

Expenditures and Transfers: Running the Webi Report

To complete the **Expenditures and Transfers** tab in the **Service Activity Rate Calculation Template**, you need to run the Expenditures and Transfers 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 Expenditures and Transfers 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 the Expenditures and Transfers 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 Enter Fiscal Year under Prompts Summary .
13.	Type the fiscal year in the Type a value field.
14.	Click the right arrow button.
15.	Click Enter COA under Prompts Summary .
16.	Type the Chart of Account in the Type a value field.
17.	Click the right arrow button.
18.	Click Enter Fund Code under Prompts Summary .
19.	Type the Fund Code in the Type a value field.
20.	Click the right arrow button.
21.	Click the OK button.
22.	To export the data to Excel, click the down arrow next to the Save button.
23.	Select Save As .
24.	Locate a place to save on your computer.
25.	Select Excel for Files of Type.
26.	Click the Save button.
27.	Reference the Expenditures and Transfers: Populating the Service Activity Rate Template job aid to complete the Service Activity Rate Calculation .

