

Running the Encumbrance Balances Report

Step	Task
1.	Access EDDIE at: https://eddie.ds.uillinois.edu
2.	Click Log In to EDDIE .
3.	Type your Net ID 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 Operating Ledger .
10.	Double-click FIOL_Encumbrance_Balances .
11.	<p>Click the Refresh button at the top to select or enter report parameters.</p> <p>NOTE: It may take a few minutes for the parameter box to appear.</p> <p>Select or enter ALL parameters before executing query.</p> <p>Certain parameters, as indicated below, <u>must be selected</u> from the list of values.</p> <ul style="list-style-type: none"> a) The first prompt is already selected. Select the appropriate Chart of Account from the list of values and click the Add (right arrow) button. b) Click Fiscal Period. Select the appropriate Fiscal Period from the list of values (<i>01</i> = July, <i>02</i> = August, and so on) or type the appropriate value in the blank field and click the Add button. c) Click Fiscal Year. Select it from the list of values or type the appropriate value in the blank field and click the Add button. d) 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. NOTE: This is an optional field. It's not required to run the report, but suggested. e) Click Organization 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. NOTE: This is an optional field. It's not required to run the report, but suggested. f) Click ORG GL report contact. If querying by ORG 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. NOTE: This is an optional field. It's not required to run the report. g) Click Program Code. Type the appropriate value and click the Add button or select a code from the list of values. Click the Refresh Values button to see the content of the list. NOTE: This is an optional field. It's not required to run the report, but suggested.
12.	<p>Click the OK button.</p> <p>NOTE: It may take several minutes to run the report.</p>

Step	Task
13.	<p>To print the report, follow these steps.</p> <ul style="list-style-type: none">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) Click the Print button.