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Grants Status and Billing Summary Report

Step	
1.	Access **EDDIE** at: https://eddie.ds.uillinois.edu
2.	Click **Log In to EDDIE.**
3.	Type your **User Name**. This is your Net ID, for example: *jsmith*.
4.	Type your **Password**.
5.	Click the **Log On** 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 **Grants**.
11.	Double-click **FIGR_Grants_Status_and_Billing_Summary_Report**.
12.	Click the **Refresh** button at the top to select or enter report parameters. **NOTE:** It may take a few minutes for the parameter box to appear. Select or enter **ALL** parameters before executing the query. a) The first prompt is already selected. Select the appropriate **Chart of Account** (for example, *1* for Urbana) and click the **Add** (right arrow) button. b) Click **Fiscal Year**. Select it from the list of values or enter the appropriate value in the blank field and click the **Add** (right arrow) button. c) Click **Grant Code**. Select it from the list of values or enter the appropriate value and click the **Add** (right arrow) button. Use an asterisk (*) to search for all grants belonging to a Principal Investigator or Organization code. d) Click **Period**. Select it from the list of values and click the **Add** (right arrow) button. e) Click **Principal Investigator**. Select it from the list of values or enter the appropriate value and click the **Add** (right arrow) button. Use an asterisk (*) to search for all Principal Investigators. f) Click **Responsible Organization**. Select it from the list of values or enter the appropriate value and click the **Add** (right arrow) button. Use an asterisk (*) to search for all Organization codes. g) Leave the **VDR Date** field blank.
13.	Click the **OK** button. **NOTE:** It may take several minutes to run the report.

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Step	
14.	To print the report, follow these steps.
	a) Click the **Print** button on the toolbar (not the browser's **Print** button).
	b) Select the **Open with Adobe Acrobat** option on the pop-up window.
	c) Click the **OK** button. This opens the report as a PDF.
	d) Print the PDF by selecting **Print** from the **File** menu.
	e) Click the **Print** button.
15.	To save the report, follow these steps.
	a) Click the **Export** button on the toolbar.
	b) Select **Export Document As**.
	c) Choose **Excel**.
	d) A pop-up window asks if you want to open or save the file. Select **Open with Microsoft Excel**.
	e) Click the **OK** button. This opens the report as an Excel file.
	f) Click the **Save** button.