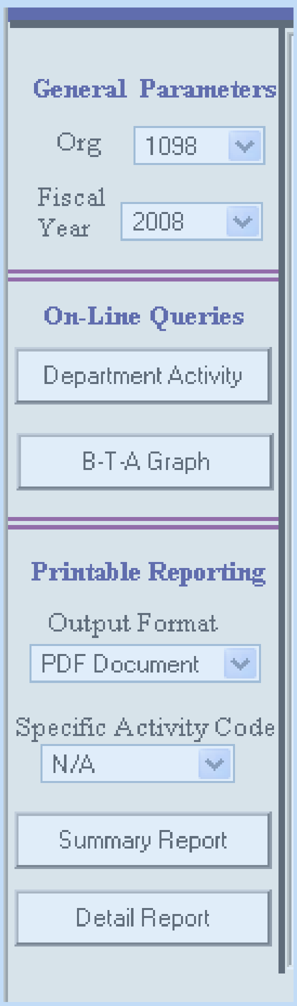
To Access the Departmental Budget Reporting Tool

- 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)



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.

Budget Office-Ext. 3621 | Finance Systems Access-Ext. 3432 | Finance Service Center-Ext. 3436 | Accounts Payable-Ext. 3443
Purchasing Office-Ext. 3438 | Payroll Office-Ext. 3444 | Help Desk-Ext. 3900 | Banner Help Line-Ext. 3410