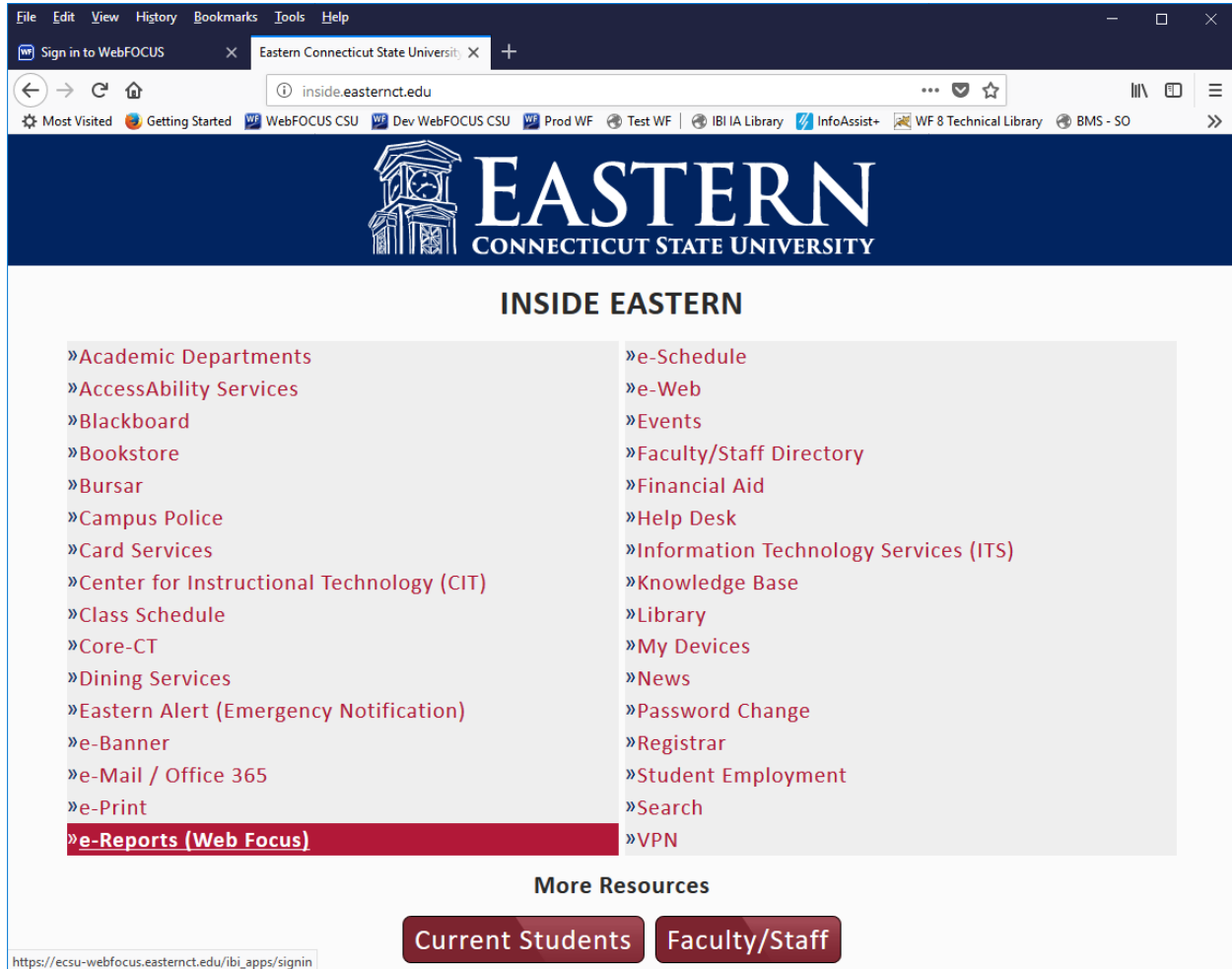


WebFocus – Budget Reports

1. Enter URL: https://ecs-webfocus.easternct.edu/ibi_apps/signin

OR

Select e-Reports (Web Focus) from inside.easternct.edu



The screenshot shows a web browser window displaying the Eastern Connecticut State University website. The browser's address bar shows the URL inside.easternct.edu. The website header features the Eastern Connecticut State University logo and the text "EASTERN CONNECTICUT STATE UNIVERSITY". Below the header, the page is titled "INSIDE EASTERN" and displays a list of services. The service "e-Reports (Web Focus)" is highlighted with a red background. Below the list, there are two buttons labeled "Current Students" and "Faculty/Staff".

INSIDE EASTERN	
» Academic Departments	» e-Schedule
» AccessAbility Services	» e-Web
» Blackboard	» Events
» Bookstore	» Faculty/Staff Directory
» Bursar	» Financial Aid
» Campus Police	» Help Desk
» Card Services	» Information Technology Services (ITS)
» Center for Instructional Technology (CIT)	» Knowledge Base
» Class Schedule	» Library
» Core-CT	» My Devices
» Dining Services	» News
» Eastern Alert (Emergency Notification)	» Password Change
» e-Banner	» Registrar
» e-Mail / Office 365	» Student Employment
» e-Print	» Search
» e-Reports (Web Focus)	» VPN

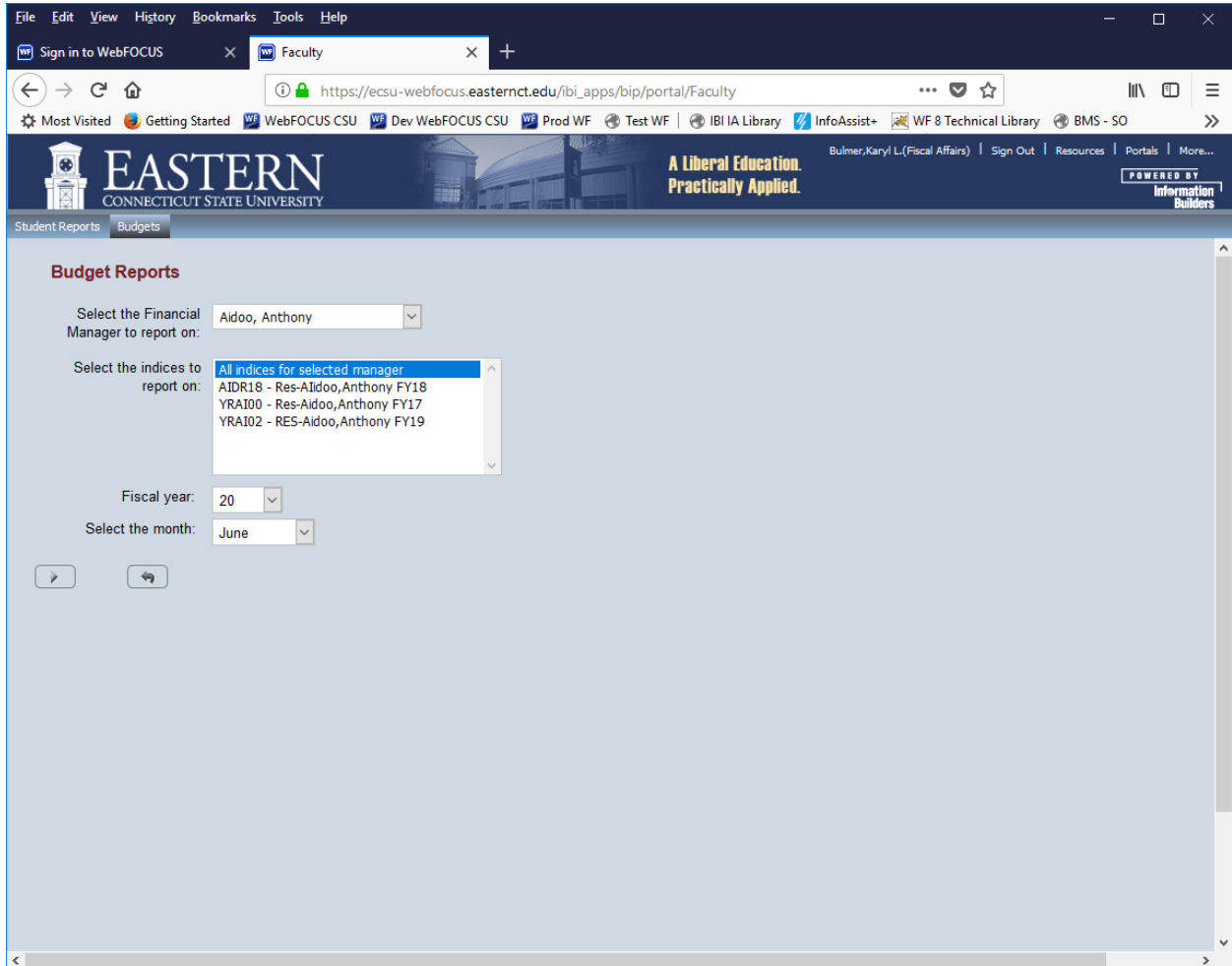
More Resources

[Current Students](#) [Faculty/Staff](#)

https://ecs-webfocus.easternct.edu/ibi_apps/signin

2. Sign in using regular Eastern Credentials

3. Choose the “Budget” tab (or folder) to access the “Budget Reports” front-end
 - a. Select your name from the Financial Manager drop-down
 - b. Select the appropriate index(es)
 - c. Select the desired fiscal year (default is the current fiscal year)
 - d. Select the month (June is ideal for giving the most current information)



4. **Budget Summary** report

- a. Broken down by fund source (Operating, Grant, Revenue Generating)
- b. Summed by index code and major category (OE, Student Workers, UAs)
- c. Hyperlinks on the index code provide access to additional detail

Rundate: 01/14/20

Eastern Connecticut State University
Budget Summary

[Excel Data](#)

Fiscal Year: 20 Month: Jun

Bulmer, Karyl - Budget Office

<u>Index</u>	<u>Index Manager</u>	<u>Adjusted</u>		<u>Commitments</u>	<u>Available</u> <u>Percent</u>	
		<u>Budget</u>	<u>YTD Activity</u>		<u>Balance</u>	<u>Remaining</u>
Operating						
Other Expense						
BDGT00 - Budget Office	Bulmer, Karyl	1,943.00	826.34	.00	1,116.66	57.47%
Total Other Expense		1,943.00	826.34	.00	1,116.66	57.47%
Student Workers						
BDGT00 - Budget Office	Bulmer, Karyl	11,000.00	4,832.92	.00	6,167.08	56.06%
Total Student Workers		11,000.00	4,832.92	.00	6,167.08	56.06%
Total Operating		12,943.00	5,659.26	.00	7,283.74	56.28%

5. Budget Status report

- a. View line item budgets and spending by account code
- b. Hyperlinks to transaction detail such as vendor name, document number
- c. Can be exported to Excel for reconciling

Rundate: 01/14/20 11.28.06

**Eastern Connecticut State University
Budget Status Report
Fiscal Year: 20 Month: Jun**

[Export Report to Excel](#)

Transaction Report [Current Activity](#) or [YTD Activity](#)

Transaction Report for Operating Expenses only [Current Activity](#) or [YTD Activity](#)

Budget Authority: Bulmer, Karyl	<u>Personal Services</u>	<u>Other Expenses</u>
Index: BDGT00 - Budget Office	Original Budget Allocation	\$220,717.00
	<u>Budget Transfers/Adjustments</u>	\$.00
	Total Budget	\$220,717.00
	<u>Expenditures & Commitments</u>	\$118,182.09
	<u>Available Balance</u>	\$102,534.91
		\$1,943.00
		\$1,943.00
		\$826.34
		\$1,116.66

Account	Description	Adjusted Budget	Current Activity	YTD Activity	Commitments	Available Balance
Other Expenses						
705100	Travel - OutState	\$1,500.00	\$.00	\$734.12	\$.00	\$765.88
706202	Maintenance/Repairs - Office Equip	\$45.00	\$.00	\$9.82	\$.00	\$35.18
707300	Supplies - Office	\$200.00	\$.00	\$.00	\$.00	\$200.00
707452	Lease - Copy Machine	\$198.00	\$.00	\$82.40	\$.00	\$115.60
Total Other Expenses		\$1,943.00	\$.00	\$826.34	\$.00	\$1,116.66
Personnal Services						
601000	Salaries & Wages Full Time	\$103,520.00	\$.00	\$55,533.70	\$.00	\$47,986.30
601400	Salaries & Wages Student	\$11,000.00	\$.00	\$4,832.92	\$.00	\$6,167.08
6015xx	Other Employee Compensation	\$6,258.00	\$.00	\$3,444.88	\$.00	\$2,813.12
602xxx	Fringe Benefits	\$99,939.00	\$.00	\$54,370.59	\$.00	\$45,568.41
Total Personnal Services		\$220,717.00	\$.00	\$118,182.09	\$.00	\$102,534.91

Any questions regarding your report, please contact the Budget Office at x50688

6. Additional detail can be requested from Fiscal Affairs, such as:

- a. Item description for commodities and contracts
- b. Hourly personnel – name, rate, hours worked
- c. Copiers coded to your area