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 Table]

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:
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:

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:

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

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