

DIRECTIONS FOR USING SOFTWARE UNLIMITED TO CHECK ACCOUNT BALANCES

To access reports of your accounts, follow the instruction on the G-N website under Faculty & Staff, then Forms & Documents, then Accessing Financial Reports on Weblink. In summary:

Open your Chrome web browser and go to <http://10.5.10.15/weblinksq/Default.aspx>. User id is the first four letters of your last name followed by the first three letters of your first name (all capital letters). For example: John Smith will have the user id of SMITJOH. The password will be the last four digits of the user's social security number. After logging into Weblink, users will have the option to change his/her password. Click the **Reports** option and a new window should appear showing reports from which to choose. Below are three commonly used reports. The first two can be used for General or Activity Fund Accounts, and the last one is for Activity Fund Accounts.

To view details of each account/sub-account for General Fund or Activity Fund Accounts, double click the **Account Inquiry-Date Range-Include Encumbrances** report. Choose **Account Groups** from the drop down box.

- Beginning Month- Put in the month (XX/XXXX) you want the financial information to begin. For example, if you wanted the entire fiscal year, your beginning month would be 07/2014.
- Processing Month- Put in the ending month (XX/XXXX) in which you want your financial information through.
- Account Group ID- Click the magnifying glass, select "HSGENERAL" or "HSACTVY" then click the green check.
- Account Type ID - Click on magnifying glass on far right and select Revenues (8) and/or Expenditures (9). Click on green check mark.
- Accounts to Include- Leave blank.
- Active Chart of Account Number- Leave blank.
- Chart of Account Number- Click the magnifying glass, then click the box in front of all accounts you want then click the green check. If you selected HSACTVY, in the box under "Chart of Account Number" you can select the accounts as above, or you can filter the list by typing your 4-digit project number. Account numbers have 6 sets of numbers. The project number is the 5th set of numbers. Click the plunger symbol and select "Contains". Click the box(es) by that account number, then click the green check.
- Fund Number- Leave blank.

Finally Click "Execute Report" at the top of the screen and your report should download.

To view details of each account/sub-account for General Fund or Activity Fund Accounts, double click the **Account Inquiry-Date Range-Include Encumbrances** report. Choose **Regular** from the drop down box.

- Beginning Month- Same as above.
- Processing Month- Same as above.
- Account Type ID- Same as above.
- Accounts to Include- Leave blank.
- Active Chart of Account Number- Leave blank.
- Chart of Account Number- Filter the list by typing your 4-digit project number and continue as above, or filter by typing the beginning digits and select "Starts With", then continue as above..
- Fund Number- Leave blank.

Finally Click “Execute Report” at the top of the screen and your report should download.

To view account detail for Activity Fund accounts but also view one balance for *an activity as a whole*, double click the **Activity Fund Balance Report-Detail-Include Encumbrances** report. Choose **Regular by Account Group** from the drop down box.

- Beginning Month- Put in the month (XX/XXXX) you want the financial information to begin. For example, if you wanted the entire fiscal year, your beginning month would be 07/2014.
- Processing Month- Put in the ending month (XX/XXXX) in which you want your financial information through.
- Account Group ID- Click the magnifying glass, select “HSACTVY” then click the green check.
- Accounts to Include- Leave blank.
- Active Chart of Account Number- Leave blank.
- Fund Balance Account- Click the magnifying glass, then in the box under “Chart of Account Number” type your 4-digit project number. Account numbers have 6 sets of numbers. The project number is the 5th set of numbers. Click the plunger symbol and select “Contains”. Click the box by that account number, then click the green check.
- Fund Number- Leave blank.

Finally Click “Execute Report” at the top of the screen and your report should download.