

Running the Asset/Liability Transactions Report

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 **General Ledger**.
10. Double-click **FIGL_Asset_Liability_Transactions**.
11. Click the **Refresh** button in the upper right corner 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 **Chart of Account** from the list of values and click the **Add** (right arrow) button.
 - c. 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.
 - d. Click **Fiscal Year**. Select it from the list of values and click the **Add** button.
 - e. 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.
 - f. 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.
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.
- c. Print the PDF by selecting **Print** from the **File** menu.
- d. Click the **Print** button.