HOW TO RUN A WEBI REPORT

Once you've located the report you want, simply double-click on it to run it.

My Report	K		Web Intelligence
		Double-click here	

Your report will open in reading (view only) mode:

VENDOR ACTIVI			ITY
Voucher ID	Vendor	Net Amount	Unit
V0272456	146 Supply Center,	\$29.09	350
V0276182		\$337.35	350
V0277713		\$364.80	350
V0290216		\$1,752.16	350
	146 Supply Center,	\$2,483.40	

You will probably want to refresh the report to see the most recent data. To do this, click on the refresh icon 🔍 at the top of your screen:

SAP			Welco
Home Documents My Report 🕫 🕂 😂			
Web Intelligence 💌 🗋 🧀 🚰 🗧	i M 🍄 🕹 • 🖂 • 🔄 👘 (*	🍣 🔹 🔣 Track 🔹 🤿 Drill	▼ Filter Bar Freeze ▼ € Outline
- Pa		2	

Many reports have prompts that need to be answered in order to report the correct information. This report has 4 prompts for information:



To change any of the values that show up here, click on the prompt that you want to change. For example, Enter Voucher Posting Date(End):

rompts Summary	Enter Voucher Posting Date(End):
F Enter value(a) for GL Account Unit: 350 * Enter value(a) for GL Account Unit: 350 * Enter value(a) for GL Account Source: 400 * Enter value(a) for GL Account Source: 400	Implicitly homenoids Implicit (Approximation of the second o
leguired prompts	1

To change the value that is already there (6/30/2011 12:00:00AM), click in the date window on the right-hand side of the screen:

Then click on the calendar icon to select the date:

Prompts	e × (
Prompts Summary	Enter Voucher Posting Date(End):
* Enter value(s) for GL Account Unit: 350 * Enter Voucher Posting Date(Start): 7/1/2010 12:00:00 AM	6/30/2011 12:00:00 AM
* Enter Voucher Posting Date(End): 6/30/2011 12:00:00 AM	
 * Enter value(s) for GL Account Source: 400 	Voucher Posting Date
	7/2/2003 12:00:00 AM Calendar Button

Use the up and down arrows on the calendar to scroll through the months or years:



When you find the date you're looking for, click on it to highlight it, then click on the right arrow to move it over:



As another example, let's also change the GL Account Unit selection. First click on that prompt to highlight it:



On the right-hand side, click on 'Refresh Values' to be sure you have the most up-to-date list available:

Prompts	2 ×
Prompts Summary	Enter value(s) for GL Account Unit:
* Enter value(s) for GL Account Unit: 350	Type values here
* Enter Voucher Posting Date(Start): 7/1/2010 12:00:00 AM	Defects Volume 2
* Enter Voucher Posting Date(End): 6/30/2011 12:00:00 AM	Reifesti Values 🧭 🔽
 * Enter value(s) for GL Account Source: 400 	GL Account Unit <
	251
	698 Refresh Values
	521
	741
	305
	681
	913
	June 22, 2015 8:13:57 AM GMT-
	04:00
	(A) +
Required prompts	
	OK Cancel

The item(s) currently selected will show up in the right-hand side:

Prompts	۷ 🗴	
Prompts Summary	Enter value(s) for GL Account Unit:	
* Enter value(s) for GL Account Unit: 350	Type values here 350	
* Enter Voucher Posting Date(Start): 7/1/2010 12:00:00 AM	Pafrach Values 😵 🕞	
* Enter Voucher Posting Date(End): 6/30/2011 12:00:00 AM		
 * Enter value(s) for GL Account Source: 400 	GL Account Unit	
6	251 704 024 698 521 741 649 305 681 913 October 30, 2015 9:47:36 AM GMT- 04:00 M •	ected value(s)
* Required prompts	OK Correl	
	OK Cancel	

To remove selected items, highlight the item to be removed, then click on the left arrow:

Prompts	②	
Prompts Summary	Enter value(s) for GL Account Unit:	
* Enter value(s) for GL Account Unit: 350	Type values here 350	
* Enter Voucher Posting Date(Start): 7/1/2010 12:00:00 AM	Defreeb Volues	
* Enter Voucher Posting Date(End): 6/30/2011 12:00:00 AM		
 * Enter value(s) for GL Account Source: 400 	GL Account Unit	
₽	251 704 024 698 521 741 649 305 681 913 OCtober 30, 2015 9:47:36 AM GMT- 04:00	 Highlight item(s) to be removed Click on the left arrow to remove
* Required prompts	OK Cancel	

Another tip, you can sort the list of available items by clicking on the header. Click on it again to sort in reverse order:

Prompts	2 ×	
Prompts Summary	Enter value(s) for GL Account Unit:	
* Enter value(s) for GL Account Unit: 350	Type values here 350	
* Enter Voucher Posting Date(Start): 7/1/2010 12:00:00 AM	Defeate Velues 🐔 N	
* Enter Voucher Posting Date(End): 6/30/2011 12:00:00 AM	Refresti values 🦝 🔟	
 * Enter value(s) for GL Account Source: 400 	GL Account Unit	
13	Click here to sort the items in the list Click here again to reverse the order.	 -
* Required prompts	OK Cancel	

Select your items by highlighting them (in this case, the unit(s) you would like), then click on the right arrow to move them over:

Prompts	e × (
Prompts Summary	Enter value(s) for GL Account Unit:	
 Enter value(s) for GL Account Unit: Enter Voucher Posting Date(Star): 7/1/2010 12:00:00 AM Enter Voucher Posting Date(End): 6/30/2011 12:00:00 AM Enter value(s) for GL Account Source: 400 1. Highlight your item(s)	Type values here Refresh Values & GL Account Unit _ 629 631 632 633 634 635 636 October 30, 2015 9:47:36 AM GMT- 04:00	°ow
* Required prompts	OK Cancel	

These are the items that will now be selected for that prompt:

Prompts	3 ×
Prompts Street Ent ● Enter value(s) for GL Account Unit: 630;632;634;635 ● ✓ ● Enter Voucher Posting Date(End): 6/30/2011 12:00:00 AM ● ✓ ● Enter value(s) for GL Account Source: 400 ● ● ■ Enter value(s) for GL Account Source: 400 ●	er value(s) for GL Account Unit:
* Required prompts	OK Cancel

Continue to change as many responses to prompts as you like. Once you're done, click on OK to run your report:

Prompts		3 ×
Prompts Summary	Enter value(s) for GL Account Unit:	
required prompts	OK Cance	

Running a Webl report in this manner allows you to view a report without making any changes. This is called 'Reading' mode. You would need to use 'Design' mode to make changes to a report. You can see those two options on the top right-hand side of your screen in Webl:



We'll cover 'Design' mode in a separate document.