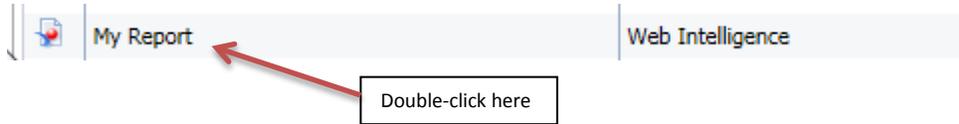# HOW TO RUN A WEBI REPORT

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

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

VENDOR ACTIVITY

| 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:

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

Prompts

Prompts Summary

✓ * Enter value(s) for GL Account Unit: **350**
✓ * Enter Voucher Posting Date(Start): **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**

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):
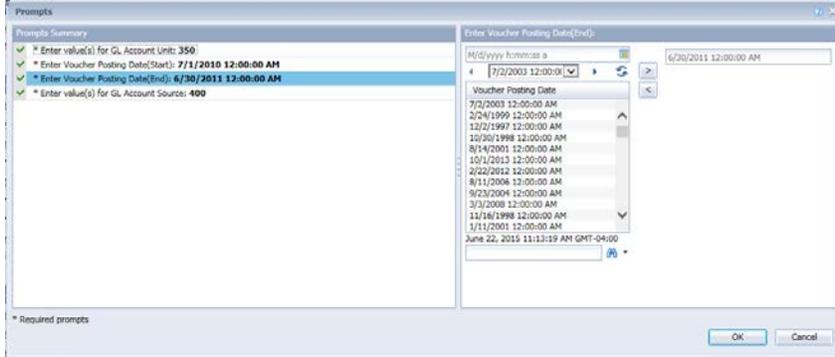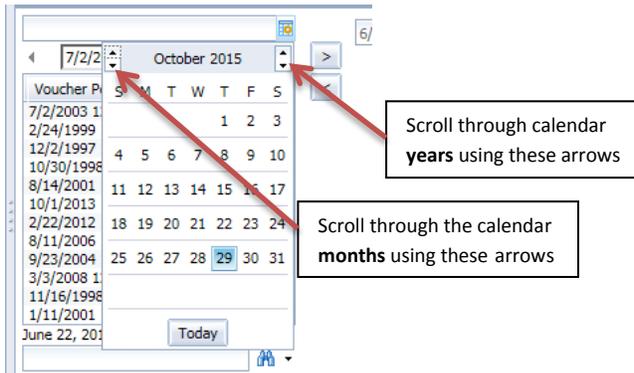

To change the value that is already there (6/30/2011 12:00:00AM), click in the date window on the right-hand side of the screen:
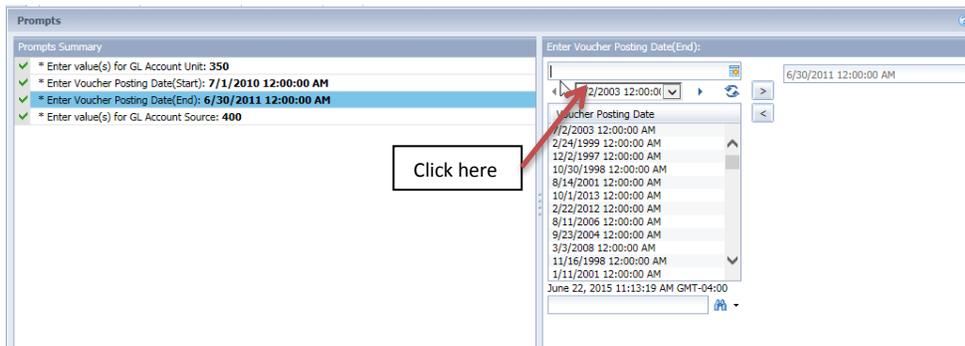

Then click on the calendar icon to select the date:

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


Scroll through calendar **years** using these arrows

Scroll through the calendar **months** using these arrows

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:

2. Then click on the right arrow to make your selection

3. Your selection will appear in this box
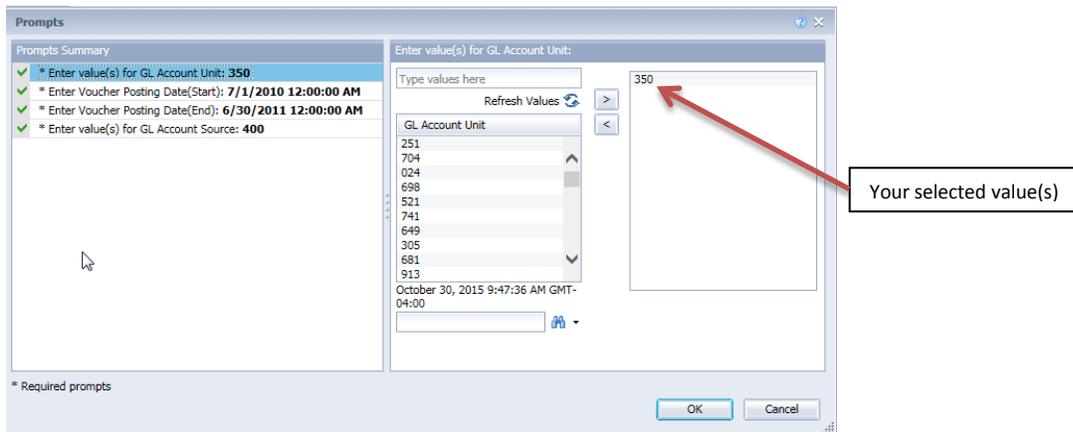
1. Highlight your date
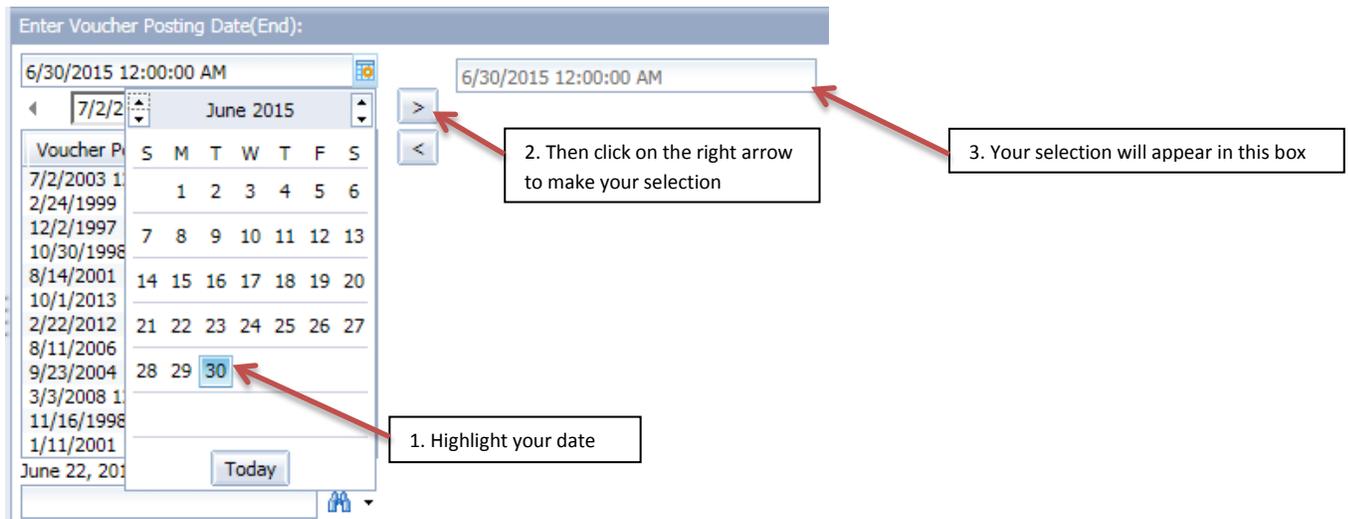
As another example, let's also change the GL Account Unit selection. First click on that prompt to highlight it:
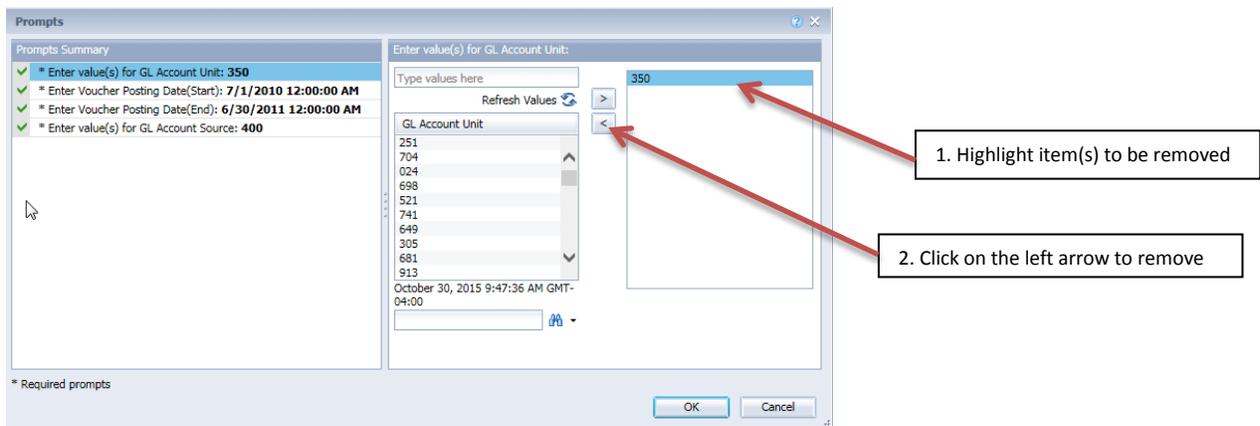
On the right-hand side, click on 'Refresh Values' to be sure you have the most up-to-date list available:

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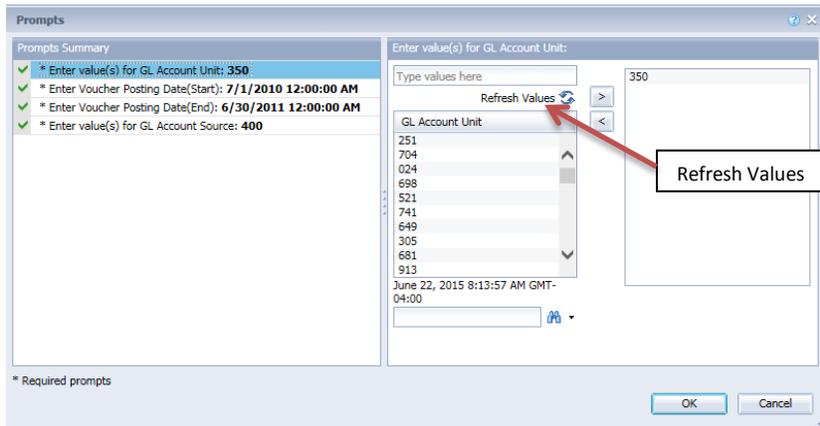
The item(s) currently selected will show up in the right-hand side:

Your selected value(s)

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

1. Highlight item(s) to be removed
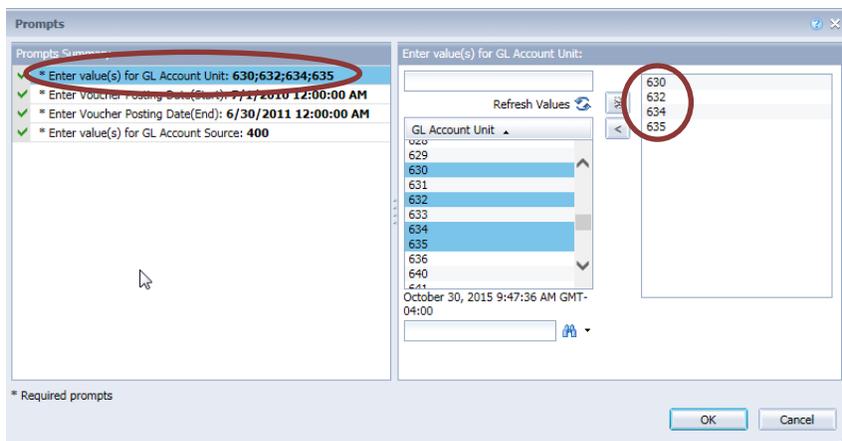
2. Click on the left arrow to remove

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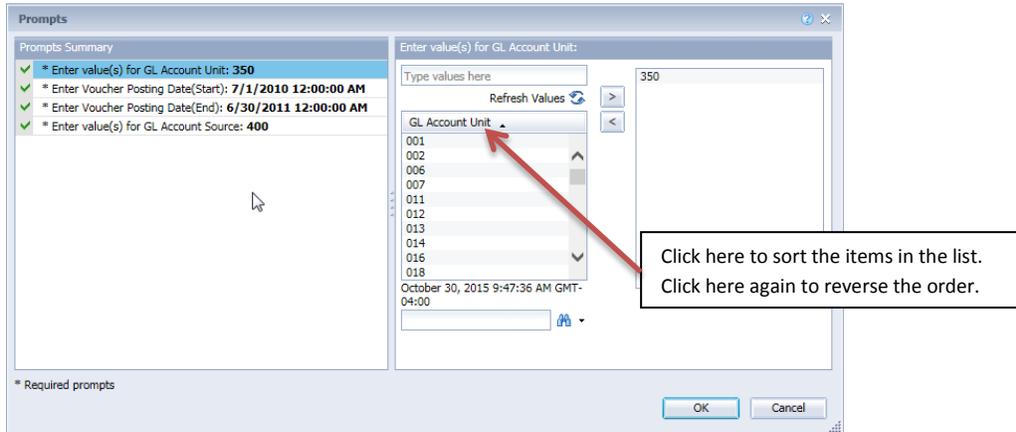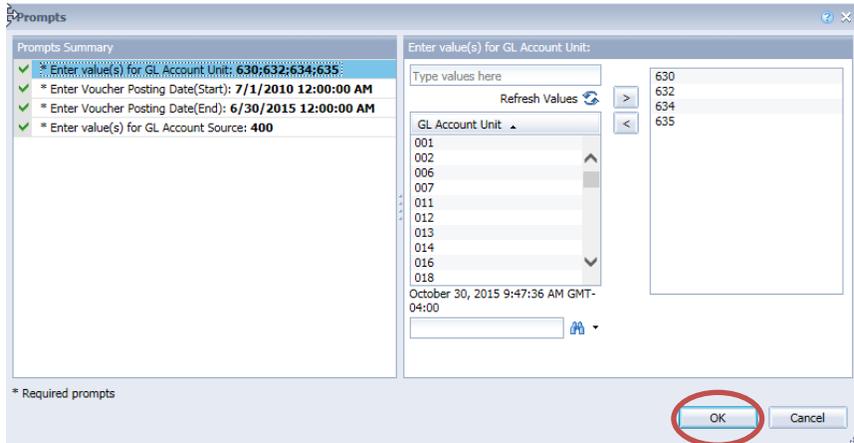

Select your items by highlighting them (in this case, the unit(s) you would like), then click on the right arrow to move them over:
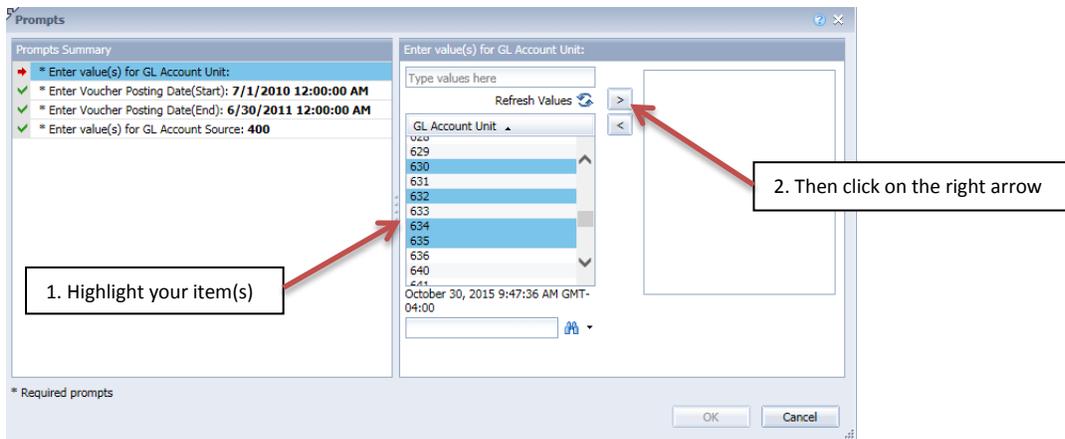
These are the items that will now be selected for that prompt:

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

Running a WebI 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 WebI:

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