

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/>.

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 page header includes the university's logo and name. Below the header, the text "INSIDE EASTERN" is centered. A navigation menu lists various services, with "e-Reports (Web Focus)" highlighted in red. At the bottom of the page, there are two buttons: "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

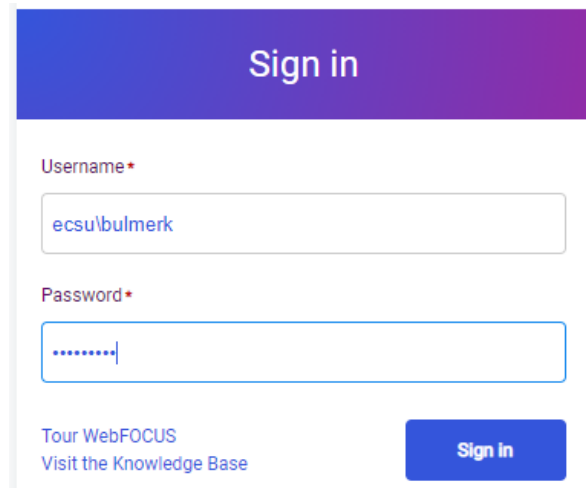
More Resources

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

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

2. Sign in using regular Eastern Credentials

- a. Prefix your login with 'ecsul' (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 'ecsul', including when you are emailed the monthly budget reports.



Sign in

Username*

ecsulbulmerk

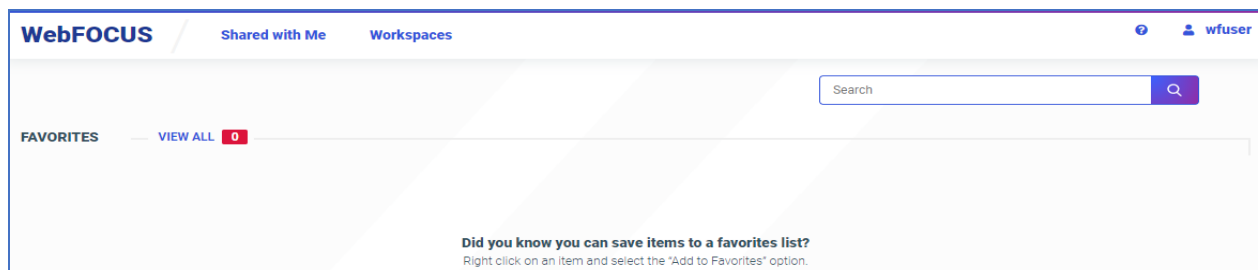
Password*

.....|

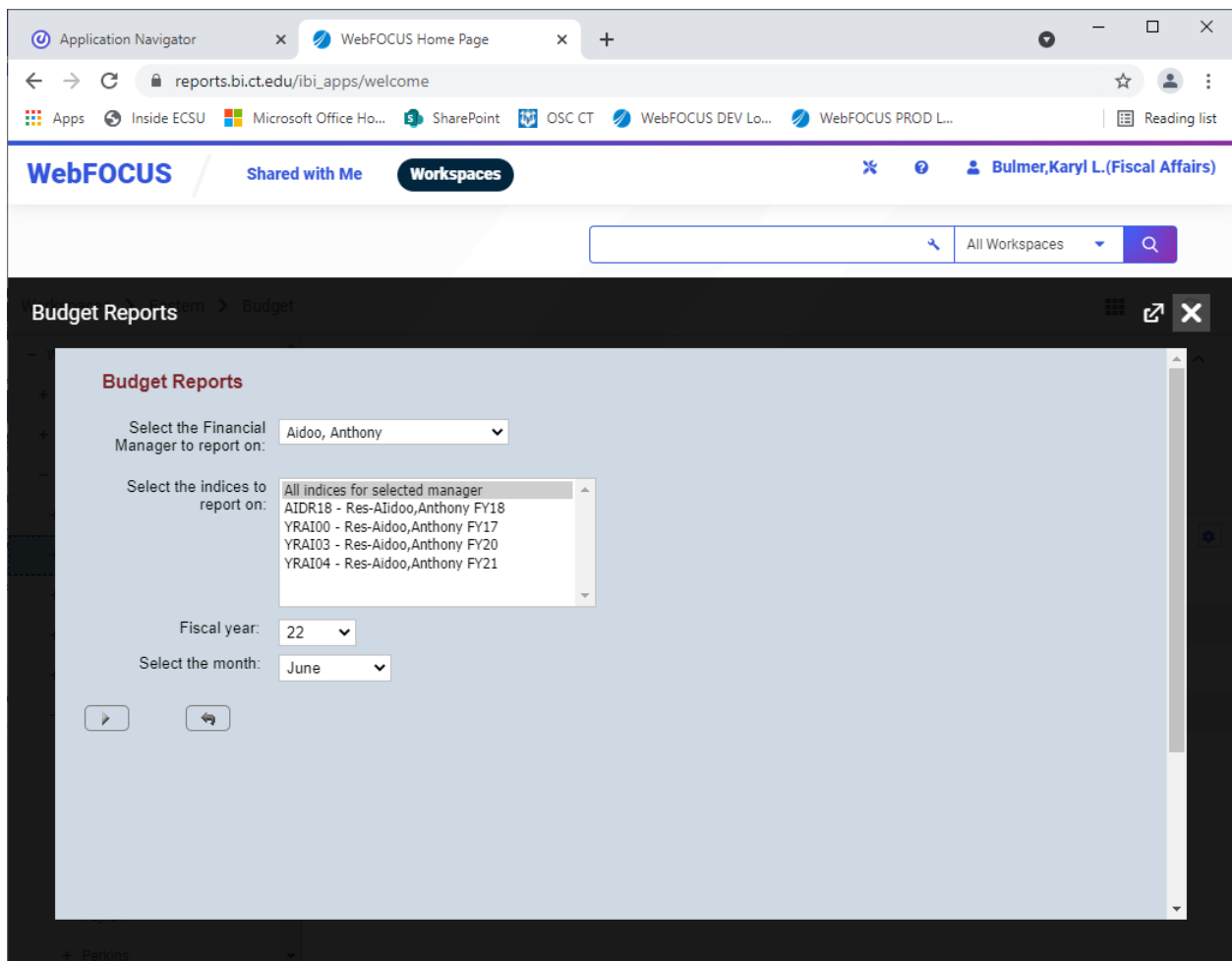
Tour WebFOCUS
Visit the Knowledge Base

Sign in

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

Eastern Connecticut State University						
Budget Summary						
Run Date: 07/06/21						
Excel Data						
Fiscal Year: 20 Month: Jun						
Bulmer, Karyl - Budget Office						
		Adjusted			Available	Percent
Index	Index Manager	Budget	YTD Activity	Commitments	Balance	Remaining
Operating						
Other Expense						
BDGT00 - Budget Office	Bulmer, Karyl	1,943.00	959.76	.00	983.24	50.60%
Total Other Expense		1,943.00	959.76	.00	983.24	50.60%
Student Workers						
BDGT00 - Budget Office	Bulmer, Karyl	11,000.00	7,698.56	.00	3,301.44	30.01%
Total Student Workers		11,000.00	7,698.56	.00	3,301.44	30.01%
Total Operating		12,943.00	8,658.32	.00	4,284.68	33.10%

6. Budget Status report

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

Eastern Connecticut State University						
Budget Status Report						
Fiscal Year: 20 Month: Jun						
Rundate: 07/06/21 10:59:29						
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			Personal Services		Other Expenses	
Index: BDGT00 - Budget Office			Original Budget Allocation	\$220,717.00		\$1,943.00
			Budget Transfers/Adjustments	\$ 0.00		\$ 0.00
			Total Budget	\$220,717.00		\$1,943.00
			Expenditures & Commitments	\$219,106.97		\$959.76
			Available Balance	\$1,610.03		\$983.24
Account	Description	Adjusted Budget	Current Activity	YTD Activity	Commitments	Available Balance
Other Expenses						
705100	Travel - OutState	\$1,500.00	\$ 0.00	\$734.12	\$ 0.00	\$765.88
706202	Maintenance/Repairs - Office Equip	\$45.00	\$3.13	\$27.88	\$ 0.00	\$17.12
707300	Supplies - Office	\$200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$200.00
707452	Lease - Copy Machine	\$198.00	\$32.96	\$197.76	\$ 0.00	\$ 24
Total Other Expenses		\$1,943.00	\$36.09	\$959.76	\$ 0.00	\$983.24
Personnal Services						
601000	Salaries & Wages Full Time	\$103,520.00	\$7,983.04	\$103,311.93	\$ 0.00	\$208.07
601400	Salaries & Wages Student	\$11,000.00	\$190.39	\$7,698.56	\$ 0.00	\$3,301.44
6015xx	Other Employee Compensation	\$6,258.00	\$ 0.00	\$6,889.76	\$ 0.00	-\$631.76
602xxx	Fringe Benefits	\$99,939.00	\$7,533.62	\$101,206.72	\$ 0.00	-\$1,267.72
Total Personnal Services		\$220,717.00	\$15,687.05	\$219,106.97	\$ 0.00	\$1,610.03
<i>Any questions regarding your report, please contact the Budget Office at x50688</i>						

7. **Detail of Monthly Expenditures Report**

- a. Transaction detail such as vendor name, document number
- b. Can be exported to Excel for reconciling

Run Date: 07/06/21 10:59:42

Eastern Connecticut State University
Detail of Monthly Expenditures
 Fiscal Year: 20 Month: Jun - YTD

[Excel Data](#)
 Jim Howarth - VP Finance & Administration
 Budget Authority: Bulmer, Karyl
 Account: 7\$\$\$\$ - Operating Expenses
 BDGT00 - Budget Office

Account	Trans		Document		Vendor/Description	Vendor Invoice	Amount
	Date	Document #	Reference #				
Operating Expenses							
705100	09/26/2019	AUG2019			Split - Flight K.Bulmer TA200107 9/		113.01
705100	10/11/2019	I0370310			Bulmer, Karyl L...	TA200107 XP	190.19
705100	10/23/2019	SEP19PC			Hotel TA200107 KBulmer 9/17/19Pills		430.92
706202	10/22/2019	FY20QTR1			FY2020 QTR 1 COPIES		9.82
706202	02/05/2020	FY20QTR2			FY2020 QTR 2 COPIES		8.20
706202	04/30/2020	FY20QTR3			FY2020 QTR 3 COPIES		6.73
706202	06/30/2020	FY20QTR4			FY2020 QTR 4 COPIES		3.13
707452	08/05/2019	CF19JUL			JULY 2019 COPIER		16.48
707452	09/12/2019	CF19AUG			AUGUST 2019 COPIER		16.48
707452	10/16/2019	CF19SEP			SEPTEMBER 2019 COPIER		16.48
707452	11/25/2019	CF19OCT			OCTOBER 2019 COPIER		16.48
707452	12/19/2019	CF19NOV			NOVEMBER 2019 COPIER		16.48
707452	01/24/2020	CF19DEC			DECEMBER 2019 COPIER		16.48
707452	02/12/2020	CF20JAN			JANUARY 2020 COPIER		16.48
707452	03/12/2020	CF20FEB			FEBRUARY 2020 COPIER		16.48
707452	04/29/2020	CFMAR20			MARCH 2020 COPIER		16.48
707452	05/27/2020	CFAPR20			APRIL 2020 COPIER		16.48

*** Scroll DOWN to see Open Commitments ***

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

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