

SERFS (Salaries Expenditures Revenue Fund Balance Sponsored Projects) Combined Report: Running the Webi Report

To complete the **Service Activity Rate Calculation Template**, the SERFS report offers a convenient option to pull most of the required financial data in a single report.

Note: Users will need to run **Equipment Depreciation Reports** separately to complete the **Service Activity Rate Calculation Template**.

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 SERFS Combined Report template (Webi).
4.	Select the Open option in the dialog box.
5.	Once the report opens, click the small X at the right corner to close the report (leave Webi open, do not click on the large X in the red box 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 SA_SERFS_Salaries, Expenditures, Revenue and Fund Bal and Spon Proj_Aug 22 report.
11.	Click the Refresh button at the top. (Located in the Data Access or Properties tab)
12.	Click on the Enter Fund Code under Prompts Summary .
13.	Type the fund number in the Selected Value(s) field.
14.	Click on the Enter COA Code under Prompts Summary .
15.	Type the one-digit chart of account code in the Selected Value(s) field.
16.	Click on the Enter Fiscal Year under Prompts Summary .
17.	Type in the four-digit fiscal year in Selected Value(s) field (ex: 2015).
18.	Click the OK button. NOTE: The report may not refresh immediately based on the amount of information and server connections.
19.	To export the data to Excel, click the down arrow next to the Save button.
20.	Click the Save As button.
21.	Locate a place to save on your computer.
22.	Name your report in the File Name field. For example, you can add the fund number to the file name.

Step	Task
23.	Select Excel for Files of Type.
24.	<p>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. Most users should "Select All."</p> <p>Note: The report includes many tabs that are required to complete Service Activities Rate Calculation Templates (Expenditures Detail & Summary, Salaries Detail & Summaries, Fund Balance). Other tabs are provided simply as a helpful reference to users (SERFS Summary, Fund Balance History, Revenue Detail & Summary, Spon Proj Summary).</p>
25.	Click the Save button.
26.	Click the small X at the top right corner to close the report. You can click No in the dialog box that pops up asking to save changes to the Webi report.
27.	Refer to the SERFS Report Populating the Service Activity Rate Template job aid to populate the template with the combined information.