

# UNIVERSITY OF ILLINOIS

A horizontal bar composed of three segments: orange, red, and blue.

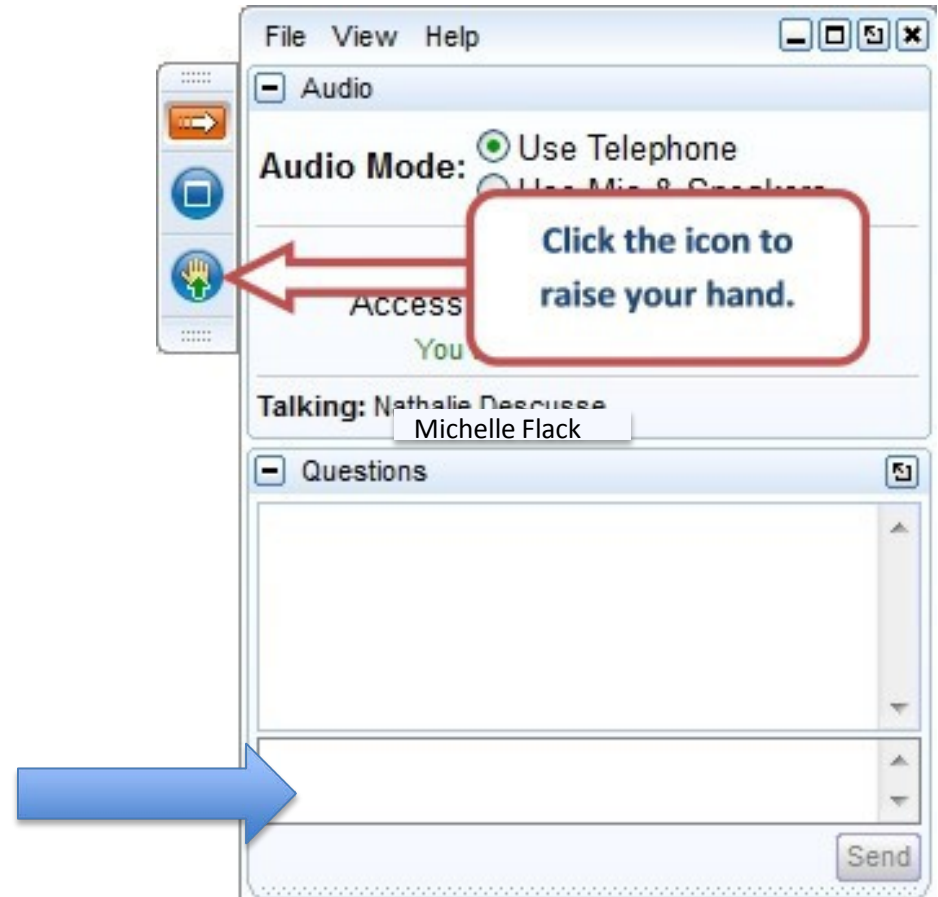
## Granting and Maintaining Access to My-UI-Financials

Copyright © 2016 – 2018 University of Illinois – Office of Business and Financial Services. All rights reserved. No part of this publication may be reproduced or used in any form or by any means—graphic, electronic or mechanical, including photocopying, recording, taping or in information storage and retrieval systems—without written permission of University of Illinois – OBFS.

# 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

Allison  
Sivers

- 217-244-9606
- [agaddis@uillinois.edu](mailto:agaddis@uillinois.edu)

Jason Bane

- 217-333-9243
- [jabane@uillinois.edu](mailto:jabane@uillinois.edu)

# 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](mailto:myuifinancials@uillinois.edu)