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Step 1 – How to access WebFOCUS?

a. You need access to Banner 9 to run webFOCUS reports. If you don’t have access, then please submit an ITI ticket. For ease of access, here is the link to the ITI page, ITI Service Desk (samanage.com)

b. Mary Mazza will get your access to WebFOCUS and confirm through e-mail once your request for Banner 9 has been approved by ITI. Mary will then setup an in-person training session on how to run webFOCUS reports.

c. The link to WebFOCUS can be found on our Finance and Administration website under “Budgets”. For ease of access, here is the link to webFOCUS, https://reports.bi.ct.edu/ibi_apps/bip/portal/FinancialManagers

Step 2 – How to sign into WebFOCUS?

When logging in you will be presented with the following screen:

The Username is wcsu\ followed by the username used to get into Windows. For example, my username would be wcsu\mazzam. The password is the same as your Windows password.

Please note, you will need to be on the WCSU network to access this portal. WebFOCUS connects to Banner9 production database which shows real-time data.
Step 3 – How to navigate in WebFOCUS?

a. You will see the WebFOCUS welcome page once you sign in. The available reports are located on the left side of the screen in a list as seen below.

![WebFOCUS welcome page]

b. **Financial Glossary**

- **Fiscal Year** – July 1, 20XX through June 30, 20XX
- **Org** – An Organization number in Banner 9
- **Budget** – Refers to your fiscal year budget
- **YTD** – The period of time beginning the first day of the fiscal year up to current date
- **YTD Expense Activity** – Expenses paid either through an invoice, P-Card, or payroll…etc.
- **Commitment** – Open purchase order/encumbrance amounts
- **Balance** – Current available balance
- **Operating Org** – An org with a budget given by WCSU
**Self-supporting Org** – An org whose funds are generated from an outside source other than WCSU. Example- fundraising and grants.

**Posting Periods** – Months during the fiscal year

- 00 = Rollover Encumbrance
- 01 = July
- 02 = August
- 03 = September
- 04 = October
- 05 = November
- 06 = December
- 07 = January
- 08 = February
- 09 = March
- 10 = April
- 11 = May
- 12 = June
Report #1: Transaction Summary OE

Explanation: This report shows the YTD numbers for budget, YTD expense activity, commitments and balance for every operating org you have been given access. This report is run for a fiscal year.

Criteria: Input a fiscal year by picking from the dropdown list.

Process: Choose from the output selections on the upper right side of the screen, then click on the “Process” button.

Output sample:
Report #2: Transaction Summary Self-Supporting

Explanation: This report shows the YTD numbers for budget, YTD expense activity, commitments and balance for every self-supporting org you have been given access. This report is run for a fiscal year.

Criteria: Input a fiscal year by picking from the dropdown list.

Process: Choose from the output selections on the upper righthand side of the screen, then click the “Process” button.

Output sample:
Report #3: Transaction Detail

Explanation: This report shows YTD detail activity for budget, YTD expense activity, commitments and balance sorted by account number for an org and fiscal year.

Criteria:

1. Select a fiscal year from the dropdown list.
2. Select an org from the dropdown list (must have 6 digits)
3. Based on the type of org depends on the account number you choose:
   - Operating org – select account number 700000
   - Self-supporting org – select account number 500000
4. Enter the fund code that goes with the org (must use a capital letter). To locate the fund for an org please run the Transaction Summary OE report or the Transaction Summary Self-Supporting report to obtain the correct fund.

Process: Choose from the output selections on the upper right side of the screen, then click on the "Process" button. For Excel please choose Excel XLSX.

Output sample:
**Report #4: Payroll Detail**

**Explanation:** This report shows YTD numbers for payroll budget, YTD expense activity and balance sorted by account number for an org and fiscal year.

**Criteria:**

1. Select a fiscal year from the dropdown list.
2. Select an org from the dropdown list.
3. Enter the fund code that goes with the org (must use a capital letter). To locate the fund for an org please run the Transaction Summary OE report or the Transaction Summary Self-Supporting report to obtain the correct fund.

**Process:** Choose from the output selections on the upper right side of the screen, then click on the “Process” button. For Excel please choose Excel XLSX.

**Output sample:**

![Payroll Detail Report](image)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>561000</td>
<td>Salaries &amp; Wages Full Time</td>
<td>X12000</td>
<td>16500000</td>
<td>5601</td>
<td>100</td>
<td>HR50</td>
<td>Payroll ending 01-JUL-2018</td>
<td>08/03/2018</td>
<td>-5,000.00</td>
<td>-1,200.60</td>
<td></td>
</tr>
<tr>
<td>561000</td>
<td>Salaries &amp; Wages Full Time</td>
<td>X12000</td>
<td>16500000</td>
<td>5601</td>
<td>100</td>
<td>HR50</td>
<td>Payroll ending 02-AUG-2018</td>
<td>08/17/2018</td>
<td>-5,000.00</td>
<td>-1,200.60</td>
<td></td>
</tr>
<tr>
<td>561000</td>
<td>Salaries &amp; Wages Full Time</td>
<td>X12000</td>
<td>16500000</td>
<td>5601</td>
<td>100</td>
<td>HR50</td>
<td>Payroll ending 16-AUG-2018</td>
<td>08/31/2018</td>
<td>-5,000.00</td>
<td>-1,200.60</td>
<td></td>
</tr>
<tr>
<td>561000</td>
<td>Salaries &amp; Wages Full Time</td>
<td>X12000</td>
<td>16500000</td>
<td>5601</td>
<td>100</td>
<td>HR50</td>
<td>Payroll ending 30-AUG-2018</td>
<td>09/14/2018</td>
<td>-5,000.00</td>
<td>-1,200.60</td>
<td></td>
</tr>
<tr>
<td>561000</td>
<td>Salaries &amp; Wages Full Time</td>
<td>X12000</td>
<td>16500000</td>
<td>5601</td>
<td>100</td>
<td>HR50</td>
<td>Payroll ending 15-SEP-2018</td>
<td>09/28/2018</td>
<td>-5,000.00</td>
<td>-1,200.60</td>
<td></td>
</tr>
<tr>
<td>561000</td>
<td>Salaries &amp; Wages Full Time</td>
<td>X12000</td>
<td>16500000</td>
<td>5601</td>
<td>100</td>
<td>HR50</td>
<td>Payroll ending 30-SEP-2018</td>
<td>10/12/2018</td>
<td>-5,000.00</td>
<td>-1,200.60</td>
<td></td>
</tr>
<tr>
<td>561000</td>
<td>Salaries &amp; Wages Full Time</td>
<td>X12000</td>
<td>16500000</td>
<td>5601</td>
<td>100</td>
<td>HR50</td>
<td>Payroll ending 15-OCT-2018</td>
<td>10/26/2018</td>
<td>-5,000.00</td>
<td>-1,200.60</td>
<td></td>
</tr>
<tr>
<td>561000</td>
<td>Salaries &amp; Wages Full Time</td>
<td>X12000</td>
<td>16500000</td>
<td>5601</td>
<td>100</td>
<td>HR50</td>
<td>Payroll ending 31-OCT-2018</td>
<td>11/09/2018</td>
<td>-5,000.00</td>
<td>-1,200.60</td>
<td></td>
</tr>
<tr>
<td>561000</td>
<td>Salaries &amp; Wages Full Time</td>
<td>X12000</td>
<td>16500000</td>
<td>5601</td>
<td>100</td>
<td>HR50</td>
<td>Payroll ending 15-NOV-2018</td>
<td>11/23/2018</td>
<td>-5,000.00</td>
<td>-1,200.60</td>
<td></td>
</tr>
<tr>
<td>561000</td>
<td>Salaries &amp; Wages Full Time</td>
<td>X12000</td>
<td>16500000</td>
<td>5601</td>
<td>100</td>
<td>HR50</td>
<td>Payroll ending 30-NOV-2018</td>
<td>12/17/2018</td>
<td>-5,000.00</td>
<td>-1,200.60</td>
<td></td>
</tr>
<tr>
<td>561000</td>
<td>Salaries &amp; Wages Full Time</td>
<td>X12000</td>
<td>16500000</td>
<td>5601</td>
<td>100</td>
<td>HR50</td>
<td>Payroll ending 15-DEC-2018</td>
<td>12/21/2018</td>
<td>-5,000.00</td>
<td>-1,200.60</td>
<td></td>
</tr>
<tr>
<td>561000</td>
<td>Salaries &amp; Wages Full Time</td>
<td>X12000</td>
<td>16500000</td>
<td>5601</td>
<td>100</td>
<td>HR50</td>
<td>Payroll ending 31-DEC-2018</td>
<td>01/14/2019</td>
<td>-5,000.00</td>
<td>-1,200.60</td>
<td></td>
</tr>
<tr>
<td>561000</td>
<td>Salaries &amp; Wages Full Time</td>
<td>X12000</td>
<td>16500000</td>
<td>5601</td>
<td>100</td>
<td>HR50</td>
<td>Payroll ending 01-JAN-2019</td>
<td>01/14/2019</td>
<td>-5,000.00</td>
<td>-1,200.60</td>
<td></td>
</tr>
</tbody>
</table>
Report #5: OE and Salary Budget vs Actual by Org

Explanation: This report shows a summary amount of YTD budget, expense, variance amount, and variance percentage for each budgeted account category by org.

Criteria: Select a fiscal year from the dropdown list.

Criteria:

Fiscal Year: 2019

Process: Choose from the output selections on the upper right side of the screen, then click the "Process" button.

Output sample: Output below is split into two views, left side and right side.
Report #6: Multi-Year Comparison OE

Explanation: This report will show a YTD comparison depending on selected fiscal years based on the month the report is run (operating orgs only).

Criteria: Multiple fiscal years need to be selected by using the ctrl-click or shift-click method to highlight the years wanted.

Process: Choose from the output selections on the upper right side of the screen, then click the “Process” button.

Output sample:
Report #7: Multi-Year Comparison Self-Supporting

Explanation: This report will show a YTD comparison depending on selected fiscal years based on the month the report is run (self-supporting orgs only).

Criteria: Multiple fiscal years need to be selected by using the ctrl-click or shift-click method to highlight the years wanted.

**Process:** Choose from the output selections on the upper right side of the screen, then click the “Process” button.

**Output sample:**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Total Budget</th>
<th>YTD Expense Activity</th>
<th>Commitments</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>34,386.55</td>
<td>4,247.39</td>
<td>.</td>
<td>30,139.16</td>
</tr>
<tr>
<td>2021</td>
<td>31,121.59</td>
<td>1,084.41</td>
<td>.</td>
<td>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Total Budget</th>
<th>YTD Expense Activity</th>
<th>Commitments</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>34,386.55</td>
<td>4,247.39</td>
<td>.</td>
<td>30,139.16</td>
</tr>
<tr>
<td>2021</td>
<td>31,121.59</td>
<td>1,084.41</td>
<td>.</td>
<td>.</td>
</tr>
</tbody>
</table>
Report #8: Multi-Year Comparison by Posting Period – OE

Explanation: This report will show a comparison between different fiscal years based on which period or periods are selected. It compares budget, YTD expense activity, commitments and balance. The periods selected will reflect the data for each chosen year.

Criteria: Multiple fiscal years can be selected by using the ctrl-click or shift-click method then click the appropriate arrow. Select one or more posting periods by using the ctrl-click or shift-click method to highlight.

Process: Choose from the output selections on the upper right side of the screen, then click the “Process” button.

Output sample:
Report #9: Multi-Year Comparison by Posting Period – Self Supporting

Explanation: This report will show a comparison between different fiscal years based on which period or periods are selected. It compares budget, YTD expense activity, commitments and balance. The periods selected will reflect the data for each chosen year.

Criteria: Multiple Fiscal Years can be selected by using the ctrl-click or shift-click method then clicking the appropriate arrow. Select one or more posting periods by using the ctrl-click or shift-click method to highlight.

Process: Choose from the output selections on the upper right side of the screen, then click the “Process” button.

Output sample:
Report #10: Compare 2 years: Budget vs Actual by Acct Summary YTD

Explanation: This report shows a comparison between two years by account category (e.g. student labor, operating expense, or lecturers) for operating orgs only. This report will show a YTD comparison depending on the fiscal year selected. If the fiscal year selected is the current fiscal year it will show YTD data through the date the report is run, all other years will be through 6/30/20XX. Please note, if you have access to various divisional orgs then the data output will be combined.

Criteria: Input a fiscal year and a previous fiscal year from the dropdown list.

Process: Choose from the output selections on the upper right side of the screen, then click on the “Process” button

Output sample:

<table>
<thead>
<tr>
<th></th>
<th>2021</th>
<th>Actual</th>
<th>Var$</th>
<th>Var%</th>
<th>2020</th>
<th>Actual</th>
<th>Var$</th>
<th>Var%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Assistant</td>
<td>$196,612.00</td>
<td>$193,739.72</td>
<td>($2,872.28)</td>
<td>(1%)</td>
<td>$178,972.00</td>
<td>$185,350.73</td>
<td>$6,378.73</td>
<td>4%</td>
</tr>
<tr>
<td>Lecturers</td>
<td>$7,856,555.00</td>
<td>$8,116,018.32</td>
<td>$259,463.32</td>
<td>3%</td>
<td>$8,520,001.00</td>
<td>$8,635,703.03</td>
<td>$115,702.03</td>
<td>1%</td>
</tr>
<tr>
<td>OE Expense</td>
<td>$19,577,774.65</td>
<td>$10,084,391.42</td>
<td>($9,493,383.23)</td>
<td>(48%)</td>
<td>$20,559,861.41</td>
<td>$15,459,143.37</td>
<td>($5,100,718.04)</td>
<td>(25%)</td>
</tr>
<tr>
<td>Overtime</td>
<td>$579,685.00</td>
<td>$186,852.36</td>
<td>($393,832.64)</td>
<td>(66%)</td>
<td>$775,947.00</td>
<td>$678,351.63</td>
<td>($97,595.37)</td>
<td>(13%)</td>
</tr>
<tr>
<td>PSA</td>
<td>$41,755.00</td>
<td>$41,755.00</td>
<td>$0.00</td>
<td>0%</td>
<td>$45,755.00</td>
<td>$13,451.50</td>
<td>($32,303.50)</td>
<td>(71%)</td>
</tr>
<tr>
<td>Student Labor</td>
<td>$1,487,993.00</td>
<td>$1,726,316.29</td>
<td>($238,323.29)</td>
<td>(18%)</td>
<td>$1,816,261.80</td>
<td>$1,884,537.33</td>
<td>($68,275.53)</td>
<td>4%</td>
</tr>
<tr>
<td>University Assistant</td>
<td>$740,013.00</td>
<td>$502,727.33</td>
<td>($237,285.67)</td>
<td>(32%)</td>
<td>$776,362.20</td>
<td>$573,856.49</td>
<td>($192,505.71)</td>
<td>(26%)</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$30,480,587.65</td>
<td>$20,310,045.44</td>
<td>($10,170,542.21)</td>
<td></td>
<td>$32,673,650.41</td>
<td>$27,430,394.08</td>
<td>($5,243,266.33)</td>
<td></td>
</tr>
</tbody>
</table>
Report #11: Compare 2 years: Budget vs Actual by Acct Summary PTD

**Explanation:** This report shows a comparison between two years by account category (e.g. student labor, operating expense, or lecturers) for operating orgs only. The report output will show YTD actuals for both years based on the posting period selected and year-end actuals for the prior fiscal year.

**Criteria:** Input a fiscal year, a previous fiscal year and a posting period from the dropdown list. The posting period will reflect the cumulative amount starting from July 1st 20XX through the period that is selected.

**Process:** Choose from one of the output selections on the upper right side of the screen, then click on the “Process” button.

**Output sample:**

<table>
<thead>
<tr>
<th>Accounting Group</th>
<th>Budget</th>
<th>Actual</th>
<th>Var$</th>
<th>Var%</th>
<th>Actual MTD</th>
<th>Actual YTD</th>
<th>Var% MTD</th>
<th>Var% MTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Assistant</td>
<td>$233,682.00</td>
<td>$43,612.58</td>
<td>($188,069.32)</td>
<td>(81%)</td>
<td>$45,944.02</td>
<td>$193,739.72</td>
<td>($2,331.34)</td>
<td>(9%)</td>
</tr>
<tr>
<td>Lecturers</td>
<td>$7,988,269.00</td>
<td>$1,707,661.22</td>
<td>($6,280,607.78)</td>
<td>(79%)</td>
<td>$1,880,995.38</td>
<td>$6,316,018.32</td>
<td>($173,334.19)</td>
<td>(9%)</td>
</tr>
<tr>
<td>OE Expense</td>
<td>$233,354,676.53</td>
<td>$5,259,755.45</td>
<td>($18,064,913.08)</td>
<td>(77%)</td>
<td>$4,929,570.45</td>
<td>$10,084,391.42</td>
<td>$370,195.00</td>
<td>8%</td>
</tr>
<tr>
<td>Overtime</td>
<td>$690,157.22</td>
<td>$226,536.15</td>
<td>($463,621.07)</td>
<td>(67%)</td>
<td>$140,068.74</td>
<td>$186,852.36</td>
<td>$86,467.41</td>
<td>62%</td>
</tr>
<tr>
<td>PSA</td>
<td>$47,255.00</td>
<td>5.00</td>
<td>($47,250.00)</td>
<td>(100%)</td>
<td>5.00</td>
<td>5.00</td>
<td>5.00</td>
<td>(100%)</td>
</tr>
<tr>
<td>Student Labor</td>
<td>$1,725,965.00</td>
<td>$389,423.92</td>
<td>($1,336,541.08)</td>
<td>(77%)</td>
<td>$255,262.11</td>
<td>$1,226,316.29</td>
<td>$134,161.81</td>
<td>53%</td>
</tr>
<tr>
<td>University Assistant</td>
<td>$793,718.00</td>
<td>$119,307.18</td>
<td>($674,410.82)</td>
<td>(82%)</td>
<td>$126,136.81</td>
<td>$502,727.33</td>
<td>$13,170.37</td>
<td>10%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$34,831,245.15</td>
<td>$7,806,306.60</td>
<td>($27,024,938.55)</td>
<td>(80%)</td>
<td>$7,377,977.51</td>
<td>$20,310,045.44</td>
<td>$428,329.09</td>
<td>10%</td>
</tr>
</tbody>
</table>