

Completing Year End Fact Sheets

Follow the steps below to complete and submit a fact sheet, including a Fact Sheet Excel Attachment spreadsheet, for your self-supporting Fund.

Step	Task	More Information
1.	Go to: https://apps.obfs.uillinois.edu/FactSheet/	
2.	Type your ID and Password .	
3.	Click the Login button.	
4.	Type a one-digit Chart in the Chart field.	
5.	Type a six-digit Fund code in the Fund Code field.	This Fund code must be for a self-supporting Fund.
6.	Click the Create button.	A new application window opens with the Fact Sheet. The Fact Sheet is now assigned to you. Only the creator and the financial manager have access to this Fact Sheet.
7.	Item 1— Describe the type of revenue-generating activity which takes place within this fund: Type a detailed description of the current product or services sold by this fund. Required.	
8.	Click the Save for later button at the bottom of the form to save your information.	Any unsaved responses will be lost when the application times out. The application times out after 30 minutes.
9.	Item 2— Does this fund need to be terminated after year-end close? Select Yes or No from the drop down box if this Fund should be terminated after the current fiscal year. Required.	
10.	Item 3— Do you have any accrual, deferral, and/or inventory for resale amounts to report from the list below? Select Yes or No from the drop down box. If No is selected skip to step 21. Required.	Select Yes, if Accounts Receivable, Inventory for Resale, Publications Inventory for Resale, Prepaid Expenses, Accounts Payable, or Unearned Revenue amounts must be reported on the Fact Sheet Excel Attachment.
11.	Click the Save for later button at the bottom of the form to save your information.	
12.	Because you have amounts to report, please complete the following two steps: Click the Download Excel file to download the Fact Sheet Excel Attachment and save it to your computer.	You must use the current version. If you use an older version of the attachment, you'll have to re-submit your information with the current version.
13.	Accounts Receivable: Complete the Accounts Receivable tab in the Fact Sheet Excel Attachment.	
14.	Inventory for Resale: Complete the Inventory for Resale tab in the Fact Sheet Excel Attachment.	

Step	Task	More Information
15.	Publications Inventory: Complete the Publications Inventory tab in the Fact Sheet Excel Attachment.	
16.	Prepaid Expenses: Complete the Prepaid Expenses tab in the Fact Sheet Excel Attachment.	
17.	Accounts Payable: Complete the Accounts Payable tab in the Fact Sheet Excel Attachment.	
18.	Unearned Revenue: Complete the Unearned Revenue tab in the Fact Sheet Excel Attachment.	
19.	Save the Fact Sheet Excel Attachment to your drive with a unique file name.	
20.	If your Fact Sheet Excel Attachment is complete, attach it to the Year End Fact Sheet by clicking the Browse button. Locate your completed Fact Sheet Excel Attachment and double-click the name to attach the file.	Only one Excel file can be attached to each Fact Sheet. If a corrected file needs to be attached, delete the current file and upload a new copy that includes your changes. All saved Excel files will be converted to a standard naming convention.
21.	Item 4— Comments you'd like to add (optional) Type any comments in the Comments field if needed.	Comments are optional.
22.	Click the Save for later button.	Skip this step if you are ready to submit the Fact Sheet.
23.	Click the Print Fact Sheet button if you would like a printed copy.	
24.	Phone —Update the listed phone number, if necessary	Provide your direct phone number to make communication quick and easy.
25.	Click the Submit Fact Sheet button.	Your Fact Sheet is submitted to University Accounting & Financial Reporting for review.
26.	This message will appear: <i>"The fact sheet has been successfully submitted"</i> . Click the Close Window button.	You are returned to the Year End Fact Sheet dashboard. The Fact Sheet status is updated.
27.	Click Logoff to exit the Year End Fact Sheet application.	