

To Access the Departmental Budget Reporting Tool

- Log on to WebFocus
- Double click on Campus Community User
- Double click on Departmental Reports
- Double click on Departmental Budget Reporting Tool (or highlight and click the “Run” icon)

The screenshot shows a web interface for the Departmental Budget Reporting Tool. It is divided into three main sections:

- General Parameters:** Contains two dropdown menus. The first is labeled "Org" and has "1098" selected. The second is labeled "Fiscal Year" and has "2008" selected.
- On-Line Queries:** Contains two buttons: "Department Activity" and "B-T-A Graph".
- Printable Reporting:** Contains two dropdown menus and two buttons. The first dropdown is labeled "Output Format" and has "PDF Document" selected. The second dropdown is labeled "Specific Activity Code" and has "N/A" selected. Below these are two buttons: "Summary Report" and "Detail Report".

General Parameters

- Select an org from the drop-down menu
- Select a fiscal year from the drop-down menu

On-Line Queries

- Department Activity – Provides user with summary data. User can “drill down” to see transaction level information.
- B-T-A Graph – Reflects department expenses by account compared to budget.

Printable Reporting

- Output Format – Select for the report to be either a PDF document or Excel Spreadsheet.
- Specific Activity Code – If desired, select an activity code from the “drop down” menu to narrow down the information.
- Summary Report – Provides user with summary data by account. The summary box restates total revenues, personnel expenditures, and non-personnel expenditures.
- Detail Report – Provides user with transaction level detail grouped together by account code. The summary box restates total revenues, personnel expenditures, and non-personnel expenditures.