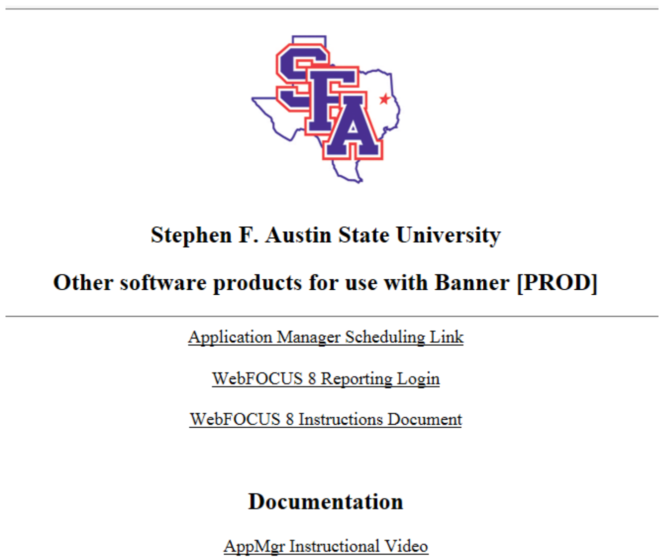
WebFOCUS Instructions

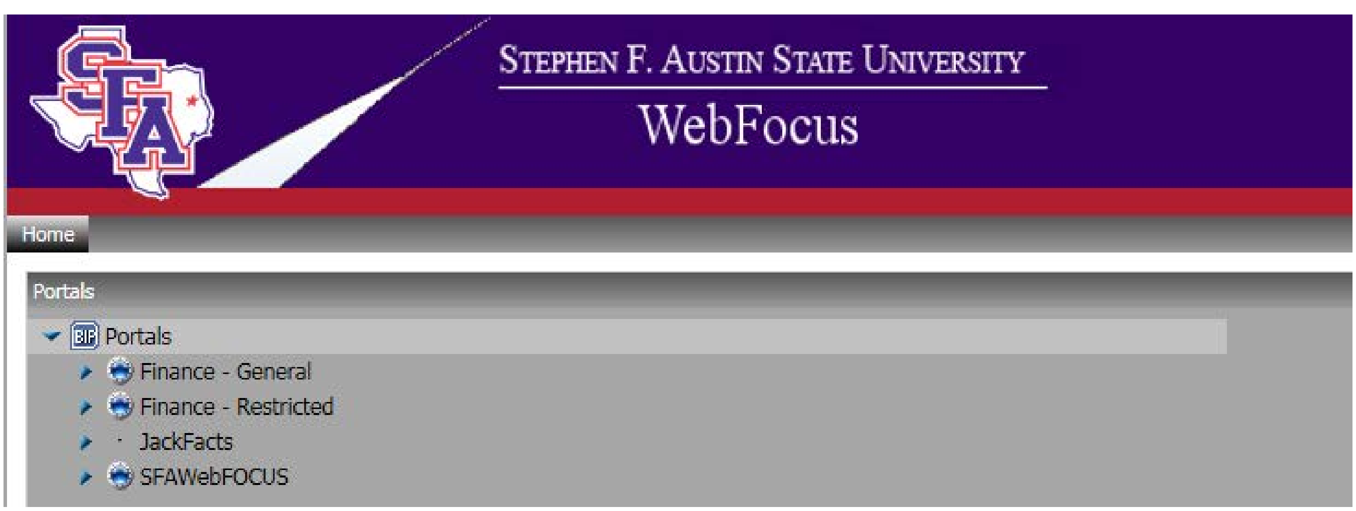
1. **Go to** http://www.banner.sfasu.edu/othersoftware.html

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*



3. **Double click** Finance – General

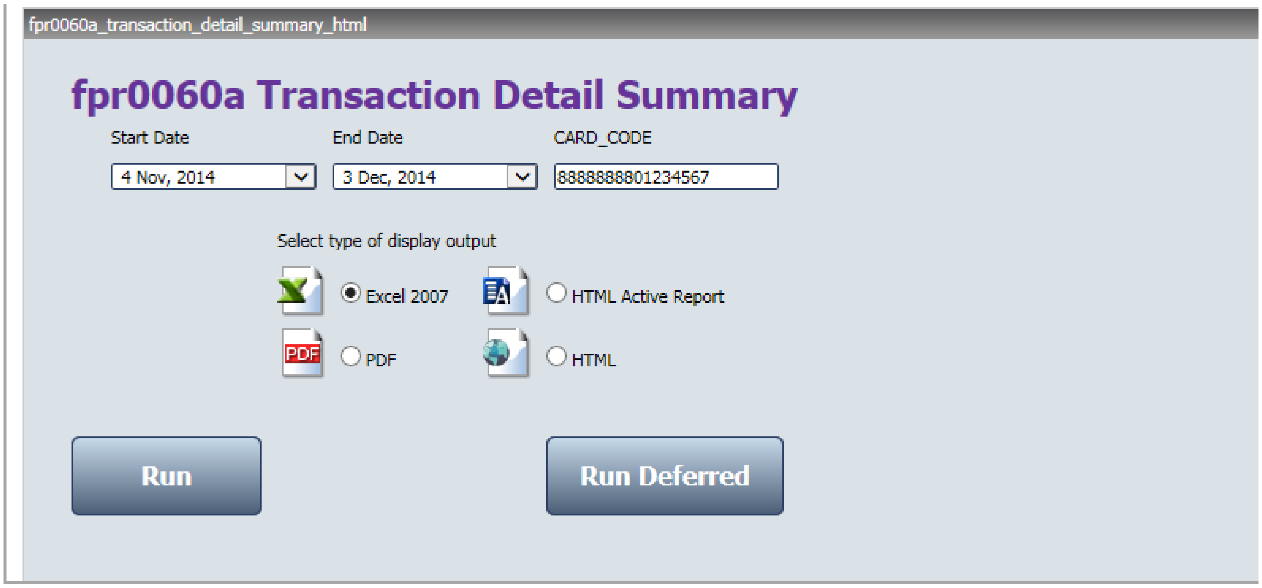


4. **Choose** fpr0060 _transaction _detail_summary
   Or fpr0060 _missing _detail_summary

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)



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.