Index code if applicable.	
5.	Press the TAB key to advance to the Fund field and type the Fund code.	
6.	Press the TAB key to advance to the Organization field and type the Organization code.	
7.	Press the TAB key to advance to the Program field and type the Program code.	
8.	Click the Go button.	
9.	Click the black Go button.	
10.	Review the results.	

Retrieving General Ledger Reports

Step	Action	Results/Decisions
11.	Click the Start Over button.	
12.	Click the Go button.	
13.	Press the TAB key to move to the Field field and type <i>ENC</i> .	
14.	Click the black Go button.	
15.	Review the results.	
16.	Place your cursor on a detail line.	
17.	Select Detail Encumbrance Info (FGIENCD) from the Related menu.	<i>FGIENCD</i> displays.
18.	Review the results.	
19.	Click the Close button to return to <i>FGITRND</i> .	<i>FGITRND</i> displays.
20.	Click the Close button to return to the main menu.	

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document #	Transaction Date	Activity Date	Description	Commit Type
155200	220001	191100	YTD	4.16	+	100F	CH003332	07/31/2008	08/07/2008	SCS CANS ctzgroup	U
155200	220001	191100	YTD	28.89	+	100F	CH003332	07/31/2008	08/07/2008	SCS CANS sjyoon	U
156002	220001	191100	ENC	0.00	-	504	GC000124	05/11/2009	05/11/2009	To Close IC Encumbrance	U
156002	220001	191100	ENC	0.00	+	590	EN108018	07/01/2008	07/19/2008	ENCUMBRANCE ROLL	U
161060	220001	191100	YTD	4,155.00	+	109	AR009649	03/20/2009	03/20/2009	Fabricated Equipment	U
163060	220001	191100	YTD	-10,144.00	-	100	J1129182	03/23/2009	04/01/2009	I2368174/I2443471	U
163060	220001	191100	YTD	-15,328.19	-	100	J1129184	03/23/2009	04/01/2009	I2400044/I2411528 Agilent Tech.	U
163060	220001	191100	YTD	16,857.03	+	109	AR009649	03/20/2009	03/20/2009	Fabricated Equipment	U
163060	220001	191100	YTD	-499.00	-	109	AR009649	03/20/2009	03/20/2009	Fabricated Equipment	U
163060	220001	191100	YTD	527.61	+	109	AR009649	03/20/2009	03/20/2009	Fabricated Equipment	U
163060	220001	191100	YTD	2,848.21	+	109	AR009649	03/20/2009	03/20/2009	Fabricated Equipment	U
163060	220001	191100	YTD	8,155.50	+	109	AR009649	03/20/2009	03/20/2009	Fabricated Equipment	U
163060	220001	191100	YTD	15,386.13	+	109	AR009649	03/20/2009	03/20/2009	Fabricated Equipment	U
163060	220001	191100	YTD	32,283.44	+	109	AR009649	03/20/2009	03/20/2009	Fabricated Equipment	U
163060	220001	191100	ENC	0.00	+	590	EN108018	07/01/2008	07/19/2008	ENCUMBRANCE ROLL	U
163060	220001	191100	ENC	0.00	+	590	EN108018	07/01/2008	07/19/2008	ENCUMBRANCE ROLL	U
163060	220001	191100	ENC	0.00	+	590	EN108018	07/01/2008	07/19/2008	ENCUMBRANCE ROLL	U
163061	220001	191100	ENC	-6,580.92	-	INEI	I2591306	07/19/2008	07/22/2008	Sun Microsystems Inc	U
163061	220001	191100	YTD	7,060.52	+	INEI	I2591306	07/19/2008	07/22/2008	Sun Microsystems Inc	U
163061	220001	191100	ENC	6,580.92	+	590	EN108018	07/01/2008	07/19/2008	ENCUMBRANCE ROLL	U
Total				-701,263.28	-						

Figure 4.2.1: Detail Transaction Activity Page (FGITRND)

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference	COA	Index	Fund	Orgn	Acct	Prog	Actv
0	0	1	100	I2400044 Agilent Tech.	67.60	+ Plus			1		490563	220001	163060	191100	C01
0	0	2	100	I2411528 Agilent Tech.	15,260.59	+ Plus			1		490563	220001	163060	191100	C01
0	0	3	100	I2400044/I2411528 Agilent Tech.	15,328.19	- Minus			1		497552	220001	163060	191100	A17

Figure 4.2.2: Document Retrieval Inquiry Page (FGIDOCR)

4.3: Trial Balance Summary Page (FGITBSR)

Process Description

The **Trial Balance Summary Page (FGITBSR)** is used to query and display budget detail for specific Funds and Accounts. The entered query values determine the level of detail displayed. You can query one item at a time. This query page shows general ledger activity. This query is used to view the current fund balance for self-supporting and agency funds. A desirable fund balance has a credit balance.

The **Detail** section displays account balance information based on the selection criteria. The following information displays:

- Account Type
- Account code
- Description
- Beginning Balance – This is the balance in the Account at the start of the fiscal year. This amount is provided automatically from year to year.
- Current Balance – This is the amount of all activity (year to date) posted to the Account at the time of the query.

NOTE: See Appendix D for information on the fields in the Trial Balance Summary Page (FGITBSR), including definitions of all the fields used in the following example.

Process Example

By using the **Trial Balance Summary Page (FGITBSR)**, we will view a listing of all budget detail for a specific Fund.

Page Name	Page Title	Menu Path
FGITBSR	Trial Balance Summary	Financial » General Ledger » General Accounting Query Forms » Trial Balance Summary

Step-by-Step Procedures

Task 4.3: Querying the Trial Balance Summary Page

Step	Action	Results/Decisions
1.	In the Search field, type FGITBSR and press the ENTER key to open the Trial Balance Summary Page .	FGITBSR displays.
2.	Type the Chart code in the COA field or double-click the field for a list of values.	
3.	Press the TAB key to move to the Fiscal Year field and type the current fiscal year.	
4.	Press the TAB key to move to the Fund field and type the Fund code.	
5.	Click the Go button.	
6.	Review the results.	

Retrieving General Ledger Reports

Step	Action	Results/Decisions
7.	Place your cursor on a detail line.	
8.	Select Query General Ledger Activity Info (FGIGLAC) from the Related menu.	
9.	Review the results.	
10.	Click the Close button twice to return to the main menu.	

Acct Type	Account	Description	Beginning Balance	Debit/Credit	*	Current Balance	Debit/Credit	*
51	51000	Claim on Cash	280,126.35	Credit	*	73,849.22	Debit	
57	53000	Accounts Receivable-Conversion	0.00	Debit		0.00	Debit	
57	53009	Student Accounts Receiv-Conversion	0.00	Debit		0.00	Debit	
57	53060	Accounts Receivable - Year-end	0.00	Debit		0.00	Debit	
57	53090	Allow Uncol Accts-Non Banner Sys AR	0.00	Credit		0.00	Credit	
57	53099	Allow Uncoll Accts-Banner System AR	124,089.28	Credit		119,603.52	Credit	
57	53100	Accounts Receivable - General	293,710.10	Debit		290,859.66	Debit	
5H	55000	Inventory for Resale	4,980.73	Debit		627,287.00	Debit	
5K	55260	Deferred Charges - Year-end	1,225.87	Debit		1,565.81	Debit	
61	61000	Accounts Payable System	63,331.86	Credit		89,154.70	Credit	
61	61001	Accounts Payable System - UFAS Conv	0.00	Credit		0.00	Credit	
61	61050	Other Payables	0.00	Credit		0.00	Credit	
61	61060	Other Payables - Year-end	6,173.64	Credit		18,821.14	Credit	
61	61232	SURS Contributions Payable	0.00	Credit		0.00	Credit	
61	61234	Medicare Payable	0.00	Credit		0.00	Credit	
61	61236	Health Dental Life Insurance Payable	0.00	Credit		0.00	Credit	
65	61600	Accrued Payroll	78,255.27	Credit		67,789.09	Credit	
71	71500	FBal Departmental Activities	252,059.70	Debit	*	252,059.70	Debit	*
7H	77000	Beginning Fund Balance	0.00	Credit		0.00	Credit	
81	81000	Budgeted Revenue Control	0.00	Debit		7,907,316.20	Debit	
Total ALL ACCOUNTS			0.00			698,193.24	Credit	

* - denotes amount is opposite of Normal Balance

Figure 4.3.1: Trial Balance Summary Page (FGITBSR)

NOTE: The Fund Type field is on the Trial Balance Summary Page (FGITBSR) and is not on the General Ledger Trial Balance Page (FGITBAL).

4.4: General Ledger Trial Balance Page (FGITBAL)

Process Description

The **General Ledger Trial Balance Page (FGITBAL)** is used to query the balances for a Fund. It is an online trial balance showing the current account balance and the beginning of the year balance for assets, liabilities, and fund balance accounts, including Operating Control Accounts.

The current Fund Balance is calculated mathematically by netting (from the current balance column) the beginning Fund Balance, Account code beginning with 7, current Revenue Control, Account code 85000, current Expense Control, Account code 86000 and current Transfer Control, Account code 87000. A desirable fund balance has a credit balance.

The **Detail** section displays Account balance information based on the selection criteria. The following information displays:

- Account code
- Description

Retrieving General Ledger Reports

- **Beginning Balance** – This is the balance in the Account at the start of the fiscal year. This amount is provided automatically from year to year.
- **Current Balance** – This is the amount of all activity (year to date) posted to the Account at the time of the query.

NOTE: See Appendix D for information on the fields in the General Ledger Trial Balance Form (FGITBAL), including definitions of all the fields used in the following example.

Process Example

By using the **General Ledger Trial Balance Page (FGITBAL)**, we will view the current period Account Balance and the beginning balance for the current year of the Accounts for a specific Fund.

Page Name	Page Title	Menu Path
FGITBAL	General Ledger Trial Balance	Financial » General Ledger » General Accounting Query Forms » General Ledger Trial Balance

Step-by-Step Procedures

Task 4.4: Querying the General Ledger Trial Balance Page

Step	Action	Results/Decisions
1.	In the Search field, type FGITBAL and press the ENTER key to open the General Ledger Trial Balance Page .	FGITBAL displays.
2.	Type the Chart code in the Chart field or double-click the field for a list of values.	
3.	Press the TAB key to move to the Fiscal Year field and type the current fiscal year.	
4.	Press the TAB key to move to the Fund field and type the Fund code.	
5.	Click the Go button.	
6.	Review the results.	
7.	Place your cursor on a detail line.	
8.	Select Query General Ledger Activity Info (FGIGLAC) from the Related menu.	
9.	Review the results.	
10.	Click the Close button twice to return to the main menu.	

Retrieving General Ledger Reports

Account	Description	Beginning Balance	Debit/Credit	*	Current Balance	Debit/Credit	*
51000	Claim on Cash	280,126.35	Credit	*	73,849.22	Debit	
53000	Accounts Receivable-Conversion	0.00	Debit		0.00	Debit	
53009	Student Accounts Receiv-Conversion	0.00	Debit		0.00	Debit	
53060	Accounts Receivable - Year-end	0.00	Debit		0.00	Debit	
53090	Allow Uncoll Accts-Non Banner Sys AR	0.00	Credit		0.00	Credit	
53099	Allow Uncoll Accts-Banner System AR	124,089.28	Credit		119,603.52	Credit	
53100	Accounts Receivable - General	293,710.10	Debit		290,859.66	Debit	
55000	Inventory for Resale	4,980.73	Debit		627,287.00	Debit	
55260	Deferred Charges - Year-end	1,225.87	Debit		1,565.81	Debit	
61000	Accounts Payable System	63,331.86	Credit		89,154.70	Credit	
61001	Accounts Payable System - UFAS Conv	0.00	Credit		0.00	Credit	
61050	Other Payables	0.00	Credit		0.00	Credit	
61060	Other Payables - Year-end	6,173.64	Credit		18,821.14	Credit	
61232	SURS Contributions Payable	0.00	Credit		0.00	Credit	
61234	Medicare Payable	0.00	Credit		0.00	Credit	
61236	Health Dental Life Insurance Payable	0.00	Credit		0.00	Credit	
61600	Accrued Payroll	78,255.27	Credit		67,789.09	Credit	
71500	FBal Departmental Activities	252,059.70	Debit	*	252,059.70	Debit	*
77000	Beginning Fund Balance	0.00	Credit		0.00	Credit	
81000	Budgeted Revenue Control	0.00	Debit		7,807,316.20	Debit	
Total ALL ACCOUNTS		0.00			0.00		

Figure 4.4.1: General Ledger Trial Balance Page (FGITBAL)

NOTE: The Fund Type field is not on the General Ledger Trial Balance Page (FGITBAL). However, the field is on the Trial Balance Summary Page (FGITBSR).

4.5: General Ledger Activity Page (FGIGLAC)

Process Description

The **General Ledger Activity Page (FGIGLAC)** is used to view detailed transaction activity for General Ledger Accounts by Account code in an online summary. The **Chart**, **Fiscal Year**, and **Fund** fields are required. The query results can be further filtered by the **Account** or **Index** fields. This page displays General Ledger transactions posted to a Fund. It supports the analysis of a particular Fund by displaying detail transactions posted on a year-to-date basis or for a specific accounting period. Transactions display in Account code sequence.

NOTE: See Appendix D for information on the fields in the General Ledger Activity Form (FGIGLAC), including definitions of all the fields used in the following example.

Process Example

We will display posted transactions using the **General Ledger Activity Page (FGIGLAC)**.

Page Name	Page Title	Menu Path
FGIGLAC	General Ledger Activity	Financial » General Ledger » General Accounting Query Forms » General Ledger Activity

Step-by-Step Procedures

Task 4.5: Querying the General Ledger Activity Page

Step	Action	Results/Decisions
1.	In the Search field, type FGIGLAC and press the ENTER key to open the General Ledger Activity Page .	FGIGLAC displays.
2.	Type the Chart code in the COA field or double-click the field for a list of values.	
3.	Press the TAB key to move to the Period field and enter the period that you want to query if applicable.	
4.	Press the TAB key to move to the Fiscal Year field and type the current fiscal year.	
5.	Press the TAB key to move to the Index field and enter an Index code if applicable.	
6.	Press the TAB key to move to the Fund field and type the Fund code.	
7.	Press the TAB key to move to the Account field and type the Account code.	
8.	Click the Go button.	
9.	Click the black Go button	
10.	Review results.	
11.	Place your cursor on a detail line.	
12.	Select Query Transaction Source Info (By Type) from the Options menu.	FGIDOCR displays.
13.	Click the Go button.	
14.	Review results.	
15.	Click the Close button to return to FGIGLAC .	FGIGLAC displays.
16.	Click the Close button to return to the main menu.	

Retrieving General Ledger Reports

Account	Transaction Date	Type	Document	Description	Amount	Debit/Credit
51000	06/30/2010	109	J1399553	NMnd Tst-Vet Med Equipmt Reserve	200,000.00	Credit
51000	06/30/2010	100	J1399537	Tst FY09 Energy Assmt to correct fd	174,400.00	Debit
51000	06/30/2010	609	AR014865	FY10 Fact Sheet AP-Nat Vet lab	26.00	Debit
51000	06/30/2010	609	AR014865	FY10 Fact Sheet AP-St of IL Ag dept	41.04	Debit
51000	06/30/2010	609	AR014865	FY10 Fact Sheet AP-St of IL Ag dept	340.00	Debit
51000	06/30/2010	609	AR014865	FY10 Fact Sheet APCA AHFSL	315.68	Debit
51000	06/30/2010	609	AR014865	FY10 Fact Sheet AP-Provena	1,616.53	Debit
51000	06/30/2010	609	AR014865	FY10 Fact Sheet AP-miraVista	50.00	Debit
51000	06/30/2010	609	AR014865	FY10 Fact Sheet APCA AHFSL	315.68	Credit
51000	06/30/2010	609	AR014865	FY10 Fact Sheet AP-St of IL Ag dept	340.00	Credit
51000	06/30/2010	609	AR014865	FY10 Fact Sheet AP-St of IL Ag dept	41.04	Credit
51000	06/30/2010	609	AR014865	FY10 Fact Sheet AP-Provena	1,616.53	Credit
51000	06/30/2010	609	AR014865	FY10 Fact Sheet AP-Nat Vet lab	26.00	Credit
51000	06/30/2010	609	AR014865	FY10 Fact Sheet AP-Gastroint lab	248.00	Credit
51000	06/30/2010	609	AR014865	FY10 Fact Sheet AP-comp neurom lab	175.00	Credit
51000	06/30/2010	609	AR014865	FY10 Fact Sheet AP-Walgreens	30.99	Credit
51000	06/30/2010	609	AR014865	FY10 Fact Sheet AP-miraVista	50.00	Credit
51000	06/30/2010	609	AR014865	FY10 Fact Sheet AP-Gastroint lab	248.00	Debit
51000	06/30/2010	609	AR014865	FY10 Fact Sheet AP-Walgreens	30.99	Debit
51000	06/30/2010	609	AR014865	FY10 Fact Sheet AP-comp neurom lab	175.00	Debit
Total					73,849.22	Debit

Figure 4.5.1: General Ledger Activity Page (FGIGLAC)

4.6: Document Approval History Page (FOIAPPH)

Process Description

The **Document Approval History Page (FOIAPPH)** provides a record of the approval routing status of a document by the document number. It does not list routing that has not occurred or been addressed, as documents can be forwarded or rejected by an approver. Once a document has moved through a queue, it lists the ID and level of the approval queue, the name of the approver, and the date. It also lists the originator's ID and name. The document number is entered and then the query to retrieve the information is executed. This page is used in reconciliations or when a document is outstanding for a period of time and needs to be researched for possible problems prior to the posting process.

NOTE: See Appendix D for information on the fields in the Document Approval History Page (FOIAPPH), including definitions of all the fields used in the following example.

Process Example

We will display an approved journal voucher using the **Document Approval History Page**.

Page Name	Page Title	Menu Path
FOIAPPH	Document Approval History	Financial » Finance Operations » Finance Approval » Document Approval History

Step-by-Step Procedures

Task 4.6: Querying the Document Approval History Page

Step	Action	Results/Decisions
1.	In the Search field, type FOIAPPH and press the ENTER key to open the Document Approval History Page .	FOIAPPH displays.
2.	Type the appropriate document number in the Document Code field.	
3.	Press the TAB key to move to the Document Type field and type JV .	
4.	Click the Go button.	
5.	Review results.	
6.	Click the Close button to return to the main menu.	

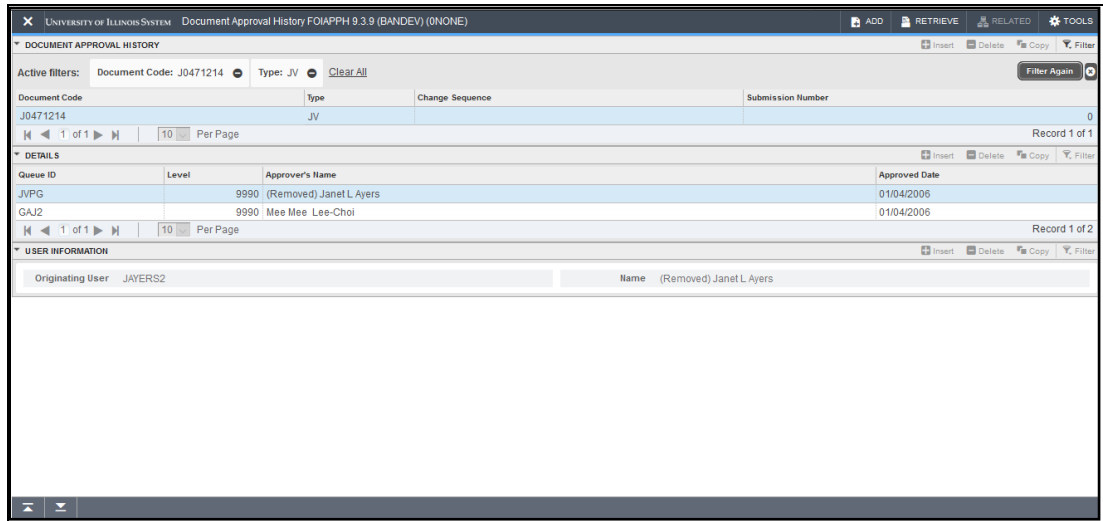


Figure 4.6.1: Document Approval History Page (FOIAPPH)

Lesson Review

1. Which Banner page would you use to analyze specific transaction information about a particular Account?
 - a. **Trial Balance Summary Page (FGITBSR)**
 - b. **Organization Budget Status Page (FGIBDST)**
 - c. **Detail Transaction Activity Page (FGITRND)**

2. If you wish to view a unit's budget activity according to parameters you establish, which Banner page would you use?
 - a. **Organization Budget Status Page (FGIBDST)**
 - b. **Document Approval History Page (FOIAPPH)**
 - c. **General Ledger Activity Page (FGIGLAC)**

3. Which Banner page displays detail transactions of a Fund posted on a year-to-date basis or for a specific accounting period?
 - a. **Trial Balance Summary Page (FGITBSR)**
 - b. **General Ledger Activity Page (FGIGLAC)**
 - c. **Detail Transaction Activity Page (FGITRND)**

Course Summary

In this course, you have learned how to:

- Identify the different sources and tools to retrieve and view operational reports and data.
- Identify the month-end reports available in Mobius View, their uses, and how to view, print, and download them.
- Identify the reports available in EDDIE, how to view them, and their uses.
- Retrieve, review, and interpret financial data using Banner General Ledger query pages.

Answer Key

Following is the answer key for each lesson review.

Lesson 3: Finance Reports in EDDIE

1. Which report do you use to review the postings to a reservation?
 - a. Revenue/Expense Detail Statement
 - b. Encumbrance Balances
 - c. Revenue/Expense Transactions

Answer: b) Encumbrance Balances

2. Which report do you use to review the balance of your state C-FOP?
 - a. Revenue/Expense Detail Statement
 - b. Encumbrance Balances
 - c. Revenue/Expense/ Transactions

Answer: a) Revenue/Expense/Detail Statement

Lesson 4: Banner General Ledger Query Pages

1. Which Banner page would you use to analyze specific transaction information about a particular Account?
 - a. Trial Balance Summary Page (*FGITBSR*)
 - b. Organization Budget Status Page (*FGIBDST*)
 - c. Detail Transaction Activity Page (*FGITRND*)

Answer: c) Detail Transaction Activity Page (*FGITRND*)

2. If you wish to view a unit's budget activity according to parameters you establish, which Banner page would you use?
 - a. Organization Budget Status Page (*FGIBDST*)
 - b. Document Approval History Page (*FOIAPPH*)
 - c. General Ledger Activity Page (*FGIGLAC*)

Answer: a) Organization Budget Status Page (*FGIBDST*)

3. Which Banner page displays detail transactions of a Fund posted on a year-to-date basis or for a specific accounting period?
 - a. Trial Balance Summary Page (*FGITBSR*)
 - b. General Ledger Activity Page (*FGIGLAC*)
 - c. Detail Transaction Activity Page (*FGITRND*)

Answer: b) General Ledger Activity Page (*FGIGLAC*)

Appendix A: OBFS Resources

OBFS Training Center

The OBFS Training Center aims to meet units' needs for training, knowledge, and understanding of the OBFS systems, policies, and processes. From their Web site, you may access information on types and availability of courses, register for classes, access online training, and download training materials. Visit the OBFS Training Center at <http://www.obfs.uillinois.edu> and click the **Training Center** link. Then check out these helpful links:

- Click the **Course Registration** link to register for an OBFS training course.
- Review the **Curriculum Guide** to help identify OBFS courses and prerequisites you should take.

OBFS News Center

If you wish to receive announcements from the OBFS functional unit sponsoring the content of this course, subscribe to the Accounting and Financial Reporting announcements at the OBFS News Center as outlined below:

1. Go to the OBFS home page at <http://www.obfs.uillinois.edu>.
2. Click **Sign up for email updates!** (See the link on the lower right side of the page.)
3. Select the following topic: **Finance**

Accounting & Financial Reporting Courses

Materials for the following courses are available from the OBFS Training Center Web site when you go to <http://www.obfs.uillinois.edu> and click the **Training Center** link. Then click the **Job Aids & Training Materials** link to see information regarding these courses:

- Journal Voucher Processing
- Retrieving General Ledger Reports
- General Encumbrances
- Understanding University Financial Statements & the Reconciliation Process
- Introduction to Self-Supporting Funds
- Reporting for Managers
- Managing Self-Supporting Funds
- Property Accounting – Introduction to Property Accounting (FA 101)
- Property Accounting – FABweb Additions and Updates (FA 102)
- Property Accounting – FABweb Transfers and Disposals (FA 103)
- Property Accounting – Equipment Loans and Other Transfers (FA 104)
- Property Accounting – Physical Inventory of Equipment (FA 105)
- Property Accounting – FABweb Batch Upload
- Other – Account Code Search
- Other – Fiscal Control and Internal Auditing Act (FCIAA) Certification
- Other – Misclassified FOAPAL Reports in EDDIE
- Other – Multiple-Year Labor Encumbering in Banner

Appendix B: Support and Resources Summary

Financial Reporting Contacts

For further information regarding the interpretation of financial statements, contact:

Jason Bane, Senior Business and Financial Coordinator
University Accounting & Financial Reporting, 217-206-7848
jabane@uillinois.edu

For questions about correcting misclassified C-FOAPALs, contact:

University Accounting Services
uas@uillinois.edu
217-333-4568

For questions about the Finance standard reports in EDDIE, contact:

Jason Bane, Senior Business and Financial Coordinator
University Accounting & Financial Reporting, 217-206-7848
jabane@uillinois.edu

For questions about using EDDIE or EDDIE access, contact:

Decision Support at 217-244-6419

To report problems using any of the Finance report tools, contact:

ITS Service Desk at 217-333-3102 or 312-996-4806 or
servicedeskits@uillinois.edu

Additional Resources

OBFS Web site:

<http://www.obfs.uillinois.edu/>

Accounting & Financial Reporting Web site:

[OBFS Home > Accounting & Financial Reporting](#)

OBFS Banner Alerts and Resources Web page:

[OBFS Home > Banner Alerts and Resources](#)

EDDIE access:

<https://eddie.ds.uillinois.edu>

Mobius View access:

<https://mobiusview.apps.uillinois.edu/mobius/view#/>

Appendix C: Field Definitions

This appendix contains field definitions for the output of the reports covered in this course.

Revenue/Expense Transactions

Field Name	Definition
Fiscal Year (FY)	Fiscal year of report run.
Period	Period(s) of report run.
Chart	Identifies university or major accounting entity. 1=Urbana. 2=Chicago. 4=Springfield. 9=System Offices.
Organization	Identifies functional reporting units.
Fund	Identifies a source of revenue.
Program	Identifies NACUBO function.
Fund Type	Fund Type code that corresponds to the selected Fund code.
Organization Level	The hierarchy level of the selected Organization code.
Fund Level	The hierarchy level of the selected Fund code.
Program Level	The hierarchy level of the selected Program code.
Fund Type Level	The hierarchy level of the displayed Fund Type code.
Principal Investigator	The person responsible for the sponsored project award as specified in the award documents. Fund, Organization, and Program segments can have principal investigators.
Fund Term Dt	Fund Termination date. After this date, non-approved administration personnel can no longer process transactions. However, approved personnel (such as Grants administration) can still process transactions.
Fund Exp End Dt	Fund Expenditure End Date. The date transactions can no longer be processed. This date stops approved administration personnel from processing transactions. When the termination date is exceeded, the expenditure end date is always greater than the System's current fiscal year end date. The field is left blank at fund creation.
Project Start Dt	The begin date of the sponsored project award period as specified in the award documents. This date cannot be changed after grant transactions are posted.
Project End Dt	The end date of the sponsored project award period as specified in the award documents. The project end date can be changed at any time, but cannot be changed past the termination date.
Grant Code	User-defined or system-assigned grant identification code.
Financial Manager	The person with fiscal responsibility for the organization.
Indirect Cost Rate	The actual rate that the sponsoring agency must contribute towards the indirect costs.
Indirect Cost Basis	The amount to which the indirect cost rate is applied.
Sponsor	An outside unit that awards grant(s).
Account	Designates asset, liability, equity, revenue, expenditure, and transfers.

Retrieving General Ledger Reports

Field Name	Definition
Description	Account code description. This description appears in bold under the description column.
Date	Transaction Date.
RC	Rule code.
Document	Document #.
Purchase Order Code	Purchase Order number associated with the paid invoice.
Seq	Sequence number of transaction within a Banner document.
Doc Ref	The Doc Ref is used to relate a specific transaction to some other document or transaction.
Deposit	Deposit number.
Budget	Budget amounts.
Actual	Revenue Expenses
Encumbrances	Encumbrance amounts.
Activity	Activity code.
Location	Location code.
Sub-Total for Account Code	A calculation of the total transactions for each Account code.
Total Revenues	Total Revenue - Account Type 3x.
Total Personnel Expenses	Total Personnel - Account Type 2x.
Total Non-Personnel Expenses	Total Non-Personnel - Account Type 1x excluding Account Type "1A".
Total Indirect Expenses	Total F&A Cost and Tuition Remission - Account Type "1A".
Total Direct Expenses	Total Personnel Expenses and Total Non-Personnel Expenses- Account Types 2x and 1x w/o Account Type "1A".
Total Transfers	Total Mandatory and Non-Mandatory Transfers - Account Type 4x.
Total Expenses and Transfers	Total Indirect Expenses, Total Direct Expenses, and Total Transfers- Account Types 1x including "1A", 2x, and 4x.
Net Totals	Total Revenues, Total Personnel Expense, Total Non-Personnel Expenses, Total Indirect Expenses, and Total Transfers - Account Types 1x including "1A", 2x, 3x and 4x.

Revenue/Expense Detail Statements

Field Name	Definition
Fiscal Year (FY)	Fiscal year of report run.
Period	Period(s) of report run.
Chart	Identifies university or major accounting entity. 1=Urbana. 2=Chicago. 4=Springfield. 9=System Offices.
Organization	Identifies functional reporting units.
Fund	Identifies a source of revenue.
Program	Identifies NACUBO function.

Retrieving General Ledger Reports

Field Name	Definition
Fund Type	Fund Type code that corresponds to the selected Fund code.
Organization Level	The hierarchy level of the selected Organization code.
Fund Level	The hierarchy level of the selected Fund code.
Program Level	The hierarchy level of the selected Program code.
Fund Type Level	The hierarchy level of the displayed Fund Type code.
Principal Investigator	The person responsible for the sponsored project award as specified in the award documents. Fund, Organization, and Program segments can have principal investigators.
Fund Term Dt	Fund Termination date. After this date, non-approved administration personnel can no longer process transactions. However, approved personnel (such as Grants administration) can still process transactions.
Fund Exp End Dt	Fund Expenditure End Date. The date transactions can no longer be processed. This date stops approved administration personnel from processing transactions. When the termination date is exceeded, the expenditure end date is always greater than the System's current fiscal year end date. The field is left blank at fund creation.
Project Start Dt	The begin date of the sponsored project award period as specified in the award documents. This date cannot be changed after grant transactions are posted.
Project End Dt	The end date of the sponsored project award period as specified in the award documents. The project end date can be changed at any time, but cannot be changed past the termination date.
Grant Code	User-defined or system-assigned grant identification code.
Financial Manager	The person with fiscal responsibility for the organization.
Indirect Cost Rate	The actual rate that the sponsoring agency must contribute towards the indirect costs.
Indirect Cost Basis	The amount to which the indirect cost rate is applied.
Sponsor	An outside unit that awards grant(s).
Account	Account code is shown in the Revenue/Expense/Detail Statement . This column is replaced by Account Type (Atyp) in the Revenue/Expense/Summary Statement .
Description	Title of Account code.
Permanent Budget	Balance amount for permanent budget dollars.
Temporary Budget	Cumulative balance of temporary budget and changes.
Current Budget	Cumulative balance of permanent and temporary budget balances.
Current Month	Balance of activity for the current month.
Year To Date	Balance of the activity for the year.
Inception To Date (ITD reports only)	Balance of activity for Funds that have inception-to-date balances.
Encumbrances	Total of outstanding encumbrances and budget reservations.
Budget Bal Avail	The Current Operating Budget less year-to-date activity or inception-to-date activity and encumbrances.
Total Revenues	Total Revenue - Account Type 3x.
Total Personnel Expenses	Total Personnel - Account Type 2x.

Retrieving General Ledger Reports

Field Name	Definition
Total Non-Personnel Expenses	Total Non-Personnel - Account Type 1x excluding Account Type "1A".
Total Indirect Expenses	Total F&A Cost and Tuition Remission - Account Type "1A".
Total Direct Expenses	Total Personnel Expenses and Total Non-Personnel Expenses- Account Types 2x and 1x w/o Account Type "1A".
Total Transfers	Total Mandatory and Non-Mandatory Transfers - Account Type 4x.
Total Expenses and Transfers	Total Indirect Expenses, Total Direct Expenses, and Total Transfers - Account Types 1x including "1A", 2x, and 4x.
Net Totals	Total Revenues, Total Personnel Expense, Total Non-Personnel Expenses, Total Indirect Expenses, and Total Transfers - Account Types 1x including "1A", 2x, 3x and 4x.

Encumbrance Balances

Field Name	Definition
Account	Account code to which the document was encumbered.
Activity	Activity code corresponding to the encumbrance document.
Address	[Not in use yet.]
Adjustments	Adjustments made against the encumbrance. Display the amount with the sign.
Balance	Remaining balance for the encumbrance. The sum is calculated including the sign.
Chart	Chart code value that is selected from the parameter list or the default Chart code associated with the Net ID.
Chart Title	Chart of Accounts title.
Create Date	Transaction activity date.
Document	Encumbrance document number.
Financial Manager	Financial Manager's name for the Organization code.
Fund	Fund code that is selected from the parameter list or the default Fund code associated with the Net ID.
Fund Level	The hierarchy level of the selected Fund code.
Fund Title	Fund title for the selected Fund code.
Fund Type	Fund Type code that corresponds to the selected Fund code.
Fund Type Level	The hierarchy level of the displayed Fund type code.
Fund Type Title	Fund Type title for the displayed Fund type code.

Retrieving General Ledger Reports

Field Name	Definition
Item	The number of an item in an encumbrance document.
Last Activity	Date of last activity on an encumbrance.
Location	Location code corresponding to the encumbrance document.
Organization	Organization code that is selected from the parameter list or the default Organization code associated with the Net ID.
Organization Level	The hierarchy level of the selected Organization code.
Organization Title	Organization title for the selected Organization code.
Original Amount	Original amount of the encumbrance.
Payments	Payments/Liquidations made against the encumbered amount. Display the amount with the sign.
Program	Program code that is selected from the parameter list or the default Program code associated with the Net ID.
Program Level	The hierarchy level of the selected Program code.
Program Title	Program title for the selected Program code.
Seq	Sequence number of transaction within a Banner document.
Status	Condition of the encumbrance - <O>pen and <C>losed.
Sub Total	The report calculates a sub-total for each Level 2 and 1 External Account Types.
Total	Total of all encumbrances.
Type	Indicates the type of Encumbrance. Values are (E)ncumbrance, (M)emo, (L)abor , (R)equisition, and (P)urchase Order.
Vendor/Description	Name of the vendor that corresponds to the line item transaction.

Asset/Liability Transactions

Field Name	Definition
Fiscal Year	Fiscal year code.
Period	Period code for the fiscal year.
Chart	Identifies university or major accounting entity. 1=Urbana. 2=Chicago. 4=Springfield. 9=System Offices.
Fund	Identifies a source of revenue.
Fund Type	Fund Type code that corresponds to the selected Fund code.
Sponsor	An outside unit that awards grant(s).
Fund Level	The hierarchy level of the selected Fund code.
Fund Type Level	The hierarchy level of the displayed Fund Type code.
Principal Investigator	The person responsible for the sponsored project award as specified in the award documents. Fund, Organization, and program segments can have principal investigators.
Fund Term Dt	Fund Termination date. After this date, non-approved administration personnel can no longer process transactions. But approved personnel (such as Grants administration) can still process transactions.

Retrieving General Ledger Reports

Field Name	Definition
Fund Expend End Dt	Fund Expenditure End Date. The date transactions can no longer be processed. This date stops approved administration personnel from processing transactions. When the termination date is exceeded, the expenditure end date is always greater than the System's current fiscal year end date. The field is left blank at fund creation.
Project Start Dt	The begin date of the sponsored project award period as specified in the award documents. This date cannot be changed after grant transactions are posted.
Project End Dt	The end date of the sponsored project award period as specified in the award documents. The project end date can be changed at any time, but cannot be changed past the termination date.
Grant Code	User-defined or system-assigned grant identification code.
Financial Manager	The person with fiscal responsibility for the organization.
Account Type/Account Code	Account Type and Account code for the transaction.
Description	Account description for the displayed Account code. This description appears in bold under the description column.
Date	Transaction activity date.
RC	Rule code for the transaction.
Document	Transaction document number.
Seq	Sequence number of transaction within a Banner document.
Doc Ref	The Doc Ref is used to relate a specific transaction to some other document or transaction.
Deposit	Deposit number of the transaction.
Actual	Revenue/Expenses.
Sub-Total for Account Code	A calculation of the total transactions for each Account code.

Asset/Liability Detail/Summary Statement

Field Name	Definition
Chart	Identifies university or major accounting entity. 1=Urbana. 2=Chicago. 4=Springfield. 9=System Offices.
Fund	Identifies a source of revenue.
Fund Type	Fund Type code that corresponds to the selected Fund code.
Sponsor	An outside unit that awards grant(s).
Fund Level	The hierarchy level of the selected Fund code.
Principal Investigator	The person responsible for the sponsored project award as specified in the award documents. Fund, Organization, and Program segments can have principal investigators.
Fund Term Dt	Fund Termination date. After this date, non-approved administration personnel can no longer process transactions. However, approved personnel (such as Grants administration) can still process transactions.

Retrieving General Ledger Reports

Field Name	Definition
Fund Exp End Dt	Fund Expenditure End Date. The date transactions can no longer be processed. This date stops approved administration personnel from processing transactions. When the termination date is exceeded, the expenditure end date is always greater than the System's current fiscal year end date. The field is left blank at fund creation.
Project Start Dt	The begin date of the sponsored project award period as specified in the award documents. This date cannot be changed after grant transactions are posted.
Project End Dt	The end date of the sponsored project award period as specified in the award documents. The project end date can be changed at any time, but cannot be changed past the termination date.
Grant Code	User-defined or system-assigned grant identification code.
Financial Manager	The person with fiscal responsibility for the organization.
Account Code/Account Type (Atyp)	Account code is shown in the Asset/Liability Detail Statement . This column is replaced by Account Type in the Asset/Liability Summary Statement .
Description	Title of Account code.
PM (Prior Month) Ending Balance	Balance amount (debit or credit) at the end of the previous period
CM (Current Month) Change	Computed change in current month for Account code.
CM (Current Month) Ending Balance	Balance amount (debit or credit) at the end of the current period.
PY (Previous FY) Ending Balance	Balance amount (debit or credit) at the end of the previous fiscal year.
Total Assets	Total assets - Account Type 5x
Total Liabilities	Total liabilities - Account Type 6x.
Total Fund Balance	Beginning Fund Balance (Account code beginning with 7), plus Revenue Control (Account Type 85), Expense Control (Account Type 86), and Transfer Control (Account Type 87).

Payroll Expense by Person Pay Period

Field Name	Definition
Fiscal Year	Fiscal year of report run.
Pay Year	Calendar year of report run.
Pay ID	BW (Bi-weekly) or MN (Monthly).
Pay No	A number issued to uniquely identify a period within a calendar year.
Chart	Identifies university or major accounting entity. 1=Urbana. 2=Chicago. 4=Springfield. 9=System Offices.
Organization	Identifies functional reporting units.
Fund	Identifies a source of revenue.
Program	Identifies NACUBO function.

Retrieving General Ledger Reports

Field Name	Definition
Status Indicator for Fund, Organization, and Program	"A" indicates code is active.
Grant Code	User-defined or system-assigned grant identification code.
Grant Start Date	The beginning of the grant's fiscal timeline.
Grant End Date	The end of the grant's fiscal timeline.
Financial Manager	The person with fiscal responsibility for the organization.
Principal Investigator	The person responsible for the sponsored project award as specified in the award documents. Fund, Organization, and Program segments can have principal investigators.
Account	Designates asset, liability, equity, revenue, expenditure, & transfers.
Name	Employee's name.
UIN	University Identification Number.
EC	Employee class. Employee grouping based on shared attributes, such as benefits and leave accruals.
Posn	Position. An approved slot that a Unit holds.
Posn Suff	Position Suffix. This field indicates whether there is more than one job for the selected position number.
Pay Cat	Pay Category. A=Gross Pay. D=Fringe Expense.
Pay Seq	Numbers that uniquely identify pay events; any transaction applied to a pay event is assigned a sequence number. The original pay event is zero (0).
FTE	FTE is the Full-Time Equivalent value.
Pay Period Code	Pay Year, Pay ID and Pay No.
Pay Period Begin Dt	Beginning date of pay period.
Pay Period End Dt	Ending date of pay period.
Hours	Hours paid.
Fringe Rate	Rate of fringe expense calculation.
Amount	Expense amount.
Doc Num	Banner document number.
Activity	Activity code corresponding to the encumbrance document.
Location	Location code corresponding to the encumbrance document.
Sub Total	A calculation of the total transactions for each Account code.
Total Personnel Expense	The total of all Account codes.

Payroll Expense by Person Month End

Field Name	Definition
Fiscal Year	Fiscal year of report run.
Period	Period code for the fiscal year.

Retrieving General Ledger Reports

Field Name	Definition
Chart	Identifies university or major accounting entity. 1=Urbana. 2=Chicago. 4=Springfield. 9=System Offices.
Organization	Identifies functional reporting units.
Fund	Identifies a source of revenue.
Program	Identifies NACUBO function.
Grant Code	User-defined or system-assigned grant identification code.
Grant Start Date	The beginning of the grant's fiscal timeline.
Grant End Date	The end of the grant's fiscal timeline.
Financial Manager	The person with fiscal responsibility for the organization.
Principal Investigator	The person responsible for the sponsored project award as specified in the award documents. Fund, Organization, and Program segments can have principal investigators.
Account	Designates asset, liability, equity, revenue, expenditure, and transfers.
Name	Employee's name.
UIN	University Identification Number.
EC	Employee class. Employee grouping based on shared attributes, such as benefits and leave accruals.
Posn	Position. An approved slot that a Unit holds.
Posn Suff	Position Suffix. This field indicates whether there is more than one job for the selected position number.
Pay Cat	Pay Category. A=Gross Pay. D=Fringe Expense.
Pay Seq	Numbers that uniquely identify pay events; any transaction applied to a pay event is assigned a sequence number. The original pay event is zero (0).
FTE	FTE is the Full-Time Equivalent value.
Pay Period Code	Pay Year, Pay ID and Pay No.
Pay Period Begin Dt	Beginning date of pay period.
Pay Period End Dt	Ending date of pay period.
Hours	Hours paid.
Fringe Rate	Rate of fringe expense calculation.
Amount	Expense amount.
Doc Num	Banner document number.
Activity	Activity code corresponding to the encumbrance document.
Location	Location code corresponding to the encumbrance document.
Sub Total	A calculation of the total transactions for each Account code.
Total Personnel Expense	The total of all Account codes.

Retrieving General Ledger Reports

Payroll Encumbrance by Person

Field Name	Definition
Fiscal Year	Fiscal year of report run.
As of Date	The date that the report is run. The pay period report is run after each bi-weekly and monthly payroll calculation.
Period	Period code for the fiscal year for the Month End version.
Chart	Identifies university or major accounting entity. 1=Urbana. 2=Chicago. 4=Springfield. 9=System Offices.
Organization	Identifies functional reporting units.
Fund	Identifies a source of revenue.
Program	Identifies NACUBO function.
Status Indicator for Fund, Organization, and Program	"A" indicates code is active.
Grant Code	User-defined or system-assigned grant identification code.
Financial Manager	The person with fiscal responsibility for the organization.
Principal Investigator	The person responsible for the sponsored project award as specified in the award documents.
Account	Designates asset, liability, equity, revenue, expenditure, and transfers.
Name	Employee's name.
UIN	University Identification Number.
EC	Employee class. Employee grouping based on shared attributes, such as benefits and leave accruals.
Posn	An approved slot that a Unit holds.
Posn Suff	This field indicates whether there is more than one job for the selected position number.
Appt Begin	Beginning date of the appointment.
Appt End Dt	Ending date of the appointment.
Encumb Num	Encumbrance document number.
Encumb Item	The number of an item in an encumbrance document.
Encumb Seq	Sequence number of transaction within a Banner document.
Rate	Rate of pay per pay period.
% Time	Appointment percentage.
Remaining Encumb	Remaining balance for the encumbrance. The sum is calculated including the sign.
Activity	Activity code corresponding to the encumbrance document.
Location	Location code corresponding to the encumbrance document.
Sub Total	The report calculates a sub-total for each Level 2 External Account Types.

Appendix D: Field Definitions for Banner Pages

This appendix contains field definitions for all the Banner pages covered in this course.

Organization Budget Status Page (FGIBDST)

The following table lists the fields and their definitions for the **Organization Budget Status Page (FGIBDST)**. It is covered in 4.1.

Page Name	Page Title	Menu Path
FGIBDST	Organization Budget Status	Financial » General Ledger » General Accounting Query Forms » General Budget Query Forms » Organization Budget Status

Field Name	Input Data	Usage
Account	Validated Text Entry	A code representing an Account. Account designates asset, liability, equity, revenue, expenditure, and Transfer Account classifications.
Account Type	Validated Text Entry	A code to categorize Accounts.
Activity	Validated Text Entry	Activity code.
Adjusted Budget	Display	The budget amount after adjustments are applied to budget.
Available Balance	Display	The total amount available in budget considering year-to-date activity and committed amount.
Chart	Validated Text Entry	The primary identification code for any Chart of Accounts that uniquely identifies that Chart from any other in a multi-Chart environment.
Commit Type	Validated Text Entry	An indicator to show if the encumbrance amount is (U) Uncommitted or (C) Committed. The default for this field is uncommitted and this is the default for the System. This parameter indicates whether to query budgets that have encumbrances that are uncommitted or committed. The University of Illinois System will not, as a policy, roll forward any budgets with encumbrances as committed.
Commitments	Display	The reservations amount includes all encumbrances and pre-encumbrances. Reservations are from requisitions and encumbrances are purchase orders and general encumbrances. Reservations and encumbrances represent informal or formal "commitments" of Funds for purchase, and they decrease the budget balance available until they are liquidated (when paid).
Fiscal Year	Validated Text Entry	A two-digit code representing the fiscal year. It defaults to the current year. Required.
Fund	Validated Text Entry	A code to identify the Fund code that appears on a transaction.
Include Revenue Accounts	Check Box	Indicator to include revenue Accounts in the query results; only select if the Organization has revenue.
Index	Validated Text Entry	A unique alphanumeric code representing any combination of C-FOAPAL elements.

Retrieving General Ledger Reports

Field Name	Input Data	Usage
Location	Validated Text Entry	Location code.
Net Total	Display	These fields display the cumulative total for Adjusted Budget, Activity, Commitment, and Available Balance.
Organization	Validated Text Entry	A code associated with a specific person, Organization, or other subdivision of a Fund responsible for purchasing commodities or services.
Program	Validated Text Entry	A code associated with group activities, operations, or other units of work directed to achieving specific purposes or objectives.
Query Specific Account	Check Box	Indicator; if selected, only the Account code specified will be queried.
Title	Display	The description of budget activity.
YTD Activity	Display	The year-to-date sum of all budget activity associated with specific Account.

Detail Transaction Activity Page (FGITRND)

The following table lists the fields and their definitions for the **Detail Transaction Activity Page (FGITRND)**. It is demonstrated in 4.2.

Page Name	Page Title	Menu Path
FGITRND	Detail Transaction Activity	Financial » General Ledger » General Accounting Query Forms » Detail Transaction Activity

Field Name	Input Data	Usage
Account	List of Values	A code representing an Account.
Activity	List of Values	Designates temporary units of work, subsidiary functional classifications, or short duration projects; selected from a listing of pre-defined generic codes or codes specifically defined and requested by users.
Activity Date	Display	Date of the transaction.
Amount	Display	Amount of posting.
COA	List of Values	The primary identification code for any Chart of Accounts that is used to uniquely identify that chart from any other in a multi-Chart environment. Required.
Commit Type	Text Entry	An indicator to show if the encumbrance amount is (U) Uncommitted or (C) Committed. This parameter indicates whether to query budgets that have encumbrances that are committed. The University of Illinois System will not, as a policy, roll forward any budgets with encumbrances as committed. Changing this option does not affect the query.
Description	Display	Transaction description from the document.
Document	Display	Document number of the transaction.

Retrieving General Ledger Reports

Field Name	Input Data	Usage
Field Code	Display	A code to indicate what type of entry is represented. Valid values are: ABD – budget adjustment, ACT – accounted budget, ENC – encumbrance, OBD – adopted budget, RSV – requisition, YTD – actual expense (journal vouchers and invoices). TMP – temporary budget, is not being used by the University of Illinois System.
Fiscal Year	List of Values	A two-digit code representing the fiscal year. It defaults to the current year.
Fund	List of Values	Identifies the Fund code that appears on a transaction.
Increase (+) or Decrease (-)	Display	Sign of posting, + = increase or - = decrease.
Index	List of Values	A code representing a summarization of any combination of user-defined C-FOAPAL elements. Optional.
Location	List of Values	A code that designates physical a place or site.
Organization	List of Values	A code associated with a specific person, Organization, or other subdivision of a Fund responsible for purchasing commodities or services.
Period	Text Entry	Indicates a specific period to view. Optional.
Program	List of Values	A code associated with group activities, operations, or other units of work directed to achieving specific purposes or objectives.
Query Type	Text Entry	The default for query type is <i>R</i> (relative starting point) but you can change it to <i>S</i> (specific Account). Optional. NOTE: The entry of a code in the Account field triggers the <i>S</i> in this field.
Type	Display	A code indicating the journal type.

Trial Balance Summary Page (FGITBSR)

The following table lists the fields and their definitions for the **Trial Balance Summary Page (FGITBSR)**. It is covered in 4.3.

Page Name	Page Title	Menu Path
FGITBSR	Trial Balance Summary	Financial » General Ledger » General Accounting Query Forms » Trial Balance Summary

Field Name	Input Data	Usage
*	Display	An indicator if the amount is opposite of the Account's normal balance.
Account	List of Values	A code representing an Account.
Beginning Balance	Display	Beginning balance of the Account.

Retrieving General Ledger Reports

Field Name	Input Data	Usage
COA	List of Values	The primary identification code for any Chart of Accounts that is used to uniquely identify that Chart from any other in a multi-Chart environment. Required.
Current Balance	Display	The current balance of the Account.
Current Fund Balance	Display	Current amount and signage of the Fund. NOTE: This field is not available on the General Ledger Trial Balance Page (FGITBAL) .
Debit/Credit	Display	Sign of posting, D – Debit or C – Credit.
Description	Display	Account title.
Fiscal Year	List of Values	A two-digit code representing the fiscal year. It defaults to the current year.
Fund	List of Values	A code to identify the Fund code that appears on a transaction.
OR Acct Type	List of Values	The internal Account Type code that classifies an account type (e.g., asset, revenue, etc.) which is used for reporting purposes. A code indicating the Account Type. This field is completed in place of using the Account field.
OR Fund Type	List of Values	A code indicating the Fund Type. The value assigned to the Level 1 and 2 Fund Types. Fund Type codes are used to classify and aggregate the Fund code data. This field is completed in place of using the Fund field.
Total	Display	Total of all Accounts displayed.

General Ledger Trial Balance Page (FGITBAL)

The following table lists the fields and their definitions for the **General Ledger Trial Balance Page (FGITBAL)**. It is demonstrated in 4.4.

Page Name	Page Title	Menu Path
FGITBAL	General Ledger Trial Balance	Financial » General Ledger » General Accounting Query Forms » General Ledger Trial Balance

Field Name	Input Data	Usage
*	Display	An indicator if the amount is opposite of the Account's normal balance.
Account	Validated Text Entry	A code representing an Account. Optional.
Account Type	Validated Text Entry	The internal Account Type code that classifies an Account Type (e.g., asset, revenue, etc.) which is used for reporting purposes. A code indicating the Account Type. This field is completed in place of using the Account field. Optional.
Beginning Balance	Display	The beginning balance of the Account.

Retrieving General Ledger Reports

Field Name	Input Data	Usage
Chart	List of Values	The primary identification code for any Chart of Accounts that is used to uniquely identify that Chart from any other in a multi-Chart environment. Required.
Current Balance	Display	The current balance of the Account.
Debit/Credit	Display	The sign of posting, D – Debit or C – Credit.
Description	Display	The title of the Account.
Fiscal Year	Validated Text Entry	A two-digit code representing the fiscal year. It defaults to the current year.
Fund	Validated Text Entry	A code to identify the Fund code that appears on a transaction. Required.
Total	Display	The total of all Accounts displayed.

General Ledger Activity Page (FGIGLAC)

The following table lists the fields and their definitions for the **General Ledger Activity Page (FGIGLAC)**. It is covered in 4.5.

Page Name	Page Title	Menu Path
FGIGLAC	General Ledger Activity	Financial » General Ledger » General Accounting Query Forms » General Ledger Activity

Field Name	Input Data	Usage
Account	Validated Text Entry	A code representing an Account. Optional.
Amount	Display	The posted amount.
Chart	Validated Text Entry	The primary identification code for any Chart of Accounts that is used to uniquely identify that Chart from any other in a multi-Chart environment. Required.
Debit/Credit	Display	The sign of posting, D – Debit or C – Credit.
Description	Display	A brief explanation of the transaction.
Document	Display	The document reference number from the transaction.
Fiscal Year	Validated Text Entry	A two-digit code representing the fiscal year. It defaults to the current year. Required.
Fund	Validated Text Entry	A code to identify the Fund code that appears on a transaction.
Index	Validated Text Entry	A code to replace the Fund and Account fields.
Total	Display	The total amount of the postings displayed. Slide scroll bar down to the end for Banner to total all transactions.
Transaction Date	Display	The date of transaction.

Retrieving General Ledger Reports

Field Name	Input Data	Usage
Type	Display	A four-character document identifier code.

Document Approval History Page (FOIAPPH)

The following table lists the fields and their definitions for the **Document Approval History Page (FOIAPPH)**. It is covered in 4.6.

Page Name	Page Title	Menu Path
FOIAPPH	Document Approval History	Financial » Finance Operations » Finance Approval » Document Approval History

Field Name	Input Data	Usage
Approved Date	Display	Date when document was approved.
Approver's Name	Display	Person who approved the document.
Change Sequence	Default	Sequence number assigned to document if document is serving to adjust another document amount.
Document Code	Text Entry	The unique number identifying the document.
Document Type	Text Entry	Type of document, such as invoice or purchase order.
Name	Display	Name of person responsible for document.
Originating User	Display	ID of person responsible for document.
Queue ID	Display	The general validation queue associated with the document type.
Queue Level	Display	The classification of approval level that corresponds to the transaction dollar amount for the queue ID.
Submission Number	Default	Submission number associated with journal vouchers and invoices.

Appendix E: Mobius View

Accessing Reports with Mobius View

Quick Steps

1. Go to the following URL: <https://mobiusview.apps.uillinois.edu/mobius/view>
2. Select **Document Direct and UI2 Report** in the **Login to Repository** window.
3. Click the **OK** button.
4. Enter your ID and password.
5. Click the **OK** button.
6. Click the file folder icon on the left side. This opens the reports available to your ID.
NOTE: The top-level display shows all your available report folders. If you don't see the report you're looking for, check the **Reports** folder.
7. Click the report you would like to view.
NOTE: A list of report sub-folders organized by Organization or Fund codes will display. For Asset/Liability reports, select the appropriate Fund code. For Revenue/Expense reports (FIOP), select the appropriate Organization code.
8. Click the appropriate report sub-folder.
9. Click the appropriate report ID.
10. Click the report date.
11. Click the report section, if needed.
12. The report displays.

NOTE: You can expand the report size or enter full-screen mode by clicking the **Full Screen** or **Expand** icons in the top right corner.

Mobius View times out after one hour of inactivity.

Searching

For a report: Enter search criteria in the **Jump to Folder** field to quickly search for a specific report folder, report ID, and/or report section. You can also click the **Search** icon on the left side to create and save a search.

Within a report: Use the **Find** field in the top right corner to search for information within a report.

NOTE: Remember to look in the heading of the report to make sure that the report criteria match what you need (such as date range or Organization code).

Creating Favorites

Once you have selected a report, you can click the **Favorite** button to store it in a folder for easy access later.

You can create as many folders as you wish, and you can also create sub-folders within folders.

Moving Reports into your Favorites Folder

To move reports into your My Favorites folder:

1. Move your cursor over the report name.
2. Click the star next to the report name.
3. In the **Add to Favorites** window, you will be prompted to select the folder in which you wish for the report to be located and indicate what version of the report you would like to save.
 - a. If you wish to create a new folder, click the **New Folder** button at the top of the window, name the folder, and click the **Create** button.
 - b. If you wish to rename the report, enter it in the **Favorite Name** field.
 - c. Click the **Add Favorite** button to save the report in the desired folder.

Deleting Reports in your Favorites Folders

To delete reports in your My Favorites Folders:

1. Click the **My Favorites** (star) icon on the left side.
2. Select the report that you want to delete.
3. Click the **Delete** (trash can) icon.
4. Click the **Delete** button to confirm the deletion.