

## How to Create a Reference Cell

Step-by-Step Instructions:	HINTS
To create a reference cell in a Webi document do the following: 1. Right-click on the cell you want to reference and select <b>Assign Reference</b>	Coa Fund (BAL)       Accoun       Turn Into       Edit Formula       tual Pjtd (BAL)         400032       APR-18       Assign Reference       -40,629.94         400032       MAR-18       Prill       -40,629.94         Group       Filter       Filter       Filter
<ol> <li>Click Create a new reference for this cell</li> <li>Enter the reference name in the Name: box</li> <li>Click Ok</li> </ol>	Assign Reference  Create a new reference for this cell Name: Accounting Period Reference Description:  Assign an existing reference to this cell  OK Cancel
<ol> <li>Right-click on the cell you want to display the referenced content and select Edit Formula</li> <li>The formula Editor window is displayed</li> </ol>	APR-18   Cut   Copy   Ctrl+X   Paste   Comment   Comment   Delete   Clear Contents   Edit Formula   Linking



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6. In the <b>References</b> folder of the <b>Available</b>	Formula Editor Formula [Accounting Period Reference]
<ul><li><b>Objects</b> pane, double-click on the reference you want to store in this cell to add it to the formula.</li><li>7. Click <b>Ok</b></li></ul>	Available Objects Available Functions          Available Objects       Available Functions         SUM Actual Amount (GLDET       Aggregate         SUM Actual Pitd (BAL)       Aggregate         Training Fund       Available Bal Fund         Variable Bal Fund       First         Variable GLDet Fund       Interpolation         Bal Amount       Last         Max       Median
The referenced value appears in the cell	Accounting Period (BAL) SUM Actual Pitd (BAL) APR-18