

WebFocus Business Intelligence (BI) Portal Reference Guide

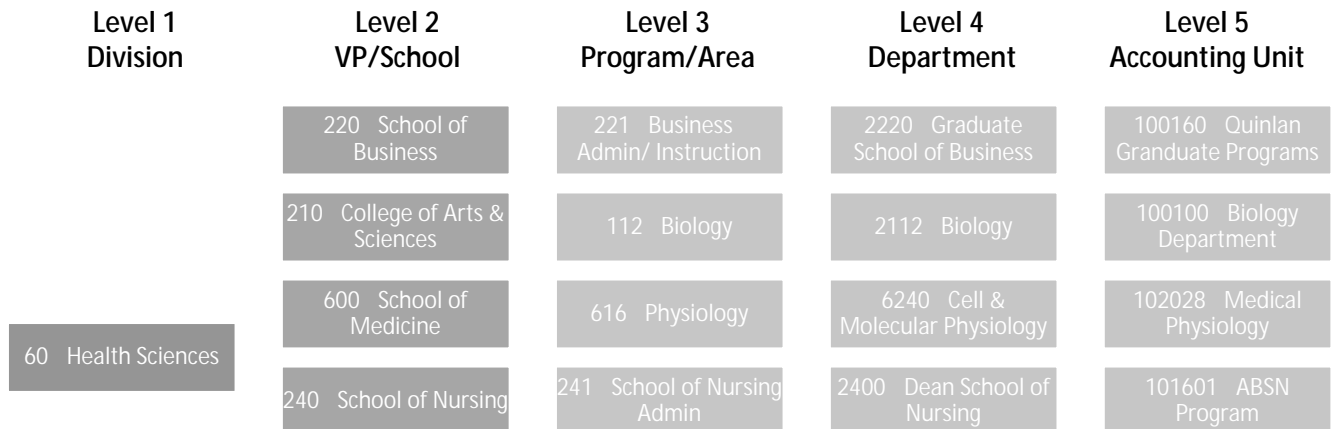
Financial Reports Access:

Access to Financial Reports in the WebFocus BI Portal is granted by level or accounting unit with corresponding payroll access. Submit a completed [Lawson/WebFocus System Access Form](#) to FinancialSystems@luc.edu for new, revised, or additional access requests.

Levels & Accounting Units:

The organizational structure of the University is comprised of four levels: Division, VP/School, Program/Area and Department. Individual posting accounting units are assigned to a single level 1-4 hierarchy structure. Access can be granted at any level or individual accounting unit. Examples of the University hierarchy are:

Level #	Description	Type	Example #1	Example #2
Level 1	Division	Summary	20 Provost	60 Health Sciences
Level 2	VP/School	Summary	220 School of Business	600 School of Medicine
Level 3	Program/Area	Summary	221 Business Admin/Instruction	616 Physiology
Level 4	Department	Summary	2220 Graduate School of Business	6240 Cell & Molecular Physiology
Level 5	Accounting Unit	Posting	100160 Quinlan Graduate Programs	102028 Medical Physiology



Payroll Access:

With supervisor approval, different levels of payroll access can be assigned to individual levels and accounting units for a user. Access to payroll accounts allows the user to view payroll detail by employee, date, and pay code (regular, sick, vacation hours, etc). The following payroll options are available:

Payroll Access	Account Range
All Payroll	Accounts 5000 5499
No Payroll	No payroll detail access
Faculty Payroll	Accounts 5000 5099, 5200 5299
Staff/Student/Temp Payroll	Accounts 5100 5199, 5300 5399, 5400 5499
Student/Temp Payroll	Accounts 5300 5399, 5400 5499

Account Definitions:

Type	Range	Report	Description
Assets	1000 1999	Balance Sheet	Assets are defined as resources or things of value that are