



Loyola University Chicago WebFocus BI Portal - Financial Reports

FOLDER	REPORT NAME	DESCRIPTION
Accounting Unit Reports <i>These reports can be used to track revenues and expenses for Operating, Endowment, & Gift accounting units.</i>	Agency Account Balances - 198xxx	Beginning and Available balances as well as fiscal year-to-date transaction detail for (198xxx) Agency Accounting Units by Level or AU.
	AU Summary and Detail *	Summary of Budget, MTD Actuals, YTD Actuals, Commitments, and Available Balance for a specific Operating, Gift, or Endowment Accounting unit followed by selected MTD or YTD transaction, payroll, or commitment details.
	AU Summary Reports by Level	Summary of Budget, MTD Actuals, YTD Actuals, Commitments, and Available Balance for Operating, Gift, or Endowment Accounting units for a selected level.
	Carry Forward Balances - 67xxxx	Summary of Beg Balance, Transfers, Revenues, Expenses, and available balance of Carry Forward (67xxxx) Accounting Units in a selected Level or AU.
	Endowment Balances - 4xxxxx	Summary of Budget, Commitments, Expenses, and Available Balance vs Prior Year End for Endowment Accounting Units in a selected Level or AU.
	Gift Balances - 2xxxxx	Summary of Beg Balance, Transfers, Revenues, Expenses, and Available Balance vs Prior Year End for Gift Accounting Units in a selected Level or AU.
	Gift Summary and Detail - 2xxxxx *	Summary of Beg Balance, Transfers, Revenues, Expenses, and Available Balance for a selected Gift Accounting Unit followed by selected MTD or YTD transaction, payroll*, or commitment details.
	Gift Summary by PI or Level - 2xxxxx	Summary of Beg Balance, Transfers, Revenues, Expenses, and Available Balance vs Prior Year End for Gift Accounting Units by Level or Person Responsible.
	Medical R&E Balances - 3xxxxx	Summary of Beg Balance, Transfers, Revenues, Expenses, and Available Balance vs Prior Year End for a selected level or Medical R&E Accounting Unit.
	P&L Summary Reports by Level	P&L Reports for selected levels with multiple output options for Operating, Gifts, or Endowment Accounting Units. Select Report columns: (1) Budget vs Actual and Prior Year Variance or (2) Budget, MTD Actuals, YTD Actuals, Commitments, and Available Balance. Select report rows of Account Category, Accounts, or Levels as well as page breaks on Levels or AUs.
	Revenue & Expense Analysis by Level	Summary of Revenues, Salaries/Benefits, and Direct expenses excluding scholarships for Operating, Gifts, or Endowments for a selected Level. Choose report rows of Account Category, Accounts, or Levels as well as page breaks on Levels or AUs.
	Service Agreement Balances - 106xxx	Summary of Revenue, Expenses, Budget, Receivables and Payables for the life of a Service Agreement.
Capital Reports <i>These reports can be used to track expenses related to Capital projects.</i>	AP Invoice Detail - Capitals	Vendor invoice detail and payment information for Capital accounts by Check Date, Invoice Date, or Invoice Creation Date (date entered).
	Capital Summary and Details	Summary of Total Budget Appropriation, Prior Year Expenditures, Current YTD Expenditures, LTD Expenditures, Commitments, and Life to Date balance for a specific capital project.
	Commitment Detail - Capitals	List of open commitments as of report run date for Capital Projects.
	PO Line Detail - Capitals	Purchase Order detail for Capital Projects including item descriptions, quantities, and amounts by Vendor for Open or Closed PO's.
	Statement of Capital Projects	Summary of Total Budget Appropriation, Prior Year Expenditures, Current YTD Expenditures, LTD Expenditures, Commitments, and Life to Date balance for capital projects by Project Manager.
	Transaction Query	Transaction detail for the selected Activity for a particular period, YTD or LTD.

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Detail Reports <i>These reports can be used to view detailed transactions for an accounting unit or level.</i>	Accounts Payable Invoice Detail	Vendor invoice detail and payment information by Check Date, Invoice Date, or Invoice Creation Date.
	Actual vs Budget Spreadsheet	Summary of Actuals, Budgets, Forecasts or Appropriations by Accounting Unit and Account for 3 or 5 years
	AP Invoice Additional Details	Display AP user fields related to Ricoh, Canon, & ProCard invoice lines.
	AP Vendor Lookup	Find a vendor name, vendor number, address, and email address by vendor name or #.
	AU and Level Detail	List of Accounting units, active status, level roll-up and person responsible for a selected level.
	Balance Sheet Account Balances	Account balances for receivables and liabilities (accounts 1000-2999) by level for 3 or 5 years.
	Budget Transaction Detail *	List of Budget Journal Entries. Also allows for drilling to see all entries of control group to see the other side of the transaction.
	Commitment Detail	List of open commitments as of report run date.
	Employee Lookup by LID	Enter a student's LID from PeopleSoft to find their Lawson employee ID number and employee status.
	Payroll Query *	List of payroll transactions by employee for selected parameters.
	Purchase Order Line Detail	Purchase Order detail for selected Levels or Accounting Units including item descriptions, quantities, and amounts by Vendor for Open or Closed PO's.
	Security Access Check	View your current level of report security.
	Transaction Query	Detailed list of non-payroll transactions for selected date range.
Grant & Research Reports <i>These reports can be used to manage Grant Accounting Units (5xxxxx, 103xxx, 1046-9xx, 25xxxx, 9xxxxx Series) to ensure that the accounts are not overspent.</i>	Budget Detail Report	View budget Detail for Grant and Research accounting units but AU and Budget Journal # for a Fiscal Year.
	Grant Balances Report by PI or Level	Total amount of Budget, MTD Actuals, YTD Actuals, Commitments, and Available Balance per Grant Accounting Unit for a selected Level, AU Type, or Principal Investigator.
	Grant Non-Payroll Detail by PI or Level	Detailed list of General Ledger transactions for selected FY, Period, and Level, AU Type, or Principal Investigator.
	Grant Payroll Detail by PI or Level *	List of payroll transactions by grant accounting unit and employee for selected Level, AU Type, or Principal Investigator.
	Grant Summary and Detail *	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.
	Grant Summary by PI or Level	Summary of Budget, Prior Year Expenditures, Commitments, MTD Actuals, YTD Actuals, and Available Balance for a selected Level, AU Type, or Principal Investigator.
	Pending Closeout Snapshot *	Review potential overdrafts or details regarding grants that are scheduled to close within 90 days for a selected Level.
	Periodic Billing Report	Summary of Budget, Expenses, and Available balances for a billing period by Grant AU and account.

*Payroll detail will only be included if user submitting the report has payroll access.

Access WebFocus BI Portal at: <https://bi.luc.edu>
WebFocus Training Document: <http://www.luc.edu/finance/fsdoc.shtml>