

# WebFocus Business Intelligence (BI) Portal Reference Guide



Preparing people to lead extraordinary lives

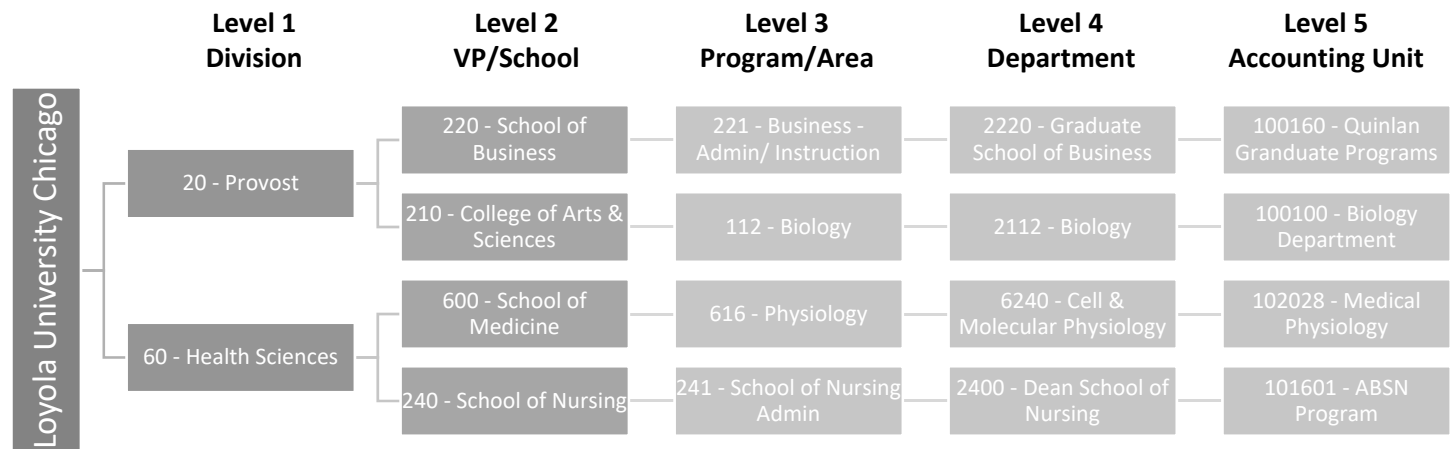
## Financial Reports Access:

Access to Financial Reports in the WebFocus BI Portal is granted by level or accounting unit with corresponding payroll access. Submit a completed [Lawson/WebFocus System Access Form](#) to [FinancialSystems@luc.edu](mailto:FinancialSystems@luc.edu) for new, revised, or additional access requests.

## Levels & Accounting Units:

The organizational structure of the University is comprised of four levels: Division, VP/School, Program/Area and Department. Individual posting accounting units are assigned to a single level 1-4 hierarchy structure. Access can be granted at any level or individual accounting unit. Examples of the University hierarchy are:

Level #	Description	Type	Example #1	Example #2
Level 1	Division	Summary	20 - Provost	60 - Health Sciences
Level 2	VP/School	Summary	220 - School of Business	600 - School of Medicine
Level 3	Program/Area	Summary	221 - Business - Admin/Instruction	616 - Physiology
Level 4	Department	Summary	2220 - Graduate School of Business	6240 - Cell & Molecular Physiology
Level 5	Accounting Unit	Posting	100160 - Quinlan Graduate Programs	102028 - Medical Physiology



## Payroll Access:

With supervisor approval, different levels of payroll access can be assigned to individual levels and accounting units for a user. Access to payroll accounts allows the user to view payroll detail by employee, date, and pay code (regular, sick, vacation hours, etc). The following payroll options are available:

Payroll Access	Account Range
All Payroll	Accounts 5000-5499
No Payroll	No payroll detail access
Faculty Payroll	Accounts 5000-5099, 5200-5299
Staff/Student/Temp Payroll	Accounts 5100-5199, 5300-5399, 5400-5499
Student/Temp Payroll	Accounts 5300-5399, 5400-5499
Grant Payroll	Accounts 5000-5499, where the Accounting Unit = 5xxxxx

## Account Definitions:

Type	Range	Report	Description
Assets	1000-1999	Balance Sheet	Assets are defined as resources or things of value that are owned by the University. Examples: cash, student tuition receivable, investments, land, buildings, & equipment.
Liabilities	2000-2599	Balance Sheet	A liability is an obligation of something owed like accounts payable. Accounts payable arise when a company purchases goods or services on credit from a supplier.
Net Assets	2800-2899	Balance Sheet	Net assets is defined as total assets minus total liabilities. Net Assets can be unrestricted, temporarily or permanently restricted.
Revenues	3000-4999	Income Statement	Revenues are the amounts the University earns by providing a service. Examples include tuition, fees, room, and board.
Expenses	5000-7299	Income Statement	Expenses represent the cost of doing business. Examples include salaries, benefits, utilities, housekeeping, and supplies.

## Accounting Unit Types:

AU #	AU Description	Reports can be found in:
1xxxx		
1034xx	HSC RFC	Grant & Research Reports / Detail Reports
1035xx	F&A Revenue	Grant & Research Reports / Detail Reports
1037-9xx	HSC Research Incentive	Grant & Research Reports / Detail Reports
1047xx	Lakeside Research Incentive	Grant & Research Reports / Detail Reports
1048xx	Lakeside Faculty Startup	Grant & Research Reports / Detail Reports
1070xx	Health Disparities Awards	Grant & Research Reports / Detail Reports
1071xx	Choir Awards	Grant & Research Reports / Detail Reports
198xxx	Agency Accounts	Accounting Unit Reports / Detail Reports
All other 1x	Operating Accounts	Accounting Unit Reports / Detail Reports
2xxxxx	Gifts	Accounting Unit Reports / Detail Reports
31xxxx	Medical R&E Accounts	Accounting Unit Reports / Detail Reports
4xxxxx	Endowments	Accounting Unit Reports / Detail Reports
5xxxxx	Grants & Contracts	Grant & Research Reports / Detail Reports
67xxxx	Carry Forward	Accounting Unit Reports / Detail Reports

## AUs included in Financial Reports

**Accounting Unit Reports** – Active AUs only

**Grant & Research Reports** – Open AUs or AUs closed in current or prior fiscal year

**Detail Reports** – All AUs

## Data Refresh Timing

Unless otherwise noted, the data in the WebFocus BI Portal is refreshed from the previous day.

## Personal/Sensitive Information

The reports in WebFocus BI Portal are the property of Loyola University Chicago and may not be exported outside the institution without express written consent. All student and employee information is personal and confidential and to be used only for official University business. To learn more about Personally Identifiable Information policies go to [www.luc.edu/its/uiso/compliance/pii.shtml](http://www.luc.edu/its/uiso/compliance/pii.shtml).

For additional [forms](#), [policies](#), and [documentation](#), please visit the Finance website at [www.luc.edu/finance/](http://www.luc.edu/finance/)