UNIVERSITY OF ILLINOIS SYSTEM

Equipment Depreciation: Running the Webi Report

To complete the **Equipment Depreciation** and **Depreciation Detail** tabs in the **Service Activity Rate Calculation Template**, you need to run the Equipment Depreciation Webi Report first.

Step	Task
1.	Go to https://www.obfs.uillinois.edu/government-costing/service-Activities/.
2.	Click the **Business Objects Webi Report Templates** section to expand the drop-down menu.
3.	Click **Equipment Depreciation** Report Template (Webi).
4.	Select the **Open** option in the dialog box to open the report.
5.	Once the report opens, click the small X at the top right corner to close the report. (Leave Webi open and do not click on the large X at the very top.)
6.	Click the **Web Intelligence** menu on the top left.
7.	Select **Log in as...**
8.	Log in with your ID and password.
9.	Click the **Login** button.
10.	Click the **SA_Equipment Depreciation_July 2022** in the Recent Documents window.
11.	Click the **Refresh** button at the top. (Located in the **Data Access** or **Properties tab**)
12.	Click **Responsible 3-Digit Org Code with % wildcard** under **Prompts Summary**.
13.	Type the 3-Digit Org code with % sign behind it in the **Type a value** field.
14.	Click **Enter COA** under **Prompts Summary**.
15.	Type the Chart of Account in the **Type a value** field.
16.	Click **College Code** under **Prompts Summary**.
17.	Type the College Code in the **Type a value** field.
18.	Click **Enter Fiscal Year for Depreciation Expense** under **Prompts Summary**.
19.	Type the fiscal year in the **Type a value** field.
20.	Click the **OK** button. **NOTE:** This report will include information for the entire organization code, not just the fund you are working on. The report may not refresh immediately based on the amount of information and server connections.
21.	To export the data to Excel, click the **down arrow** next to the **Save** button.
22.	Select the **Save As** button.
23.	Locate a place to save on your computer.
24.	Name your report in the File Name field. For example, you can add the fund number to the file name.
25.	Select Excel for Files of type.

Step	Task
26.	On the right side of the **Save As** window, you will see a window to Select Reports. Here you can select the tabs that you want to be in your saved Excel file. For this file, defaulting to "Select All" is the best option for most users, but you can use this feature to filter what report tabs are exported to excel.
27.	Click the **Save** button.
28.	Click the small X at the top right corner to close the report. Click **No** in the dialog box that pops up asking to save changes to the Webi report.
29.	Refer to the Equipment Depreciation Populating the Service Activity Rate Template job aid to populate the template with the equipment depreciation information.