

## Fund Balance: Running the Webi Report

The adjusted fund balance and working capital should be calculated for every service fund. The over-under recovery should be calculated to determine if your fund has a surplus or a deficit. If you are over or under recovered, this impacts what you should charge your customers. To complete the **Adjusted Fund Balance** tab in the **Service Activity Rate Calculation Template**, you need to run the Fund Balance Webi Report first.

Step	Task
1.	Go to the <a href="#">Service Activities Resource Page</a> .
2.	Click <b>Expenditures and Transfers</b> under the <b>Job Aids and Training Materials</b> section to expand the drop-down menu.
3.	Click <b>Fund Balance Report Template (Webi)</b> .
4.	Select the <b>Open</b> option in the dialog box to open the report.
5.	Once the report opens, click the small X at the top right corner to close the report (leave Webi open, do not click on the large X at the very top in the red box).
6.	Click the <b>Web Intelligence</b> menu on the top left.
7.	Select <b>Login as</b> .
8.	Log in with your ID and password.
9.	Click the <b>Login</b> button.
10.	Click the <b>Fund Balance</b> report.
11.	Click <b>Design</b> button at the top right (not the drop-down arrow). This adds tabs at the top of the screen and will allow for filtering in future steps, but the overall look of your screen will not change.
12.	Click the <b>Refresh</b> button at the top.
13.	Click on the <b>Responsible 3-Digit Org Code with % wildcard</b> under <b>Prompts Summary</b> .
14.	Type the 3-Digit Org code with the % sign behind in the <b>Selected Value(s)</b> field.
15.	Click on the <b>Enter COA Code</b> under <b>Prompts Summary</b> .
16.	Type the Chart of Account in the <b>Selected Value</b> field.
17.	Click on <b>Fiscal Year</b> under <b>Prompts Summary</b> .
18.	Type in the four digit (example: 2015) <b>fiscal year</b> in the <b>Selected Value</b> field.
19.	Click the <b>OK</b> button. <b>NOTE:</b> Items displayed will be all 3E Funds that match the criteria. The report may not refresh immediately based on the amount of information and server connections.
20.	To filter for one specific fund, click in the <b>Financial Fund Code</b> field in the report, then click the <b>Analysis</b> tab at the top of the screen.
21.	Click the down arrow next to the <b>Filter</b> button.

Step	Task
22.	Click <b>Add Filter</b> .
23.	Click on the specific fund under <b>Financial Fund Code</b> .
24.	Click the right arrow button under <b>Selected Value(s)</b> .
25.	Click the <b>OK</b> button.
26.	To export the data to Excel, click the <b>down arrow</b> next to the <b>Save</b> button.
27.	Click the <b>Save As</b> button.
28.	Locate a place to save on your computer.
29.	Name your report in the <b>File Name</b> field. For example, you can add the fund number to the file name.
30.	Select <b>Excel for Files of Type</b> .
31.	On the right side of the <b>Save As</b> window, you will see a window to Select Reports. Here you can select the tabs that you want to be in your saved Excel file. For this file, you will save the "EOY Fund Balance" report.
32.	Click the <b>Save</b> button.
33.	Click the small X at the top right corner to close the report. You can click <b>No</b> in the dialog box that pops up asking to save changes to the Webi report.
34.	Refer to the Fund Balance: Populating the Service Activity Rate Template job aid to populate the template with the fund balance information.