UNIVERSITY OF ILLINOIS SYSTEM

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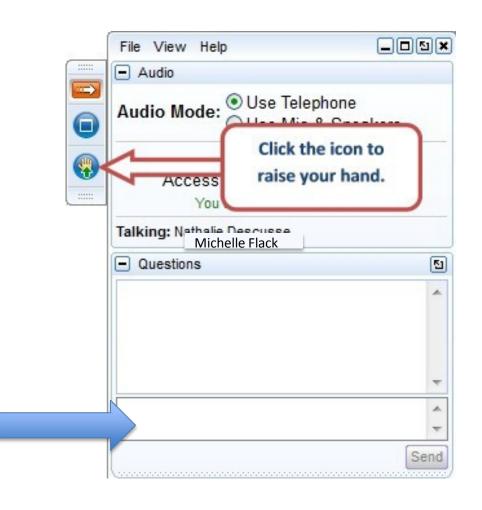# Granting and Maintaining Access to My-UI-Financials

Sound Check

If you hear audio, please raise your hand.

If you are not able to hear us, type your name in the Questions area and click the Send button.

Presenters

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Agenda

- Report Assigner Contact List
- Set Up Hierarchy
- Using the Report View Module (RVM) Application
- Suggested Practices
- Resources

Report Assigner Contact List

My-UI-Financials Resource Page
https://www.obfs.uillinois.edu/my-ui-financials/

Set Up Hierarchy

- Departmental need
- Assigners vs. Viewers

Using Report View Module (RVM)

- Log In - https://www.obfs.uillinois.edu/my-uifinancials/

- Inside My-UI-Financials application

Search Tab

- Assignment

- Delete

- Move/Copy

- Maintenance

Other Tabs

- Grant View Tab

- Access to everything under grant

- Fund View Tab

- Only grant funds available

Org & CFOP Tab

- Tree Hierarchy
- View only the access you have
- Drill down
- View and manage users

Suggested Reviews

- Job Aids available

Suggested Reviews

- Job Aids available
- Orgs and CFOP View
- Drill down
- Search
- Look up users from established list

Good to know

- CFOP back space

- To load several like CFOPs
- State fund
- Past years must be manually assigned
- Future years will automatically load
- Excel Load
- For large departments, this may help

Questions?

Resources

- You are your department's resource

- [My-UI-Financials Resource Page](#)

- My-UI-Financials Webinar

- Help / Comments / Questions? myuifinancials@uillinois.edu