



WebFOCUS Training Manual

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Office of Fiscal Affairs, WCSU

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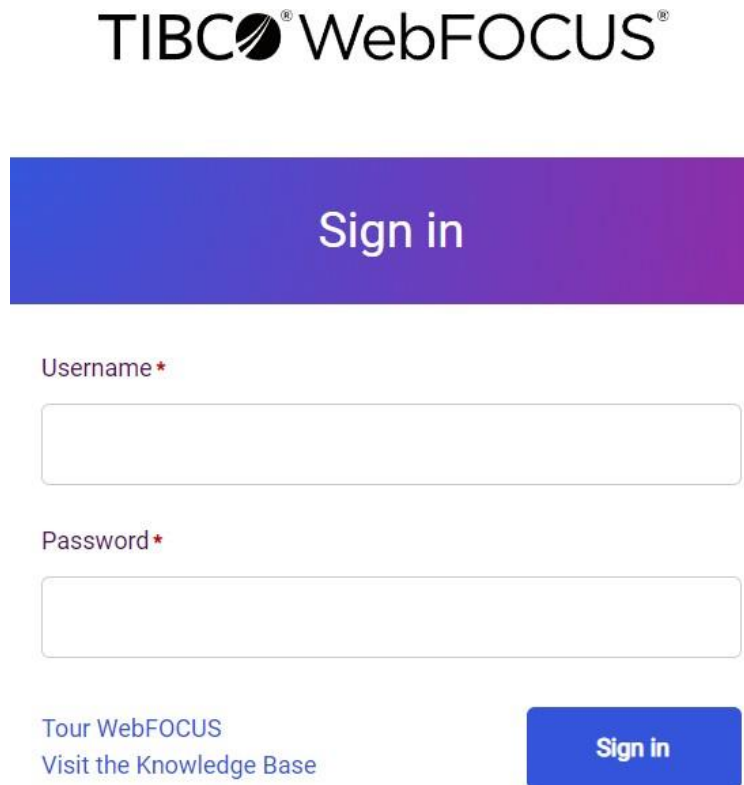
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Step 1 – How to access WebFOCUS?

- 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 \(samanage.com\)](http://samanage.com)
- b. Mary Mazza or Inita Mix will get your access to WebFOCUS and confirm through e-mail once your request for Banner 9 has been approved by ITI. Mary or Inita will then setup an in-person or virtual 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:



TIBCO® WebFOCUS®

Sign in

Username *

Password *

[Tour WebFOCUS](#)
[Visit the Knowledge Base](#)

Sign in

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.



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 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 = May

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.

Fiscal Affairs - Financial Managers

Banner Instance
Banner Production

Date Created
03/22/2022 5:15PM

Transaction Summary - OE Accounts

Information

Transaction Summary report of OE accounts. A single fiscal year needs to be selected

Criteria

Fiscal Year:

Select type of display output

HTML Web Document (HTML)
 HTML Active Report (AHTML)
 Portable Document Format (PDF)
 Excel XLSX (XLSX)

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

Output sample:

Financial Managers Transaction Summary OE
For Fiscal Year: 2019
 Run Date: 03/24/2022

MAZZAM

				Fiscal Year 2019 Title			
				Total Budget	YTD Expense Activity	Commitments	Balance
Fund Code	Organization Code	Organization Description	Fiscal Manager				
X12000	W2A009	International Studies Departme	Bakhtiarova, Galina	2,000.00	.	.	2,000.00
X12000	W2A100	Biology Department	Pinou, Theodora	3,140.00	2,771.67	.00	5,911.67
X12000	W2A104	WRD (WCSU Research Day)	Alexander, Mary S	5,400.00	-5,442.97	.00	-42.97
X12000	W2A109	Biology Srv Contract-Restrict	Pinou, Theodora	17,393.00	-10,936.91	-1,500.00	4,956.09
X12000	W2A111	Biology - Ed Supply Lab Relate	Pinou, Theodora	58,500.00	-61,194.06	-2,060.67	-4,754.73
X12000	W2A200	Chemistry Department	Selzer, Russell B	1,900.00	-1,889.69	.	10.31
X12000	W2A203	Chemistry Srv Contract-Restic	Selzer, Russell B	126,207.00	-100,379.34	-7,150.00	18,677.66
X12000	W2A204	ChemistryEdSupplyLabRelated	Selzer, Russell B	53,665.00	-55,350.67	-66.06	-1,751.73

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.

Fiscal Affairs - Financial Manager

Banner Instance **Date Created**
Banner Production 03/24/2022 4:26PM

Transaction Summary - Self Supporting

Information

Transaction Summary report of Self Supporting accounts. A single Fiscal Year needs to be selected .

Select type of display output

HTML Web Document (HTML)
 HTML Active Report (AHTML)

Portable Document Format (PDF)
 Excel XLSX (XLSX)

Criteria

Fiscal Year: 2019

Process

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

Output sample:

Financial Managers Transaction Summary - Self Supporting							
For Fiscal Year: 2019							
Run Date: 03/24/2022							
MAZZAM							
				Fiscal Year 2019 Title			
				Total Budget	YTD Expense Activity	Commitments	Balance
Fund Code	Organization Code	Organization Description	Fiscal Manager				
W12010	W20509	Davis - OER	Kenausis, Veronica H	.	1,664.37	.00	1,664.37
W12010	W20510	SGA - OER	Kenausis, Veronica H	.	-12,807.33	.	-12,807.33
W12010	W21000	Institutional Research Office	Wilcox, Jerry E	.00	.	.	.00
W12010	W21001	Assessment of Learning Grant	Wilcox, Jerry E	7,602.55	.	.	7,602.55
W12010	W21601	Veteran's Office - Self Suppor	Murray, Jay E	4,606.01	960.72	.	5,566.73
W12010	W21751	Alpha Sigma Lamda Pi Zeta Chap	Peck, Lisa G	367.90	.	.	367.90

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) or if your department has many orgs then use the ORGN search function by typing in the beginning of the org number, click on the magnifying glass, then click on the down arrow for the ORGN: and a list of orgs will appear and click on the org you need.

Criteria

Fiscal Year(=) 2020

ORGN: W20 - Academic Affairs

ORGN search

1-50 of 540

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.

Fiscal Affairs - Financial Managers

Transaction Detail Report

Banner Instance: Banner Production Date Created: 04/07/2022 5:46PM

Information

Financial Managers Transaction report displays the transactions of an organization (ORGN) for which you are responsible for. All parameters are required.

Important:
If your org has a fund of X12000, X21000, W12004 and X81000 put in account number 700000
If your org has a different fund other than these above then use account number 500000

Criteria

Fiscal Year(=) 2019

ORGN(=) W60000 - Office VP Finance & Adm

Account Number (>=) 700000

Fund Code(=) X12000

Process

Select type of display output

HTML Web Document (HTML) HTML Active Report (AHTML)

Portable Document Format (PDF) Excel XLSX (XLSX)

Excel XLS (EXL2K) Excel 97 (EXL97)

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:



Western Connecticut State University
Financial Managers Transaction Detail
Report Date 03/27/2022
Fiscal Year: 2019
Org: W60000

Account Code	Account Description	Fund Code	Organization Code	Program Code	Rule Code	Document Number	Transaction Description	Encumbrance Number	Transaction Date	Title			
										Total Budget	YTD Expense Activity	Commitments Balance	
700000	General & Admin Bdgt Pool-Othe	X12000	W60000	606100	BD05	B19-0007	FY19 Budget - CE		07/30/2018	50,000.00		50,000.00	
*TOTAL 700000										65,600.00	.00	.00	65,600.00
701500	Dues & Memberships	X12000	W60000	606100	INNI	I0218948	Institute of Management Accountants		01/04/2019		-260.00	-260.00	
701500	Dues & Memberships	X12000	W60000	606100	INNI	I0222577	National Association of College and		06/20/2019		-4,957.00	-4,957.00	
*TOTAL 701500										.00	-5,217.00	.00	-5,217.00
701603	Other Fees	X12000	W60000	606100	INNI	I0220436	Matt Katch		03/26/2019		-10,000.00	-10,000.00	
*TOTAL 701603										.00	-10,000.00	.00	-10,000.00
702103	E-Subscriptions & Electronic M	X12000	W60000	606100	FT01	Q000083	FREDPRYOR CAREERTRAC		04/10/2019		-99.00	-99.00	
*TOTAL 702103										.00	-99.00	.00	-99.00

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.

Fiscal Affairs - Financial Managers
Payroll Detail Report

Information

Financial Managers Payroll Detail report displays the payroll transactions of an organization(ORGN) for which you are responsible for. All parameters are required.

Select type of display output

HTML Web Document (HTM)

Portable Document Format (PDF)

Criteria

Fiscal Year: 2019

ORGN (=): W60000 - Office VP Finance &...

FUND Code: X12000

Process

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:

Western Connecticut State University
Financial Managers Payroll Detail
Report Date 03/27/2022
Fiscal Year: 2019
W60000

									Title		
									Budget	YTD Expense	Balance
Account Code	Account Description	Fund Code	Organization Code	Program Code	Rule Code	Document Number	Transaction Description	Transaction Date			
601000	Salaries & Wages Full Time	X12000	W60000	606100	HR50	J0000660	Payroll ending 19-JUL-2018	08/03/2018		-5,000.00	-5,000.00
601000	Salaries & Wages Full Time	X12000	W60000	606100	HR50	J0000661	Payroll ending 02-AUG-2018	08/17/2018		-5,000.00	-5,000.00
601000	Salaries & Wages Full Time	X12000	W60000	606100	HR50	J0000662	Payroll ending 16-AUG-2018	08/31/2018		-5,000.00	-5,000.00
601000	Salaries & Wages Full Time	X12000	W60000	606100	HR50	J0000663	Payroll ending 30-AUG-2018	09/14/2018		-5,000.00	-5,000.00
601000	Salaries & Wages Full Time	X12000	W60000	606100	HR50	J0000664	Payroll ending 13-SEP-2018	09/28/2018		-5,000.00	-5,000.00
601000	Salaries & Wages Full Time	X12000	W60000	606100	HR50	J0000665	Payroll ending 27-SEP-2018	10/12/2018		-5,000.00	-5,000.00
601000	Salaries & Wages Full Time	X12000	W60000	606100	HR50	J0000666	Payroll ending 11-OCT-2018	10/26/2018		-5,000.00	-5,000.00
601000	Salaries & Wages Full Time	X12000	W60000	606100	HR50	J0000667	Payroll ending 25-OCT-2018	11/09/2018		-5,000.00	-5,000.00
601000	Salaries & Wages Full Time	X12000	W60000	606100	HR50	J0000668	Payroll ending 08-NOV-2018	11/23/2018		-5,000.00	-5,000.00
601000	Salaries & Wages Full Time	X12000	W60000	606100	HR50	J0000669	Payroll ending 22-NOV-2018	12/07/2018		-5,000.00	-5,000.00
601000	Salaries & Wages Full Time	X12000	W60000	606100	HR50	J0000670	Payroll ending 06-DEC-2018	12/21/2018		-5,000.00	-5,000.00
601000	Salaries & Wages Full Time	X12000	W60000	606100	HR50	J0000671	Payroll ending 20-DEC-2018	01/04/2019		-5,000.00	-5,000.00
601000	Salaries & Wages Full Time	X12000	W60000	606100	HR50	J0000672	Payroll ending 03-JAN-2019	01/18/2019		-5,000.00	-5,000.00

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.

Banner Instance: Banner Production | Date Created: 03/27/2022 7:43PM
OE and Salary Budget vs. Actual by Org

Information

Provides detailed financial trend information by Org across accounting groups for the selected fiscal year

Select type of display output

HTML Web Document (HTML)
 HTML Analytic Document
 Portable Document Format (PDF)
 Excel XLSX (XLSX)

Criteria

Fiscal Year: 2019

Process

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.

WCSU: VP of Finance and Admin

Financial Trend by Org Report
As of 6/30/2019
Fiscal Year: 2019

Fund	Org	Org Name	Division	OE Expense Budget	OE Expense Actual	OE Expense VarS	OE Expense Var%	Graduate Assistant/Interns Budget	Graduate Assistant/Interns Actual	Graduate Assistant/Interns VarS	Graduate Assistant/Interns Var%	Lecturer Budget	Lecturer Actual	Lecturer VarS	Lecturer Var%	University Assistant Budget
X12000	W24652	Psych Malprctc Ins - Restrctd	Finance B. Administration	\$402.77	\$402.77	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00
X12000	W2P105	Community Counseling - Malprct	Finance B. Administration	\$608.63	\$608.64	\$0.01	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00
X12000	W2P304	Nurse Malprctc Ins - Restrctd Di	Finance B. Administration	\$3,419.09	\$3,419.09	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00
X12000	W2P502	Soc Wrk Malprctc Ins - Restrctd	Finance B. Administration	\$1,441.03	\$1,441.03	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00
X12000	W2P602	HPK Malprctc Ins - Restrctd Di	Finance B. Administration	\$581.78	\$581.78	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00
X12000	W40006	Athletics - Restricted Insuran	Finance B. Administration	\$11,493.00	\$6,020.00	(\$5,473.00)	(48%)	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00
X12000	W60000	Office VP Finance B. Administra	Finance B. Administration	\$65,600.00	\$68,826.52	\$3,226.52	5%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00
X12000	W60001	Physical Plant	Finance B. Administration	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00
X12000	W60004	Misc Fiscal Affairs - Univ Fun	Finance B. Administration	\$169,918.02	\$163,744.73	(\$6,173.29)	(4%)	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00
X12000	W60008	Travel - General	Finance B. Administration	\$28,000.00	\$14,900.94	(\$13,099.06)	(48%)	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00
X12000	W60013	Athletic & Recreation - Misc	Finance B. Administration	\$3,000.00	\$0.00	(\$3,000.00)	(100%)	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00
X12000	W60201	Purchasing	Finance B. Administration	\$266,374.00	\$229,133.95	(\$37,240.05)	(14%)	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00
X12000	W60204	Mail Room	Finance B. Administration	\$68,000.00	\$84,868.58	\$16,868.58	25%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00
X12000	W60205	Property Management	Finance B. Administration	\$3,000.00	\$1,177.34	(\$1,822.66)	(61%)	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00
X12000	W60300	Fiscal Affairs Office	Finance B. Administration	\$151,972.80	\$29,039.03	(\$122,933.77)	(81%)	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00
X12000	W60307	G.F. Audit Fees	Finance B. Administration	\$50,000.00	\$30,602.33	(\$19,397.67)	(39%)	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00
X12000	W60313	Payroll	Finance B. Administration	\$1,000.00	\$0.00	(\$1,000.00)	(100%)	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00
X12000	W60314	Accounts Payable	Finance B. Administration	\$2,000.00	\$84.50	(\$1,915.50)	(96%)	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00

University Assistant Actual	University Assistant VarS	University Assistant Var%	Student Labor Budget	Student Labor Actual	Student Labor VarS	Student Labor Var%	Overtime Budget	Overtime Actual	Overtime VarS	Overtime Var%	PSA Budget	PSA Actual	PSA VarS	PSA Var%	Total Budget	Total Actual	Total VarS	Total Var%
\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$402.77	\$402.77	\$0.00	0%
\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$608.63	\$608.64	\$0.01	0%
\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$3,419.09	\$3,419.09	\$0.00	0%
\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$1,441.03	\$1,441.03	\$0.00	0%
\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$581.78	\$581.78	\$0.00	0%
\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$11,493.00	\$6,020.00	(\$5,473.00)	(48%)
\$0.00	\$0.00	0%	\$4,000.00	\$7,726.40	\$3,726.40	93%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$69,600.00	\$76,952.92	\$6,952.92	10%
\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	(\$660.00)	(\$660.00)	0%	\$0.00	(\$660.00)	(\$660.00)	0%
\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$169,918.02	\$163,744.73	(\$6,173.29)	(4%)
\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$28,000.00	\$14,900.94	(\$13,099.06)	(48%)
\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$3,000.00	\$0.00	(\$3,000.00)	(100%)
\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$266,374.00	\$229,133.95	(\$37,240.05)	(14%)
\$0.00	\$0.00	0%	\$10,504.00	\$11,410.61	\$906.61	9%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$78,504.00	\$96,279.19	\$17,775.19	23%
\$0.00	\$0.00	0%	\$28,886.00	\$21,206.36	(\$7,679.64)	(27%)	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$31,886.00	\$22,383.70	(\$9,502.30)	(30%)
\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$175.62	\$175.62	0%	\$0.00	\$0.00	\$0.00	0%	\$151,972.80	\$29,214.65	(\$122,758.15)	(81%)
\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$50,000.00	\$30,602.33	(\$19,397.67)	(39%)
\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$1,000.00	\$0.00	(\$1,000.00)	(100%)
\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$2,000.00	\$84.50	(\$1,915.50)	(96%)

Report #6: OE and Salary Budget vs Actual by Account Details

Explanation: This report shows in detail the amount of YTD budget, expense, commitment, available balance, and percentage for each budgeted account category for each org and account.

Criteria: Select a fiscal year from the dropdown list.

Fiscal Affairs - Financial Managers

Banner Instance **Date Created**

Banner - Production 04/20/2023 3:04PM

OE and PT Salary Budget vs Actuals by Account Details

Information

This report provides OE and PT Salary information by Org/s and expense accounts (line-items) for the selected fiscal year. A single Fiscal Year needs to be selected.

Criteria

Fiscal Year: 2023

Select type of display output

HTML Web Document (HTML)

Portable Document Format (PDF)

Process

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

Output sample:

OE and PT Salary Budget vs Actuals by Account Details												
Report Run Date 04/20/2023												
Fiscal Year: 2023												
Reports To	Division Title	Department Title	Fund	Org Code	Org Description	Account Code	Account Description	Total Budget	YTD Expense Activity	Commitments	Available Balance\$	Variance%
Finance & Administration	Finance & Administration - VP	Administrative Services	X12000	W60201	Purchasing	601400	Salaries & Wages Student	\$4,480.00	\$720.00	\$0.00	\$3,760.00	84%
Finance & Administration	Finance & Administration - VP	Administrative Services	X12000	W60201	Purchasing	601901	Overtime	\$24,755.00	\$0.00	\$0.00	\$24,755.00	100%
Finance & Administration	Finance & Administration - VP	Administrative Services	X12000	W60201	Purchasing	701900	Dues & Memberships	\$1,090.00	\$25.00	\$0.00	\$1,065.00	98%
Finance & Administration	Finance & Administration - VP	Administrative Services	X12000	W60201	Purchasing	701603	Other Fees	\$1,200.00	\$247.04	\$252.96	\$700.00	58%
Finance & Administration	Finance & Administration - VP	Administrative Services	X12000	W60201	Purchasing	702200	Educational Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0%
Finance & Administration	Finance & Administration - VP	Administrative Services	X12000	W60201	Purchasing	705100	Travel - OutState	\$900.00	\$0.00	\$0.00	\$900.00	100%
Finance & Administration	Finance & Administration - VP	Administrative Services	X12000	W60201	Purchasing	706500	Maintenance Equipment - Non-Ca	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100%
Finance & Administration	Finance & Administration - VP	Administrative Services	X12000	W60201	Purchasing	706605	Facility Services - Other	\$750.00	\$0.00	\$0.00	\$750.00	100%
Finance & Administration	Finance & Administration - VP	Administrative Services	X12000	W60201	Purchasing	707300	Supplies - Office	\$27,900.00	\$21,501.31	\$1,911.30	\$4,487.39	16%
Finance & Administration	Finance & Administration - VP	Administrative Services	X12000	W60201	Purchasing	707309	Supplies - Other	\$1,200.00	\$119.72	\$0.00	\$1,080.28	90%
Finance & Administration	Finance & Administration - VP	Administrative Services	X12000	W60201	Purchasing	707452	Lease - Copy Machine	\$1,600.00	\$443.81	\$216.36	\$939.83	59%
Finance & Administration	Finance & Administration - VP	Administrative Services	X12000	W60204	Mail Room	601400	Salaries & Wages Student	\$17,920.00	\$9,173.50	\$0.00	\$8,746.50	49%
Finance & Administration	Finance & Administration - VP	Administrative Services	X12000	W60204	Mail Room	707309	Supplies - Other	\$500.00	\$0.00	\$0.00	\$500.00	100%
Finance & Administration	Finance & Administration - VP	Administrative Services	X12000	W60204	Mail Room	707400	Postage	\$70,000.00	\$42,051.08	\$0.00	\$27,948.92	40%
Finance & Administration	Finance & Administration - VP	Administrative Services	X12000	W60204	Mail Room	707450	Lease - Other Equipment	\$20,000.00	\$12,557.34	\$4,185.78	\$3,256.88	16%
Finance & Administration	Finance & Administration - VP	Administrative Services	X12000	W60205	Property Management	601400	Salaries & Wages Student	\$9,240.00	\$0.00	\$0.00	\$9,240.00	100%
Finance & Administration	Finance & Administration - VP	Administrative Services	X12000	W60205	Property Management	701900	Dues & Memberships	\$0.00	\$115.00	\$0.00	(\$115.00)	0%
Finance & Administration	Finance & Administration - VP	Administrative Services	X12000	W60205	Property Management	707300	Supplies - Office	\$1,300.00	\$213.59	\$0.00	\$1,086.41	84%
Finance & Administration	Finance & Administration - VP	Administrative Services	X12000	W60205	Property Management	707301	Supplies - Food/Bev/Meat	\$0.00	\$0.00	\$0.00	\$0.00	0%

Report #7: 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.

Banner Instance
Banner Production

Date Created
03/28/2022 1:26PM

Multiple Year Comparison - OE

Information

Multiple Year Comparison report of OE accounts. Multiple Fiscal Years need to be selected by using the ctrl-click or shift-click method.

Uses the current posting period in all comparisons

Criteria

Fiscal Year:

2019

2020

2021

2022

Process

Select type of display output

HTML Web Document (HTML) HTML Active Report (AHTML)

Portable Document Format (PDF) Excel XLSX (XLSX)

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

Output sample:

Financial Managers Multiple Year Comparison - OE

Run Date: 03/28/2022

MAZZAM

				Fiscal Year							
				2020				2021			
				Title				Title			
				Total Budget	YTD Expense Activity	Commitments	Balance	Total Budget	YTD Expense Activity	Commitments	Balance
Fund Code	Organization Code	Organization Description	Fiscal Manager								
X12000	W20011	Dues & Memberships Academic Af	Alexander, Mary S	16,991.00	-10,921.45	.	6,069.55	16,991.00	-8,444.00	.	8,547.00
X12000	W20012	AACSB-Restricted (Buisness Acc	Martin, David G	22,765.00	-18,342.24	.00	4,422.76	19,750.00	-12,953.50	.00	6,796.50
X12000	W20013	International Services	Warner, Donna M	2,000.00	-913.66	.00	1,086.34
W12004	W20030	Waterbury Campus Operations	Alexander, Mary S	50,765.20	-33,865.47	-9,076.97	7,822.76	47,406.20	-6,793.04	-2,712.60	37,900.56

Report #8: 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.

Fiscal Affairs - Financial Managers

Multiple Year Comparison - Self Supporting

Banner Instance **Date Created**
Banner Reporting 11/16/2017 9:51PM

Information

Multiple Year Comparison report of Self Supporting accounts. The parameter is required. Multiple Fiscal Years need to be selected by using the ctrl-click or shift-click method.

Uses the current posting period in all comparisons

Criteria

Fiscal Year:

2019
 2020
 2021
 2022

Process

Select type of display output

HTML Web Document (HTML)

HTML Active Report (AHTML)

Portable Document Format (PDF)

Excel XLSX (XLSX)

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

Output sample:

Financial Managers Multiple Year Comparison - Self Supporting											
Run Date: 03/28/2022											
MAZZAM											
				2020				2021			
				Fiscal Year				Title			
				Total Budget	YTD Expense Activity	Commitments	Balance	Total Budget	YTD Expense Activity	Commitments	Balance
Fund Code	Organization Code	Organization Description	Fiscal Manager								
W12010	W2A118	Grant Indirect Cost - Connally	Connally, Neeta P	34,386.55	4,297.09	.	38,683.64	35,121.59	5,586.41	.	40,708.00
W12010	W2A121	Cell Biology Research Group	Bolly, Patrice	1,004.31	.	.	1,004.31	1,004.31	.	.	1,004.31
W38002	W2A124	Cordeira - NARSAD	Cordeira, Joshua W	1,638.99	.	.	1,638.99	1,638.99	.	.	1,638.99
W12010	W2A126	BIO 480 Group Sr Reseach	Monette, Michelle	1,337.98	8,000.00	.	9,337.98	5,337.98	.	.	5,337.98
W34002	W2A127	NOAA B-WET	Pinou, Theodora	2,000.00	-11,690.34	-1,250.00	-10,940.34	750.00	5,883.11	-750.00	5,883.11
X34002	W2A127	NOAA B-WET	Pinou, Theodora	-41.22	41.22	.	.00
W36000	W2A129	Lyme/Tick Borne Disease 2017	Connally, Neeta P	.	5,560.50	.	5,560.50	.	5,660.00	.	5,660.00
W34005	W2A130	Tick/Vector/Rodent Res Mgt Yea	Connally, Neeta P	.	-838.49	.	-838.49	.	-43,945.76	.00	-43,945.76

Report #9: 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.

Fiscal Affairs - Financial Managers

Banner Instance: Banner Production | Date Created: 03/28/2022 5:24PM

Multiple Year Comparison for Posting Period - OE

Information

Multiple Year Comparison report of OE accounts for the selected Posting Period. Multiple Fiscal Years can be selected by using the ctrl-click or shift-click method then clicking the appropriate arrow.

Criteria

Fiscal Years

2021
2020
2019

>>>
<<<<

2022

Posting Period

00 - Encumbr
01 - Jul
02 - Aug
03 - Sep
04 - Oct
05 - Nov
06 - Dec
07 - Jan

Select type of display output

HTML Web Document (HTML)

HTML Active Report (AHTML)

Portable Document Format (PDF)

Excel XLSX (XLSX)

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

Output sample:

				Financial Managers Multiple Year Comparison for Posting Period - OE							
				Run Date: 03/28/2022							
				Posting Period(s): '00', '01', '02', '03'							
				MAZZAM							
				2020				2021			
				Title				Title			
				Total Budget	YTD Expense Activity	Commitments	Balance	Total Budget	YTD Expense Activity	Commitments	Balance
Fund Code	Organization Code	Organization Description	Fiscal Manager								
X12000	W2M000	VisualPerforming Arts-Dean Of	Vernon, Brian T	11,475.00	0	0	11,475.00	20,325.00	-5,918.40	-10,924.38	3,482.22
X12000	W2M002	National Assoc Art/Design NASA	Vernon, Brian T	6,000.00	-1,771.00	0	4,229.00	5,500.00	-1,771.00	0	3,729.00
X12000	W2M003	National Assoc Schools Music N	Vernon, Brian T	6,000.00	-200.00	0	5,800.00	5,500.00	0	0	5,500.00
X12000	W2M004	National Assoc Schools Theatre	Vernon, Brian T	6,000.00	-1,618.72	0	4,381.28	5,500.00	-1,413.00	0	4,087.00
X12000	W2M006	VPA General Marketing Grad Stu	Vernon, Brian T	4,000.00	0	0	4,000.00	2,000.00	0	0	2,000.00
X12000	W2M008	VH Concert Hall Operations	Vernon, Brian T	5,000.00	0	0	5,000.00	4,500.00	0	0	4,500.00
X12000	W2M100	Art Department	Vanaria, Catherine A	21,000.00	-2,646.28	-5,506.55	12,847.17	21,000.00	-683.20	-1,045.00	19,271.80
X12000	W2M101	Art Department - MFA Program	Vanaria, Catherine A	14,267.00	-933.55	-1,912.90	11,420.55	14,267.00	-900.00	-3,460.00	9,907.00
X12000	W2M200	Music Education Department	Piechota, Laura M	8,880.00	-397.95	-461.48	8,020.57	8,380.00	0	0	8,380.00
X12000	W2M210	Piano/Instrument Maint-Restrict	Piechota, Laura M	4,500.00	-30.00	0	4,470.00	4,500.00	0	0	4,500.00
X12000	W2M213	Spirit Band	Piechota, Laura M	23,575.00	-10,500.00	-3,600.00	9,475.00	22,375.00	-6,500.00	-3,600.00	12,275.00
X12000	W2M300	Theatre Arts Dept	McDaniel, Pamela D	9,800.00	-1,614.33	0	8,185.67	9,800.00	-2,237.53	.00	7,562.47
X12000	W2M301	NY Showcase	McDaniel, Pamela D	8,460.00	0	0	8,460.00	8,035.00	0	0	8,035.00

Report #10: 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.

Fiscal Affairs - Financial Managers
Multiple Year Comparison for Posting Period - Self Supporting

Information

Multiple Year Comparison report of Self Supporting accounts for the selected Posting Period. Multiple Fiscal Years can be selected by using the ctrl-click or shift-click method then clicking the appropriate arrow.

Select type of display output

HTML Web Document (HTML)
 HTML Active Report (AHTML)

Portable Document Format (PDF)
 Excel XLSX (XLSX)

Criteria

Fiscal Year(s):

2021
2020
2019

>>>
<<<

2022

Posting Period: 00 - Encumbrance P

01 - Jul
02 - Aug
03 - Sep
04 - Oct
05 - Nov
06 - Dec

Process

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

Output sample:

				Financial Managers Multiple Year Comparison for Posting Period - Self Supporting							
				Run Date: 03/28/2022							
				Posting Period(s): '00', '01', '02', '03', '04'							
				MAZZAM							
				2020				2021			
				Fiscal Year							
				Title							
				Total Budget	YTD Expense Activity	Commitments	Balance	Total Budget	YTD Expense Activity	Commitments	Balance
Fund Code	Organization Code	Organization Description	Fiscal Manager								
W32102	W10001	AFSCME Professional Developmen	Woodward, Rebecca	8,451.36	0	0	8,451.36	-1,442.00	-1,370.00	0	-2,812.00
X31220	W10001	AFSCME Professional Developmen	Woodward, Rebecca	0	-9,280.00	0	-9,280.00	60,403.37	-300.00	0	60,103.37
X31228	W10001	AFSCME Professional Developmen	Woodward, Rebecca	-2,644.00	0	0	-2,644.00	0	0	0	0
X31229	W10001	AFSCME Professional Developmen	Woodward, Rebecca	6,023.51	-2,000.00	0	4,023.51	0	0	0	0
W12010	W20010	Center for Greek & Hellenic St	Alexander, Mary S	3,855.88	0	0	3,855.88	3,855.88	0	0	3,855.88
W12010	W20014	Academic Affairs - Self Suppor	Alexander, Mary S	6,346.85	0	0	6,346.85	6,346.85	0	0	6,346.85
W12010	W20015	CSU Research Conference	Alexander, Mary S	3,605.61	0	0	3,605.61	3,605.61	0	0	3,605.61
W12010	W20016	Workforce Opportunities Servic	Alexander, Mary S	17,469.13	0	0	17,469.13	17,469.13	0	0	17,469.13
W12010	W20017	Costa Rica	Brown, Michelle L	13,404.68	0	0	13,404.68	-170.80	0	0	-170.80

Report #11: 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.

Fiscal Affairs - Financial Manager

Banner Instance: Banner Reporting | Date Created: 11/16/2017 9:51PM

Compare 2 years: Budget vs Actual by Acct Summary YTD

Information

This report compares all expenses by account description to a prior year and is capturing YTD amounts.

Select type of display output

HTML Web Document (HTML)
 HTML Analytic Document (AHTML)

Portable Document Format (PDF)
 Excel XLSX (XLSX)

Criteria

Fiscal Year:

Previous Fiscal Year:

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

Output sample:

Compare 2 years: Budget vs Actual by Acct Summary YTD

As of 6/30/2021

Fiscal Year: 2021

	2021				2020			
	Budget	Actual	Var\$	Var%	Budget	Actual	Var\$	Var%
Graduate Assistant	\$196,612.00	\$193,739.72	(\$2,872.28)	(1%)	\$178,972.00	\$185,350.73	\$6,378.73	4%
Lecturers	\$7,856,555.00	\$8,116,018.32	\$259,463.32	3%	\$8,520,001.00	\$8,635,703.03	\$115,702.03	1%
OE Expense	\$19,577,774.65	\$10,084,391.42	(\$9,493,383.23)	(48%)	\$20,559,861.41	\$15,459,143.37	(\$5,100,718.04)	(25%)
Overtime	\$579,885.00	\$186,852.36	(\$393,032.64)	(68%)	\$775,947.00	\$678,351.63	(\$97,595.37)	(13%)
PSA	\$41,755.00	\$0.00	(\$41,755.00)	(100%)	\$45,755.00	\$13,451.50	(\$32,303.50)	(71%)
Student Labor	\$1,487,993.00	\$1,226,316.29	(\$261,676.71)	(18%)	\$1,816,261.80	\$1,884,537.33	\$68,275.53	4%
University Assistant	\$740,013.00	\$502,727.33	(\$237,285.67)	(32%)	\$776,862.20	\$573,856.49	(\$203,005.71)	(26%)
TOTAL	\$30,480,587.65	\$20,310,045.44	(\$10,170,542.21)		\$32,673,660.41	\$27,430,394.08	(\$5,243,266.33)	

Report #12: 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.

Fiscal Affairs - Financial Manager
Compare 2 years: Budget vs Actual by Acct Summary PTD

Information

Provides a comparison between the selected fiscal year and a previous fiscal year. Only transactions with a Posting Period less than or equal to the selected Posting period are using the compilation of the report with the exception of the YDT column.

Select type of display output

HTML Web Document (HTML)

HTML Analytic Document (AHTML)

Portable Document Format (PDF)

Excel XLSX (XLSX)

Criteria

Fiscal Year:

Previous Fiscal Year:

Posting Period:

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

Output sample:

Compare 2 years: Budget vs Actual by Acct Summary PTD								
		MTD: 10/31/2021 YTD: 6/30/2021						
		Fiscal Year: 2022			Fiscal Year: 2021			
Accounting Group	Budget	Actual	Var\$	Var%	Actual - MTD	Actual - YTD	Var\$ MTD	Var% MTD
Graduate Assistant	\$231,682.00	\$43,612.68	(\$188,069.32)	(81%)	\$45,944.02	\$193,739.72	(\$2,331.34)	(5%)
Lecturers	\$7,988,269.00	\$1,707,661.22	(\$6,280,607.78)	(79%)	\$1,880,995.38	\$8,116,018.32	(\$173,334.16)	(9%)
OE Expense	\$23,354,678.93	\$5,299,765.45	(\$18,054,913.48)	(77%)	\$4,929,570.45	\$10,084,391.42	\$370,195.00	8%
Overtime	\$690,157.22	\$226,536.15	(\$463,621.07)	(67%)	\$140,068.74	\$186,852.36	\$86,467.41	62%
PSA	\$47,255.00	\$5.00	(\$47,255.00)	(100%)	\$5.00	\$5.00	\$5.00	(100%)
Student Labor	\$1,725,985.00	\$389,423.92	(\$1,336,561.08)	(77%)	\$255,262.11	\$1,226,316.29	\$134,161.81	53%
University Assistant	\$793,218.00	\$139,307.18	(\$653,910.82)	(82%)	\$126,136.81	\$502,727.33	\$13,170.37	10%
TOTAL	\$34,831,245.15	\$7,806,306.60	(\$27,024,938.55)		\$7,377,977.51	\$20,310,045.44	\$428,329.09	

Report #13: Invoices Paid Against a Purchase Order

Explanation: This report shows the invoices paid against a purchase order.

Criteria: Input the purchase order number.

Department Bar
Invoices Paid Against a Purchase Order

Information

Financial Managers Purchase Order lookup report. Provide a purchase order number in the field below and click the Process button to execute the report.

Select type of display output

HTML Web Document (HTML)
 HTML
 Portable Document Format (PDF)
 Excel

Criteria

Purchase Order Number:

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

Output sample:

Western Connecticut University											
Invoices Paid Against a Purchase Order											
As of 04/20/2023 15:17:46											
										Amount YTD	
Purchase Order Number	Invoice Number	Vendor Invoice Number	Transaction Date	Invoice Date	Fund Code	Orgn Code	Orgn Desc	Acct Code	Vendor Id	Vendor Name	
P0049974	10238758	11989470	07/28/2022	07/01/2022	X12000	W60315	Cashiers Office	706605	362478302	Brink's, Inc.	\$297.11
P0049974	10239002	12019516	08/24/2022	08/01/2022	X12000	W60315	Cashiers Office	706605	362478302	Brink's, Inc.	\$297.11
P0049974	10240321	12045034	11/09/2022	09/01/2022	X12000	W60315	Cashiers Office	706605	362478302	Brink's, Inc.	\$297.11
P0049974	10241583	12074710	02/02/2023	11/02/2022	X12000	W60315	Cashiers Office	706605	362478302	Brink's, Inc.	\$326.82
P0049974	10241583	12104876	02/02/2023	11/02/2022	X12000	W60315	Cashiers Office	706605	362478302	Brink's, Inc.	\$326.81
P0049974	10241583	12161298	02/02/2023	11/02/2022	X12000	W60315	Cashiers Office	706605	362478302	Brink's, Inc.	\$628.53
P0049974	10241583	12161988	02/02/2023	11/02/2022	X12000	W60315	Cashiers Office	706605	362478302	Brink's, Inc.	\$779.37
P0049974	10242196	12193243	03/07/2023	02/01/2023	X12000	W60315	Cashiers Office	706605	362478302	Brink's, Inc.	\$779.37
TOTAL										\$3,732.23	