

Salaries and Wages: Running the Webi Report

Calculate and project the salaries and wages that can be included in the Service Activity and also calculate an external rate.

Step	Task
1.	Go to https://www.obfs.uillinois.edu/government-costing/service-Activities/Urbana-Champaign-service-activity/ .
2.	Click the Salaries and Wages link under Templates & Reports .
3.	Select the Open option in the dialog box.
4.	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).
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 Salaries and Wages report.
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 on the Enter Acctg Detl State Fiscal Year under Prompts Summary .
13.	Type in the four digit fiscal year in Selected Value(s) field (ex: 2015).
14.	Click on the Enter Acctg Detl 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 Acctg Detl Financial Fund Cd: under Prompts Summary .
17.	Type the fund number in the Selected Value(s) field.
18.	Click the OK button.
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.	Select Excel for Files of Type.
23.	Click the Save button.
24.	Reference the Salaries and Wages: Populating the Service Activity Rate Template job aid to complete the Service Activity Rate Calculation .