UNIVERSITY OF ILLINOIS SYSTEM

URBANA-CHAMPAIGN · CHICAGO · SPRINGFIELD

Accessing EDDIE Step-by-Step

Follow these steps to log in to *EDDIE*.

Step	Task
1.	Go to: https://eddie.ds.uillinois.edu
2.	Click the **Log In to EDDIE** button.
3.	Type your **NetID**.
4.	Type your **Password**.
5.	Click the **LOG IN** button.

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/help_and_training/business_objects_4_1_resources.

Running the Fixed Asset by Organization Report

Step	Task
1.	Log in to *EDDIE* as described in steps 1-5 above.
2.	Click the **Documents** tab.
3.	Click the **Categories** section on the left side.
4.	Click the plus sign next to **Corporate Categories** to expand it.
5.	Click the plus sign next to **Finance** to expand it.
6.	Click **Fixed Assets**.
7.	Double-click **UR_FIFA_Fixed_Asset_By_Org**.
8.	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 query. a) The first prompt is already selected. Type a **Chart** or select the appropriate **Chart** from the list of values and click the **Add** (right arrow) button. b) Click **3 digit code**. If querying by a three-digit Organization code, enter it, followed immediately by a percent sign (%), then click the **Add** (right arrow) button. If you are querying by six-digit Organization code, enter a space and click the **Add** (right arrow) button. c) Click **Org**. If querying by a six-digit Organization code, enter it, or select it from the list of values, and click the **Add** (right arrow) button. To query multiple six-digit Organization codes, enter each code separated by a semicolon (;) with no spaces. If you are querying by three-digit Organization code, enter a space and click the **Add** (right arrow) button.
9.	Click the **OK** button.

Step	Task
10.	Once the report appears, you may print or save it. 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.
11.	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.

Running the Monthly Activity by Chart and Organization Report

Step	Task
1.	Log in to *EDDIE* as described in steps 1-5 on the first page.
2.	Click the **Documents** tab.
3.	Click the **Categories** section on the left side.
4.	Click the plus sign next to **Corporate Categories** to expand it.
5.	Click the plus sign next to **Finance** to expand it.
6.	Click **Fixed Assets**.
7.	Double-click **FIFX_Monthly_Activity_by_Chart_and_Organization**.

Step	Task
8.	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 query.
	a) The first prompt is already selected. Type a **Chart of Account** or select the appropriate **Chart of Account** from the list of values and click the **Add** (right arrow) button.
	b) Click **Organization Code**. Select or enter the appropriate **Organization Code** and click the **Add** (right arrow) button. To query by more than one Organization code, enter each code separated by a semicolon (;) with no spaces.
	c) Click **Start Date**. Enter the **Start Date**, select a **Start Date** from the calendar, or select an appropriate **Start Date** from the list and click the **Add** (right arrow) button. The date must fall between the range of 07/07/2003 and today.
	d) Click **End Date**. Enter the **End Date**, select an **End Date** from the calendar, or select an appropriate **End Date** from the list and click the **Add** (right arrow) button. The date must fall between the range of 07/07/2003 and today.
9.	Click the **OK** button.
10.	There are five sections within this report: Acquisitions, Updates, Disposals, Transfers In, and Transfers Out. To navigate between each section, click the tabs on the bottom of the report.
11.	Once the report appears, you may print or save it. 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.
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) 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.

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Fixed Asset Listing by Organization Output

Field Name	Definition
Chart	Chart code value that is entered. Identifies campus. 1=Urbana, 2=Chicago, 4=Springfield, 9=University Administration.
Organization	Three-digit and six-digit organization code that is entered or selected from the list of values. Identifies functional reporting units.
Primary Ptag	The Permanent Tag (Ptag) number of the original asset. The Primary Tag field is used to associate the different subsidiary/component records of a single asset.
Permanent Tag (Ptag)	The Permanent Tag (Ptag) reference number is nine digits. The first digit will be "P" if the record was created from a *Banner* transaction; it will be an "L" or an "S" if the asset was converted from UFAS PAS.
Origination Tag (Otag)	A skeletal record in *Banner* Fixed Assets that originates from an invoice paid using a fixed asset account or commodity code. This record is placed directly on the *Banner* Fixed Asset Master Table, and *Banner* assigns a unique reference number to the record.
Cap/Non Cap Primary Tag	Linking two records as parts of one piece of equipment where one or both are Non-Capitalized by entering the Permanent Tag (Ptag) number of the Host (Parent) asset record in the Barcode Field of the Component (Child) Asset and the Ptag of the Component asset entered in the Barcode Field of the Host (Parent) asset record.
Commodity Code	A standard coding structure which categorizes equipment and ensures a useful life is assigned to an asset.
Asset Description	Long description of asset.
Commodity Description	Long description of the commodity code.
Asset Type	L=Land. LN=Land Not Capitalized. B=Buildings Major. BI=Buildings Minor. LI=Land Improvements/Infrastructure. ME=Moveable Equipment. CI=Collections-Inexhaustible. CE=Collections/Groups-Exhaustible. AG=Auxiliary Group Equipment. EE=Expensed Equipment. S=Software.
Title to	F=Federally Owned. L=Operating Lease/Rented/Loaned. S=State. O=Other. E=Endowment Farms. P=Private/Equipment of Staff Member.
Custodian	Person who has possession of the asset.
Equipment Manager	Person responsible for the control of the asset.
Location Code	Optional segment of C-FOAPAL. Identifies the building and room number.
Entity Code	Identifies the type of Income producing activity in which the equipment is being used.
Location Title	Long description of location code.
Entity Desc	Title of the Income producing activity.
Manufacturer	Manufacturer of the asset.
Serial Number-Vin	Serial Number or Vehicle Identification Number of the asset.
Model	Model number of the asset.
Vehicle FLT/PP#	Vehicle Fleet or Physical Plant Number.
Acquisition Date	The date the asset was acquired.
Cost	The actual cost of the asset.
Total Cost	Total cost of the Original and Component assets.
Grand Total	The grand total of all assets for the organization.

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Monthly Activity Report – Acquisitions Output

Field Name	Definition
Start Date	Beginning date of report.
End Date	Ending date of report.
COA	Chart code value that is selected. Identifies campus. 1=Urbana, 2=Chicago, 4=Springfield, 9=University Administration.
Organization	Six-digit organization code that is entered or selected from the list of values. Identifies functional reporting units.
Permanent Tag	The Permanent Tag (Ptag) reference number is nine digits. The first digit will be "P" if the record was created from a *Banner* transaction; it will be an "L" or an "S" if the asset was converted from UFAS PAS.
Primary Tag	The Permanent Tag (Ptag) number of the original asset. The Primary Tag field is used to associate the different subsidiary/component records of a single asset.
Origination Tag	A skeletal record in *Banner* Fixed Assets that originates from an invoice paid using a fixed asset account or commodity code. This record is placed directly on the *Banner* Fixed Asset Master Table, and *Banner* assigns a unique reference number to the record.
Barcode Number	The *Banner* Fixed Asset field that records the Ptag of the parent record in cases when the parent and child have different capitalization statuses.
Item Description	Long description of asset.
Serial Number-Vin	Serial Number or Vehicle Identification Number of the asset.
Location Code	Optional segment of C-FOAPAL. Identifies the building and room number.
Location Description	Long description of location code.
Ptag Date	Date the Permanent Tag was assigned and reported as a new acquisition.
Amount	The actual cost of the asset.
PO Number	Purchase Order number if asset was purchased with a requisition.
Invoice Number	Invoice number of paid invoices attached to purchase order.
Voucher Number	Journal voucher number if asset was purchased from internal source.
Fund	Identifies a source of revenue.
Organization	Identifies functional reporting units.
Account	Designates asset, liability, equity, revenue, expenditure, and transfers.
Program	Identifies NACUBO function.
Acquisition Date	The date the asset was acquired.
Acquisition Method	D=Donation/Gift. F=Fabricated. L=Capital Lease/Installment Purchase. P=Purchase. T=Transfer-In.
Asset Type	ME=Moveable Equipment. CI=Collections-Inexhaustible. CE=Collections/Groups-Exhaustible. EE=Expensed Equipment. S=Software.

Monthly Activity Report – Updates Output

Field Name	Definition
Start Date	Beginning date of report.
End Date	Ending date of report.
COA	Chart code value that is selected. Identifies campus. 1=Urbana, 2=Chicago, 4=Springfield, 9=University Administration.
Organization	Six-digit organization code that is entered or selected from the list of values. Identifies functional reporting units.
Permanent Tag	The Permanent Tag (Ptag) reference number is nine digits. The first digit will be "P" if the record was created from a *Banner* transaction; it will be an "L" or an "S" if the asset was converted from UFAS PAS.
Primary Tag	The Permanent Tag (Ptag) number of the original asset. The Primary Tag field is used to associate the different subsidiary/component records of a single asset.
Origination Tag	A skeletal record in *Banner* Fixed Assets that originates from an invoice paid using a fixed asset account or commodity code. This record is placed directly on the *Banner* Fixed Asset Master Table, and *Banner* assigns a unique reference number to the record.
Barcode Number	The *Banner* Fixed Asset field that records the Ptag of the parent record in cases when the parent and child have different capitalization statuses.
Item Description	Long description of asset.
Serial Number-Vin	Serial Number or Vehicle Identification Number of the asset.
Location Code	Optional segment of C-FOAPAL. Identifies the building and room number.
Location Description	Long description of location code.
Ptag Date	Date the Permanent Tag was assigned and reported as a new acquisition.
Amount	The actual cost of the asset.
Voucher Number	Journal voucher number or document number.
Fund	Identifies a source of revenue.
Organization	Identifies functional reporting units.
Account	Designates asset, liability, equity, revenue, expenditure, and transfers.
Program	Identifies NACUBO function.
Seq #	Financial sequence number of the update transaction
Update Activity Date	Date the listed update activity was processed in *Banner*.
Acquisition Date	The date the asset was acquired.
Asset Type	ME=Moveable Equipment. CI=Collections-Inexhaustible. CE=Collections/Groups-Exhaustible. EE=Expensed Equipment. S=Software.
Subtotal	Subtotal of all update activity.

Monthly Activity Report – Disposals Output

Field Name	Definition
Start Date	Beginning date of report.
End Date	Ending date of report.
COA	Chart code value that is selected. Identifies campus. 1=Urbana, 2=Chicago, 4=Springfield, 9=University Administration.
Organization	Six-digit organization code that is entered or selected from the list of values. Identifies functional reporting units.
Permanent Tag	The Permanent Tag (Ptag) reference number is nine digits. The first digit will be "P" if the record was created from a *Banner* transaction; it will be an "L" or an "S" if the asset was converted from UFAS PAS.
Primary Tag	The Permanent Tag (Ptag) number of the original asset. The Primary Tag field is used to associate the different subsidiary/component records of a single asset.
Origination Tag	A skeletal record in *Banner* Fixed Assets that originates from an invoice paid using a fixed asset account or commodity code. This record is placed directly on the *Banner* Fixed Asset Master Table, and *Banner* assigns a unique reference number to the record.
Item Description	Long description of asset.
Serial Number-Vin	Serial Number or Vehicle Identification Number of the asset.
Location Code	Optional segment of C-FOAPAL. Identifies the building and room number.
Location Description	Long description of location code.
Amount	The actual cost of the asset.
Disposal Date	Date asset was disposed.
Disposal Code	A=Trade-In. B=Inventoried In Error. C=Casualty Loss. D=Miscellaneous Disposal. E=Error Correction. G=Returned for Credit. H=State Surplus. K=Cannibalized. M=Demolished. N=Stolen. P=Transferred w/ Researcher. R=Scrapped. S=Sale. T=Transferred Out. Y=Change.
Disposal Description	Long description of Disposal Code.
Asset Type	ME=Moveable Equipment. CI=Collections-Inexhaustible. CE=Collections/Groups-Exhaustible. EE=Expensed Equipment. S=Software.
Title Code	E=Endowment/Farms. F=Federally Owned. L=Operating Leased/Rented/Loaned. O=Other. P-Private/Equipment or Staff Member. S=State.
Barcode Number	The *Banner* Fixed Asset field that records the Ptag of the parent record in cases when the parent and child have different capitalization statuses or both parent and child records are not capitalized.

Monthly Activity Report – Transfers In/Transfers Out Output

Field Name	Definition
Start Date	Beginning date of report.
End Date	Ending date of report.
COA	Chart code value that is selected. Identifies campus. 1=Urbana, 2=Chicago, 4=Springfield, 9=University Administration.
Organization	Six-digit organization code that is entered or selected from the list of values. Identifies functional reporting units.
Permanent Tag	The Permanent Tag (Ptag) reference number is nine digits. The first digit will be "P" if the record was created from a *Banner* transaction; it will be an "L" or an "S" if the asset was converted from UFAS PAS.
Primary Tag	The Permanent Tag (Ptag) number of the original asset. The Primary Tag field is used to associate the different subsidiary/component records of a single asset.
Origination Tag	A skeletal record in *Banner* Fixed Assets that originates from an invoice paid using a fixed asset account or commodity code. This record is placed directly on the *Banner* Fixed Asset Master Table, and *Banner* assigns a unique reference number to the record.
Item Description	Long description of asset.
Serial Number-Vin	Serial Number or Vehicle Identification Number of the asset.
Location Code	Optional segment of C-FOAPAL. Identifies the building and room number.
Location Description	Long description of location code.
Asset Type	ME=Moveable Equipment. CI=Collections-Inexhaustible. CE=Collections/Groups-Exhaustible. EE=Expensed Equipment. S=Software.
Title Code	E=Endowment/Farms. F=Federally Owned. L=Operating Leased/Rented/Loaned. O=Other. P-Private/Equipment or Staff Member. S=State.
Amount	The actual cost of the asset.
Transfer Date	Date transfer processed in *Banner* Fixed Asset module.
Transfer Reason	Explanation for the processed transfer.
Chart/Organization From	Chart and Organization that is transferring the asset.
Chart/Organization To	Chart and Organization that is receiving the asset.
Barcode Number	The *Banner* Fixed Asset field that records the Ptag of the parent record in cases when the parent and child have different capitalization statuses or both parent and child records are not capitalized.