

Running the Asset/Liability Statement

1. Access EDDIE at: <https://eddie.ds.uillinois.edu/>.
2. Click **Log In to EDDIE**.
3. Type your **NetID** and **Password**.
4. Click the **LOG IN** button.
5. Click the **Documents** tab.
6. Click the **Categories** section on the left side.
7. Click the plus sign next to **Corporate Categories** to expand it.
8. Click the plus sign next to **Finance** to expand it.
9. Click **General Ledger**.
10. Double-click **FIGL_Asset_Liability_Statement**.
11. Click the **Refresh** button at the top to select or enter report parameters.
 - a. **NOTE:** It may take a few minutes for the parameter box to appear. Select or enter ALL parameters before executing query. Certain parameters, as indicated below, must be selected from the list of values.
 - b. The first prompt is already selected. Select the appropriate **Fiscal Year** from the list of values and click the **Add** (right arrow) button.
 - c. Click **Chart of Account**. Select the appropriate **Chart of Account** from the list of values and click the **Add** button.
 - d. 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.
 - e. Click **Fund Code**. Type the appropriate value and click the **Add** button or select a six-digit code from the list of values. Click the **Refresh Values** button to see the content of the list.
 - i. **NOTE:** This is an optional field. It is not required to run the report, but suggested.
 - f. 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 the **Refresh Values** button to see the content of the list.
 - i. **NOTE:** This is an optional field. It is not required to run the report.
12. Click the **OK** button.
 - i. **NOTE:** It may take several minutes to run the report.
13. 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** option on the pop-up window. This opens the report as a PDF.
- c. Print the PDF by selecting **Print** from the **File** menu.
- d. To print only the Summary or Detail Asset/Liability statements, type the appropriate page range in the **Pages** field.
- e. Click the **Print** button.