

Equipment Depreciation: Running the Webi Report

To complete the **Equipment Depreciation** tab in the **Service Activity Rate Calculation Template**, you need to run the Equipment Depreciation Webi Report first. Then, you copy the appropriate data from the Webi report and paste it into the **Service Activity Rate Calculation Template**.

Step	Task
1.	Go to https://www.obfs.uillinois.edu/government-costing/service-Activities/Urbana-Champaign-service-activity/ .
2.	Click the Equipment Depreciation Report (Webi) link under Templates & Reports .
3.	Select the Open option in the dialog box to open the report.
4.	Once the report opens, click the small X at the top right corner to close the report (leave Webi open, do not click on the large X at the very top)
5.	Click the Web Intelligence menu on the top left.
6.	Select Login As .
7.	Log in with your ID and password.
8.	Click the Login button.
9.	Click Equipment Depreciation Report.wid .
10.	Click Design button at the top right (not the drop down arrow). This adds tabs at the top of the screen and will allow for filtering in future steps, but the overall look of your screen will not change
11.	Click the Refresh button at the top.
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 For New Equip Tab: Enter Depr Start Date under Prompts Summary .
19.	Type the depreciation start date in the Type a value field.
20.	Click Enter Fiscal Year for Depreciation Expense under Prompts Summary .
21.	Type the fiscal year in the Type a value field.
22.	Click the OK button.
23.	To export the data to Excel, click the down arrow next to the Save button.
24.	Select the Save As button.
25.	Locate a place to save on your computer.
26.	Select Excel for Files of type.
27.	Click the Save button.