

# Introduction to WebI

Web Intelligence (WebI)

Enterprise Reporting (ER)

**OFM**

OFFICE OF FINANCIAL MANAGEMENT

# Welcome!

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## Quick introductions & expectations for this session

- ✓ Your name?
- ✓ Your agency?
- ✓ Do you have any experience using Enterprise Reporting Web Intelligence (WebI)?
- ✓ What are your expectations for this training session?



# Topics

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This training session will focus on basic topics to provide you with an introduction to WebI.

- ❖ [Quick Overview](#)
- ❖ [Log on / Password Rules](#)
- ❖ [Basic Navigation - WebI Launchpad](#)
- ❖ [Query Panel/Data Structures](#)
- ❖ [Create New Document](#)
- ❖ [Save Document](#)
- ❖ [Modify/Edit Document](#)
- ❖ [Query Filters](#)
- ❖ [Report Table \(Sort/Break/Format/Sum/etc.\)](#)
- ❖ [Print/Export](#)
- ❖ [Schedule Reports](#)
- ❖ [Help/Resources](#)
- ❖ [Q&A and Wrap Up](#)



# Quick Overview

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Web Intelligence (WebI) is a web-based reporting and analysis tool. It provides an interactive way to view and analyze data from various enterprise systems using standard options.

- ✓ Create new query/report or modify existing query/report using common toolbars, dropdown lists, various options for quickly adding/removing objects, etc.
- ✓ Save and retrieve query/report using common file structures.
- ✓ Preview results before running or saving a query.
- ✓ Manage page layouts and sort/filter data.
- ✓ Display data using web browser or export to other formats.



# Quick Overview - Webl

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Webl queries/reports are referred to as documents or web intelligence documents (WID files). A Webl document includes a query/report and related objects/formulas/variables.

- ✓ **Webl queries/reports** are created and managed by agency users. They are based on agency-specific scenarios to meet agency business data needs.
- ✓ **Webl standard reports** are created and managed by the OFM Enterprise Reporting team. They are based on common business scenarios to meet data needs across state agencies.
- ❖ If you need to run standard reports without using additional Webl tools, use the [Enterprise Reporting portal](#).



# Quick Overview - Hours of Operation

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Enterprise Reporting is available 24/7 so that you can use data and reports.

- ✓ **System maintenance** 7:00 pm Saturday to 7:30 am Sunday either the 1<sup>st</sup> or 2<sup>nd</sup> week of every month.
- ✓ **Daily AFRS data updates** 8:00 pm to midnight. New and existing AFRS reports/queries cannot be generated during this time.
- ✓ **Help Desk** staff available from 8:00 am to 5:00 pm weekdays (Monday to Friday - [HereToHelp@ofm.wa.gov](mailto:HereToHelp@ofm.wa.gov) 360.407.9100)

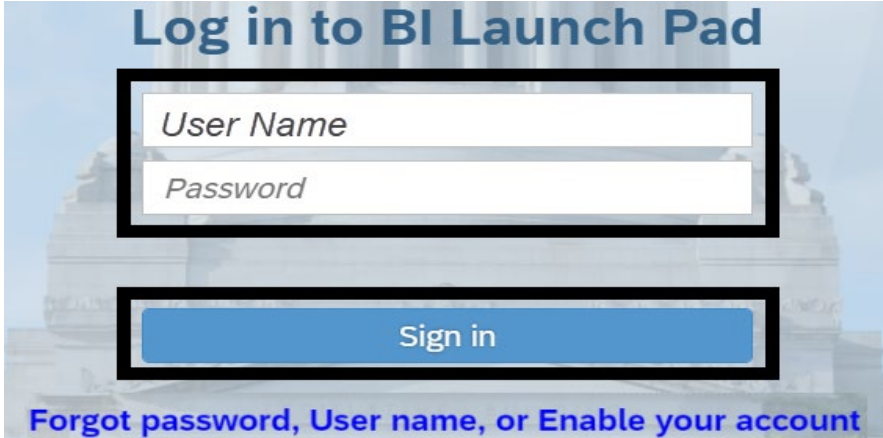


# Log On

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Authorized users can log on with their enterprise reporting (ER) user ID/password from inside the state government network (SGN).

- ✓ <https://reporting.ofm.wa.gov>



Log in to BI Launch Pad

User Name

Password

Sign in

[Forgot password, User name, or Enable your account](#)

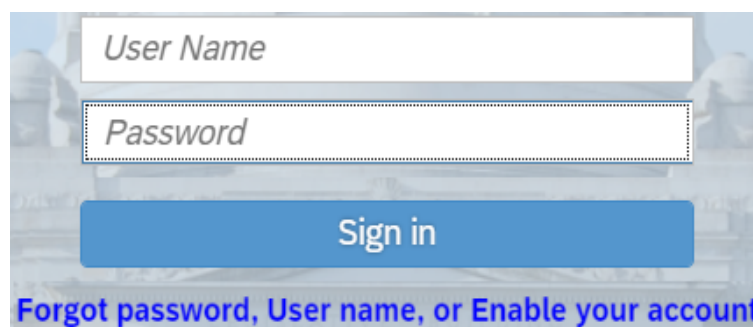
- ✓ Use [Secure Access Washington](#) (SAW) if you need to log on outside of the state government network. For information about using SAW to access WebI, reference the [Enterprise Reporting \(ER\) page](#) on the [OFM IT Systems website](#).

# Password Rules

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Your password ...

- ✓ Needs to include at least 8 characters with at least two of the following characters: upper case letter, lower case letter, number, special character (!@#\$%&\*).
- ✓ Cannot include your user name.
- ✓ Needs to be changed every 120 days.



A screenshot of a login interface. It features two input fields: 'User Name' and 'Password'. Below the fields is a blue 'Sign in' button. At the bottom, there is a blue link that reads 'Forgot password, User name, or Enable your account'.

After 5 incorrect logon attempts, your user account will be locked.

- ✓ If your user account is locked, contact the OFM Help Desk.



[HereToHelp@ofm.wa.gov](mailto:HereToHelp@ofm.wa.gov) 360.407.9100



# Basic Navigation - WebI Launchpad

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In this section, we will review basic navigation for the WebI launchpad.

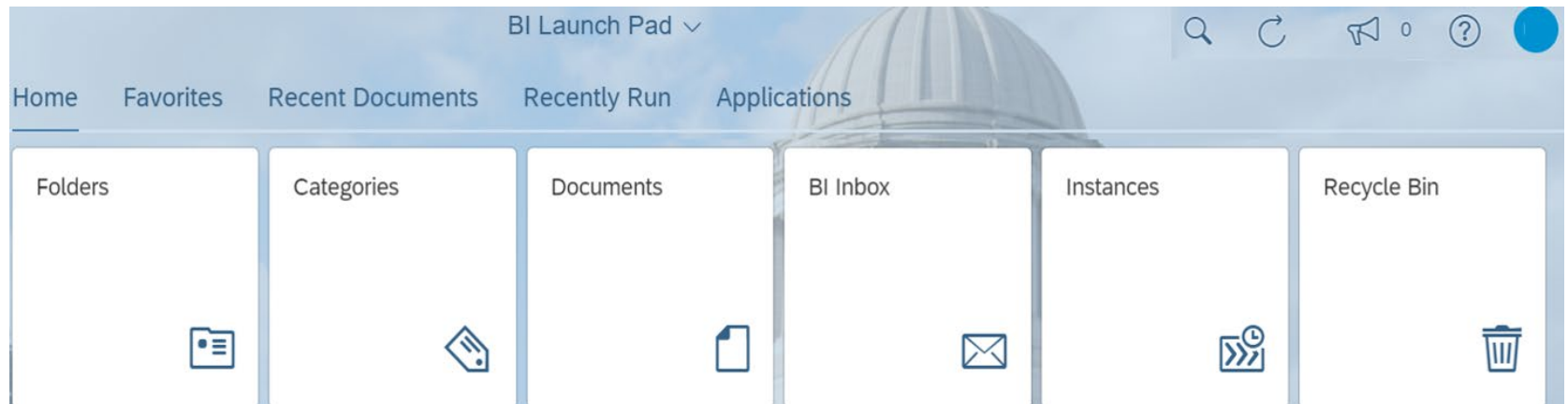
- ✓ The WebI launchpad home page will be displayed after you log on.

# Basic Navigation - Launchpad (Home)

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Home page includes quick links for navigation.

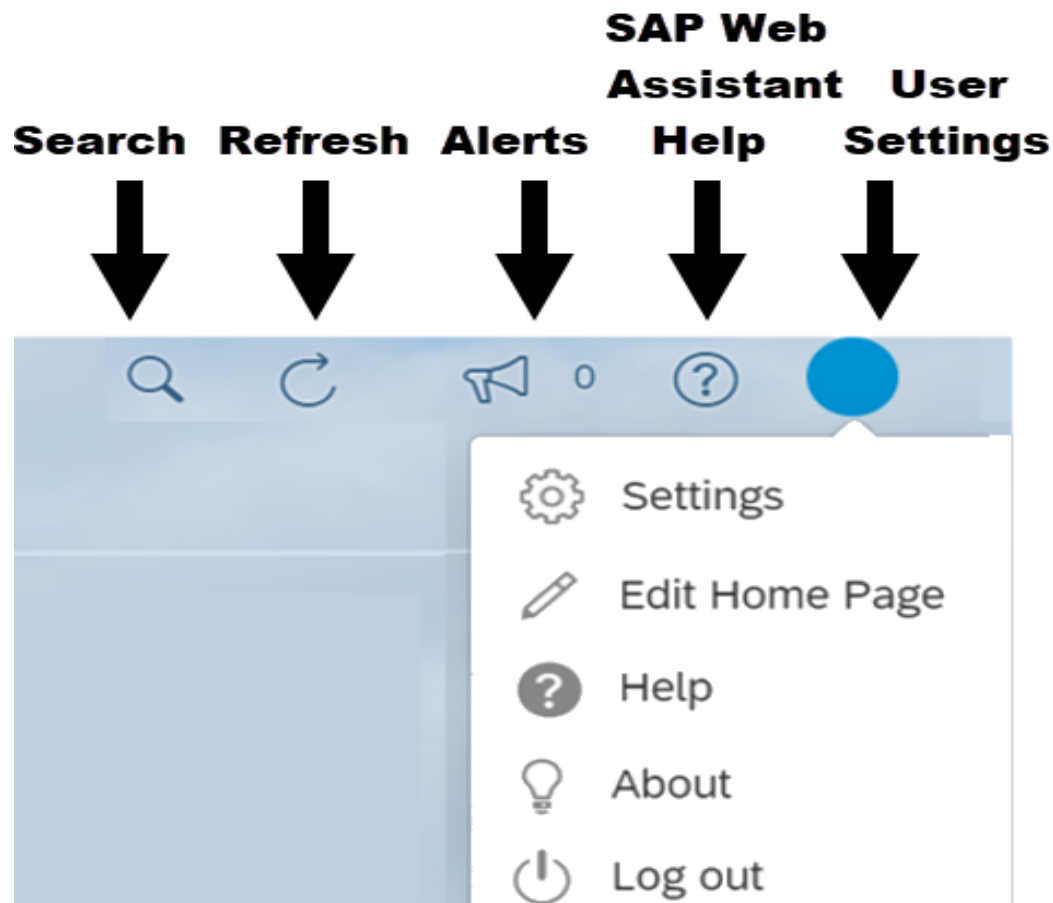
- ✓ **Top banner** includes standard navigation tools for search, refresh, alerts, web assistant (help), and user settings.
- ✓ **Menu bar** includes home, favorites, recent documents, recently run, and applications.
- ✓ **Tile section** includes folders, categories, documents, BI inbox, instances, and recycle bin.



# Basic Navigation - Top Banner

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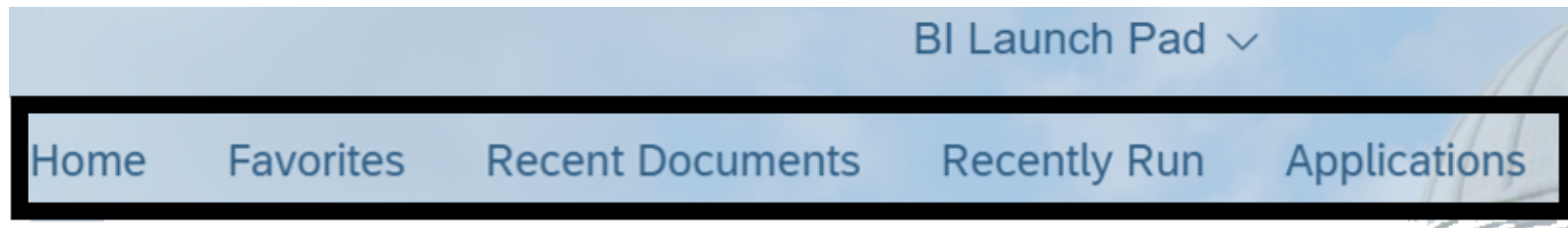
Top banner includes standard navigation tools for search, refresh, alerts, help (SAP web assistant), and user settings.



# Basic Navigation - Menu Bar

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Menu bar includes quick links for navigating to home, favorites, recent documents, recently run, and applications.

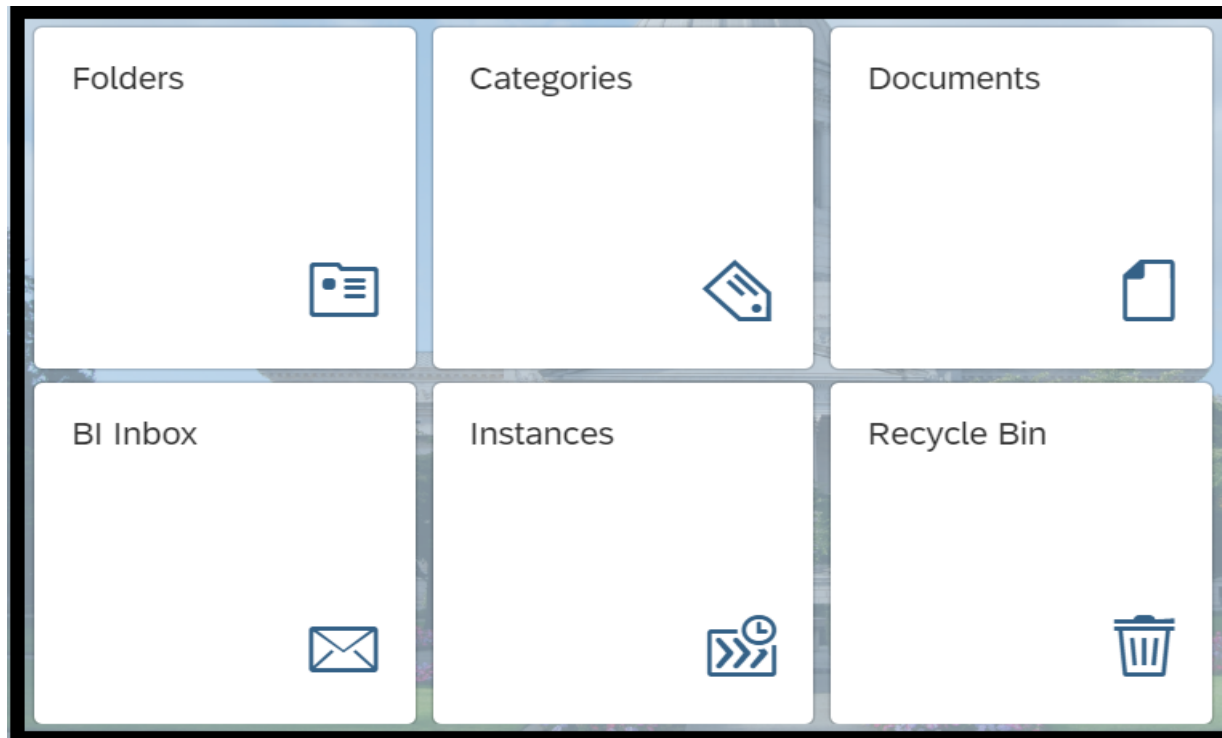


**Web  
Intelligence**

# Basic Navigation - Tile Section

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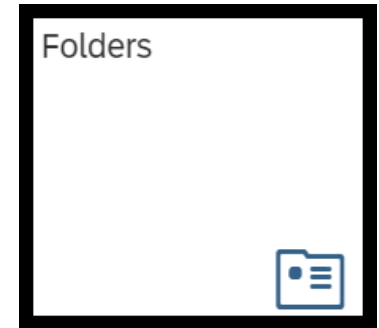
Tile section includes quick links for navigating to folders, categories, documents, documents, BI inbox, instances, and recycle bin.



# Basic Navigation - Folders

Use the folders tile to access your personal folders and the public (agency) folders.

- ❑ **Select folders.**
- ❑ **Select personal folders to expand the folder structure.** If you are a new user and do not yet have any of your own documents in your personal folders, that's ok – we will use this again later in the presentation.



Personal Folders

- ~WebIntelligence
- Sample Folder**
- My Subscribed Alerts
- Public Folders

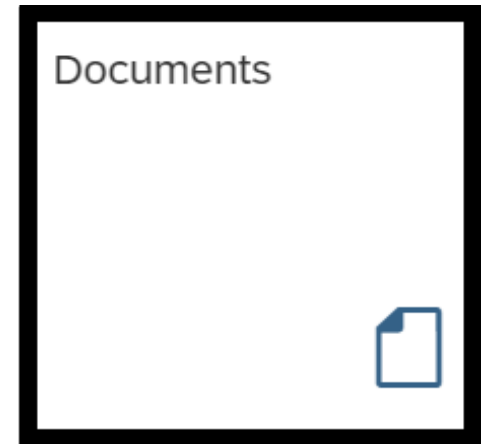
Personal Folders / Sample Folder /

<input type="checkbox"/>	Title	Favori...	Type
<input type="checkbox"/>	Sample WebI Document		Web Intelligence
<input type="checkbox"/>	Sample WebI Docume...		Web In

# Basic Navigation - Documents

Use the documents tile to access a list of all documents that are available within the BI launch pad.

- Select documents.**
- Scroll through the list of documents**  
(number of documents on the counter will automatically update as you scroll down the page).



All Documents (50+)					
<input type="checkbox"/>	Title	Favorites	Type	Description	Last Updated

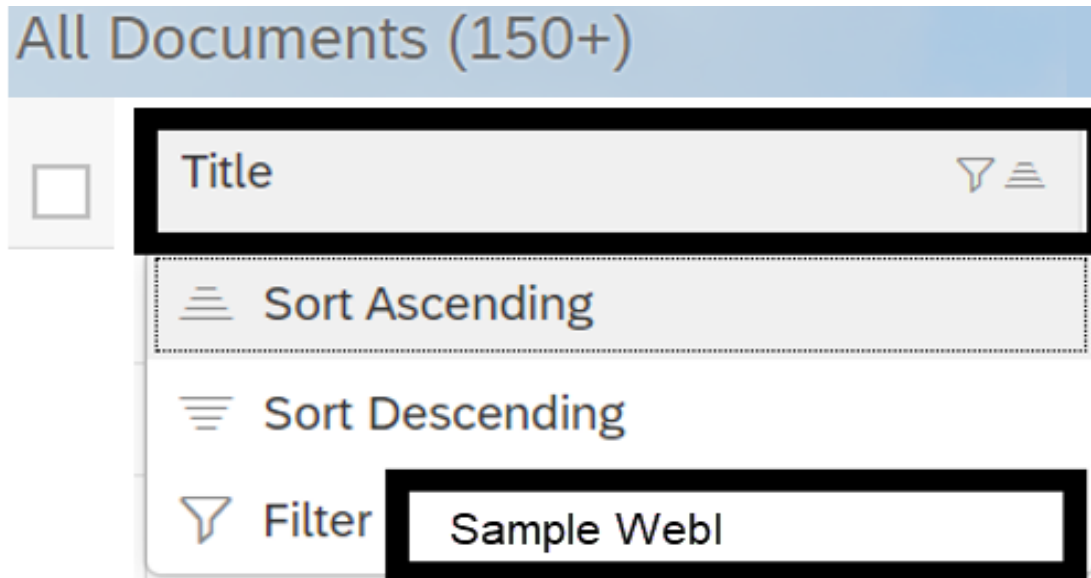
- ❖ **Reminder:** if you need to run standard reports without using additional WebI tools, use the Enterprise Reporting portal.

# Basic Navigation - Document Sort/Filter

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Column headings in the document list include quick filters to sort the list (ascending / descending) or narrow the list of documents.

- ❑ **Select title heading to filter the list of documents.**
- ❑ **Input filter criteria (and press enter).**





# Query Panel/Data Structures

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In this section, we will briefly explore some of the query panel data structures before we create a new document.

- ✓ WebI provides standard data structures so that you can create queries/reports and perform data analysis.

# Data Source/Data Structures

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WebI will prompt you to select a data source when you create a new document. The data source will be represented in a WebI universe.






- ✓ **Universes** are organized into data structures with classes and objects so that you can use WebI to create queries/reports based on your specific business scenarios.
- ✓ **Classes** are logical grouping of objects within a universe. A class represents a category of objects and can be divided hierarchically into subclasses.
- ✓ **Objects** are named components that map to data or a source of data in the database.



# Standard Data Structures

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WebI provides standard data structures so that you can create queries/reports and perform data analysis.

Structure	Additional Information
Universe 	Set of data (from one or more data sources) with measures, dimensions, attributes, and filters that are used to create queries/reports.
Dimension 	Collection of related data representing aspects of a business with parameters for analysis and hierarchy structures such as geography, product, or time. For example, agency code.
Attribute (Detail) 	Provides a description of a dimension but is generally not the focus for analysis. For example, agency title.
Measure 	Numeric data that represents calculations of data in the universe. Conveys numeric information which is used to quantify a dimension object. For example, amount.
Filter 	Narrows query results to focus on specific data elements.

# Query Panel - Universe Outline

In this example, the universe outline section includes several folders with objects related to the sample AFRS universe.

The screenshot displays the 'Query Panel' interface. At the top, there is a title bar 'Query Panel' and a toolbar with icons for 'Add Query', 'Grid', 'Filter', 'Table', 'User', 'Refresh', 'Settings', and 'Help'. Below the toolbar, a dropdown menu shows 'Query 1'. The main area is divided into two sections: 'AFRS 2023' and 'Result Objects'. The 'AFRS 2023' section has a search bar 'Type here to filter' and a tree view containing the following folders: 'AFRS 2023 [unx]', 'Time Class', 'Time Filters', 'Agency Class', 'GL Account Class', and 'GL Account Filters'. The 'Result Objects' section has a title 'Result Objects' and a toolbar with icons for 'Filter', 'Close', 'Delete', 'Previous', and 'Next'. Below the toolbar is a text box: 'To include data in reports, select objects on the Universe pane and add them here by clicking the arrow or using drag-and-drop. Click Run Query to return the results.' Below this text box are two arrow buttons. The 'Query Filters' section has a title 'Query Filters' and a toolbar with icons for 'Filter', 'Trophy', 'Close', 'Delete', 'Up', 'Down', and 'Expand'. Below the toolbar is a text box: 'To filter the query, select predefined filters or objects in the Universe pane and add them here by clicking the arrow or using drag-and-drop. Select Filter to specify the values you want returned to reports or select Prompt to define a message so users can select values of their choice.' Below this text box are two arrow buttons. At the bottom of the panel is a dark bar with buttons for 'Run', 'Apply Changes and Close', and 'Cancel'.

# Query Panel - Result Objects

Result objects section will be used for the report data, column headings, and measures.

The screenshot displays the 'Query Panel' interface. At the top, there is a toolbar with an 'Add Query' button and several icons. Below the toolbar, the panel is titled 'Query 1'. A dropdown menu shows 'AFRS 2023'. A search bar contains the text 'Type here to filter'. A tree view on the left lists categories: 'AFRS 2023 [unx]', 'Time Class', 'Time Filters', 'Agency Class', 'GL Account Class', and 'GL Account Filters'. The 'Result Objects' section is highlighted in yellow and contains a title, a filter icon, a close icon, a trash icon, and navigation arrows. Below the title is a text box with instructions: 'To include data in reports, select objects on the Universe pane and add them here by clicking the arrow or using drag-and-drop. Click Run Query to return the results.' Below this is a 'Query Filters' section with a title, a filter icon, a trophy icon, a close icon, a trash icon, and navigation arrows. Below the title is a text box with instructions: 'To filter the query, select predefined filters or objects in the Universe pane and add them here by clicking the arrow or using drag-and-drop. Select Filter to specify the values you want returned to reports or select Prompt to define a message so users can select values of their choice.' At the bottom of the panel, there are three buttons: 'Run', 'Apply Changes and Close', and 'Cancel'.

# Query Panel - Query Filters

Query filters section will be used to narrow the query results so that you can focus on specific data elements. This also helps to prevent long run times or system timeouts because it will limit the amount of data returned for the query.

The screenshot displays the 'Query Panel' interface. At the top, there is a toolbar with an 'Add Query' button and several icons. Below the toolbar, a dropdown menu shows 'Query 1'. The main area is divided into two sections: 'Result Objects' and 'Query Filters'. The 'Query Filters' section is highlighted with a yellow background. On the left, a tree view shows the hierarchy for 'AFRS 2023', including 'Time Class', 'Time Filters', 'Agency Class', 'GL Account Class', and 'GL Account Filters'. The 'Query Filters' section contains a list of predefined filters and objects, with instructions on how to use them. At the bottom, there are buttons for 'Run', 'Apply Changes and Close', and 'Cancel'.

Query Panel

Add Query

Query 1

AFRS 2023

Type here to filter

AFRS 2023 [unx]

- Time Class
- Time Filters
- Agency Class
- GL Account Class
- GL Account Filters

**Result Objects**

To include data in reports, select objects on the Universe pane and add them here by clicking the arrow or using drag-and-drop. Click Run Query to return the results.

**Query Filters**

To filter the query, select predefined filters or objects in the Universe pane and add them here by clicking the arrow or using drag-and-drop. Select Filter to specify the values you want returned to reports or select Prompt to define a message so users can select values of their choice.

Run Apply Changes and Close Cancel

# Query Panel - Add/Remove Objects

Result objects section and query filters section both include arrows to add (>) and remove (<) objects to build your query.

- ✓ Both sections also include options (located in the upper right corner) so that you can quickly remove selected items (X) or remove all items (trash can icon).

The screenshot displays the Query Panel interface. At the top, there is a dropdown menu labeled "Query 1". Below it, the "AFRS 2023" section is expanded, showing a list of objects: "AFRS 2023 [unx]", "Time Class", "Time Filters", "Agency Class", "GL Account Class", and "GL Account Filters".

The "Result Objects" section is on the right, with a yellow box highlighting the "X" and trash can icons in the upper right corner. Below this section is the "Query Filters" section, also with a yellow box highlighting the "X" and trash can icons in the upper right corner. A vertical yellow box highlights the add (>) and remove (<) arrows between the two sections.

**Result Objects**  
To include data in reports, select objects on the Universe pane and add them here by clicking the arrow or using drag-and-drop. Click Run Query to return the results.

**Query Filters**  
To filter the query, select predefined filters or objects in the Universe pane and add them here by clicking the arrow or using drag-and-drop. Select Filter to specify the values you want returned to reports or select Prompt to define a message so users can select values of their choice.



# Query Panel - Search/Filter/Expand/Collapse

Query panel includes search and filter options to help you find objects. You can also expand/collapse the universe tree structure.

- ✓ When you build a query, ensure toggle (show/hide) is on for data outline and query filters so that the section panels are displayed.

The screenshot shows the Query Panel interface. At the top, there is a toolbar with an 'Add Query' button and several icons. A yellow box highlights the 'show/hide' toggle icon. Below the toolbar, the 'Query 1' dropdown is visible. The main area is divided into two sections: 'AFRS 2023' and 'Result Objects'. The 'AFRS 2023' section has a search bar with the text 'Type here to filter the tree' and a search icon. A yellow box highlights this search bar. The 'Result Objects' section has a title 'Result Objects' and a description: 'To include data in reports, select objects on the Universe pane and add them here by clicking the arrow or using drag-and-drop. Click Run Q to return the results.' Below this, there are two arrows pointing right and left. The 'Query Filters' section has a title 'Query Filters' and a description: 'To filter the query, select predefined filters or objects and add them here by clicking the arrow or using drag-and-drop. Filter to specify the values you want returned to reports. Define a message so users can select values of their...'. Below this, there are two arrows pointing right and left. Annotations include a yellow box around the search bar with the text 'Search and filter to find objects' and arrows pointing to it, and another yellow box around the search bar with the text 'Expand/Collapse tree structure' and arrows pointing to the search bar and the 'AFRS 2023' section.

**Search and filter to find objects**

**Expand/Collapse tree structure**



# Create New Document

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In this section, we will create a new document using the query panel and data structures.

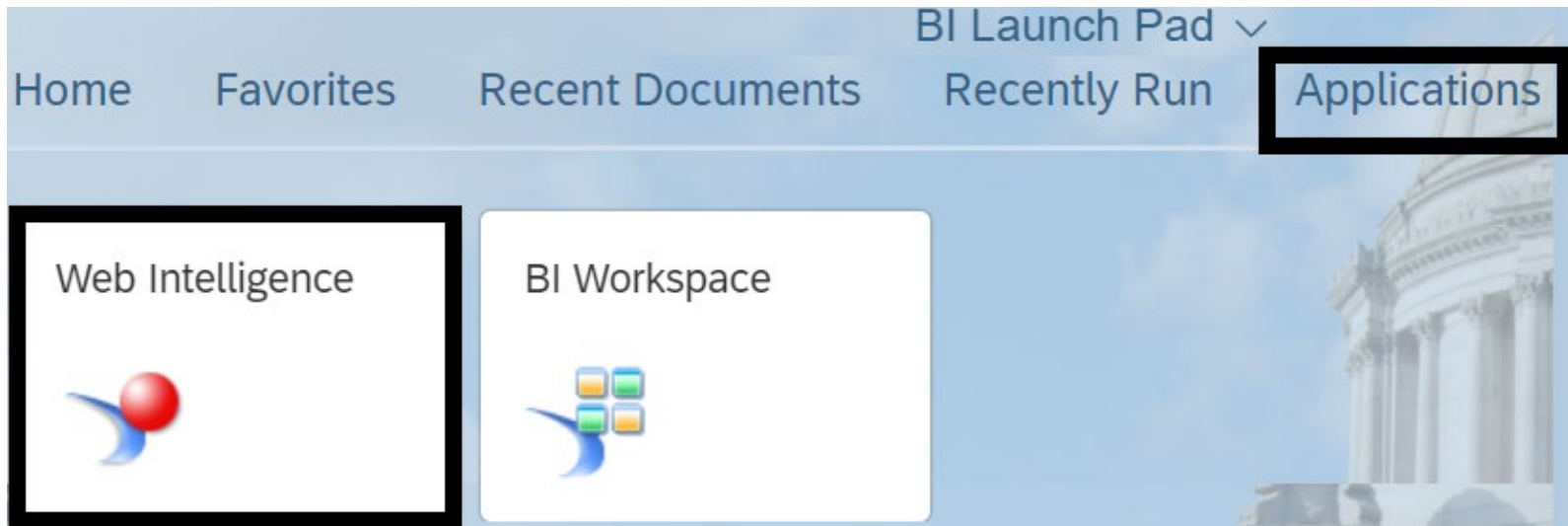
- ✓ A WebI document includes a query/report and related objects/formulas/variables.

# Web Intelligence Application

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Use WebI to create a new document.

- ❑ **Select Web Intelligence** (located in applications).



# New WebI Document

Use WebI to create a new document.

- ❑ **Select data source SAP BI platform repository and universe.**

Select a Data Source

**SAP BI Platform Repository**  
Browse resources from your enterprise repository

**Universe**  
Select a universe as a data source

Google Drive  
Select a data source from Google Drive

Web Intelligence Document  
Use a Web Intelligence document as a data source

Excel  
Select an Excel spreadsheet as a data source

Text  
Select a Text file as a data source

SAP BW (incl. BW/4HANA and S/4HANA)  
Select a BEx query or BW Info provider as a data source

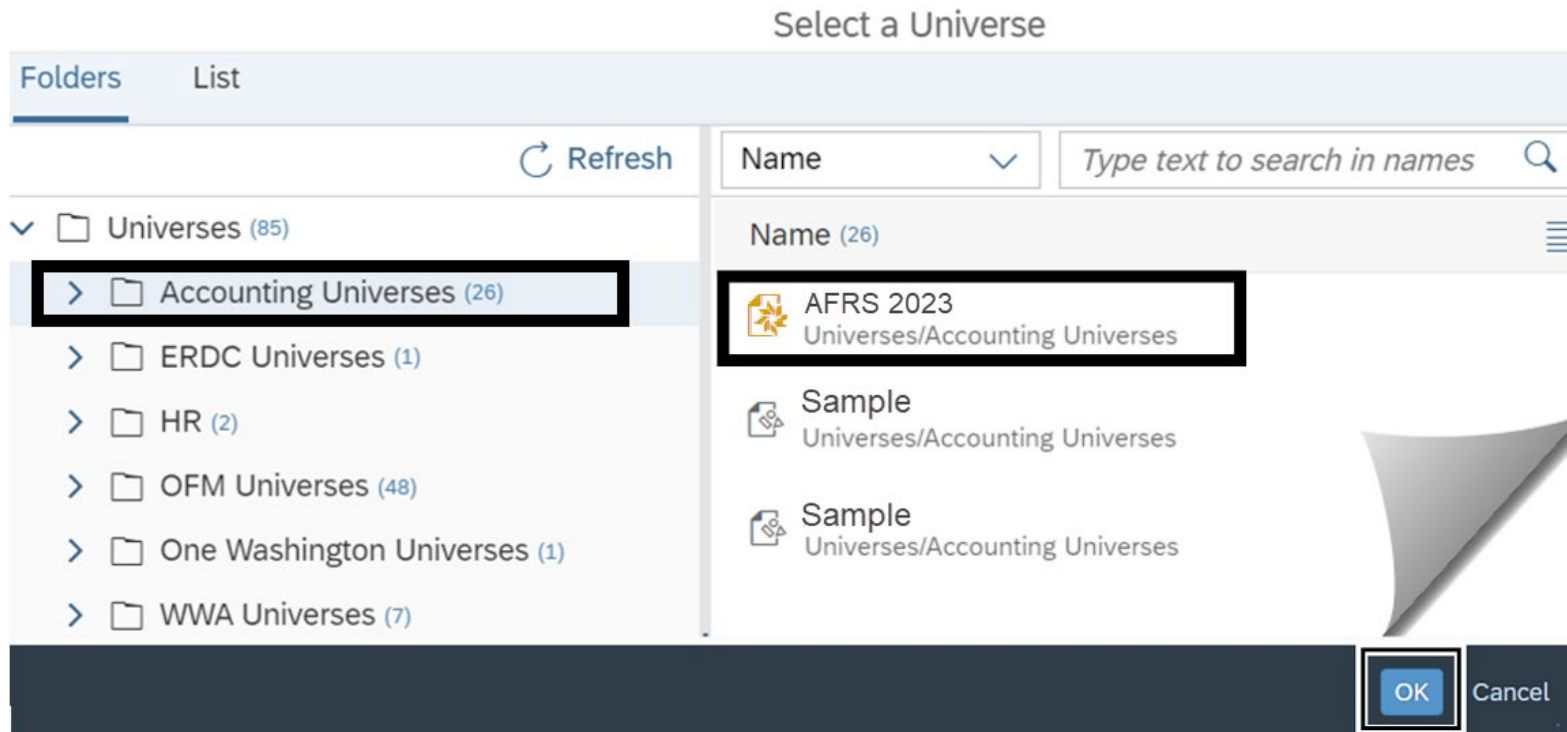
SAP HANA  
Select an SAP HANA view as a data source

No Data Source  
Create an empty document

OK Cancel

# Select Data Source

- ❑ **Select universe name.**
- ✓ WebI will display a list of available universes based on your security/permissions. In this example, we select accounting universes and a current AFRS universe.



# Add Result Objects

- ❑ **Drag and drop objects from the universe into the result objects section.**
- ✓ Expand the object folders to select individual objects or select multiple objects. To add all objects in a class, drag and drop the class into the result objects section.

The screenshot displays the 'Query Panel' interface. At the top, there is a toolbar with an 'Add Query' button and several icons. Below the toolbar, the 'Query 1' dropdown is visible. The main area is divided into two sections: 'Result Objects' and 'Query Filters'. In the 'Result Objects' section, a 'Fiscal Year' object is being added to the list. A dashed arrow points from the 'Fiscal Year' object in the left-hand 'AFRS 2023' universe to its corresponding entry in the 'Result Objects' list. The 'Query Filters' section contains a text box with instructions: 'To filter the query, select predefined filters or objects in the Universe and add them here by clicking the arrow or using drag-and-drop. See Filter to specify the values you want returned to reports or select Proc to define a message so users can select values of their choice.'

# Sample Result Objects

In this example, we added fiscal year (dimension), fiscal month (dimension), program (dimension), and amount (measure).

- ✓ The results objects section will be used for the report data, column headings, and measures.

The screenshot displays a 'Query Panel' interface. At the top, there is a toolbar with an 'Add Query' button and several icons for grid, filter, refresh, and settings. Below the toolbar, a dropdown menu shows 'Query 1'. The main area is divided into two sections: 'Result Objects' and 'Query Filters'. The 'Result Objects' section contains four items: 'Fiscal Year', 'Fiscal Month', 'Program', and 'Amount', each with a plus icon and a list icon. The 'Query Filters' section is currently empty. On the left side, there is a tree view showing 'AFRS 2023' with a search bar and a list of items including 'AFRS 2023 [unx]', 'Measures Class', 'Amount', and 'GL Amount'.

# Add Query Filters

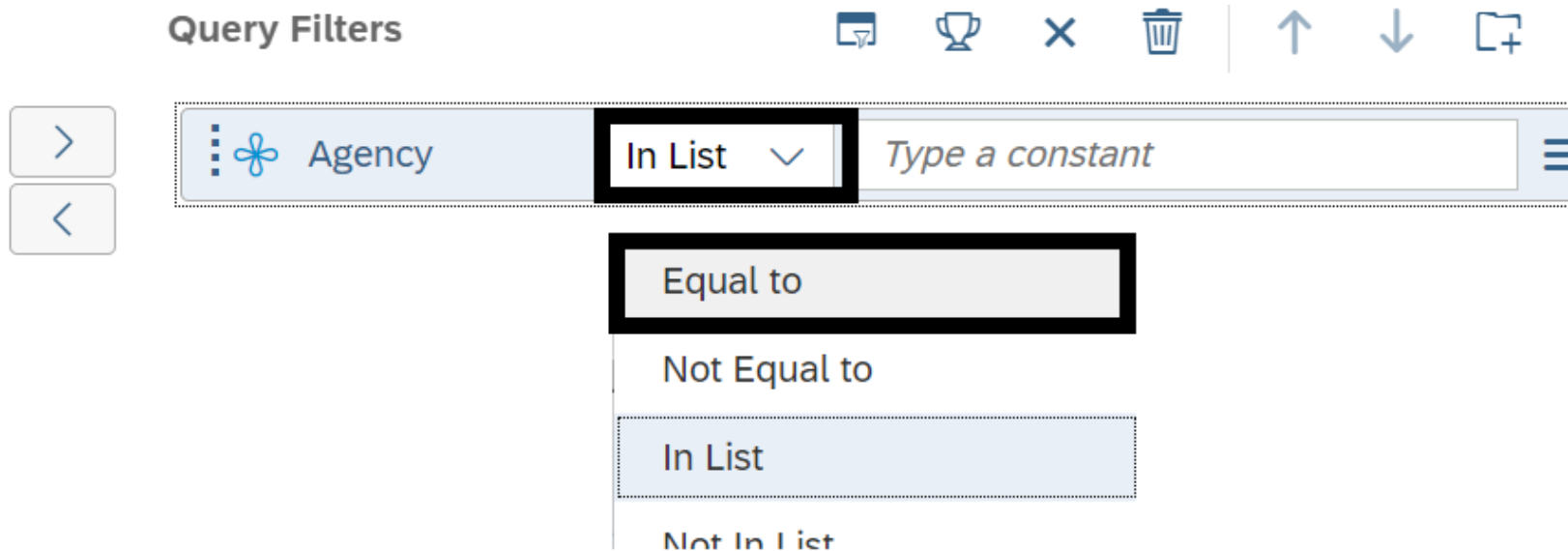
- ❑ **Drag and drop objects from the universe into the query filters section.** In this example, we add the agency object to the query filters.

The screenshot displays a query builder interface for 'AFRS 2023'. On the left, a 'Universe' pane lists objects: 'Time Class', 'Time Filters', 'Agency Class', 'Agency', 'Subagency', and 'Budget Option'. The 'Agency' object is highlighted with a blue background. A large black arrow points from this object to the 'Query Filters' section on the right. The 'Query Filters' section contains one filter: 'Agency', which is currently set to 'In List' and has a text input field containing 'Type a constant'. Above the filters is the 'Result Objects' section, which contains four objects: 'Fiscal Year', 'Fiscal Month', 'Program', and 'Amount'. The interface includes various icons for filtering, deleting, and navigating between sections.

# Select Filter Operator

After you add a query filter, the filter editor will be displayed so that you can apply filter operators to narrow the focus for the query results.

- ❑ **Select filter operator.** In this example, we select equal to from the list of filter operator values for the agency filter.





# Sample Result Objects/Query Filters

In our sample query, we have fiscal year (dimension), fiscal month (dimension), program (dimension), and amount (measure) in the result objects section and agency (equal to 179), GL account (equal to 6510), and fiscal month (equal to 12).

The screenshot displays two sections of a query editor interface. The top section, titled "Result Objects", contains four items: "Fiscal Year", "Fiscal Month", "Program", and "Amount". Each item is represented by a card with a plus icon and a text label. The bottom section, titled "Query Filters", contains three filter rules. Each rule consists of a dimension icon, a label, a comparison operator (set to "Equal to"), a value field, and a menu icon. The filter rules are: "Agency" equal to "179", "GL Account" equal to "6510", and "Fiscal Month" equal to "12". A blue "AND" button is visible between the filter rules. The interface includes navigation arrows and various icons for adding, deleting, and refreshing the query.

**Result Objects**

- Fiscal Year
- Fiscal Month
- Program
- Amount

**Query Filters**

- Agency Equal to 179
- GL Account Equal to 6510
- Fiscal Month Equal to 12

# Run Query

❑ **Select run** (located in lower right corner).

The screenshot shows a query builder interface with the following components:

- Header:** "Add Query" button and navigation icons.
- Query Name:** "Query 1" with a dropdown arrow.
- Left Panel:** "AFRS 2023" dropdown and a tree view containing:
  - AFRS 2023 [unx]
  - Time Class
  - Time Filters
  - Agency Class
  - GL Account Class
  - GL Account Filter:
  - Account (Fund) C
  - Expenditure Auth
- Result Objects:** A section with icons for adding, deleting, and navigating. It contains four objects:
  - Fiscal Year
  - Fiscal Month
  - Program
  - Amount
- Query Filters:** A section with icons for adding, deleting, and navigating. It contains three filters:
  - Agency: Equal to 179
  - GL Account: Equal to 6510
  - Fiscal Month: Equal to 12The filters are connected by an "AND" operator.
- Bottom Bar:** A dark bar with three buttons: "Run" (highlighted with a grey border), "Apply Changes and Close", and "Cancel".

# Sample Report (Query Results)

After you run a query, the results will be displayed in columns/rows of data in the report table on the report page.

- ✓ The report page includes additional options and navigation tools in design mode.

The screenshot displays a software interface with a top navigation bar containing 'File', 'Query', and 'Analyze' sections. The 'Query' section includes icons for a grid and a refresh symbol. Below the navigation bar, the text 'Report 1' is visible, followed by 'Edit' and 'Refresh' buttons. A large bracket labeled 'Report table (columns/rows)' spans the top of a data table. The table has four columns: 'Fiscal Year', 'Fiscal Month', 'Program', and 'Amount'. The first row of data shows '2022', '12', '010', and '130 112.99'. To the right, a pane titled 'Query 1' lists the fields: 'Fiscal Month', 'Fiscal Year', 'Program', and 'Amount', each with a plus icon. A 'Design' dropdown menu is located in the top right corner.

Fiscal Year	Fiscal Month	Program	Amount
2022	12	010	130 112.99

# Save Document

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In this section, we will explore options for saving a document.

- ✓ Depending on your security profile (role/permission), you can save documents to personal or public folders.
- ✓ Regular users can save documents to their personal folder (My Folders).
- ✓ Power users can save documents to their personal folder (My Folders) or designated public folders.

# Select Save/Save As

After you run a query, the results will be displayed on the report page in design mode.

**Select save or save as.**

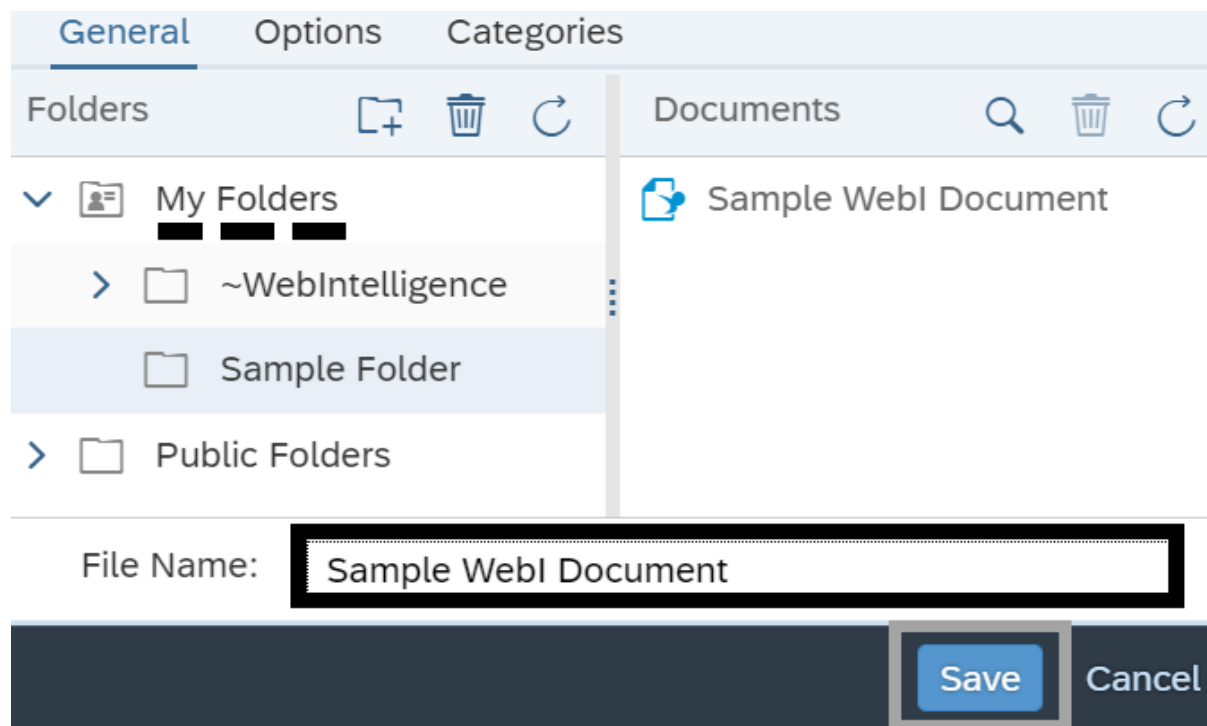
The screenshot shows a software interface with a ribbon at the top containing 'File', 'Query', and 'Analyze' tabs. The 'File' tab is active, and the 'Save' and 'Save As' options are highlighted with a black box. The 'Design' mode dropdown is set to 'Design'. Below the ribbon, there is a search bar and a list of queries under 'Query 1', including 'Fiscal Month', 'Fiscal Year', 'Program', and 'Amount'. The main area displays 'Report 1' and a data table.

Fiscal Year	Fiscal Month	Program	Amount
2022	12	010	130,112.99

# Input File Name

WebI uses standard options to save documents. This will be very similar to how you save files in other modern business systems.

- Select your personal folder (my folders).**
- Input file name (document name).**
- Select save.**



# Modify/Edit Document

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In this section, we will find the document in the folder structure so that we can use the modify/edit options.

# Right-Click Document/Select Modify

Locate your query in the folder structure. In this example, we select a document in our personal folders.

**Right-click document.**

**Select modify.**

The screenshot displays a folder structure on the left and a document list on the right. The 'Folders' pane on the left shows a tree view with 'Personal Folders' expanded, containing '~WebIntelligence' and 'Sample Folder' (which is selected). Below it are 'My Subscribed Alerts' and 'Public Folders'. The 'Selected Folder' pane on the right shows the breadcrumb 'Personal Folders / Sample Folder /' and a table of documents. The table has columns for 'Title' and 'Type'. Two documents are listed: 'Sample WebI Document' and 'Sample WebI Docume...'. The 'Sample WebI Document' row is selected. A context menu is open over this document, listing options: 'View', 'Properties', 'Copy Opendoc Link', 'Modify' (highlighted), and 'Schedule'.

Folders		Selected Folder	
Personal Folders		Personal Folders / Sample Folder /	
~WebIntelligence			
Sample Folder			
My Subscribed Alerts			
Public Folders			

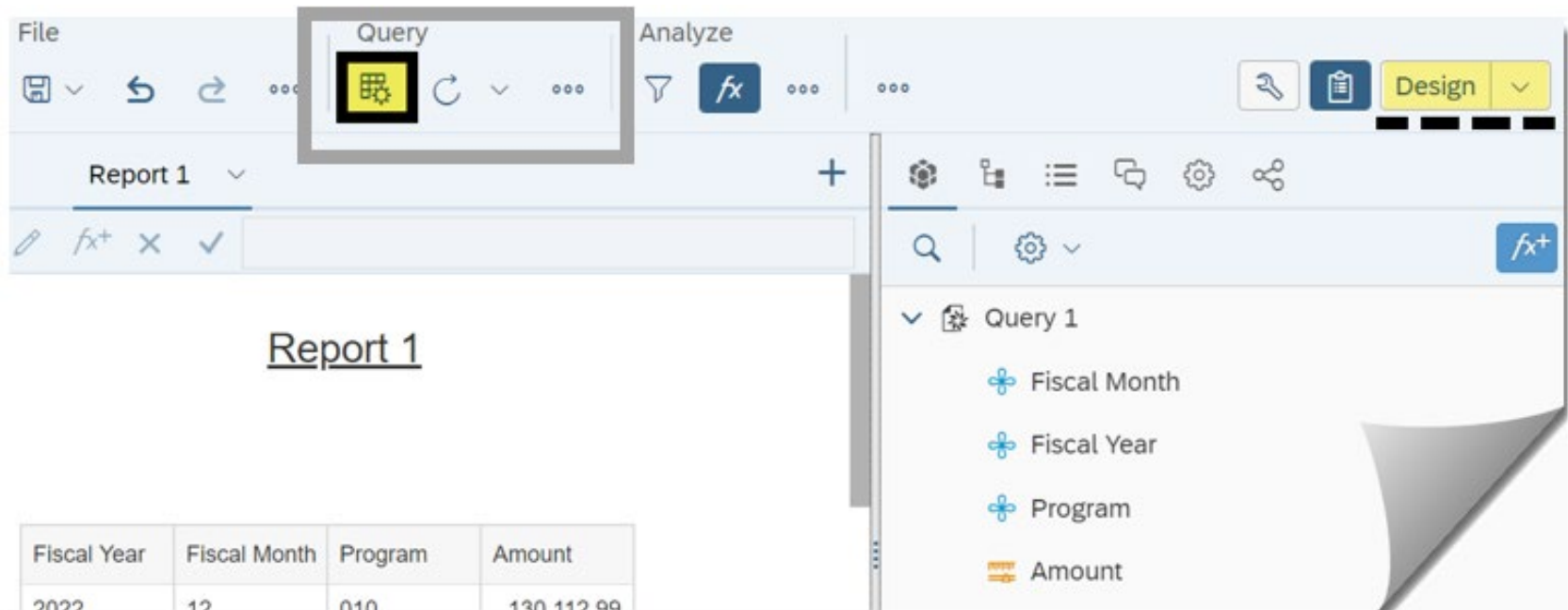
  

	Title		Type
<input type="checkbox"/>	Sample WebI Document		Web Intelligence
<input type="checkbox"/>	Sample WebI Docume...		Web Intelligence



# Select Edit

- ❑ **Select edit** (located on upper toolbar of report page in design mode).
- ✓ When you select edit, WebI will open the query panel.



The screenshot displays the WebI interface in design mode. The top toolbar includes a 'Query' button, which is highlighted with a black box. Below the toolbar, the report area shows 'Report 1' with a table of data. On the right side, the 'Query' panel is open, showing a list of fields: 'Fiscal Month', 'Fiscal Year', 'Program', and 'Amount'. The 'Amount' field is highlighted with a yellow background.

Fiscal Year	Fiscal Month	Program	Amount
2022	12	010	130,112.99

# Query Filters

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In this section, we will explore some basic filter options using the query panel.

- ✓ This section also includes a quick reference list for common filter operators.

# Select Filter Operator - Between

Use the between operator to set a filter using a range of values.

❑ **Select between for the filter operator.**

✓ In this example, we change the filter operator for fiscal month.

Query Panel

The screenshot displays the 'Query Panel' interface. At the top, there is an 'Add Query' button and several icons. Below this, a dropdown menu shows 'Query 1'. The main area is divided into three sections: 'AFRS 2023' (with a search bar and a list of objects), 'Result Objects' (containing 'Fiscal Year' and 'Fiscal Month'), and 'Query Filters' (containing 'Agency', 'GL Account', and 'Fiscal Month'). The 'Fiscal Month' filter is currently set to 'Equal to'. A dropdown menu is open for this filter, and the 'Between' option is highlighted with a black box. Other options in the dropdown include 'Not Equal to', 'In List', 'Not In List', and 'Not Between'.

# Input Filter Operator Values - Between

- ❑ **Input values for the between filter operator.**
- ✓ The between filter operator is inclusive and will include the values you input. In this example, the between filter will return results based on fiscal months between 01 and 12.

Query Filters

>

<

AND

⋮	Agency	Equal to	179	☰
⋮	GL Account	Equal to	6510	☰
⋮	Fiscal Month	Between	01	☰
		And	12	☰

ⓧ

# Select Filter Operator - In List/Value(s) From List

Use the in list filter operator with value(s) from list to set a filter using a list of values.

**Select in list for the filter operator.**

**Select value(s) from list.**

✓ In this example, we select in list and value(s) from list for GL account.

Query Filters

The screenshot shows a 'Query Filters' interface with three filter rows. The first row is 'Agency' with the operator 'Equal to' and the value '179'. The second row is 'GL Account' with the operator 'In List' and the value '6510'. This row is highlighted with a thick black border. A dropdown menu is open for the 'GL Account' filter, showing options: 'Constant' (checked), 'Value(s) from list' (highlighted with a thick black border), 'Prompt', 'Object from this query', and 'Result from another query'. The third row is 'Fiscal Month' with the operator 'Between' and the value '01'. Navigation arrows and an 'AND' button are visible on the left side of the filter area.

# Add Filter Operator Values - List of Values

Query filter will display a list of values that you can select.

- Select refresh.**
- Select values.**
- Select ok.**

The screenshot shows the 'GL Account' dialog box. The first image highlights the refresh button (a circular arrow icon) in the top left corner. The second image shows the list of values with checkboxes. The checkboxes for '6410 Encumbrances', '6505 Accrued Expenditures/Expenses', and '6510 Cash Expenditures/Expenses' are checked. The 'OK' button is highlighted in the bottom right corner.

GL Account	GL Account Title
<input type="checkbox"/> 6210	Approved Allotments
<input type="checkbox"/> 6310	Approved Reserves
<input checked="" type="checkbox"/> 6410	Encumbrances
<input checked="" type="checkbox"/> 6505	Accrued Expenditures/Expenses
<input checked="" type="checkbox"/> 6510	Cash Expenditures/Expenses

At the bottom of the dialog, there is a summary bar showing '3' items selected, and buttons for 'OK', 'Reset', and 'Cancel'.

# Input Filter Operator Values - In List

You can also input a list of values.

- ✓ Each value needs to be separated with a semicolon (;) and no spaces. For example, 6510;6410;6505.

Query Filters

The screenshot displays a 'Query Filters' interface with three filter rows. The first row is for 'Agency' with the operator 'Equal to' and the value '179'. The second row, which is highlighted with a thick black border, is for 'GL Account' with the operator 'In List' and the value '6510;6410;6505'. The third row is for 'Fiscal Month' with the operator 'Between' and values '01' and '12'. To the left of the filters are navigation arrows and an 'AND' button.

Field	Operator	Value
Agency	Equal to	179
GL Account	In List	6510;6410;6505
Fiscal Month	Between	01 And 12

# Select Filter Operator - Matches Pattern

Use the matches pattern to include wildcard characters in filter values. This can be useful when you need to find data that begins with, ends with, or contains a specified value. For example, you can create a filter to find vendor names that start with a specified word or find GL account codes that include a specified value, etc.

## ❑ Select matches pattern for the filter operator.

- ✓ In this example, we change the filter operator from in list to matches pattern for GL account.

The screenshot displays a filter configuration interface with three filter rules. The first rule is for 'Agency' with the operator 'Equal to' and the value '179'. The second rule is for 'GL Account' with the operator 'In List' and the value '6510;6410;6505'. The third rule is for 'Fiscal Month' with the operator 'Less than or Equal to' and the value '12'. A dropdown menu is open for the 'GL Account' rule, showing the option 'Matches pattern' selected. Navigation arrows and an 'AND' connector are visible on the left side of the interface.



# Input Filter Operator Values - Matches Pattern

- ❑ **Input a value followed by the percent (%) wildcard.** This will set the filter to select values that begin with the value you input followed by any other characters.
- ✓ Using text in filters is not case sensitive.
- ✓ In this example, we input 65 followed by % so that the GL account filter will select all values that begin with 65.

Query Filters

The screenshot shows a 'Query Filters' interface with three filter rows. The first row is 'Agency' with the operator 'Equal to' and the value '179'. The second row is 'GL Account' with the operator 'Matches pattern' and the value '65%'. This second row is highlighted with a thick black border. The third row is 'Fiscal Month' with the operator 'Equal to' and the value '12'. To the left of the filters are navigation buttons: a right arrow, a left arrow, and an 'AND' button.

# Sample Query With Filters

In our sample query, we have fiscal year (dimension), fiscal month (dimension), program (dimension), and amount (measure) in the result objects section and agency (equal to 179), GL account (matches pattern 65%), and fiscal month (between 01 and 12).

❑ **Select run** (located in lower right corner).

The screenshot displays a query builder interface. At the top, the 'Result Objects' section contains four items: 'Fiscal Year', 'Fiscal Month', 'Program', and 'Amount'. Below this is the 'Query Filters' section, which is highlighted in yellow. It contains three filter rows: 'Agency' with the operator 'Equal to' and value '179'; 'GL Account' with the operator 'Matches pattern' and value '65%'; and 'Fiscal Month' with the operator 'Between' and values '01' and '12'. The 'AND' operator is visible between the first and second filter rows. At the bottom of the interface, a dark bar contains a 'Run' button, which is highlighted with a grey border, and two other buttons: 'Apply Changes and Close' and 'Cancel'.

# Common Filter Operators

Operator	Example
Equal To	Equal to specified value. ✓ {Fiscal Month} Equal To 10 retrieves data for fiscal month 10
Not Equal To	Not equal to specified value. ✓ {Fiscal Month} Not Equal To 10 retrieves data for all fiscal months other than 10
In List	Same as values specified. ✓ {Agency} In List 225;310;477 retrieves data only for agencies 225, 310, and 477
Not In List	Everything other than values specified. ✓ {Agency} Not In List 225;310;477 retrieves data for all agencies excluding agencies 225, 310, and 477
Between	Between two specified values (including these values). ✓ {GL Account} Between 6500 and 6600 retrieves data for GL accounts 6500 through 6600
Not Between	Outside the range of two specified values. ✓ {GL Account} Not Between 6500 and 6600 retrieves data for all GL Accounts not between 6500 and 6600

# Common Filter Operators

Operator	Example
Greater Than	Greater than specified value. ✓ {Fiscal Month} Greater Than 10 retrieves data for fiscal months 11 and higher
Greater Than or Equal To	Greater than or equal to specified value. ✓ {Fiscal Month} Greater Than or Equal To 10 retrieves data for fiscal months 10 and higher
Less Than	Lower than specified value. ✓ {Fiscal Month} Less Than 10 retrieves data for fiscal months 01 through 09
Less Than or Equal To	✓ Lower than or equal to specified value. {Fiscal Month} Less Than or Equal To 10 retrieves data for fiscal months 01 through 10

# Common Filter Operators

Operator	Additional Information/Example
Matches Pattern	Includes a specific string that is like a specified value. ✓ {Program Index} Matches Pattern 15% retrieves data for any program index that begins with 15
Different From Pattern	Excludes a specific string that is like a value. ✓ {Program Index} Different From Pattern 15% retrieves data for any program index that does not begin with 15
Both	Corresponds to two specific values. ✓ {Budget Option} Both 1 and 2 retrieves data for budget options one and two
Except	Corresponds to one specified value and does not correspond to another specified value. ✓ {Budget Option} Except Option 1 retrieves data for budget options other than one
Is Null	For which there is no value in the database. ✓ Is Null does not apply to the AFRS Universes
Is Not Null	For which there is a value in the database. ✓ Is Not Null does not apply to the AFRS Universes

# Report Table - Add/Remove/Sort/Break/Sum/Format

---

In this section, we will explore several options to modify/edit a report using the table columns.

- ✓ After you run a query, the results will be displayed on the report page. You can also locate your document in the folder structure and right-click to select modify.

# Add/Remove Table Column

Data will aggregate based on the columns displayed in the report when you add or remove columns.

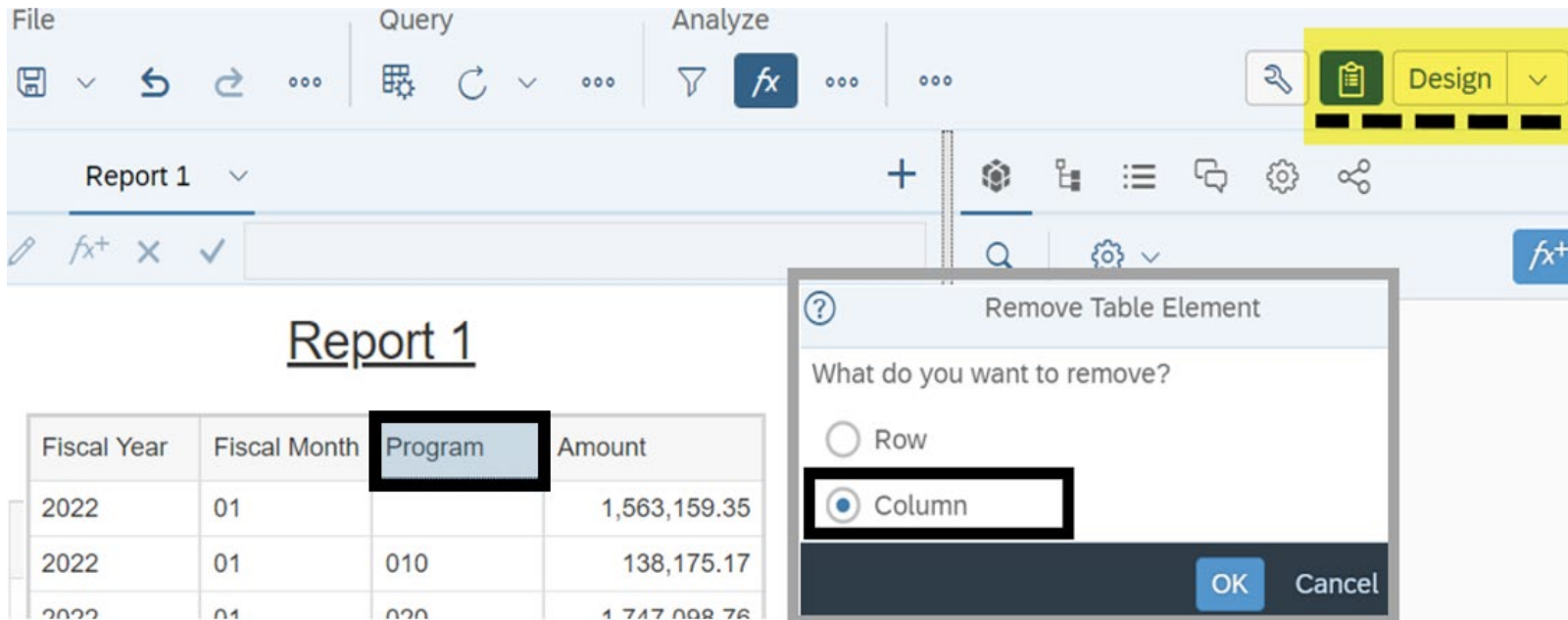
- ✓ Ensure you are in design mode and the toggle (show/hide) is on so that the main panel is displayed on the report panel.
- ✓ There is a quick 'undo' option on the left side toolbar.

The screenshot displays the software interface in 'Design' mode. The top toolbar includes 'File', 'Query', and 'Analyze' sections. The 'Design' mode toggle is highlighted in yellow. Below the toolbar, the report panel shows 'Report 1' with a table of data. The right-hand panel shows the 'Query 1' structure with columns: Fiscal Month, Fiscal Year, Program, and Amount.

Fiscal Year	Fiscal Month	Program	Amount
2022	01		1 563 159 35

# Remove Table Column

- ❑ **Select the column.** You can double-click the column or select anywhere in the table and then select the column.
- ❑ **Right-click the column and select delete.** Ensure the column is selected, otherwise you might accidentally delete the entire table.



The screenshot shows the Microsoft Dynamics 365 interface. The top navigation bar includes 'File', 'Query', and 'Analyze' tabs. The 'Design' tab is active, and the 'Remove Table Element' dialog box is open. The dialog box asks 'What do you want to remove?' and has two options: 'Row' and 'Column'. The 'Column' option is selected. In the background, a table titled 'Report 1' is visible with columns 'Fiscal Year', 'Fiscal Month', 'Program', and 'Amount'. The 'Program' column is highlighted with a black border.

Fiscal Year	Fiscal Month	Program	Amount
2022	01		1,563,159.35
2022	01	010	138,175.17
2022	01	020	1,747,098.76



# Add/Move Table Column

- ❑ **Drag and drop the query object to the report table.** Overlap the object with the edge of the cell next to where you want to add it.
- ✓ If you need to move the column after you add it, you can drag and drop it before or after another column in the report table.

The screenshot shows a software interface with a report table and a query object. The report table has columns for Fiscal Year, Fiscal Month, and Amount. The query object has columns for Fiscal Month, Fiscal Year, Program, and Amount. A dashed arrow indicates the 'Program' column from the query being moved to the 'Amount' column in the report table.

Fiscal Year	Fiscal Month	Amount
2022	01	Program 63,911,903.01
2022	02	30,803,976.41
2022	03	20,025,519.25

Query 1

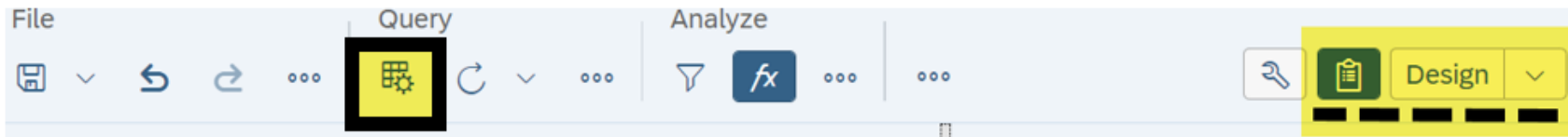
- Fiscal Month
- Fiscal Year
- Program
- Amount

# Additional Query Objects

---

If you need additional objects for your report, you can quickly edit your query to add those objects.

- ❑ **Select edit** (located on the upper toolbar on the report page). The query panel will be displayed so that you can edit your query. After you make your changes, run the query and the report page will be displayed.



# Select Data/Add Sort Order

Default sort order for the data is left to right with the primary sort on the left column. You can set your own sort order if needed.

- ❑ Right-click the table.
- ❑ Select data.
- ❑ Select add sort.

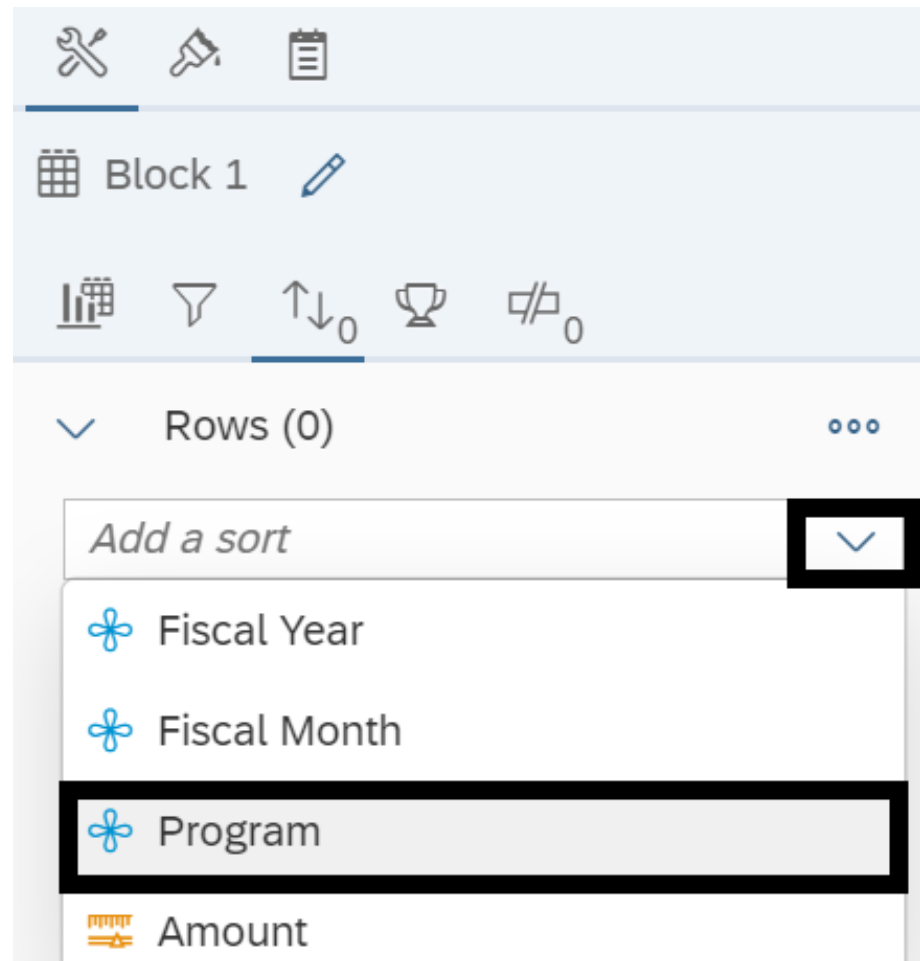
Report 1

Fiscal Year	Fiscal Month	Program	Amount
2022	01		1,56
2022	01	010	13
2022	01	020	1,74
2022	01	030	22
2022	01	040	6
2022	01	050	6,47
2022	01	060	4,86
2022	01	080	17,27
2022	01	850	29,2
2022	01	900	96
2022	02		1,56
2022	02	010	13
2022	02	020	1,73

The image shows a right-click context menu for a table. The main menu is open, and the 'Data' option is highlighted. A sub-menu is also open, showing options like 'Add Filter', 'Remove All Filters', 'Add Sort', 'Remove All Sorts', 'Add Rank', 'Remove Rank', 'Add Break', and 'Remove All Breaks'. The 'Add Sort' option is highlighted in the sub-menu.

# Select Sort Object

- ❑ **Select object.** This will sort the data in your report by the object you selected.



# Select Add Sort Object

---

After you add a sort, you can use the toggle to quickly change from ascending to descending or add another sort.



The screenshot shows a sorting interface with the following elements:

- A header "Rows (1)" with a dropdown arrow on the left and a menu icon on the right.
- A sort object for "Program" with a blue flower icon, the text "Sort ascending", a menu icon, and a close icon.
- A section titled "Add a sort" with a dropdown arrow.
- A list of available sort objects: "Fiscal Year" (blue flower icon), "Fiscal Month" (blue flower icon), and "Amount" (orange icon).

Annotations with arrows point to the following features:

- An arrow points to the menu icon next to the "Program" sort object, labeled "Toggle ascending/descending".
- An arrow points to the "Add a sort" section, labeled "Add another sort".

# Edit Sort Order

After you add a sort, the option will change from 'add sort' to 'edit sort'. You can also remove all sorts.

- ❑ Right-click the table.
- ❑ Select data.
- ❑ Select edit sort.

Report 1

Fiscal Year	Fiscal Month	Program	Amount
2022	01		1,56
2022	01	010	13
2022	01	020	1,74
2022	01	030	22
2022	01	040	6
2022	01	050	6,47
2022	01	060	4,86
2022	01	080	17,27
2022	01	850	29,2
2022	01	900	96
2022	02		1,56

The screenshot shows a right-click context menu over a table. The 'Data' option is selected, and a sub-menu is open. The 'Edit Sort' option is highlighted with a thick black border. The 'Remove All Sorts' option is also visible in the sub-menu.

# Add Table Break

A break divides a large table into smaller sub-tables based on your selected value. For example, you can display subtotals by a specified value.

- ❑ Right-click the table.
- ❑ Select data.
- ❑ Select add break.

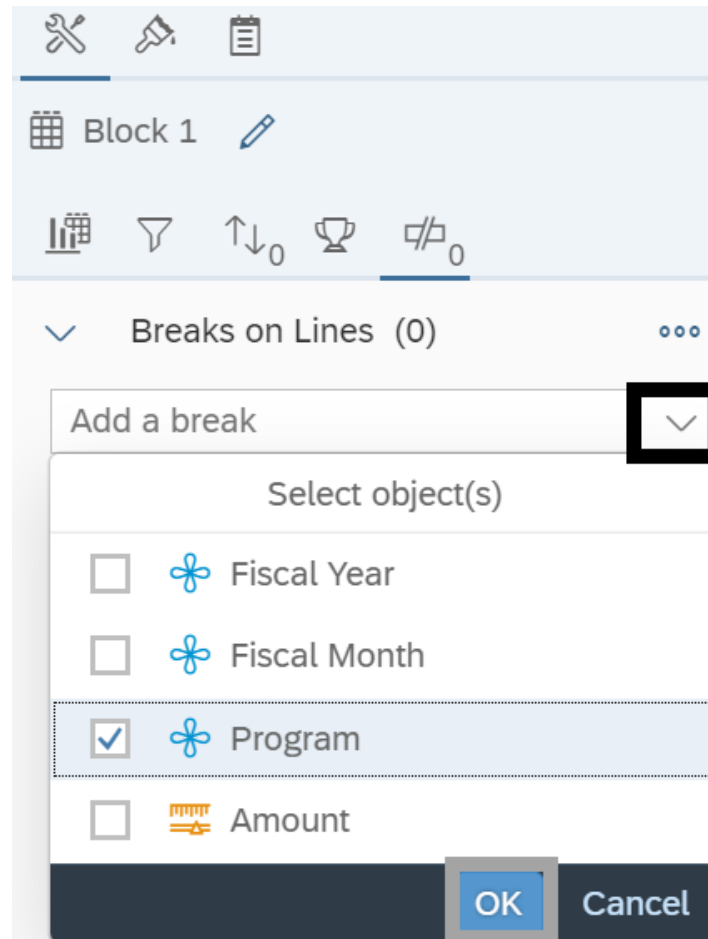
Report 1

Fiscal Year	Fiscal Month	Program	Amount
2022	01		1,56
2022	01	010	13
2022	01	020	1,74
2022	01	030	22
2022	01	040	6
2022	01	050	6,47
2022	01	060	4,86
2022	01	080	17,27
2022	01	850	29,2
2022	01	900	96
2022	02		1,56

The screenshot shows a right-click context menu for a table. The 'Data' option is selected, and the 'Add Break' sub-option is highlighted. The table data is visible in the background.

# Select Break Object

- Select object.** This will add a break for the data in your report by the object you selected.
- Select ok.**





# Edit/Remove Table Break

After you add a table break, the option will change from 'add break' to 'edit break'. You can also remove all breaks.

- ❑ **Right-click the table.**
- ❑ **Select data.**
- ❑ **Select remove all breaks.**

Report 1

Fiscal Year	Fiscal Month	Program	Amount
2022	01		1,000
2022	02		1,000
2022	03		1,000
2022	04		1,000
2022	05		1,000
2022	06		1,000
2022	07		1,000
2022	08		1,000

The screenshot shows a table with columns 'Fiscal Year', 'Fiscal Month', 'Program', and 'Amount'. A right-click context menu is open over the table. The 'Data' option is selected, and a sub-menu is open. The 'Edit Break' and 'Remove All Breaks' options in the sub-menu are highlighted with a black box.

# Add Simple Sum Calculation

You can add a simple sum calculation to display the sum of values for each break (if any) with a sum total at the end of the report.

- ❑ **Select data cells in amount column.** You can double-click a cell in the amount column or select anywhere in the table and then select a cell in the amount column.
- ❑ **Right-click a cell in the amount column and select footer calculation then select sum.**

The screenshot shows a table with two columns: 'Program' and 'Amount'. The 'Amount' column contains several numerical values. A context menu is open over the table, with 'Footer Calculation' highlighted. A sub-menu is also open, showing 'Sum' as the selected option.

Program	Amount
	1,563,159.5
	138,175.5
	1,747,098.5
	229,943.5
	665,944.5
	6,477,995.5
	4,861,068.5

- Hyperlink >
- Element Link >
- Footer Calculation >**
- Assign Reference...
- Formatting Rules...
- Data >
- Format Display...

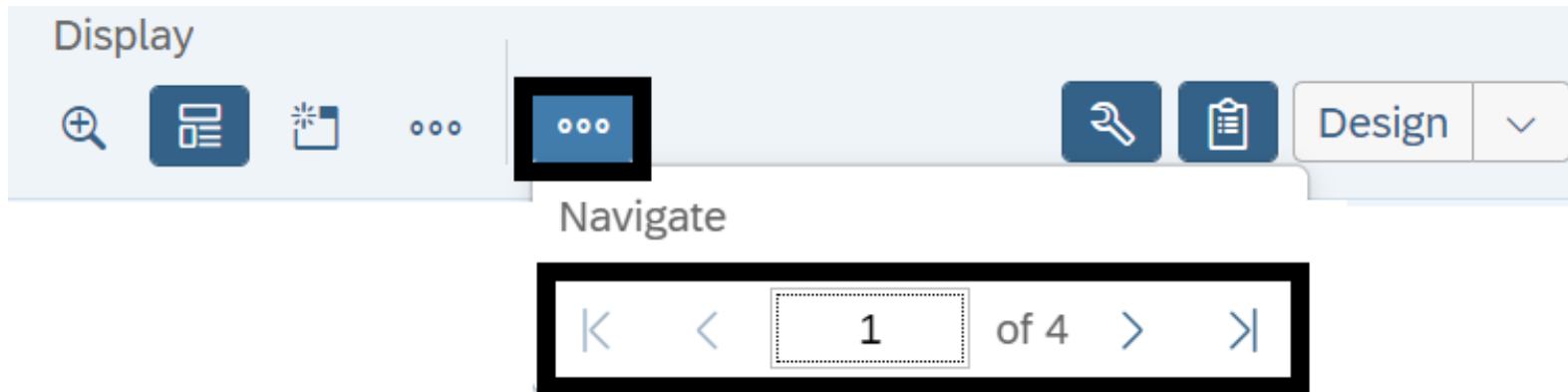
- Count
- Min
- Max
- Sum**
- Average
- Percentage
- Default Aggregation

# Display Grand Total (Last Page of Report)

---

Sum total (grand total) will be displayed at the end of the report.

- ✓ Use the page navigation option (located on toolbar) to scroll to the last page of the report if needed.



# Format Numbers

You can apply a different format to the numbers in a measure column.

- ❑ **Select data cells in amount column.** You can double-click a cell in the amount column or select anywhere in the table and then select a cell in the amount column.
- ❑ **Right-click a cell in the amount column and select format display.** WebI will display options for the number format.

The screenshot illustrates the process of applying a number format in WebI. On the left, a table with an 'Amount' column is shown. A context menu is open over a cell containing '\$1,563,14', with the 'Format Display...' option highlighted. On the right, the 'Format Display' dialog box is open, showing various format options. The 'Currency' option is selected and highlighted with a thick black border. The dialog shows examples of how the number '1,234.57' would be formatted: as a currency (\$1,234.57), as a number with parentheses for negatives, as a date/time, as a boolean, as a percentage, and as a custom format with red text for negatives. An 'OK' button is visible at the bottom right of the dialog.

Format	Example
Default	Currency + Add Custom Format
Number	\$1,234.57; (\$1,234.57)
Currency	\$1,234.57 (\$1,234.57)
Date/Time	\$1,235; (\$1,235)
Boolean	\$1,235 (\$1,235)
Percentage	\$1,234.57; -\$1,234.57
Custom	\$1,234.57 \$-1,234.57
	\$1,235; -\$1,235
	\$1,235 \$-1,235
	€1,234.57; -€1,234.57

# Print/Export

---

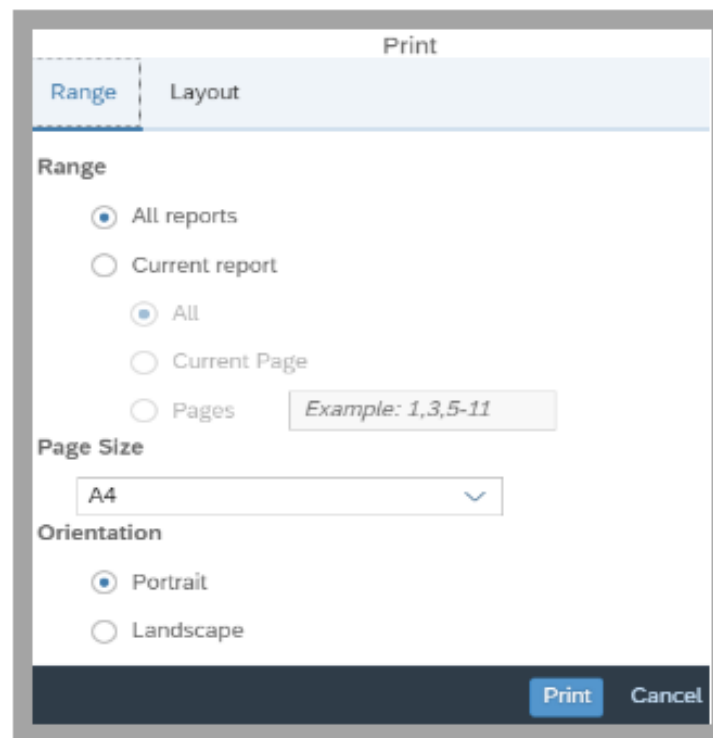
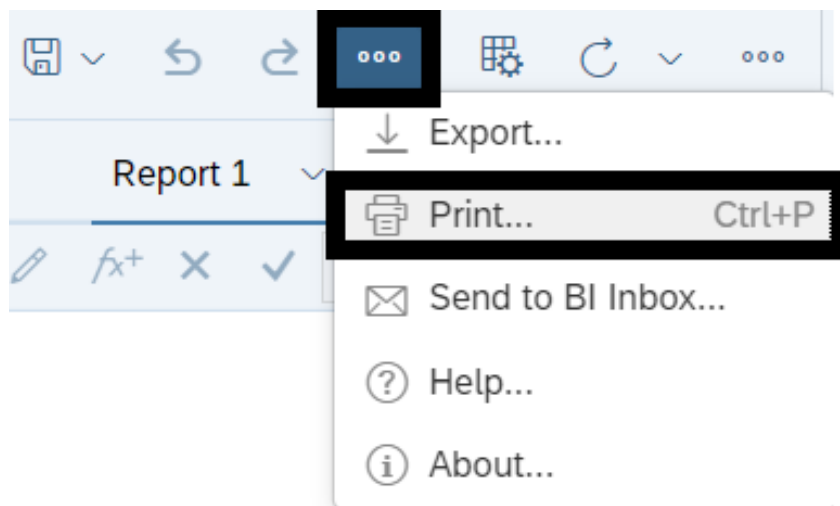
In this section, we will review basic print and export options.

- ✓ WebI uses standard options to print and export reports. This will be very similar to how you print and export files in other modern business systems.
- ✓ Always consider data contents before you print or export a file. If your report includes confidential or personal information, you may need to remove/purge or anonymize data before sending it to a non-secure location.

# Print

Print option is available on the report toolbar.

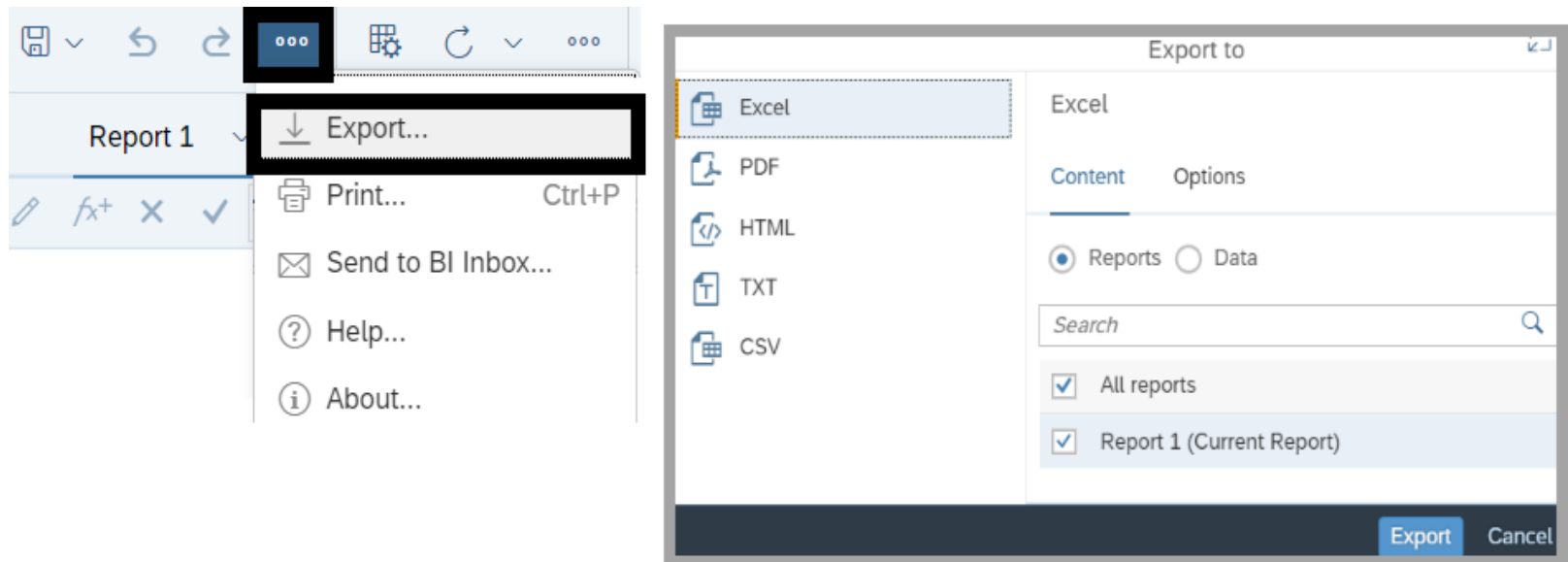
- ✓ You can print all reports in the document or specific pages in a report.



# Export

Export option is available on the report toolbar.

- ✓ You can export all reports in the document, a specific report, or raw data. WebI will use your desktop downloads folder as a default location for the exported file.



# Schedule Reports

---

In this section, we will review basic options for scheduling reports.

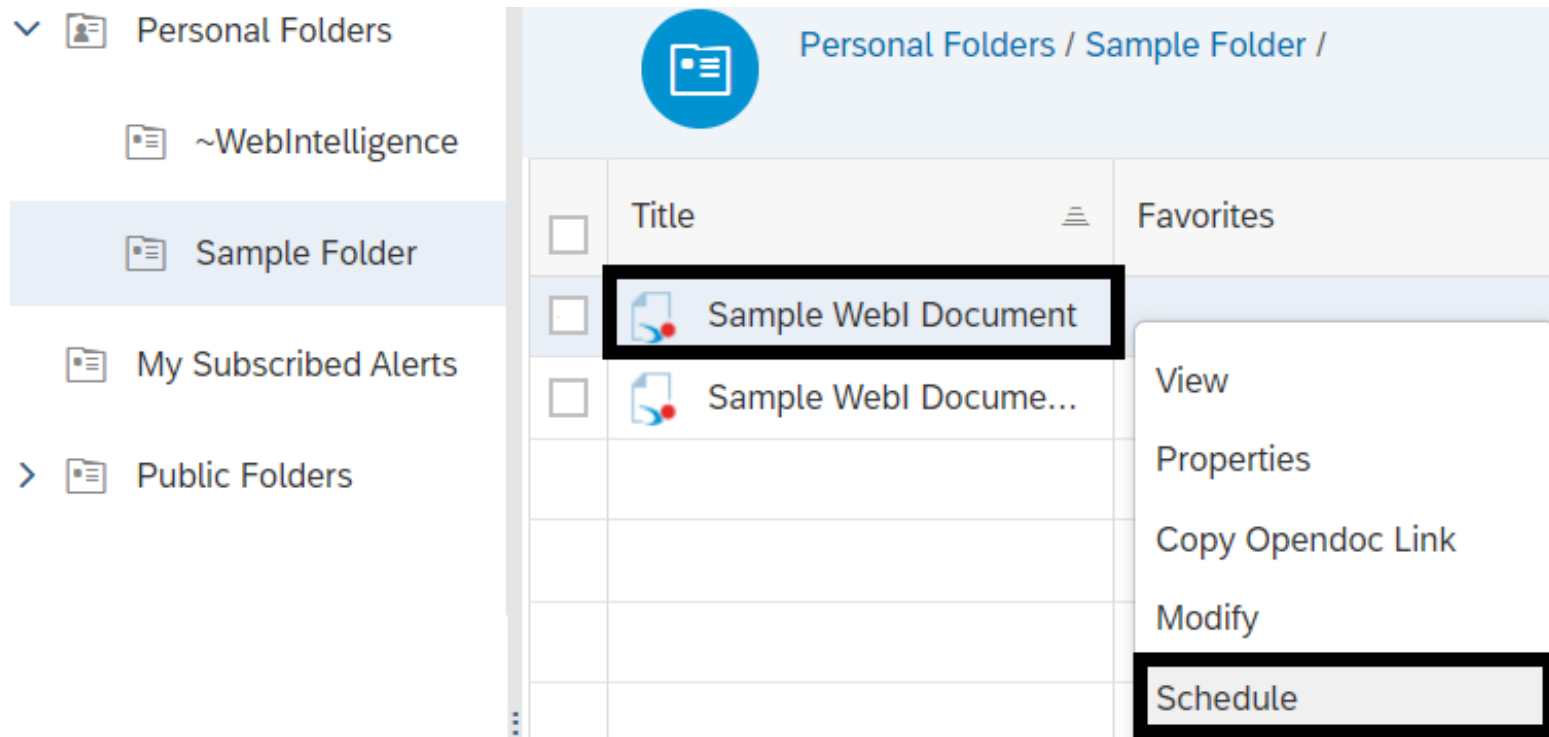
- ✓ This section also includes a quick reference table for common schedule occurrence options.
  - ✓ Always consider data contents before sending a report to other people. If your report includes confidential or personal information, you may need to remove/purge or anonymize data before sending it to a non-secure location.
- ❖ Reminder: if you need to run standard reports without using additional WebI tools, use the Enterprise Reporting portal.



# Schedule Report Occurrence

WebI provides several options for scheduling reports.

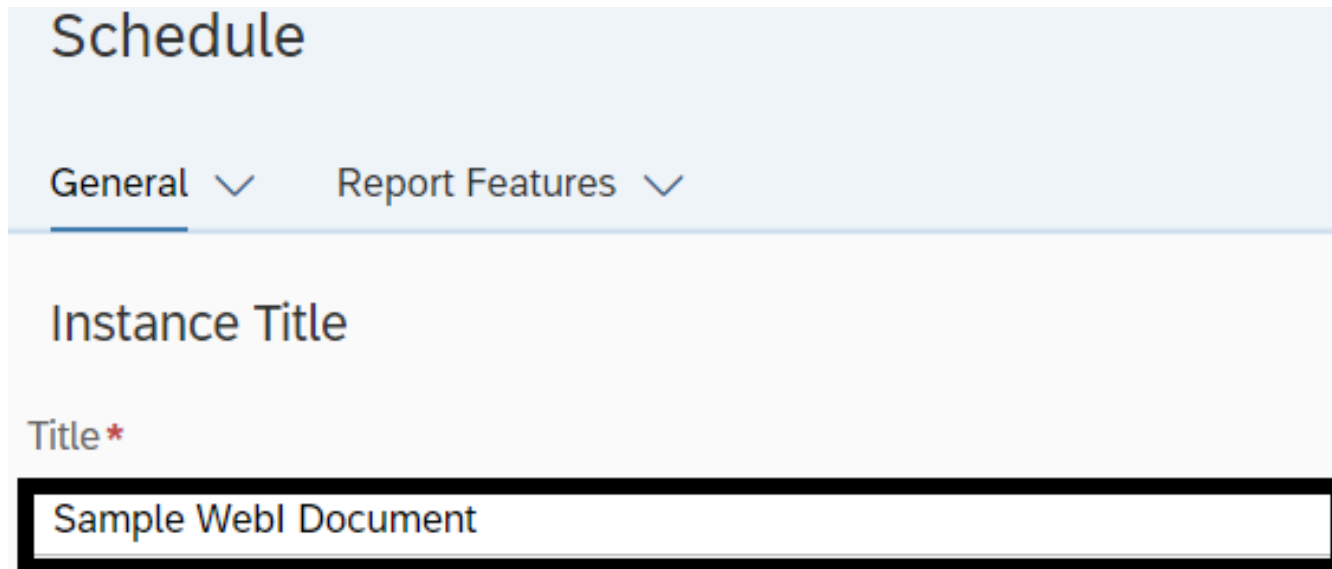
- ❑ **Right-click the document and select schedule.**



# Schedule Report - Instance Title

---

- ❑ **Input instance title.**
- ✓ You can change the instance title for the scheduled document for reference. It will not change the original name of the document.



The screenshot shows a web interface for scheduling a report. At the top, the word "Schedule" is displayed in a light blue header. Below this, there are two tabs: "General" (which is selected and underlined) and "Report Features". The main content area is titled "Instance Title". Underneath, the label "Title\*" is shown in red. A text input field contains the text "Sample WebI Document" and is highlighted with a thick black border.

# Schedule Report - Recurrence

---

- ❑ **Select run report option.** You will be prompted for additional information based on the recurrence option you selected.

Recurrence

Run Report:

Now

Now

Once

Recurring

Calendar

Allow Retries

OFF

# Schedule Report - Recurrence Options

---

- ✓ You will be prompted for additional information based on the recurrence option you selected.

Option	Additional Information
Now	Immediately.
Once	One time during specific timeframe. If you schedule report with events, it will run once if event is triggered between start/end times.
Hourly	Hourly based on date/time criteria.
Daily	Once every day based on date/time criteria.
Weekly	Weekly based on day(s) of the week and date/time criteria.
Monthly	Monthly based on month interval and date/time criteria.
Nth Day of Month	Specific day of each month based on date/time criteria.
1 <sup>st</sup> Monday of Month	First Monday of each month based on date/time criteria.
Last Day of Month	Last day of each month based on date/time criteria.
X Day of Nth Week of Month	Specific week and day of the month based on date/time criteria.
Calendar	Specific calendar activity (available in dropdown).

# Schedule Report - Calendar

Recurrence option for calendar includes a list of activities. For example, AFRS fiscal month closing.

Run Report:

Calendar



Calendar Name:

AFRS Fiscal Month Closing



Start Date:

Sample Date/Time

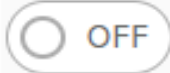


End Date:

Sample Date/Time



Allow Retries



- AFRS Fiscal Month Closing
- AFRS Fiscal Month Closing-Day Of (closing occurs after 6pm)
- AFRS Fiscal Month Closing-One Day Before
- AFRS Fiscal Month Closing-Two Days After
- AFRS Fiscal Month Closing-Two Days Before
- CAFR Closing
- Fifth Business Day of the Month
- First Paydate minus two days
- Third Business Day of the Month
- WWA Payroll Day 3
- WWA Payroll Day 4
- WWA Payroll Day 5

# Schedule Report - Format

---

- ❑ **Select report features.**
- ❑ **Select output format.**
- ❑ **Select schedule** (located in lower right corner).

Schedule

General ▾ Report Features ▾

Formats

Web Intelligence ▾

- Web Intelligence
- Microsoft Excel - Data
- Microsoft Excel - Reports
- Adobe Acrobat
- Comma Separated Values (CSV) - Data
- Comma Separated Values (CSV) Archive - Reports
- Plain Text
- HTML Archive

# Help/Resources

---

In this section, we will review some of the resources available to provide help and guidance for WebI tools.



- ✓ **OFM resources** will be specific for State of Washington reporting needs.
- ✓ **SAP resources** will not be specific for State of Washington (these resources are provided by the software vendor).

# Help/Resources - OFM

---

If you need help using Webl, there are lots of resources available!

- ✓ Information page with links to reference materials and eLearning available on [Enterprise Reporting \(ER\) page](#) on the [OFM IT Systems website](#).
- ✓ For additional information, contact the OFM Help Desk [HereToHelp@ofm.wa.gov](mailto:HereToHelp@ofm.wa.gov) 360.407.9100.
- ✓ Sign-up for news and updates via [GovDelivery subscriptions](#).

ofm.wa.gov  

## Subscription Topics

Enterprise Reporting (ER) 

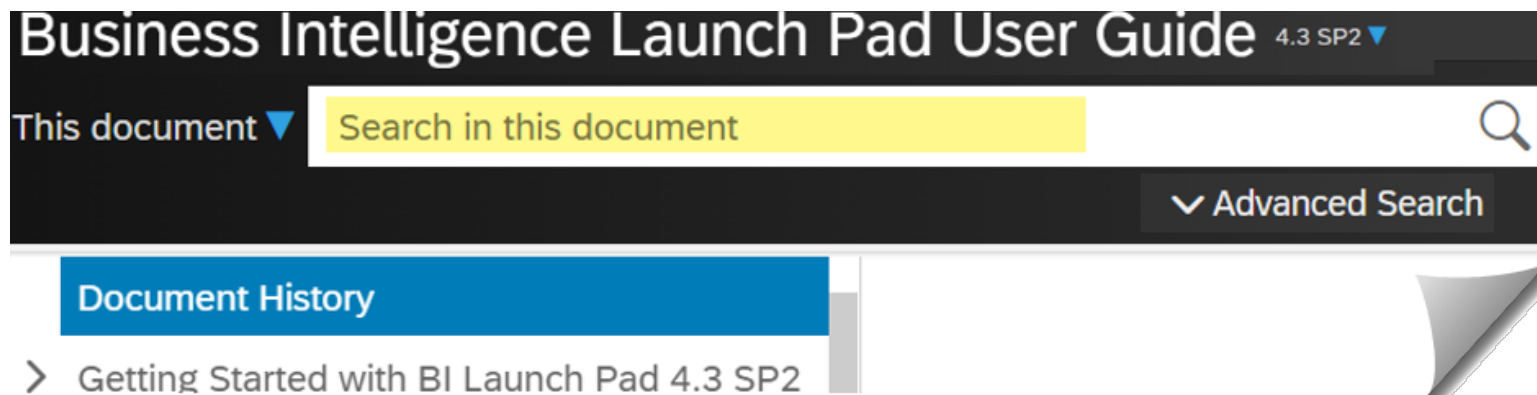
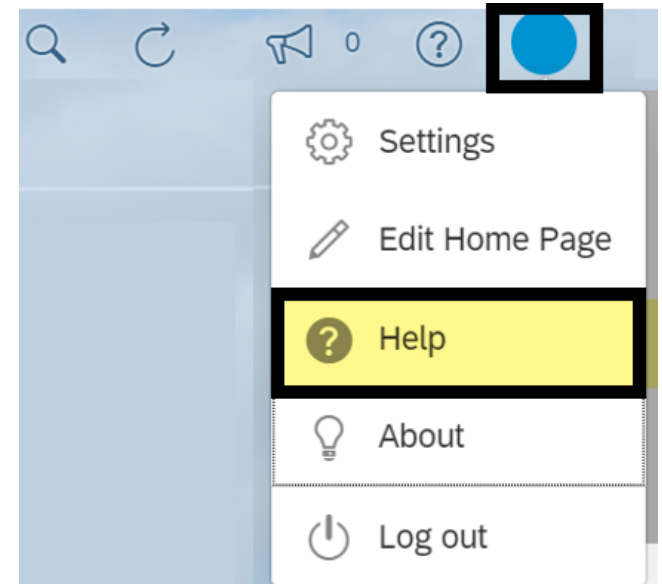




# Help/Resources - SAP Online User Guide

Use the quick link for help in the user settings section of the launchpad to access the SAP online user guide.

- ✓ Use the search tool within the SAP user guide to find specific topics or additional information.

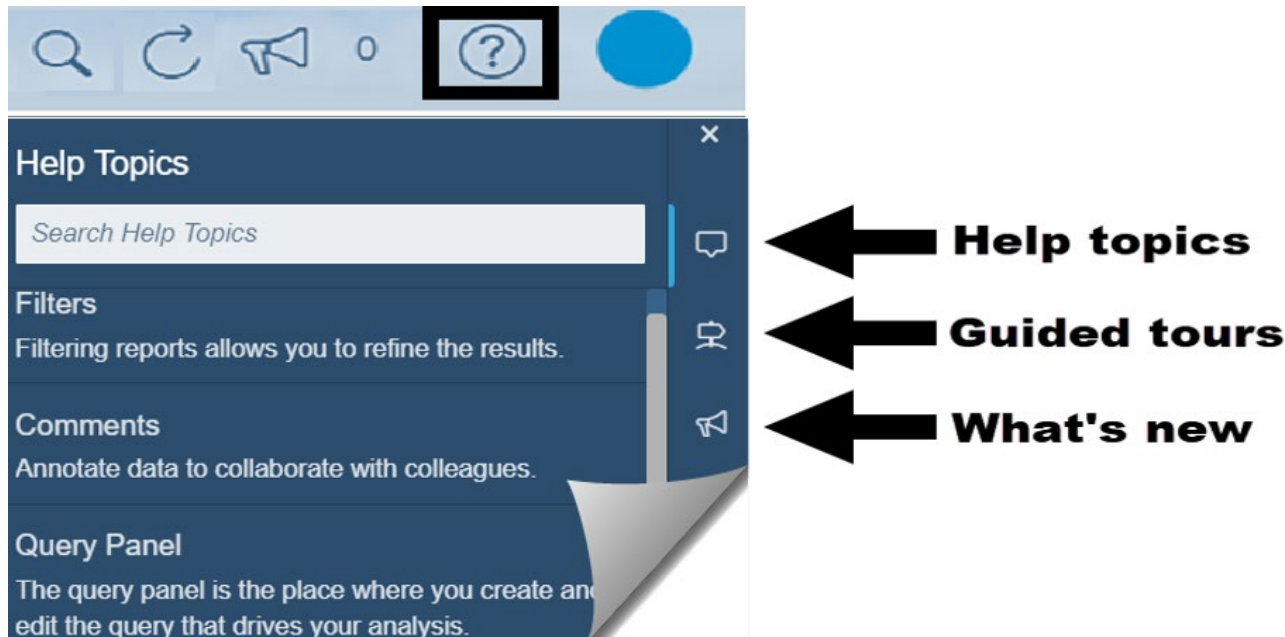


# Help/Resources - SAP Web Assistant

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Use the quick link (question mark icon) in the top banner of the launchpad to access the SAP assistant.

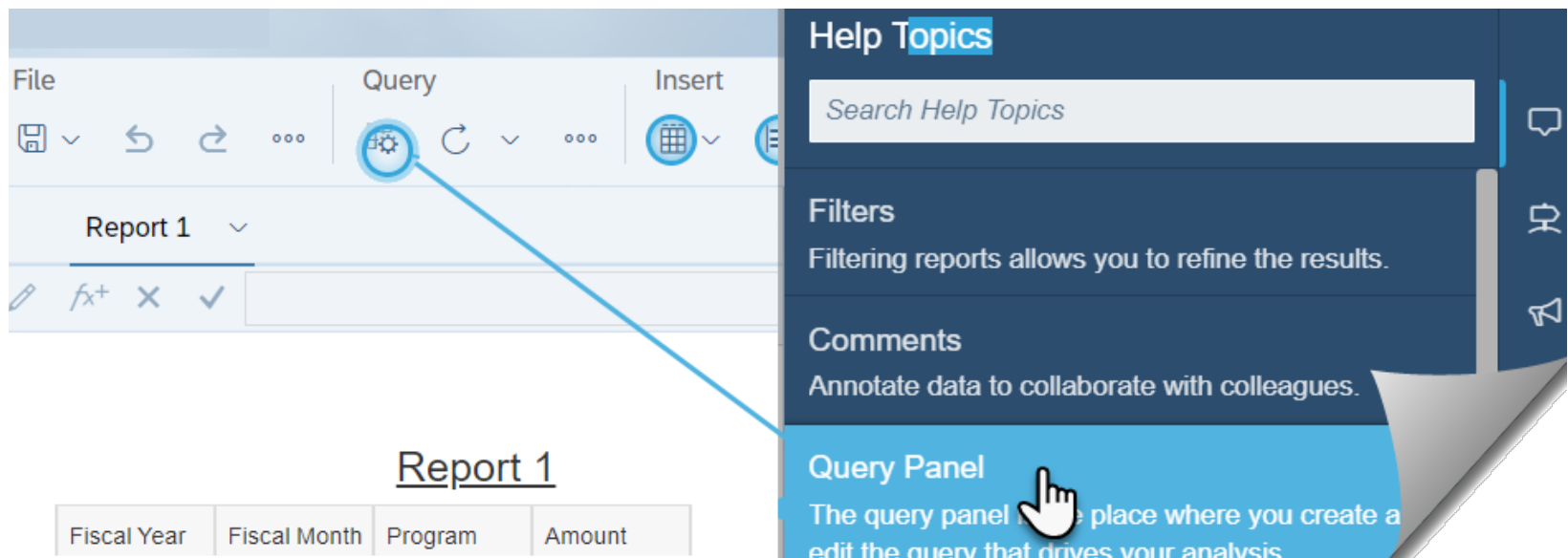
- ✓ **Help topics** content based on the page you are currently on.
- ✓ **Guided tours** limited content at this time (use the help topics for information and quick online demonstrations in the meantime).
- ✓ **What's new** quick recap of recent upgrade features.



# Help/Resources - SAP Web Assistant Help Topics

Help topics in the SAP web assistant are based on the page you are currently on. For example, the content will be relevant for the report toolbar/options if you are on the report page.

- ✓ You can hover your cursor on a help topic to display a description with a line/pointer to direct you to the toolbar/option.



# Help/Resources - SAP Web Assistant Online Demo

Help topics in the SAP web assistant are based on the page you are currently on. For example, the content will be relevant for the report toolbar/options if you are on the report page.

- ✓ You can select a help topic to display additional information and/or quick demonstration for that topic.

The image shows a screenshot of the SAP Web Assistant interface. On the left, the 'Query Panel' is visible, containing sections for 'Filters', 'Result Objects', and 'Query Filters'. On the right, a 'Help Topics' sidebar is open, listing 'Help Topics', 'Filters', 'Comments', and 'Query Panel'. A callout box points to the 'Query Panel' topic in the sidebar with the text: 'Select a help topic to display additional information and/or quick demonstration.'

# Q&A and Wrap Up

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**Thank you for attending today's session!**

- ✓ Q&A - any additional questions?
- ✓ If you need help, please contact the OFM Help Desk ([HereToHelp@ofm.wa.gov](mailto:HereToHelp@ofm.wa.gov) 360.407.9100).

Don't forget to log off and close your browser!

Welcome: Sample Name

| [Applications](#) ▼

[Preferences](#)

[Help menu](#) ▼

[Log off](#)

