UNIVERSITY OF ILLINOIS
URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

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.

Step	Task
1.	Go to https://www.obfs.uillinois.edu/government-costing/service-Activities/Urbana-Champaign-service-activity/.
2.	Click the **Fund Balance** report under **Templates & Reports**.
3.	Select the **Open** option in the dialog box to open the report.
4.	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).
5.	Click the **Web Intelligence** menu on the top left.
6.	Select **Login as**.
7.	Log in with your ID and password.
8.	Click the **Login** button.
9.	Click the **Fund Balance** report.
10.	Click **Design** 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.
11.	Click the **Refresh** button at the top.
12.	Click on the **Responsible 3-Digit Org Code with % wildcard** under **Prompts Summary.**
13.	Type the 3-Digit Org code with the **%** sign behind in the Selected Value(s) field**.**
14.	Click on the **Enter COA Code** under **Prompts Summary.**
15.	Type the Chart of Account in the Selected Value field.
16.	Click on **Fiscal Year** under **Prompts Summary.**
17.	Type in the four digit (example: 2015) **fiscal year** in the Selected Value field.
18.	Click the **OK** button. **NOTE:** Items displayed will be all 3E Funds that match the criteria.
19.	To filter for one specific fund, click in the **Financial Fund Code** field in the report, then click the **Analysis** tab at the top of the screen.
20.	Click the **down arrow** next to the **Filter** button.
21.	Click **Add Filter.**
22.	Click on the specific fund under **Financial Fund Code.**
23.	Click the **Right Arrow** button under **Selected Value(s)**.
24.	Click the **OK** button.
25.	To export the data to Excel, click the **down arrow** next to the **Save** button.
26.	Click the **Save As** button.

Step	Task
27.	Locate a place to save on your computer.
28.	Select Excel for Files of Type.
29.	Click the **Save** button.
30.	Reference the Fund Balance: Populating the Service Activity Rate Template job aid to complete the **Service Activity Rate Calculation**.