WebFocus – Budget Reports

1. Enter URL: [https://ecsu-webfocus.easternct.edu/ibi_apps/signin](https://ecsu-webfocus.easternct.edu/ibi_apps/signin)

   OR

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

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
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

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