

WebFocus Financial Report Descriptions

Report Tab	Report Name	Parameters	Description	Output Type	
Account Unit Reports These reports can be used to view Budget and Actual Expenses for a single accounting unit.	AU Summary (Individual AU)	1. Fiscal Year 2. Period 3. Accounting Unit 4. Accounts (Expense Only, Revenue & Expenses)	Summary of Budget, MTD Actuals, YTD Actuals, Commitments, and Available Balance for a specific Accounting unit.	PDF	
	AU Summary & Detail	1. Fiscal Year 2. Period 3. Accounting Unit 4. Accounts (Expense Only, Revenue & Expenses) 5. Transaction Detail (Current Period or YTD) 6. Payroll Detail (Include or Exclude)	Summary of Budget, MTD Actuals, YTD Actuals, Commitments, and Available Balance for a specific Accounting unit followed by selected transaction detail and payroll detail. **Payroll detail will only be included if user submitting the report has payroll access.	PDF	
Actual v Budget Reports These reports can be used to manage Operating, Endowment, & Gift accounts to ensure that they are not overspent and stay within their budget. **NOTE: When running reports for Operating AU's the Revenue & Expenses account option is designed specifically for AU's that manage revenues as part of their regular budget. E.g. Executive Education or Student Activities	Accounting Unit Summaries by Level	1. Level 2. Fiscal Year 3. Period 4. AU Type (Operating, Gift, Endowment) 5. Accounts (Expense Only, Revenue & Expenses)	Summary of Budget, MTD Actuals, YTD Actuals, Commitments, and Available Balance by Accounting unit/Accounts. Will include all accounting units that meet the selection criteria. One page per accounting unit.	PDF or Excel	
	AU Balances by Department	1. Level 2. Fiscal Year 3. Period 4. AU Type (Operating, Gift, Endowment) 5. Accounts (Expense Only, Revenue & Expenses)	Total amount of Budget, MTD Actuals, YTD Actuals, Commitments, and Available Balance per Accounting Unit.	PDF or Excel	
	Account Balances for Selected Level	1. Level 2. Fiscal Year 3. Period 4. AU Type (Operating, Gift, Endowment) 5. Account code	Total amount of Budget, MTD Actuals, YTD Actuals, Commitments, and Available Balance by Accounting Unit(s) for a specific account code.	PDF or Excel	
	Available Gift Balance	1. Level 2. Fiscal Year 3. Period	Summary of Beg Balance, Transfers, Revenues, Expenses, and available balance of Gift Accounting Units.	PDF or Excel	
	Account Summary by Level	1. Level 2. Sum by Level (1-5) 3. Fiscal Year 4. Period 5. AU Type (Operating, Gift, Endowment) 6. Accounts (Expense Only, Revenue & Expenses)	Summary of Budget, MTD Actuals, YTD Actuals, Commitments, and Available Balance by Accounts for the selected Level summed at the same or lower level selected. Eg. User select level 1 - 20 and to sum by level 04. The report will have budget, MTD actuals, YTD actuals, commitments, and available balances summed by Department (level 04) for all departments within level 1 - 20.	PDF or Excel	
	Revenue & Expenses Excluding Scholarships	1. Level 2. Sum by Level (1-5) 3. Fiscal Year 4. Period 5. AU Type (Operating, Gift, Endowment)		PDF or Excel	
	Profit Sharing Balances	1. Level 2. Fiscal Year 3. Period		PDF or Excel	
	Level Data Search	1. Level	List of Departments & Accounting Units that roll up to a specific level.	Excel	
	Detail Reports These reports can be used to view detailed transactions for an accounting unit(s).	Budget Detail Report	1. Fiscal Year (ALL fiscal years an option) 2. Accounting Unit 3. Budget Number (1, 200, 800, 900, ALL)	List of Budget Journal Entries. Also allows for drilling to see all entries of control group to see the other side of the transaction.	HTML
		Commitments by Accounting Unit	1. Level	List of open commitments as of report run date	PDF or Excel
Payroll Query		1. Date Type (Pay Period End Date or Pay Date) 2. Date Range 3. Subtotal (by Employee, Accounting Unit, Account, No Subtotal) 4. Accounting Unit (optional) 5. Account (optional) 6. Employee Name (optional) 7. Employee Number (optional)	Detailed list of payroll charges. Pay Period End Date refers to the work period and pay date is the date the employee actually received payment.	PDF or Excel	
Transaction Query by Fiscal Year and Period		1. Accounting Unit 2. Account 3. Accounting Unit/Account 4. Transaction Amount 5. Reference Number	Detailed list of General Ledger transactions for selected FY, and Period Range.	PDF or Excel	
Grant AU Balance by Department		1. Level 2. Fiscal Year 3. Period	Total amount of Budget, Prior Year Actuals, YTD Actuals, Commitments, Available Balance, and Est. Available Direct Expense Total per Grant Accounting Unit	PDF or Excel	
Grant Reports These reports can be used to manage Grant Accounting Units, 5xxxxx Series, to ensure that the accounts are not overspent.	Grant AU Balance by PI	1. Principle Investigator 2. Fiscal Year 3. Period	Total amount of Budget, MTD Actuals, YTD Actuals, Commitments, and Available Balance per Grant Accounting Unit	PDF or Excel	
	Grant Summary	1. Fiscal Year 2. Period 3. Accounting Unit	Summary of Budget, Prior Year Expenditures, Commitments, MTD Actuals, YTD Actuals, and Available Balance	PDF	
	Grant Summary and Detail	1. Fiscal Year 2. Period 3. Accounting Unit 4. Transaction Detail (Current Period or YTD) 5. Payroll Detail (Include or Exclude)	Summary of Budget, Prior Year Expenditures, Commitments, MTD Actuals, YTD Actuals, and Available Balance for a specific Grant Accounting unit followed by selected transaction detail and payroll detail. **Payroll detail will only be included if user submitting the report has payroll access.	PDF	
	Capital Summary & Detail Report	1. Fiscal Year 2. Period 3. Activity (Capital Project Number) 4. Transaction Detail (YTD or LTD)	Summary of Total Appropriation, Prior Year Expenditures, Current YTD Expenditures, LTD Expenditures, Commitments, and Life to Date balance for a specific capital project.	PDF or Excel	
Capital Reports These reports can be used to track expenses related to Capital projects.	Capital Project Transaction Query	1. Fiscal Year 2. Period 3. Activity 4. Transaction Detail (Selected Period, YTD, LTD)	Transaction detail for the selected Activity for a particular period, YTD or LTD.	PDF or Excel	