

Steps to Run the Misclassified FOAPAL Report

Step	
1.	Access EDDIE at: https://eddie.ds.uillinois.edu
2.	Click Log In to EDDIE .
3.	Type your NetID .
4.	Type your Password .
5.	Click the LOG IN button.
6.	Click the Documents tab.
7.	Click the Categories section on the left side.
8.	Click the plus sign next to Corporate Categories to expand it.
9.	Click the plus sign next to Finance to expand it.
10.	Click Operating Ledger .
11.	Double-click FIOL_Misclassified_FOAPAL .
12.	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 the query. <ol style="list-style-type: none"> The first prompt is already selected. Select the appropriate 1 Digit Chart (for example, 2 for Chicago) from the list of values and click the Add (right arrow) button. Click 3 Digit ORGN Code. Select it from the list of values or enter the appropriate value in the blank field and then click the Add (right arrow) button. Click 4 Digit Fiscal Year. Select it from the list of values or enter the appropriate value (for example, 2016 for FY 2016) in the blank field and then click the Add (right arrow) button.
13.	Click the OK button. NOTE: It may take several minutes to run the report.
14.	Click the Fund 1 & 2 Misclassified FOP Listing tab at the bottom to view that information.
15.	Click the Fund 3 Misclassified FOP Listing tab at the bottom to view that information.
16.	Click the Fund 4, 5 & 60 Misclassified FOP Listing tab at the bottom to view that information.
17.	Click the Fund 6, 7, 8 & 9 Misclassified FOP Listing tab at the bottom to view that information.
18.	To print the report, follow these steps. <ol style="list-style-type: none"> Click the Print button on the toolbar (not the browser's Print button). Select the Open with Adobe Acrobat option on the pop-up window. Click the OK button. This opens the report as a PDF. Print the PDF by selecting Print from the File menu. Click the Print button.

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19.	<p>To save the report, follow these steps.</p> <ul style="list-style-type: none">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.