Keene State College – Recommended Corporate WebIntelligence Reports
WebI Finance Quick Reference

Budget Availability:

5U0000 and Internally Designated Funds

FIN4030 Budget and Expenditure Summary Report provides expenditure summary for current fiscal year and two prior year comparisons for Fund(s) or Fund/Org combinations

This report required the following elements: Fiscal Year, Fiscal Period, and Fund(s)

Optionally you can enter:

Org(s) *based on the nature of the report if the fund is 5U0000 an org(s) is highly recommended*

Activity Code(s)

Report Tabs

- Use the **Fund –** Fund Summary (FIN4030.1) for non 5U0000 queries
- Use the **Fund/Org -** Fund/Org Summary (FIN4030.2) for 5U0000 and/or if a fund is paired with multiple orgs
- Use the **Fund/Org/Activity -** Account Detail by Fund/Org with subtotals by Activity (FIN4030.3) for departments utilizing activity codes
- Use the **Fund/Org/Account -** Account/Activity Detail by Fund/Org with subtotals by Account Pool and Account (FIN4030.4)
- Use the **Summary** - Summary by Account Pool (FIN4030.5)
- Use the **Excel Download** if you have the need to bring your data into Excel

FIN4050 Budget and Expenditure Summary-Org Hierarchy Report provides expenditure summary for current fiscal year and two prior year comparisons for Fund(s) or Fund/Org combinations

This report required the following elements: Fiscal Year and Fiscal Period

Optionally you can enter

Fund(s)

Org Lvl 3(s) *The Cost Center, Dean or Director level i.e. KCAXXX - President's Office*

Org Lvl 4(s) *Department level*

Report Tabs

- Use the **Fund –** Fund Summary (FIN4050.1)
- Use the **Fund/Org -** Fund/Org Summary (FIN4050.2)
- Use the **Org/Fund –** Org/Fund Summary (FIN4050.3)
- Use the **Org –** Org/Fund Summary (FIN4050.4)
- Use the **Summary** - Summary by Account Pool (FIN4050.5)
- Use the **Acct Pool Detail by Org3** - Account Pool Detail by Org Level 3 (FIN4050.6)
- Use the **Acct Pool Summary by Org3** - Account Pool Summary by Org Level 3 (FIN4050.7)
- Use the **Excel Download** if you have the need to bring your data into Excel

Auxiliary and Internally Designated Funds

FIN1020 Profit and Loss Report provides revenue and expense activity for selected funds. A net amount (revenue – expense) is also calculated.

This report requires the following elements: Fiscal Year, Fiscal Period, and Fund(s)

Optionally you can enter:

Org(s) *based on the nature of the report we would recommend leaving this element blank*

Activity Code(s)

Report Tabs

- Use the **P&L by Fund (FIN1020.1)** for funds that are only paired with one org
- Use the **P&L by Fund/Org (FIN1020.2)** if the funds is paired with multiple orgs
- Use the **P&L by Fund/Activity (FIN1020.3)** if the department utilizes activity codes
- Use the **P&L Combined Data for selected funds (FIN1020.4)** if you have entered multiple funds in your query
- Use the **Excel Download** if you have the need to bring your data into Excel

Gift Funds

FIN1050 Fund Balance Report provides beginning fund balance, year to date revenue and expenditures, a calculated ending fund balance as well as year to date encumbrances and an unappropriated fund balance by fund.

This report requires the following elements: Fiscal Year and Fiscal Period

Optionally you can enter one or more of the following elements:

Fund Type Lvl 1 *not recommended for department use*

Fund Type Lvl 2 *is used to identify fund type i.e. Gift Funds = G*

Fdivrcm *is used to identify the cost center (Keene Fdivrcm start with 5) example 5A0 = Keene Academic Affairs*

Fsubcamp *not recommended for department use*

Fund(s) *if you are going to enter the fund(s) leave remaining optional elements empty*

Fund Pattern *is used to identify funds that match a pattern example 5DA% = Keene Academic Affairs Internally Designated Funds*

Report Tabs

- Use the **Fund Balance (FIN1050.1)** for fund balances
- Use the **Fund Balance by Subcampus/Ftype2 (FIN1050.2)**
- Use the **Fund Balance by Ftype1/Ftype2 (FIN1050.3)**
- Use the **Excel Download** if you have the need to bring your data into Excel

Encumbrances:

All Fund Types

FIN6020 Open Commitments Report displays open requisitions, purchase orders, and general encumbrances through a specific fiscal year and fiscal period.
This report requires the following elements: Fiscal Year and Fiscal Period
Optionally you can enter

Fund(s)
Org(s) *Disregards org level*
Org Lvl 3(s) *The Cost Center, Dean or Director level i.e. KCAXXX - President's Office*
Org Lvl 4(s) *the department level*
Org Mgr
Activity Code(s)

Report Tabs

- Use the **Fund/Org –** Open Commitments Report by Fund/Org (FIN6020.1)
- Use the **Org/Fund –** Open Commitments Report by Org/Fund (FIN6020.2)
- Use the **Excel Download** if you have the need to bring your data into Excel

Revenue and Expense Transactions:

All Fund Types

FIN2070 Revenue and Expenditure Detail Transactions displays operating ledger detail transactions.
This report requires the following elements: Fiscal Year and Fund(s)
Optionally you can enter

Posting Period(s) *leaving this element blank will pull in year to date transactions*
Org(s)
Account(s)
Activity Code(s)
Account Type Level 2 Codes (i.e. 71)
Document Number Matches Pattern (i.e. R00%): (opal_trnd)
Document Number Matches Pattern (i.e. R00%): (ench)

Report Tabs

- Use the **FO/Period/Acct** – Revenue and Expenditure Detail Transaction Report by Fund, Org, Posting Period, Account (FIN2070.1)
- Use the **FO/Atyp/Acct** - Revenue and Expenditure Detail Transaction Report by Fund, Org, Account Type Level 2, Account, Posting Period (FIN2070.2) shows account codes with monthly subtotals and account code totals
- Use the **FO/Period/Activity** - Revenue and Expenditure Detail Transaction Report by Fund, Org, Posting Period, Activity (FIN2070.3) for departments using activity codes
- Use the **FO/Activity** - Revenue and Expenditure Detail Transaction Report by Fund, Org, Activity, Posting Period (FIN2070.4) for departments using activity codes
- Use the **FOA/Rucl/Ref#** - Revenue and Expenditure Detail Transaction Report by Fund, Org, Account, Rule Class Code, Doc Ref # (FIN2070.5)
- Use the **Excel Download** if you have the need to bring your data into Excel

FIN6090 Purchasing Card Activity displays purchasing card activity between two selected invoice dates
This report requires the following elements: Invoice Date Greater than or Equal to and Invoice Date Less than or Equal to
Optionally you can enter

Resp Org(s)
Cardholder Full Name

Report Tabs

- Use the **Pcard Activity –** Purchasing Card Activity Report for Responsible Org for Invoice Dates between (FIN6090)
- Use the **Excel Download** if you have the need to bring your data into Excel