

WebFOCUS Instructions

1. Go to <http://www.banner.sfasu.edu/othersoftware.html>
2. Select WebFOCUS 8 Reporting Login (login with domain login)

The first time logging into WebFOCUS the screen will be blank -Contact ITS for set up process to continue. ITS: Cathy – ext. 1377, Amanda – ext. 1075, or Garrett – ext. 1363



Stephen F. Austin State University

Other software products for use with Banner [PROD]

[Application Manager Scheduling Link](#)

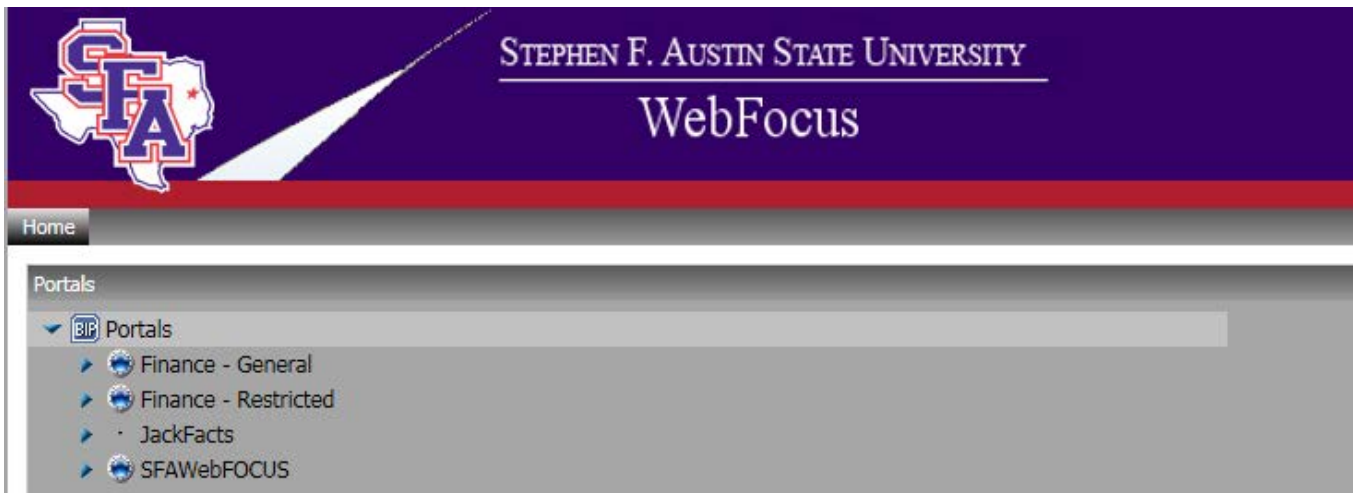
[WebFOCUS 8 Reporting Login](#)

[WebFOCUS 8 Instructions Document](#)

Documentation

[AppMgr Instructional Video](#)

3. Double click Finance – General



The screenshot shows the top banner of the WebFocus portal. On the left is the SFA logo. On the right, the text reads "STEPHEN F. AUSTIN STATE UNIVERSITY" and "WebFocus". Below the banner is a "Home" button. A "Portals" section is visible, containing a dropdown menu for "BIF Portals" with the following items: "Finance - General", "Finance - Restricted", "JackFacts", and "SFAWebFOCUS".

4. **Choose** fpr0060_transaction_detail_summary
Or fpr0060_missing_detail_summary

Parameters:

Dates: Same as billing cycle. Select from the drop down boxes.

Card_Code: Eight 8's and the last 8 digits of the credit card number.
(Total of 16 digits)

The screenshot shows a web-based interface for generating a report. At the top, the title is "fpr0060a Transaction Detail Summary". Below the title, there are three input fields: "Start Date" with a dropdown menu showing "4 Nov, 2014", "End Date" with a dropdown menu showing "3 Dec, 2014", and "CARD_CODE" with a text input field containing "8888888801234567". Below these fields, there is a section titled "Select type of display output" with four radio button options: "Excel 2007" (selected), "HTML Active Report", "PDF", and "HTML". At the bottom of the interface, there are two buttons: "Run" and "Run Deferred".

5. Missing Detail Summary

- a. Choose your preferred method to run this report.
- b. This report will only show charges that have the default 'Purchase Card Transaction' in the description field. (charges that have not been detailed)
- c. 'No HTML Output!' occurs if you have detailed all charges
- d. This report can be used to show all charges before detailing is done.

6. Transaction Detail Summary

- a. Run this report in in your preferred method.
- b. The total amount on this report MUST equal the total amount on the CitiBank Statement.**
- c. Checks that all descriptions are correct and FOAP's used are accurate.**
- d. Print the report. This report **MUST** be signed by both the cardholder and the Department Head (or a Reviewer if the cardholder is the Department Head)
- e. File this report along with the CitiBank Statement and all receipts and documentation for the billing cycle.**