WebFocus – Budget Reports

1. Enter URL:  https://reports.bi.ct.edu/ibi_apps/signin

   OR

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

Please note: WebFocus can only be accessed from an on-campus IP address due to the sensitivity of data. If you are off campus you can only run the software by VPN into your desktop and run the above link from a browser on your desktop machine. See second screen shot below. For instructions on how to VPN into your desktop, please refer to the IT Department’s instructions at the following link:  https://easternct.makekb.com/entry/7/. 

![Screen shot of WebFocus login page]

More Resources

Current Students  Faculty/Staff
2. Sign in using regular Eastern Credentials
   a. Prefix your login with ‘ecsu’ (see example below). This Cloud version of WebFocus is shared by all state universities and community colleges so when you login you will have to prefix your login with ‘ecsu’, including when you are emailed the monthly budget reports.

3. Select Workspaces to see the listing of folders and reports you are authorized to access and run.
4. Choose the “Budget” folder to access the “Budget Reports” front-end
   a. Select your name from the Financial Manager drop-down
   b. Select the appropriate index(es) (not required)
   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)
5. **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
6. **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
7. **Detail of Monthly Expenditures** Report
   a. Transaction detail such as vendor name, document number
   b. Can be exported to Excel for reconciling

![Image of the Eastern Connecticut State University Detail of Monthly Expenditures report]

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8. **Additional detail that can be requested from Fiscal Affairs:**
   a. Item description for commodities and contracts
   b. Hourly personnel – name, rate, hours worked
   c. Copiers coded to your area