

# Using WebFocus Launch Page

## USING THE LAUNCH PAGE

The WebFocus launch page was designed for maximum flexibility. Because all reports are restricted to include only that information for which users are authorized, very little default information needs to be changed to run the report.

1. After selecting a WebFocus report, enter the parameters (fund, org, program, function etc.) by which you wish to run the report.
2. Follow directions found on the right side of the page (illustrated below) to launch the report by:
  - a. Fund
  - b. Specific Account
  - c. Range – multiple accounts and funds

### Statement of Account Financial Summary

Select another report ▼

	Low	High
<b>Fund:</b>	<input type="text" value="0222"/>	<input type="text" value="0222"/>
<b>Approp Year:</b>	<input type="text" value="XX"/>	<input type="text" value="XX"/>
<b>Org:</b>	<input type="text" value="0000"/>	<input type="text" value="9999"/>
<b>Object:</b>	<input type="text" value="XXXXX"/>	<input type="text" value="XXXXX"/>
<b>Program:</b>	<input type="text" value="0000"/>	<input type="text" value="9999"/>
<b>Function:</b>	<input type="text" value="00"/>	<input type="text" value="99"/>
<b>Activity:</b>	<input type="text" value="0000"/>	<input type="text" value="9999"/>
<b>Period:</b>	<input type="text" value="Feb-04"/> ▼	
<input type="button" value="Run Report"/> <input type="button" value="Reset"/>		

### Instructions to Launch Report

#### Launch by Fund

##### Single Fund

1. Enter the same value in both fund segments
2. Do not change values in the other account segments

##### Multiple Funds

1. Enter the low and high values in the fund segments
2. Do not change values in the other account segments

#### Launch by Specific Account

1. Enter the same value in the low and high account segment
2. Example Fund 0011-0011, Org 00000-99999, Program 0000-0000, Function 61-61, Activity 0000-0000

#### Launch by Range - Multiple Accounts and Funds

1. To view all accounts and funds, enter 0000-9999 in the fund segment
2. To narrow the range, change the appropriate account segment(s)

*Note: Enter fund range 0012-9999 to view all non-general fund accounts.*

*The Org segment must be 00000-99999 for the report to calculate the fund balance.*

### Tips:

- To run the report for all your accounts, just select the period.
- To “jump” to another report, just simply select it from the drop down menu at the top of the page.
- The Transaction Detail Report has the ability to specify the range of object codes if desired.

For questions, please contact the Help Desk at 3-5555 or email [ebusiness-help@uni.edu](mailto:ebusiness-help@uni.edu).

For questions about this document, please contact Pat Whitt at 3-6881.