Introduction to Standard Reports

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1) Overview of Terminology

A. Basic Terms:

1. **KFDM** – Kuali Financial Data Mart; the location for storing data from KFS, Genesys and other data marts that will be the source information for financial reporting at UConn

2. **WebFOCUS** – one of the reporting applications used by UConn, especially in the financial area, that can bring together information from various sources (data marts) by creating and executing valuable reports
   a. **InfoAssist** – tool within WebFOCUS that is used to create customized reports. *(How to use InfoAssist is the subject of the Introduction to InfoAssist class.)*
2) Getting Started

A. Logging into WebFOCUS:
   1. Open a web browser window and enter the address:
      fiscaltraining.uconn.edu
   2. Click on the link titled: KFDM-Kuali Financial Data Mart
   3. Once the WebFocus page launches, click on Login, and enter your NetID and password

B. Getting additional assistance
   If you need general assistance, or need to report an issue with WebFOCUS, you can log a ticket directly from the serviceit.uconn.edu website
3) Running Standard Reports

A. General Overview:

To expand the menu tree on the left and to access the reports within each subject area, click on the ➔ symbol to the left of the folder name.
3) Running Standard Reports

B. Folders:

Standard Reports Folder – contains many different standardized reports that prompt you for specific information to generate a report that is unique to your organization.

My Content Folder – is used to store customized reports that you have designed, as well as any schedules you have created using Report Caster.

Shared Content Folder – holds ALL WebFOCUS users’ shared reports within each individual’s own folder (alphabetical by first name).

*A shared folder, is NOT the same and does NOT contain the same reports as the Standard Reports Folder. Shared Reports are customized specifically to the user who designed it.*
3) **Running Standard Reports**

C. **Running a report from WebFOCUS:**

Follow these steps to run a report in WebFOCUS from the list of Standard Financial Reports:

1. Click on the name of the report
2. The parameters screen will display
3. Enter your required parameters and click “Run”

![WebFOCUS screen with step annotations]

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**NOTES**
3) Running Standard Reports

D. Report Output:

1. You can check “run in a new window” to make it easier to print out and manipulate reports.
2. Select Status boxes are multi-select. You can hold down the CTRL key to choose multiple options.
3. Reports can output in HTML/PDF/Excel. When output to HTML, links in the report lead directly to relevant KFS screens or other WebFocus reports.
3) Running Standard Reports

E. Saving your Parameters:

Saving your Parameters gives you the ability to open the report and run it automatically.

1. Open the report that you would like to run.
2. Once you enter your parameters, hit the Save button.
3) Running Standard Reports

E. Saving your Parameters:

3. Your report will save in your My Content folder.

4. Now, the report will automatically run when you open the file.

(*Tip: it will also do this when placed onto your Customized Dashboard, which is covered in Section 5 of this manual.)
3) Running Standard Reports

F. Adding Favorites:

To add reports as “Favorites”, **RIGHT-CLICK** on the report you would like to add, and click on “Add to Favorites”.

You can access your Favorites from the “Favorites” link located in the left navigation area.
4) Deferring a Report

A. How to defer a report:

If a report runs for too long, WebFOCUS may “time out” and close the prompt. To avoid this, you can run the report under “Deferred Status”, which places it in a Que, and allows you to perform other tasks while the report is generating.

1. Choose the report you need to run, and right click on it
2. A menu will appear – click on Run Deferred.
3. This will launch the report parameters, however, once you hit Run, it will place it in a Que.
4) Deferring a Report

B. Viewing deferred reports:

To view the status of the reports you have placed in Que:

1. Go to the top banner menu, and click on Tools and the Deferred Status.
2. This will launch a window that lists your reports with options to view or delete them.
A. Customizing the dashboard:

You can easily create multiple customized dashboards with frequently used reports. To customize a dashboard:

1. Click on the New Page Tab.
2. This will open a new blank tab, and place the Menu on the right side.
5) The WebFOCUS Dashboard

A. Customizing the dashboard (cont.):

3. Locate the report that you would like to place on your dashboard in the Menu.

4. Click, hold, drag and drop the report onto the white blank area of the dashboard. You will see the parameters screen load onto the dashboard. This allows you to now enter your parameters easily, directly from your dashboard.
A. Customizing the dashboard (cont.):

5. To delete reports from your dashboard, click on the arrow, and choose delete.

6. You can also change the title of the tab, delete the entire tab, or change the layout of the dashboard, by right-clicking on the tab, and choose from the drop down menu.
6) Scheduling a Report

A. Reports distributed through email:

Standard Reports can be scheduled to be sent directly to your email:

1. Right-click on the Standard Report, and choose “Schedule”, then “Email”

- This will launch ReportCaster:

![ReportCaster Image]
6) Scheduling a Report

A. Reports distributed through email (cont.):

2. The window will open onto the TASK Tab. Make sure that your Execution ID is your NetID.

3. Next, click on the Parameter Values block, under Options. The Parameter window will launch.
6) **Scheduling a Report**

A. **Reports distributed through email (cont.):**

4. Click on the empty space next to “Enter Value:”

- Enter your Organization # into the **Value:** field, and then it will populate into the above menu.
6) Scheduling a Report

A. Reports distributed through email (cont.):

- For every Parameter you click on, you will have the option to change the Value in the Parameter Properties.

- Update all fields as needed.
- Click OK when finished.
6) Scheduling a Report

A. Reports distributed through email (cont.):

5. Next, click on the DISTRIBUTION Tab:

- Click on the “Type:” Drop down menu – and choose Email Address (this automatically defaults to this, but you have the option to choose a distribution list).
- Enter in as many email addresses as needed, separated by a comma (,).
- You can also customize the message within the email. The default message is simply “Please see attachment(s).” However, you can customize this however your choose.
6) Scheduling a Report

A. Reports distributed through email (cont.):

6. Next, choose the NOTIFICATION Tab:

- Click on the “Notification Type:” Drop down menu – and choose Always
- Enter in your email address in the Reply Address:
- You can customize the Subject: here as well if you choose.
- Be sure to add your email address to the Brief Message To: or Full Message To: . You can add alternate or other email addresses here as well. (You will receive an error message upon saving if one of these parameters does not have an email address).
6) Scheduling a Report

A. Reports distributed through email (cont.):

7. On the RECURRENCE Tab:

- You can choose whether you would like to have it automatically run daily, weekly, monthly, etc.
- You can also choose how long you would like this report to be sent.
6) **Scheduling a Report**

A. **Reports distributed through email (cont.):**

8. Once the tabs’ values are filled, click on the **Save & Close Tab.**

   - A new window will appear. You can rename the Title, and when done hit Save. (*Be sure to save your schedule under your **My Content** folder.*)
6) Scheduling a Report

B. Creating distribution lists:

Standard Reports can be scheduled to be sent directly to your email:

1. Right-click on your My Content folder, and choose “New”, then “Distribution List”.

2. A new window will launch. From here, give your Distribution List a Title.
6) **Scheduling a Report**

**B. Creating distribution lists:**

3. Next, click on the **Add New** icon.

![Image](image1.png)

4. Enter an email address and then click **Ok**. Add as many emails as needed to create your distribution list by continuing to click on the **Add New** Icon. Be sure to **Save** your distribution list when done.

![Image](image2.png)
7) Add Reports to “My KFS”

A. Adding Standard Reports to “My KFS”:

Standard Reports from WebFOCUS can also be added directly to your KFS Dashboard:

1. Click on “Update”

2. Highlight the report you use on the left, and click on the arrow to move it to “My KFDM Reports”

3. Click on “Submit”
8) **Standard Reports available in WebFOCUS**

This is a sampling of all the standard reports, along with a brief description.

*(Note: The list of standard reports can be found on the KFDM website. Any new updates to reports will be listed there as well)*

A. **Accounts Payable:**

1. **Credit Memo and Accounting Detail** - is helpful to use to confirm returns have been properly processed
2. **Payment Requests and Accounting Detail** – can be used to list payment requests (PREQs) for a specific date range
3. **Payment Requests Awaiting Action** – may be used to report on PREQs by current status
4. **Vendor Spending Summaries** – may be used to ensure that spending does not exceed the $10,000 range

B. **Accounts Receivable:**

1. **Aging by Account or Customer** – is helpful to those needing to monitor outstanding customer invoices

C. **Capital Assets:**

1. **Equipment on Loan** – should be reviewed on a regular basis to keep track of your controllable property
2. **Controllable Property** – lists all computer equipment owned by the organization
3. **Capital Equipment** – this report will list all other inventory from copiers to furniture or lab equipment
8) **Standard Reports available in WebFOCUS**

D. **General Ledger:**

1. **Account Balances Summary** – shows the total expenses and/or revenue for all selected accounts

2. **Account Balances** – shows the current budget, actuals, encumbrances and variances by account separately for income and expense, summarized at the object level

3. **Account Balances by Object Code** – shows current budget, actuals, and encumbrances summarized by each object code

4. **Account Transactions** – will list detailed transactions including date, eDoc, object code and amount by account or by organization

5. **Accounts by Organization** – shows the organization, account, account name, fund group, fiscal officer, and account supervisor for all accounts within a user specified organization

6. **Organizational Fund Balances** – offers a complete overview of current balances within an organization

7. **Statement of Activity** – offers a summary of fiscal year actual activity, or comparisons of original budgets to actuals.
8) **Standard Reports available in WebFOCUS**

**E. HR/Payroll:**

1. **Filled Position Summary** - this report summarizes the Filled Position Detail Report containing Organization, Account, Object Code, and Employee Type
2. **Filled Position Detail** – displays funded employee compensation broken down by organization, object code and employee
3. **Payroll Summary by Account** - this report summarizes the Actual Expense, Remaining Encumbrance, and Total Committed amounts for all employees within an account by Object Code.
4. **Payroll Summary by Employee** – reports similar to the Payroll Summary by account, however shows amounts across all accounts by employee
5. **Payroll Transactions** - Detailed payroll transactions are displayed by organization, account or employee - Transaction output can be limited to a specific date range or fiscal period

**F. KIM (Kuali Identity Management):**

1. **Account Delegations** - Lists the Primary and Secondary Delegates and dollar thresholds for accounts by Fiscal Officer. The report can be run by Organization, Account, Fiscal Officer or Delegate
2. **Employee Memberships** - Displays the Roles, Groups and Security Models of which KFS users are members. The report can be run by Organization, Individual or Role
3. **Missing Account Delegations** - This report will list all accounts where there is no delegation set up, making it easier to set up delegations only where they are needed.
Standard Reports available in WebFOCUS

G. Purchasing:
1. **ProCard Transactions** – detailed procurement card transaction information sorted by cardholder
2. **Recurring Purchase Orders** - displays all recurring PO's
3. **Remaining PO Balances** - displays PO lines with only open encumbrances (usually run at the end of the FY)
4. **Requisition Detail** - displays the Requestor, Vendor, Line Item Description, and Line Amount for requisitions within a specified date range and status
5. **Requisition Accounting Detail** – this report displays the Requestor, Vendor, Line Item Description, Account, Object Code, Line Allocation Percent and Line Amount for requisitions within a specified date range and status

H. Workflow:
1. **eDocs Pending Approval** – can easily display what transactions are waiting for approval
9) Troubleshooting

A. Issues with Internet Explorer
   1. When I click on a Standard Report, and the screen pops up, why is the “object code” box blank?
      This is an issue with the newer versions of Internet Explorer. Within kfdm.uconn.edu, you will find a list of supported browsers as well as instructions for setting up Internet Explorer 8.0, which should assist you with the issue. You can also use Mozilla FireFox or Google Chrome to alleviate the issue.

B. Access/Security Issues
   1. Why is my report showing Headers, but no data?
      This is a KFS Access issue, and you may not have the proper access to that specific data within KFS.
   2. What do I do if my report is giving me a message stating that there is “no data”?
      This is a security access issue, and means that you do not have the proper access to that data. It could also mean, that the incorrect / invalid data was entered before running the report (i.e. account number typed incorrectly). Before requesting access, try to launch the report again, and reenter your information.
   3. There are no reports showing at all in WebFocus.
      This is due to the user not having WebFocus Access. Go to serviceit.uconn.edu to request access.

Quick Tip: With SECURITY REQUESTS it is good to use the “Employee Memberships Standard Report”, to compare security models with other coworkers that should have similar access.
9) Troubleshooting

C. Loading WebFOCUS

1. When I log in to WebFOCUS, the loading screen gets "stuck" and does not load the program.

   Sometimes the program gets “hung up” on the dialog. Simply hit F5 to refresh the screen allowing it to reload. You may have to do this more than once.