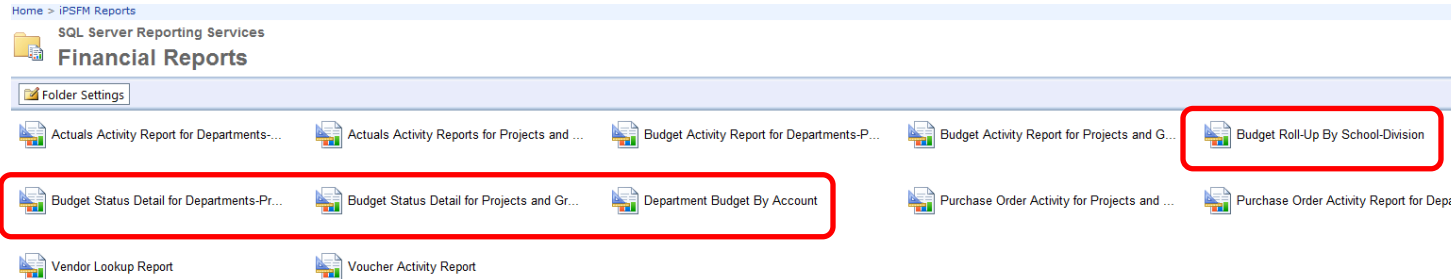




**BlackBoard Analytics SSRS (Web Reports)
User Manual
September 2017**

BlackBoard Analytics SSRS Financial Reports

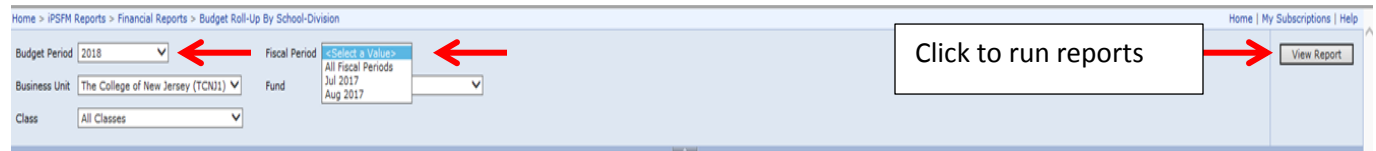
When the link for the BlackBoard Analytics SSRS Financial Reports is opened, the user will see the below screen. There are currently 12 reports developed which are listed below. There are 4 budget reports and 7 drill reports that are housed within the budget reports.



1. Actuals Activity Report for Departments-Programs (Drill Report)
2. Actuals Activity Report for Projects and Grants (Drill Report)
3. Budget Activity Report for Departments-Programs (Drill Report)
4. Budget Activity Report for Projects and Grants (Drill Report)
5. Budget Roll-Up By School-Division (**Budget Report**)
6. Budget Status Detail for Department-Programs (**Budget Report**)
7. Budget Status Detail for Projects and Grants (**Budget Report**)
8. Department Budget By Account (**Budget Report**)
9. Purchase Order Activity for Projects and Grants (Drill Report)
10. Purchase Order Activity for Departments-Programs (Drill Report)
11. Vendor Lookup Report
12. Voucher Activity Report (Drill Report)

Budget Roll-Up By School-Division

The Budget Roll-Up By School-Division organizes all the TCNJ Departments and displays the totals for each Department. To run the report, select the Fiscal Year and Fiscal Period* you wish to display and then click the "View Report" button.



**There are several options when selecting Fiscal Periods. When "All Fiscal Periods" is selected, the report will display all information to the date the user runs the report. If "All Fiscal Periods" is run for a prior year, the report will display the full year of activity. When a specific month is selected, the report will display all information to the last day of the specific month.*

Below are the results of running the Budget Roll-Up By School/Division. To find a specific department, click the plus button to expand the School/Division. The report subtotals all the departments that fall within the particular department.


Home > IPSFM Reports > Financial Reports > Budget Roll-Up By School/Division

Budget Period: 2018 Fiscal Period: All Fiscal Periods

Business Unit: The College of New Jersey (TCNJ1) Fund: All Funds

Class: All Classes

1 of 1 100% Find | Next



Report Parameters

Business Unit: The College of New Jersey (TCNJ1) Budget Period: 2018

Fund: All Funds Class: All Classes

Fiscal Period: All Fiscal Periods

Budget Roll-Up By School/Division

School / Division / Department	Original Budget	Revised Budget	YTD Actuals	Current Period Actuals	YTD Open Encumb	Remaining Budget	% Budget Remaining
Academic	\$71,131,595.98	\$71,130,175.98	\$1,685,158.25	\$1,685,158.25	\$1,139,395.00	\$68,305,622.73	96
Administrative	\$80,605,391.39	\$80,786,919.83	\$5,618,865.35	\$5,618,865.35	\$2,816,750.28	\$72,351,304.20	90
Auxiliary Expenses	\$29,129,075.37	\$29,125,622.87	\$1,294,737.11	\$1,294,737.11	\$0.00	\$27,830,885.76	96
Auxiliary Revenue	(\$50,082,944.72)	(\$50,082,944.72)	(\$25,062,824.95)	(\$25,062,824.95)	\$0.00	(\$25,020,119.77)	50
Institutional Exp and Trans	\$47,967,893.76	\$48,076,951.71	\$2,993,921.35	\$2,993,921.35	\$109,057.95	\$44,973,972.41	94
Institutional Revenue	(\$178,726,703.16)	(\$179,017,417.05)	(\$62,411,643.95)	(\$62,411,643.95)	\$16,926.56	(\$116,622,699.66)	65
Grand Totals:	\$24,308.62	\$19,308.62	(\$75,881,786.84)	(\$75,881,786.84)	\$4,082,129.79	\$71,818,965.67	371,953


Home > IPSFM Reports > Financial Reports > Budget Roll-Up By School/Division

Budget Period: 2018 Fiscal Period: All Fiscal Periods

Business Unit: The College of New Jersey (TCNJ1) Fund: All Funds

Class: All Classes

1 of 1 100% Find | Next



Report Parameters

Business Unit: The College of New Jersey (TCNJ1) Budget Period: 2018

Fund: All Funds Class: All Classes

Fiscal Period: All Fiscal Periods

Budget Roll-Up By School/Division

School / Division / Department	Original Budget	Revised Budget	YTD Actuals	Current Period Actuals	YTD Open Encumb	Remaining Budget	% Budget Remaining
Academic	\$71,131,595.98	\$71,130,175.98	\$1,685,158.25	\$1,685,158.25	\$1,139,395.00	\$68,305,622.73	96
Administrative	\$80,605,391.39	\$80,786,919.83	\$5,618,865.35	\$5,618,865.35	\$2,816,750.28	\$72,351,304.20	90
Office of Academic Affairs	\$5,865,032.47	\$5,858,477.47	\$398,692.30	\$398,692.30	\$14,365.00	\$5,445,420.17	93
Office of Administration	\$30,878,379.34	\$30,881,831.84	\$2,254,169.51	\$2,254,169.51	\$1,179,520.28	\$27,448,142.05	89
Office of College Advancement	\$5,116,343.03	\$5,117,193.03	\$364,125.69	\$364,125.69	\$100,376.68	\$4,652,690.66	91
Office of Enrollment Mgmt	\$7,416,529.81	\$7,416,529.81	\$599,471.48	\$599,471.48	\$33,965.42	\$6,783,092.91	91
Office of General	\$0.24	\$1,116,519.18	\$112,378.53	\$112,378.53	\$0.00	\$1,004,140.65	90
Office of Human	\$4.91	\$2,654,574.91	\$195,789.66	\$195,789.66	\$0.00	\$2,458,785.25	93
Office of Info Technology	\$11,209,088.25	\$11,423,810.25	\$799,178.96	\$799,178.96	\$1,198,286.10	\$9,426,345.19	83
Office of Student Affairs	\$10,331,294.20	\$10,332,364.20	\$348,205.21	\$348,205.21	\$267,242.30	\$9,716,916.69	94
Office of the President						\$1,309,068.81	83
Office of the Treasurer						\$4,106,701.82	93
3000 - Office of the Treasurer	\$675,491.07	\$675,491.07	\$72,081.08	\$72,081.08	\$0.00	\$603,409.99	89
3100 - Finance & Business Services	\$1,692,422.98	\$1,692,422.98	\$174,134.82	\$174,134.82	\$0.00	\$1,518,288.16	90
3110 - Finance & Business Srv-Inst Co	\$385,856.00	\$402,856.00	\$140,091.89	\$140,091.89	\$14,356.00	\$248,408.11	62
3241 - Office Of Parking Sv	(\$24,521.07)	(\$24,521.07)	(\$271,938.00)	(\$271,938.00)	\$8,638.50	\$238,778.43	(974)
3251 - Collection Legal Serv	\$36,238.00	\$36,238.00	\$3.79	\$3.79	\$0.00	\$36,234.21	100
3260 - Student Accounts	\$1,028,637.36	\$1,028,637.36	\$100,006.39	\$100,006.39	\$0.00	\$928,630.97	90
3310 - Payroll Dept	\$590,904.45	\$590,904.45	\$57,952.50	\$57,952.50	\$0.00	\$532,951.95	90
Auxiliary Expenses	\$29,129,075.37	\$29,125,622.87	\$1,294,737.11	\$1,294,737.11	\$0.00	\$27,830,885.76	96
Auxiliary Revenue	(\$50,082,944.72)	(\$50,082,944.72)	(\$25,062,824.95)	(\$25,062,824.95)	\$0.00	(\$25,020,119.77)	50
Institutional Exp and Trans	\$47,967,893.76	\$48,076,951.71	\$2,993,921.35	\$2,993,921.35	\$109,057.95	\$44,973,972.41	94

The report displays the following fields:

1. Original Budget – This is the Board Approved budget
2. Revised Budget – This budget includes any reallocations or supplemental budget adjustments
3. YTD Actuals (Year To Date Actuals) – This includes the year to date actuals to the period specified in the “Fiscal Period” selection. If the user selected “July 2017”, the YTD Actuals would show all information up to 7/31/2017.
4. Current Period Actuals – This includes just the activity for the “Fiscal Period” selected. If the user selected “August 2017”, the Current Period Actuals will just show any activity entered from 8/1/2017 to 8/31/2017. When “All Fiscal Periods” is selected, the YTD Actuals and Current Period Actuals are the same.
5. YTD Open Encumb (Year To Date Open Encumbrance) – This includes all Purchase Orders for the Department.
6. Remaining Budget – The total available budget for a Department
7. % Budget Remaining – A calculation showing the % of budget that is available for consumption.

When you click on a particular Department, the user will be transferred to the “Budget Status Detail for Departments-Programs”


Budget Status Detail for Departments-Programs

Below is a display of the “Budget Status Detail for Departments-Programs”. The report groups and subtotals accounts as “Revenues”, “Expenses” and “Transfers”. The report further sub-groups accounts by the natural classification of the account. To get the account details, continue to explode the accounts until the account details are displayed. The user can select all segments of a Chartfield (Fiscal Year, Fiscal Period, Business Unit, Fund, Department, Class and Program). If you want all accounts, the user can leave the account section blank. If the user wants all revenue accounts, they can enter “4%” in the account field. The account section will allow very detailed searches with the use of a wildcard (%), i.e. “512%” would yield all salary accounts.

Home > IPSFM Reports > Financial Reports > Budget Status Detail for Departments-Programs

Budget Period: 2018 Fiscal Period: All Fiscal Periods
 Business Unit: The College of New Jersey (TCNJ1) Department: 3110 - Finance & Business Srv-Inst Co
 Fund: All Funds Class: All Classes
 Program: All Programs Account:

1 of 1 100% Find | Next



Click to expand

Report Parameters

Business Unit: The College of New Jersey (TCNJ1) Department: 3110 - Finance & Business Srv-Inst Co
 Fund: All Funds Budget Period: 2018
 Class: All Classes Program: All Programs
 Fiscal Period: All Fiscal Periods

Budget Status Detail for Departments/Programs

Account Code and Description	Class	Original Budget	Revised Budget	YTD Actuals	Current Period Actuals	YTD Open Encumb	Remaining Budget	% Budget Remaining
Expenses		\$385,856.00	\$402,856.00	\$140,091.89	\$140,091.89	\$14,356.00	\$248,408.11	62
Grand Totals:		\$385,856.00	\$402,856.00	\$140,091.89	\$140,091.89	\$14,356.00	\$248,408.11	62

The report displays the following fields:

1. Class – The report shows the Class associated with each account line item
2. Original Budget – This is the Board Approved budget
3. Revised Budget (Drillable) – This budget includes any reallocations or supplemental budget adjustments
4. YTD Actuals (Year To Date Actuals) (Drillable) – This includes the year to date actuals to the period specified in the “Fiscal Period” selection. If the user selected “July 2017”, the YTD Actuals would show all information up to 7/31/2017
5. Current Period Actuals – This includes just the activity for the “Fiscal Period” selected. If the user selected “August 2017”, the Current Period Actuals will just show any activity entered from 8/1/2017 to 8/31/2017. When “All Fiscal Periods” is selected, the YTD Actuals and Current Period Actuals are the same

6. YTD Open Encumb (Year To Date Open Encumbrance) (Drillable) – This includes all Purchase Orders for the Department
7. Remaining Budget – The total available budget for a Department
8. % Budget Remaining – A calculation showing the % of budget that is available for consumption


Home > iPSFM Reports > Financial Reports > Budget Status Detail for Departments-Programs

Budget Period: 2018 Fiscal Period: All Fiscal Periods

Business Unit: The College of New Jersey (TCNJ1) Department: 3110 - Finance & Business Srv-Inst Co

Fund: All Funds Class: All Classes

Program: All Programs Account:


TCNJ THE COLLEGE OF NEW JERSEY

Report Parameters

Business Unit: The College of New Jersey (TCNJ1) Department: 3110 - Finance & Business Srv-Inst Co

Fund: All Funds Budget Period: 2018

Class: All Classes Program: All Programs

Fiscal Period: All Fiscal Periods

Budget Status Detail for Departments/Programs

Account Code and Description	Class	Original Budget	Revised Budget	YTD Actuals	Current Period Actuals	YTD Open Encumb	Remaining Budget	% Budget Remaining
Expenditures		\$385,856.00	\$402,856.00	\$140,091.89	\$140,091.89	\$14,356.00	\$248,408.11	62
Institutional Commitments		\$353,856.00	\$370,856.00	\$140,091.89	\$140,091.89	\$14,356.00	\$216,408.11	58
56507	Audit Services 07 - Institutional Services	\$112,356.00	\$129,356.00	\$115,000.00	\$115,000.00	\$14,356.00	\$0.00	0
56605	Bank Service Charges 07 - Institutional Services	\$63,000.00	\$63,000.00	\$0.00	(\$1,687.00)	\$0.00	\$64,687.00	103
56609	Advertisement of Bids 07 - Institutional Services	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	100
56923	Mandatory Debt Rating Fee 07 - Institutional Services	\$19,000.00	\$19,000.00	\$0.00	\$14,000.00	\$0.00	\$5,000.00	26
56970	Records/Books Storage Fees 07 - Institutional Services	\$18,000.00	\$18,000.00	\$0.00	\$12,778.89	\$0.00	\$5,221.11	29
59501	Investment Manager Fees 07 - Institutional Services	\$139,000.00	\$139,000.00	\$0.00	\$0.00	\$0.00	\$139,000.00	100
Dept Non-Salary Allocation		\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	100
52202	Professional Services 07 - Institutional Services	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	100
Computer Hardware & Software		\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	100
55410	Computer Software 07 - Institutional Services	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	100
Grand Totals:		\$385,856.00	\$402,856.00	\$140,091.89	\$140,091.89	\$14,356.00	\$248,408.11	62

Below are the results when the user drills down on the “Revised Budget” column. The report shows the user all the budget activity within the particular account. The report displays all information associated with “Original Budget”, “Supplemental” and “Re-Allocation” budget entries.

Home > iPSFM Reports > Financial Reports > Budget Activity Report for Departments-Programs

1 of 1 100%


TCNJ THE COLLEGE OF NEW JERSEY

Report Parameters

Business Unit: The College of New Jersey (TCNJ1) Department: 3110 - Finance & Business Srv-Inst Co

Fund: All Funds Budget Period: 2018

Class: 07 - Institutional Services Program: All Programs

Account: 56507 - Audit Services Fiscal Period: All Fiscal Periods

Budget Activity Report for Departments/Programs


Account	Account Name	Journal Date	Journal ID	Line Description	Original Budget	Supplemental	Re-allocation	Total Revised Budget
Accounting Period: Jul 2017					\$112,356.00	\$17,000.00	\$0.00	\$129,356.00
56507	Audit Services	01-Jul-17	0000311555	FY 18 Approved Budget	\$112,356.00	\$0.00	\$0.00	\$112,356.00
56507	Audit Services	25-Jul-17	0000311979	Supp Req from 3050-59989	\$0.00	\$17,000.00	\$0.00	\$17,000.00
Grand Totals:					\$112,356.00	\$17,000.00	\$0.00	\$129,356.00

The report results are limited with how much data can be displayed per page. The “Next” arrows should be utilized if drill field has large amounts of data. The “Find” box can be utilized if a user is searching for a specific amount or vendor.

Below are the results when the user drills down on the “YTD Actuals” column. The report shows the user all the posted general ledger items within the particular account. The user can drill down on the “Voucher ID” column to gain more insight into the voucher.

Home > IPSFM Reports > Financial Reports > Actuals Activity Report for Departments-Programs

1 of 1 100% Find | Next



Report Parameters	
Business Unit: The College of New Jersey (TCNJ1)	Department: 3110 - Finance & Business Srv-Inst Co
Fund: All Funds	Budget Period: 2018
Class: 07 - Institutional Services	Program: All Programs
Account: 56507 - Audit Services	Fiscal Period: All Fiscal Periods

Actuals Activity Report for Departments/Programs

Account	Account Description	Journal Date	Journal ID	Journal Source	Journal Description			ary Amt
Accounting Period: Jul 2017								
56507	Audit Services	01-Jul-17	0000312616	MG	KPMG			\$70,000.00
Accounting Period: Aug 2017								
56507	Audit Services	02-Aug-17	0000312246	AP	FY17 Audit Services	00394909	KPMG Peat Marwick	\$45,000.00
56507	Audit Services	18-Aug-17	0000312612	AP	FY17 Audit Services			(\$70,000.00)
56507	Audit Services	18-Aug-17	0000312621	AP	FY17 Audit Services	00396061	KPMG Peat Marwick	\$70,000.00
Grand Totals:								\$115,000.00

Click to Drill to Voucher Detail

Below are the results when the user drills down on “Voucher ID”.

Home > IPSFM Reports > Financial Reports > Voucher Activity Report

1 of 1 100% Find | Next



Report Parameters	
Voucher ID: 00394909	


Voucher Activity Report

Voucher ID	AP SetId	Invoice ID	Invoice Date	Bank Name	Check No	Vendor	Status	Payment Method	Cancel Action	Settlement Date	Voucher Amount	Check Amount
00394909	TCNJ1	8001600377	20-Jun-17	Wells Fargo Bank	188776	KPMG Peat Marwick	Paid	ACH	No Cancel Action		\$45,000.00	\$45,000.00
Grand Totals:											\$45,000.00	\$45,000.00

Below are the results when the user drills down on the “YTD Open Encumb” column. The report organizes all Purchase Orders associated within the particular account. The report shows the “Encumbrance Amount”, “Vouchered Amount” and the “Remaining Balance” on the Purchase Order.

Home > iPSFM Reports > Financial Reports > Purchase Order Activity Report for Department-Programs

1 of 1 100% Find | Next



Report Parameters	
Business Unit: The College of New Jersey (TCNJ1)	Department: 3110 - Finance & Business Srv-Inst Co
Fund: All Funds	Budget Period: 2018
Class: 07 - Institutional Services	Program: All Programs
Account 56507 - Audit Services	Calendar Fiscal Period All Fiscal Periods

Purchase Order Activity Report for Department/Programs LIONShammat

Account	Account Description	Accounting Date	Voucher ID	Vendor	Encumbrance Amount	Vouchered Amount	Balance
PO ID: 000003475					\$129,356.00	\$115,000.00	\$14,356.00
56507	Audit Services	26-Jul-17		KPMG Peat Marwick	\$129,356.00	\$0.00	\$129,356.00
56507	Audit Services	02-Aug-17	00394909	KPMG Peat Marwick	\$0.00	\$45,000.00	(\$45,000.00)
56507	Audit Services	18-Aug-17	00396061	KPMG Peat Marwick	\$0.00	\$70,000.00	(\$70,000.00)
Grand Totals:					\$129,356.00	\$115,000.00	\$14,356.00

Department Budget by Account

The “Department Budget by Account” report displays the same information as the “Budget Status Detail for Departments-Programs”, but has some slight differences in the data results. The “Department Budget by Account” displays the Department and Program. This report could be useful for Programs and Departments that use several combinations of Departments and Programs.


Budget Period: 2018 Fiscal Period: All Fiscal Periods

Business Unit: The College of New Jersey (TCNJ1) Department: All Departments

Fund: 26 - Athletics Programs Class: All Classes

Account: Program: All Programs

1 of 1 100% Find | Next



Report displays detailed Department and Program information.

Report Parameters	
The College of New Jersey (TCNJ1)	Department: All Departments
Athletics Programs	Budget Period: 2018
	Program: All Programs

Department Budget by Account L

Account Code and Description	Department	Program	Original Budget	Revised Budget	YTD Actuals	Current Period Actuals	YTD Open Encumb	Remaining Budget	% Budget Remaining
Revenues			(\$713,887.00)	(\$713,887.00)	(\$26,193.49)	(\$26,193.49)	\$0.00	(\$687,693.51)	96
Expenses			\$714,337.00	\$714,337.00	\$125,943.94	\$125,943.94	\$17,314.00	\$571,079.06	80
Salary & Wages			\$7,500.00	\$7,500.00	\$359.71	\$359.71	\$0.00	\$7,140.29	95
51230 Supp Part Time	6160 - Varsity Fundraising	AP014 - Soccer (Women)	\$0.00	\$0.00	\$198.25	\$198.25	\$0.00	(\$198.25)	0
51240 Overtime	6101 - Athletics-Programs	AP003 - Football	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	100
51810 Student Aid Payroll	6101 - Athletics-Programs	AP019 - Administration	\$5,000.00	\$5,000.00	\$161.46	\$161.46	\$0.00	\$4,838.54	97
Fringe Benefits Expense			\$0.00	\$0.00	\$16.15	\$16.15	\$0.00	(\$16.15)	0
Dept Non-Salary Allocation			\$706,837.00	\$705,737.00	\$125,568.08	\$125,568.08	\$17,314.00	\$562,854.92	80
Computer Hardware & Software			\$0.00	\$1,100.00	\$0.00	\$0.00	\$0.00	\$1,100.00	100
Grand Totals:			\$450.00	\$450.00	\$99,750.45	\$99,750.45	\$17,314.00	(\$116,614.45)	(25.914)

Budget Status Detail for Projects / Grants

Since Projects and Grants are not defined by fiscal years, the “Budget Status Detail for Projects / Grants” was developed. The report displays the same information as the “Budget Status Detail for Departments-Programs”, but there is an additional column for “LTD Actual”. This column is a drillable field and displays the “Life to Date” actuals for a particular account.



LTD – “Life to Date”

Report Parameters			
Business Unit: The College of New Jersey (TCNJ1)	Department: All Departments	Fiscal Period: Jun 2017	Project: F1675 - FIRST
Fund: All Funds	Class: All Classes	Fiscal Year: 2017	Program: All Programs

Budget Status Detail Projects / Grants

Account Type / Account Category	Class	Original Budget	Revised Budget	YTD Actual	LTD Actual	Current Period Actuals	Open Encumbrances	Remaining Budget	% Budget Remaining
Revenues		\$0.00	\$0.00	(\$145,699.43)	(\$158,024.26)	(\$54,524.72)	\$0.00	\$158,024.26	0
Grants & Contracts		\$0.00	\$0.00	(\$145,699.43)	(\$158,024.26)	(\$54,524.72)	\$0.00	\$158,024.26	0
40305 Federal Grants & Aid	39 - Revenues	\$0.00	\$0.00	(\$145,699.43)	(\$158,024.26)	(\$54,524.72)	\$0.00	\$158,024.26	0
Expenses		\$538,900.00	\$538,900.00	\$145,699.43	\$158,024.26	\$54,524.72	\$0.00	\$380,875.74	73
Salary & Wages		\$139,000.00	\$139,000.00	\$27,803.52	\$27,803.52	\$5,400.00	\$0.00	\$111,196.48	80
51230 Supp Part Time	02 - Research	\$75,550.00	\$75,550.00	\$21,850.00	\$21,850.00	\$0.00	\$0.00	\$53,700.00	71
51810 Student Aid Payroll	02 - Research	\$63,450.00	\$63,450.00	\$5,953.52	\$5,953.52	\$5,400.00	\$0.00	\$57,496.48	91
Fringe Benefits Expense		\$10,633.50	\$10,633.50	\$2,084.64	\$2,084.64	\$413.12	\$0.00	\$8,548.86	80
52100 Fringe Benefits	02 - Research	\$10,633.50	\$10,633.50	\$2,084.64	\$2,084.64	\$413.12	\$0.00	\$8,548.86	80
Scholarships & Waivers		\$194,916.50	\$194,916.50	\$90,176.72	\$90,176.72	\$41,875.60	\$0.00	\$104,739.78	54
58300 Financial Aid / Waivers	02 - Research	\$194,916.50	\$194,916.50	\$90,176.72	\$90,176.72	\$41,875.60	\$0.00	\$104,739.78	54
Dept Non-Salary Allocation		\$194,350.00	\$194,350.00	\$25,634.55	\$37,959.38	\$6,836.00	\$0.00	\$156,390.62	87
52201 Consultants	02 - Research	\$2,652.00	\$11,652.00	\$1,850.00	\$4,502.00	\$1,850.00	\$0.00	\$7,150.00	84
53200 General Supplies	02 - Research	\$9,348.00	\$9,348.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,348.00	100
53202 Office Supplies	02 - Research	\$0.00	\$0.00	\$0.00	\$678.08	\$0.00	\$0.00	(\$678.08)	0
54100 Travel - Faculty & Staff	02 - Research	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	100
54150 Official Reception	02 - Research	\$18,000.00	\$9,000.00	\$445.50	\$445.50	\$445.50	\$0.00	\$8,554.50	95
58400 Stipends Expense	02 - Research	\$68,000.00	\$68,000.00	\$6,030.50	\$14,261.50	\$1,030.50	\$0.00	\$53,738.50	91
59998 Indir/Adm Chg/Grants	02 - Research	\$90,350.00	\$90,350.00	\$17,308.55	\$18,072.30	\$3,510.00	\$0.00	\$72,277.70	81
Grand Totals:		\$538,900.00	\$538,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$538,900.00	100

Below are the results when the user drills on the “LTD Actual” column. The report groups all activities by accounting period. The report is limited by the results per page, so use the arrow button to see all activity.



Use arrows when dealing with large data

Report Parameters			
Business Unit: The College of New Jersey (TCNJ1)	Department: All Departments	Fiscal Period: Jun 2017	Project: F1675 - FIRST
Fund: All Funds	Class: 02 - Research	Fiscal Year: 2017	Program: All Programs
Account: 51230 - Supp Part Time			

Actuals Activity Report for Projects / Grants

Project	Account	Account Description	Journal Date	Journal ID	Journal Source	Journal Description	Voucher ID	Name	Monetary Amount
Accounting Period: Jun 2016									\$0.00
F1675 - FIRST	51230	Supp Part Time	30-Jun-16	0000304865	CF	Corr Split J. Gazley to Fy17			(\$175.00)
F1675 - FIRST	51230	Supp Part Time	30-Jun-16	0000304865	CF	Corr Split S.Pulmood to Fy17			(\$400.00)
F1675 - FIRST	51230	Supp Part Time	30-Jun-16	0000304865	CF	Corr Split VDS to Fy17			(\$600.00)
F1675 - FIRST	51230	Supp Part Time	30-Jun-16	0000304427	HRS	Grant- Oth ERN			\$1,175.00
Accounting Period: Jul 2016									\$7,987.50
F1675 - FIRST	51230	Supp Part Time	08-Jul-16	0000304865	CF	Corr Split J. Gazley to Fy17			\$175.00
F1675 - FIRST	51230	Supp Part Time	08-Jul-16	0000304865	CF	Corr Split S.Pulmood to Fy17			\$400.00
F1675 - FIRST	51230	Supp Part Time	08-Jul-16	0000304865	CF	Corr Split VDS to Fy17			\$600.00
F1675 - FIRST	51230	Supp Part Time	08-Jul-16	0000304606	HRS	Grant- Oth ERN			\$1,762.50
F1675 - FIRST	51230	Supp Part Time	22-Jul-16	0000304935	HRS	Grant- Oth ERN			\$5,050.00
Accounting Period: Aug 2016									\$11,925.00
F1675 - FIRST	51230	Supp Part Time	05-Aug-16	0000305012	HRS	Grant- Oth ERN			\$8,550.00
F1675 - FIRST	51230	Supp Part Time	19-Aug-16	0000305283	HRS	Grant- Oth ERN			\$3,375.00
Accounting Period: Sep 2016									\$437.50
F1675 - FIRST	51230	Supp Part Time	02-Sep-16	0000305518	HRS	Grant- Oth ERN			\$437.50
Accounting Period: Oct 2016									\$1,500.00
F1675 - FIRST	51230	Supp Part Time	28-Oct-16	0000306684	HRS	Grant- Oth ERN			\$1,500.00
Grand Totals:									\$21,850.00

Vendor Lookup Report

If the user wants to search for a Vendor ID or Vendor Address, they can run the “Vendor Lookup Report”. The user can enter as little or as many letters within the Vendor Name. If the user wants to search for a specific name, they can search using the “Find” option.

Home > iPSFM Reports > Financial Reports > Vendor Lookup Rep

Vendor Name

1 of 2 ? 100%

Vendor L

Vendor Name	Set ID	Vendor ID	Short Name	Vendor Class	Seq Num	Address	City	State	Postal	Country
Faber Assoc. Inc.										
	TCNJ1	0000018969	FABER-001	Outside Party	1	1111 Paulison Ave.	Clifton	NJ	07011	USA
Fabien, Guilange										
	FOUND	0000000508	FABIEN-001	Other Classification	1	107 Iris Ave.	Neptune	NJ	07753	USA

Enter search criteria, use wildcard (%) for a more detailed search.

Use arrows when dealing with large data

Enter information to search for specific information

Exporting, Printing and Using Reports

If the user wants to export or print the reports, the user must click the “Export” icon (see below) and select their desired output. If the user is going to further analyze the data, it is best to export to “CSV (comma delimited)”. When CSV is exported, the output has additional columns of data that the user will have to hide or delete. If the user wishes to print the data, it is best to export to “Excel” and print the report in Excel. There are page break issues with “Word” and “PDF”, so it is recommended to use “Excel” or “CSV”.

Home > iPSFM Reports > Financial Reports > Department Budget By Account

Budget Period Fiscal Period

Business Unit Department

Fund Class

Account Program

1 of 1 100%

Find | Next

Click to get export options

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

When the user exports the data to “Excel”, the Excel worksheet is interactive and the user can drill into the details directly from Excel.

Department Budget By Account.xls [Read-Only] [Compatibility Mode] - Microsoft Excel

TCNJ THE COLLEGE OF NEW JERSEY

Report Parameters
 Business Unit: The College of New Jersey (TCNJ1) Department: 3110 - Finance & Business Srv-Inst Co
 Fund: All Funds Budget Period: 2018
 Class: All Classes Program: All Programs

Department Budget by Account

Account Code and Description	Department	Program	Original Budget	Revised Budget	YTD Actuals	Current Period Actuals	YTD Open Encumb	Remaining Budget	% Budget
Expenses			\$385,856.00	\$402,856.00	\$140,091.89	\$140,091.89	\$14,356.00	\$248,408.11	62
Institutional Commitments			\$353,856.00	\$370,856.00	\$140,091.89	\$140,091.89	\$14,356.00	\$216,408.11	58
56507 Audit Services 3110 - Finance & Business Srv-Inst Co			\$0.00	\$0.00	\$0.00	\$0.00	\$14,356.00	(\$14,356.00)	0
56507 Audit Services 3110 - Finance & Business Srv-Inst Co			\$112,356.00	\$129,356.00	\$115,000.00	\$115,000.00	\$0.00	\$14,356.00	11
56605 Bank Service Charges 3110 - Finance & Business Srv-Inst Co			\$63,000.00	\$63,000.00	(\$1,687.00)	(\$1,687.00)	\$0.00	\$64,687.00	103
56609 Advertisement of Bids 3110 - Finance & Business Srv-Inst Co			\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	100
56923 Mandatory Debt Rating Fee 3110 - Finance & Business Srv-Inst Co			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
56923 Mandatory Debt Rating Fee 3110 - Finance & Business Srv-Inst Co			\$19,000.00	\$19,000.00	\$14,000.00	\$14,000.00	\$0.00	\$5,000.00	26
56970 Records/Books Storage Fees 3110 - Finance & Business Srv-Inst Co			\$18,000.00	\$18,000.00	\$12,778.89	\$12,778.89	\$0.00	\$5,221.11	29
59501 Investment Manager Fees 3110 - Finance & Business Srv-Inst Co			\$139,000.00	\$139,000.00	\$0.00	\$0.00	\$0.00	\$139,000.00	100
Dept Non-Salary Allocation			\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	100
52202 Professional Services 3110 - Finance & Business Srv-Inst Co			\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	100
Computer Hardware & Software			\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	100
55410 Computer Software 3110 - Finance & Business Srv-Inst Co			\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	100
Grand Totals:			\$385,856.00	\$402,856.00	\$140,091.89	\$140,091.89	\$14,356.00	\$248,408.11	62

If the user is looking for a particular vendor or dollar amount, they can utilize the search bar within all reports.

Home > iPSFM Reports > Financial Reports > Actuals Activity Report for Departments-Programs

Budget Period: 2017 Fiscal Period: All Fiscal Periods

Business Unit: The College of New Jersey (TCNJ1) Department: 3110 - Finance & Business Srv-Inst Co

Fund: All Funds Class: All Classes

Program: All Programs Account: 56507 - Audit Services

Account Type: All Account Types

1 of 1 100% kpmg Find | Next



Report Parameters
 Business Unit: The College of New Jersey (TCNJ1) Department: 3110 - Finance & Business Srv-Inst Co
 Fund: All Funds Budget Period: 2017
 Program: All Programs Fiscal Period: All Fiscal Periods

Enter "Search" criteria to find specific information

Departments/Programs

Account	Account Description	Journal Date	Journal ID	Journal Source	Journal Description	Voucher ID	Name	Monetary Amt
Accounting Period: Jul 2016								\$103,000.00
56507	Audit Services	03-Aug-16	0000304880	AP	Expense Distribution	00368479	KPMG Peat Marwick	\$60,000.00
56507	Audit Services	03-Aug-16	0000304880	AP	Expense Distribution	00368480	KPMG Peat Marwick	\$43,000.00
Accounting Period: Aug 2016								\$43,000.00
56507	Audit Services	13-Sep-16	0000305660	AP	Audit services	00370928	KPMG Peat Marwick	\$43,000.00
Accounting Period: Jan 2017								(\$39,875.00)
56507	Audit Services	18-Jan-17	0000307936	CF	FY16 Audit Fee FOUND base			(\$19,300.00)
56507	Audit Services	18-Jan-17	0000307936	CF	FY16 Audit Fee FOUND out scope			(\$7,317.00)
56507	Audit Services	18-Jan-17	0000307936	CF	FY16 Audit Fee TO 6205			(\$9,683.00)
56507	Audit Services	18-Jan-17	0000307936	CF	FY16 Audit Fee TO 7000			(\$2,475.00)
56507	Audit Services	18-Jan-17	0000307936	CF	FY16 Audit Fee TSCC			(\$12,100.00)
56507	Audit Services	18-Jan-17	0000307936	CF	FY16 AUP Fee Bkstore			(\$450.00)
56507	Audit Services	18-Jan-17	0000307936	CF	FY16 AUP Fee TO 6250 Pepsi			(\$2,500.00)
56507	Audit Services	18-Jan-17	0000307936	CF	FY16 AUP Fee TO 6250 SDX			(\$450.00)
56507	Audit Services	19-Jan-17	0000307996	AP	Audit services	00379096	KPMG Peat Marwick	\$14,400.00
Accounting Period: Feb 2017								\$9,000.00
56507	Audit Services	23-Feb-17	0000308838	AP	Audit services	00381822	KPMG Peat Marwick	\$9,000.00