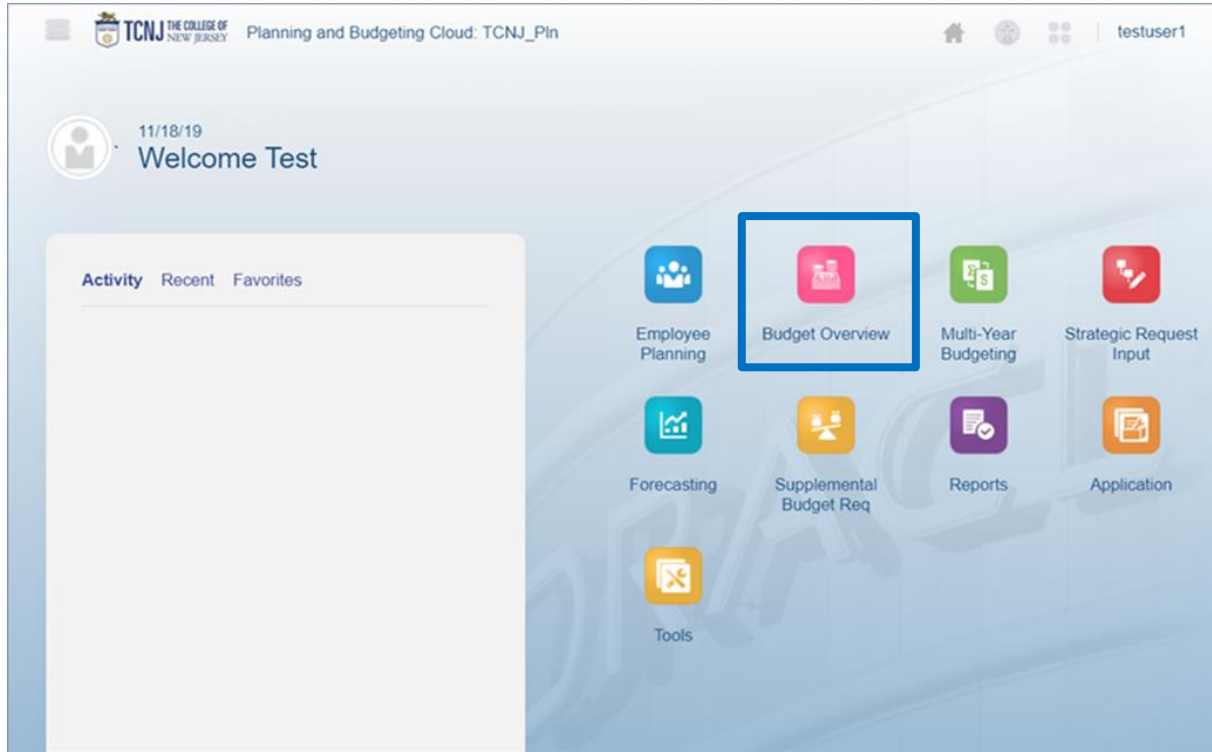




BUDGET OVERVIEW

CONSOLIDATED BUDGET OVERVIEW





Budget Overview will be the consolidated Budget pre-populated for users with Employee Planning Data, Calculated Data, and a pre-populated 'Base Budget' based on the prior 3-year Actual spend average.

Users will have the ability to input/edit the Budget data.

To access Budget Overview:
Select the **Budget Overview** Card

BUDGET OVERVIEW FORMS



	Budget Input (Orgs in POV)
	Budget Input (Orgs in Rows)
	Income Statement Review (Orgs in POV and in Rows)

BUDGET INPUT (Org in Rows) FORM



Budget Input_Org in Rows

Org_UserVar

LEntity

Fund

Program

Category

School of Nursing, Health & Exercise Science

The College of New Jersey

100000 - General Fund

0000 - Default Program

100 - Instruction - General

Data

Ad hoc

Forma

		Loaded Data	Total Plan Element	Loaded Data	Total Plan Element	Inputted Data	Total Before Suppl Req	Total Plan Element
		FY19	FY20	FY20	FY20	FY21	FY21	FY21
		Total Actuals & Encumbrances	Budget	Total Actuals & Encumbrances	Remaining Budget \$	Budget	Budget	PY Actual vs NY Budget (\$)
		YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal
604020 - Graphic Design	1701 - Nursing	2,087	800	26	774	798	798	-1,290
	1702 - Health & Exercise Science	26	400		400	399	399	373
	1703 - Public Health	763	400		400	399	399	-364
	School of Nursing, Health & Exercise Science	2,876	1,600	26	1,574	1,596	1,596	-1,280
604050 - Departmental Postage	1701 - Nursing	862	1,250	63	1,187	1,247	1,247	385
	1702 - Health & Exercise Science	31	200		200	200	200	169
	1703 - Public Health		200		200	200	200	200
	School of Nursing, Health & Exercise Science	892	1,650	63	1,587	1,646	1,646	754
604060 - Express Shipping	1701 - Nursing	255	400	9	391	399	399	144
	1702 - Health & Exercise Science	57	150	1	149	150	150	93
	1703 - Public Health		150		150	270	270	270
	School of Nursing, Health & Exercise Science	312	700	11	689	819	819	507
604070 - Media Center Charges	1701 - Nursing	57	300		300	299	299	242
	1702 - Health & Exercise Science	22	300		300	299	299	277
	1703 - Public Health							

The **Budget Input Form (Org in Rows)** has the same layout and functionality of the previous form. It includes the user's Org User Variable and Descendants in the rows. It can be used by users with an Org User Variable at or below a Level 2 member.

BUDGET INPUT (Org in POV) FORM



Budget Input

Entity: The College of New Jersey
Fund: 100000 - General Fund
Organization: 1701 - Nursing
Program: 000 - Default Program
Category: 100 - Instruction - General

Actions
Save
Refresh

Data
Ad hoc
Format

	Loaded Data	Total Plan Element	Loaded Data	Total Plan Element	Inputted Data	Total Before Suppl Req	Total Plan Element	Total Plan Element	Inputted
	FY19	FY20	FY20	FY20	FY21	FY21	FY21	FY21	FY21
	Total Actuals & Encumbrances	Budget	Total Actuals & Encumbrances	Remaining Budget \$	Budget	Budget	PY Actual vs NY Budget (\$)	PY Actual vs NY Budget (%)	Budget
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	Comme
604200 - Staff Training									
604210 - Assessment Evaluation									
604220 - Taxes Property									
604230 - Outside Graphic Design									
604240 - Outside Printing									
604250 - Stationery									
604260 - Duplicating	7,732	600		600	599	599	-7,134	-92.26%	
604270 - Labels									
604280 - Supplies	17,706	6,500	2,608	3,892	14,364	14,364	-3,342	-18.88%	
604290 - Procurement Card Charges	3,376		437	-437			-3,376	-100.00%	
604310 - Housekeeping Supplies									
604340 - Instructional Supplies	51,612	14,226	3,103	11,123	14,190	14,190	-37,422	-72.51%	
604365 - Student/Faculty Visas									
604370 - Mailhouse Services									
604380 - Freight Expense									

The **Budget Input Form (Org in POV)** will be the consolidated Budget pre-populated for users with Employee Planning Data, Calculated Model Data, and a pre-populated 'Base Budget'. It should be used by users with an Org User Variable above a Level 2 member.

BUDGET INPUT COLUMNS



Loaded Data	Total Plan Element	Loaded Data	Total Plan Element	Inputted Data	⊕ Total Before Suppl Req
FY19	FY20	FY20	FY20	FY21	FY21
⊕ Total Actuals & Encumbrances	Budget	⊕ Total Actuals & Encumbrances	Remaining Budget \$	Budget	Budget
⊕ YearTotal	⊕ YearTotal	⊕ YearTotal	YearTotal	⊕ YearTotal	⊕ YearTotal

Prior Year Actuals

Loaded from ERP

Current Year Budget
PBCS Total (inc. Supp Requests)

Current Year Actuals
Loaded from ERP

Current Year Remaining Budget
Calculated in PBCS

Inputted Data	Loaded Data	Calculated Data	⊖ Total Before Suppl Req
FY21	FY21		
Budget	Budget		
⊕ YearTotal	⊕ YearTotal	⊕ YearTotal	⊕ YearTotal

Next Year Budget
Open for Input
Pre-Populated with Base Budget (Prior 3-Year Actuals Average)



Next Year Budget
Loaded from EMP Cube

Next Year Budget
Calculated in PBCS Models

Next Year Budget
Total
(Base/Input, Loaded & Calculated)

BUDGET INPUT COLUMNS CONT.



Total Plan Element	Total Plan Element	Inputted Data
FY21	FY21	FY21
PY Actual vs NY Budget (\$)	PY Actual vs NY Budget (%)	Budget
 YearTotal	 YearTotal	Comments

Variance \$
Prior Year
Actuals vs. Next
Year Budget

Variance %
Prior Year
Actuals vs. Next
Year Budget

Comments
Input of
comments
about Budget

BUDGET INPUT ANNUAL & QUARTERLY SPREAD



Data Inputted at YearTotal or Quarterly will spread back to the Months based on historical spread (from the Base Budget) or evenly if there is no applicable historical spend.

	Inputted Data					Total Before Suppl Req
	FY21					FY21
	Budget					Budget
	Q1	Q2	Q3	Q4	YearTotal	YearTotal
420120 - External Overnight Room Revenue						
420130 - External Miscellaneous Revenue						
420200 - Damages & Fines Revenue						

	Q1	Q2	Q3	Q4	YearTotal	YearTotal
420120 - External Overnight Room Revenue						
420130 - External Miscellaneous Revenue						
420200 - Damages & Fines Revenue						

In this example:
\$12,000 was inputted at YearTotal, and automatically spread evenly across 12 months (\$1000/mo)

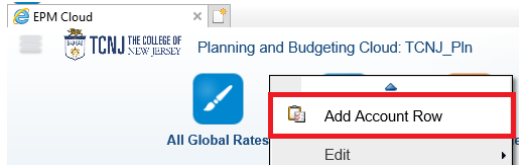
	Inputted Data			Total Before Suppl Req
	FY21			FY21
	Budget			Budget
	Apr	May	Jun	Q4
420120 - External Overnight Room Revenue				
420130 - External Miscellaneous Revenue				
420200 - Damages & Fines Revenue				

BUDGET INPUT ADD NEW ACCOUNT



To Budget for an account not on the form, perform the following steps:

1. Right click on any row and select “Add Account Row”



2. Complete the prompt with the desired account and year and select **Launch**

Consol_AddRow_BudgetInput

Launch Cancel

* Select Accounts	ACC_870020	* Select Program	PRG_0000
* Select Category	CAT_000	* Select Fund	FND_100000
* Select Legal Entity	TCNJ	* Select Year	FY21
* Select Organization	ORG_1300		

BUDGET INPUT ADD NEW ACCOUNT



- A new row with a value of 0 at Year Total will appear. Input budget dollars as shown in slide 60

https://planning-test-a522123.pbc.us2.oraclecloud.com/HyperionPlanning/faces/StructureHomeTF/EfsStructurePSB?_afcl.ctrl-state=6zyw5a3go_8&_afcl.loop=36385609689953830

EPM Cloud TCNJ THE COLLEGE OF NEW JERSEY Planning and Budgeting Cloud: TCNJ_Pln

All Global Rates Employee Planning Tuition Revenue Planning Housing and Meal Planning Scholarship Planning Budget Overview Multi-Year Budgeting Strategic Requests Forecasting Supplemental Requests Reports Approvals

Budget Input

LEntity	Fund	Organization	Program	Category	Loaded Data	Total Plan Element	Loaded Data	Total Plan Element	Inputted Data	Total Before Suppl Req	Total Plan Element	Total Plan Element	Inputted Data
The College of New Jersey	100000 - General Fund	1300 - Dean of Business	0000 - Default Program	000 - Default Category	FY19	FY20	FY20	FY20	FY21	FY21	FY21	FY21	FY21
					Total Actuals & Encumbrances	Budget	Total Actuals & Encumbrances	Remaining Budget \$	Budget	Budget	PY Actual vs NY Budget (\$)	PY Actual vs NY Budget (%)	Budget
					YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	Comments
					860000 - Transfer To/From Foundation	69867	40000	1250	38750	-36600	-36600	-106467	-152.39%
					Transfers To/From Affiliates	69867	40000	1250	38750	-36600	-36600	-106467	-152.39%
					870010 - Interfund Transfer	110883						-110883	-100.00%
					870020 - Operating Fund Capitalization Transfer				0	0	0		
					Other Transfers	110883			0	0	-110883	-100.00%	
					Transfers	180750	40000	1250	38750	-36600	-36600	-217350	-120.25%
					Total Expenses	180750	40000	1250	38750	-36600	-36600	-217350	-120.25%
					Surplus (Deficit)	-180750	-40000	-1250	-38750	36600	36600	217350	-120.25%

INCOME STATEMENT REVIEW FORMS



Income Statement Review - MY									
Income Statement Review									
Years	Version	Scenario	Organization	Category	Fund	LEntity	Program	PlanElement	
FY21	Working	Budget	1701 - Nursing	100 - Instruction - General	100000 - General Fund	The College of New Jersey	0000 - Default Program	Total Plan Element	
	YearTotal	Q1	Q2	Q3	Q4				
604050 - Departmental Postage	1,247	309	321	305	311				
604060 - Express Shipping	399	99	103	98	100				
604070 - Media Center Charges	299	74	77	73	75				
604260 - Duplicating	599	149	154	147	150				
604280 - Supplies	14,364	3,564	3,696	3,516	3,588				
604340 - Instructional Supplies	14,190	3,521	3,651	3,473	3,545				
604580 - Reception & Entertainment	499	124	128	122	125				
604630 - Conference Center Charges	3,691	916	950	903	922				
604720 - Travel - Academic Student	1,368	339	352	325	340				
General Operating Expenses	37,453	9,293	9,637						
608000 - Advertising Expense	3,591	891	924						
Advertising & Recruitment	3,591	891	924						
614000 - Speakers & Honorariums	1,496	371	385						
Professional Services Fees	1,496	371	385						
632000 - Subscriptions & Memberships	2,394	594	616						

Income Statement Review Forms
(Next Year by Quarter and Multi-Year)
are for Users to review and analyze
their Budget.

Income Statement Review - MY									
Income Statement Review_MY									
Version	Scenario	Organization	Category	Fund	LEntity	Program	PlanElement		
Working	Budget	1701 - Nursing	100 - Instruction - General	100000 - General Fund	The College of New Jersey	0000 - Default Program	Total Plan Element		
	FY21	FY22	FY23						
	YearTotal	YearTotal	YearTotal						
604020 - Graphic Design	798	814	834						
604050 - Departmental Postage	1,247	1,272	1,304						
604060 - Express Shipping	399	407	417						
604070 - Media Center Charges	299	305	313						
604260 - Duplicating	599	610	626						
604280 - Supplies	14,364	14,651	15,018						
604340 - Instructional Supplies	14,190	14,474	14,836						
604580 - Reception & Entertainment	499	509	521						
604630 - Conference Center Charges	3,691	3,765	3,859						
604720 - Travel - Academic Student	1,368	1,395	1,430						
General Operating Expenses	37,453	38,202	39,157						
608000 - Advertising Expense	3,591	3,663	3,754						