Running the Revenue/Expense Transactions 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_Revenue_Expense_Transactions**.
11.	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. Certain parameters, as indicated below, must be selected from the list of values. 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 (*01* = July, *02* = August, and so on) and click the **Add** button. c) Click **Fiscal Year**. Select it from the list of values and click the **Add** button. **NOTE:** The following fields are all optional. They are not required to run the report. 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. This field is optional, but suggested. 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. f) 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. This field is optional, but suggested. g) 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. h) 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. This field is optional, but suggested. i) Click **PROG GL report contact**. If querying by **PROG 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.

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12.	Click the **OK** button. **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) Click the **Print** button.