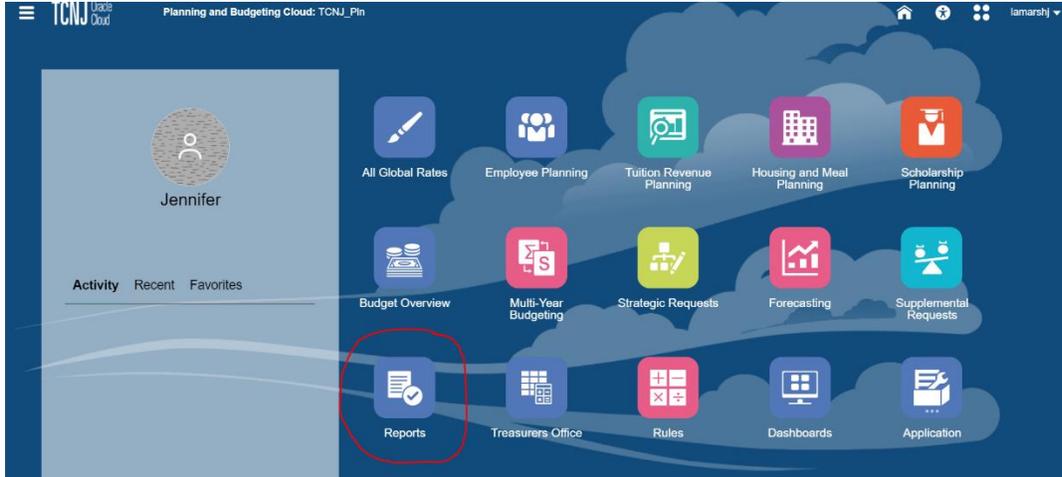


How to Run the Budget Review Comparative Report By Organization and Account

Step 1: On the PBCS home screen select the “Reports” tile.



Step 2: On the left side of the reports screen select the last card to access the Budget Review Comparative Report By Org and Account



Step 3: Next you will make point of view selections for the account, years, organization, category, fund, program and entity segments.

Budget Review Comparative Report By Org and Account

File Format	HTML					
Account	Years	Organization	Category	Fund	Program	LEntity
Account	FY21	All Organizations	All Categories	All Funds	All Programs	The College of New Jersey
HTML Preview						

- **Account:** Select Surplus (Deficit)

Select a Member



Account
"Surplus (Deficit)"

Search Account

Account	Surplus (Deficit)
<input checked="" type="checkbox"/> Surplus (Deficit)	Total Revenue
Statistical and System Acco...	Total Expenses

- **Years:** Select the Fiscal Year you want to view

Select a Member

Years
FY22

Search Years

Years
FY17
FY18
FY19
FY20
FY21
<input checked="" type="checkbox"/> FY22
FY23
FY24
FY25

- Organization:** Select either Academic Affairs, Administrative or Auxiliary. Then select the appropriate **parent level** organization. Do not drill down further into specific (level zero) orgs under the parent division. The report will only run at the parent level (see examples below).

Select a Member

OK Cancel

Organization
"All Organizations"

Search Organization

Organization	<input checked="" type="checkbox"/> All Organizations Default Organization <input checked="" type="checkbox"/> Academic Administrative Auxiliary Organization Foundation Organizations TSCC Organizations
<input checked="" type="checkbox"/> All Organizations No Organization	

Select a Member

OK Cancel

Organization
"School of Business"

Search Organization

Academic	Office of Academic Affairs Academic Affairs Library School of Arts & Communicat... <input checked="" type="checkbox"/> School of Business School of Education School of Engineering	<input checked="" type="checkbox"/> School of Business 1300 - Dean of Business 1301 - Accounting & Informa... 1302 - Economics 1303 - Finance 1304 - Management, Marketin...
Office of Academic Affairs		

Select a Member



Organization
Treasurer

Search Organization

Administrative	Office of the Treasurer	Treasurer
Office of Facilities Manage... ▶	<input checked="" type="checkbox"/> Treasurer ▶	3600 - Office of the Treasu...
Office of Advancement ▶		3601 - Finance & Business S...
Office of Enrollment Manage... ▶		3602 - Student Accounts
Office of General Counsel ▶		3603 - Payroll
Office of Human Resources ▶		3604 - Financial Systems
Office of Information Techn... ▶		3610 - New Jersey Risk Mana...

- **Fund:** You can select Budgeted Funds or a specific fund that you want to view

Select a Member

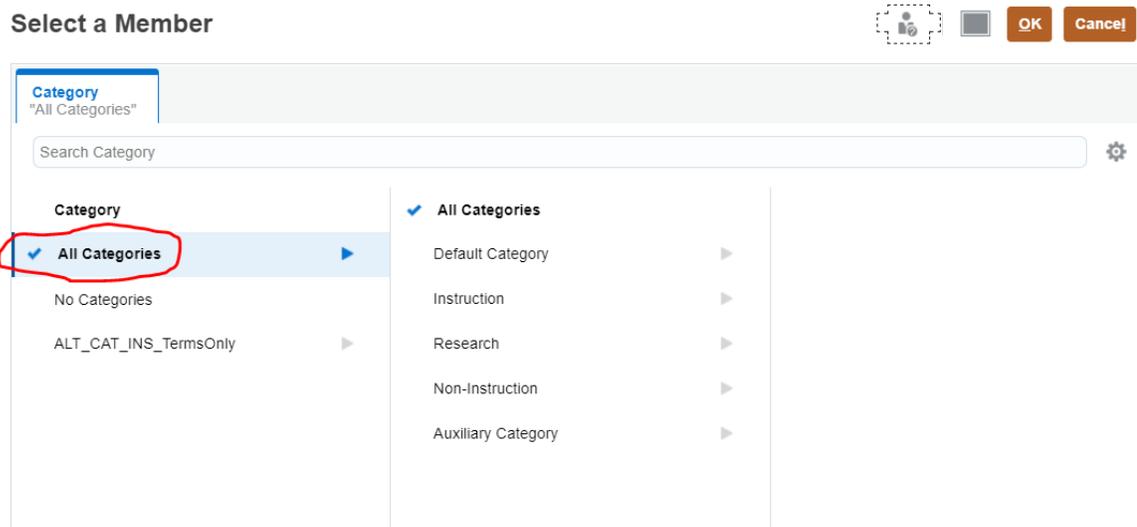


Fund
"100000 - General Fund"

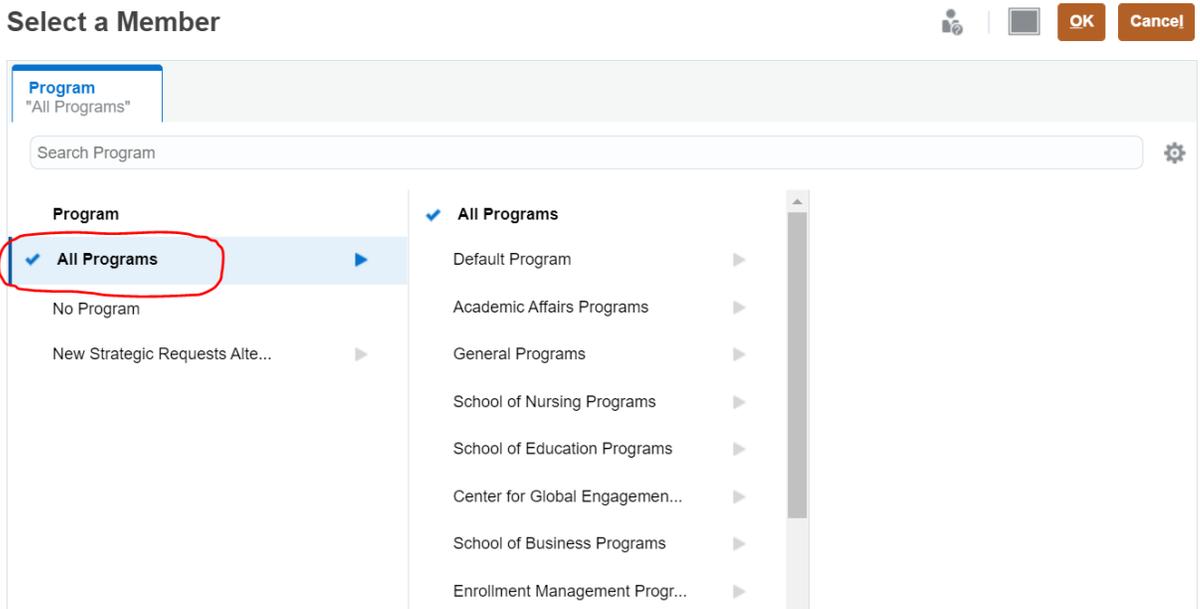
Search Fund

Fund	Budgeted Funds	100000 - General Fund
All Funds ▶	<input checked="" type="checkbox"/> Operating Funds ▶	100010 - Capital Facilities...
No Fund	100040 - Varsity Fundraising	100030 - Box Office Fund
<input checked="" type="checkbox"/> Budgeted Funds ▶	101000 - Mercer County Phot...	100060 - Undergraduate Glob...
	101010 - Private Music Less...	100070 - Graduate Global Fund
	101020 - Music Department E...	110000 - Housing
	110020 - ID Card Fund	110010 - Food Service
	101030 - Visiting Writer's ...	111000 - Travers Res Ed Pro...
	101040 - Kendall Revenue	111010 - Wolfe Res Ed Progr...
	101050 - Theatre Production	111020 - Decker Crom Res Ed...

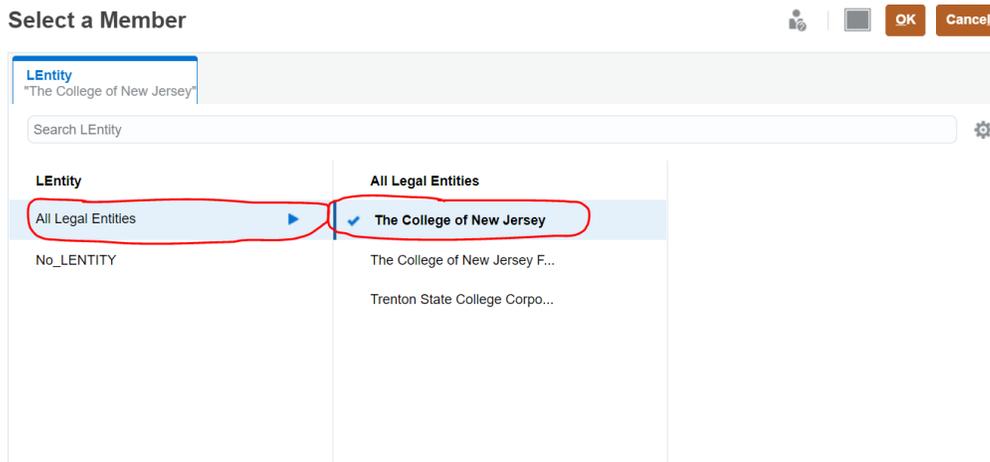
- **Category:** You can select All Categories or the specific category you want to view



- **Program:** You can select All Programs or the specific program you want to view



- **Entity:** Select The College of New Jersey



Step 4: Once all segments have been selected the report will populate with data. You can export the report into excel using the drop down menu circled in the screenshot below.

Budget Review Comparative Report By Org and Account

File Format: HTML

Account	Years	Organization	Category	Fund	Program	LEntity
Account	FY21	All Organizations	All Categories	[Operating Funds],[100000 - General Fund]	All Programs	The College of New Jersey

HTML Preview

TCNJ THE COLLEGE OF NEW JERSEY Budget Review Report By Org and Account The College of New Jersey - 100000 - General Fun Categories

		FY21			Remaining Amount	FY20	FY19
		Budget	Actual	Encumbrances		Actual	Actual
		YearTotal	YearTotal	YearTotal		YearTotal	YearTotal
0000 - Default Organization	400010 - Tuition Undergraduate In State	90,378,809	86,797,095	-	3,581,713	89,375,042	84,179,050
0000 - Default Organization	400015 - Tuition Undergraduate Out of State	10,270,605	9,255,006	-	1,015,599	10,043,107	10,229,745
0000 - Default Organization	400020 - Tuition Graduate In State	5,641,991	4,864,228	-	977,763	5,815,756	5,259,040