



**BlackBoard Analytics SSRS (Web Reports)
Quick Reference Manual
September 2017**

BlackBoard Analytics SSRS Financial Reports

There are currently 12 BlackBoard Analytics SSRS Financial Reports. There are 4 budget reports and 7 drill reports that are housed within the budget reports. The mechanics of the reports are very similar to the College's prior Mythics Web Reports. Below are some highlights of the differences.

Departments Operating Budgets / Operating Programs Budget Reports

Users that ran Department Operating or Program Operating budget reports (Fund 10 – 27) will now use the following reports:

- Budget Roll-Up By School-Division
- Budget Status Detail for Department-Programs
- Department Budget by Account



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 Counsel	\$1,089,510.24	\$1,116,519.18	\$112,378.53	\$112,378.53	\$0.00	\$1,004,140.65	90
Office of Human Resources	\$2,611.24	\$2,611.24	\$0.00	\$0.00	\$0.00	\$2,611.24	93
Office of Info Technology	\$11,211.24	\$11,211.24	\$0.00	\$0.00	\$0.00	\$11,211.24	83
Office of Student Affairs	\$1,511.24	\$1,511.24	\$0.00	\$0.00	\$0.00	\$1,511.24	94
Office of the President	\$1,511.24	\$1,511.24	\$0.00	\$0.00	\$0.00	\$1,511.24	83
Office of the Treasurer	\$4,311.24	\$4,311.24	\$0.00	\$0.00	\$0.00	\$4,311.24	93
3000 - Office of the Treasurer	\$6,111.24	\$6,111.24	\$0.00	\$0.00	\$0.00	\$6,111.24	89
3100 - Finance & Business Services	\$1,611.24	\$1,611.24	\$0.00	\$0.00	\$0.00	\$1,611.24	90
3110 - Finance & Business Srv-Inst Co	\$3,511.24	\$3,511.24	\$0.00	\$0.00	\$0.00	\$3,511.24	62
3241 - Office Of Parking Sv	(\$2,111.24)	(\$2,111.24)	\$0.00	\$0.00	\$0.00	(\$2,111.24)	(974)
3251 - Collection Legal Serv	\$1,211.24	\$1,211.24	\$0.00	\$0.00	\$0.00	\$1,211.24	100
3260 - Student Accounts	\$1,011.24	\$1,011.24	\$0.00	\$0.00	\$0.00	\$1,011.24	90
3310 - Payrol 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

Users can run the Budget Roll-Up by School/Division to analyze their total School / Division budget. When the user clicks on a department, they will be brought to the Budget Status Detail for Department-Programs for that department.

Capital Projects & Grants Budgets

Financial Reports Dashboards Alerts Ad-Hoc Reports Refresh Offline Data

Financial Reports Menu



Users that ran Capital Projects & Grants budget Reports (Funds 40-42 & 71-79) will now use the Budget Status Detail for Projects and Grants

Using the Reports

The user can select various combinations of the chartfield and then click “View Report” to generate the results.

The screenshot shows the 'Department Budget By Account' report interface. It features several dropdown menus for filtering: Budget Period (2018), Fiscal Period (All Fiscal Periods), Business Unit (The College of New Jersey (TCNJ1)), Department (All Departments), Fund (All Funds), Class (All Classes), and Program (All Programs). A 'View Report' button is visible on the right. Red arrows point from the text boxes to the Department and Program dropdown menus.

The user can start typing the Department or Program for faster searches

The user can leave the Account field blank to show the data for all available accounts or they can limit their search results by using the wild-card (%) feature. For example, if the user wanted salary accounts, they could search 51%.

The reports groups and subtotals the accounts and details of the accounts. Click the "Plus" sign to see the detailed accounts

Account Code and Description	
[-] Expenses	
[-] Institutional Commitments	
56507	Audit Services
56605	Bank Service Charges
56609	Advertisement of Bids
56923	Mandatory Debt Rating Fee
56970	Records/Books Storage Fees
59501	Investment Manager Fees
[-] Dept Non-Salary Allocation	
[-] Computer Hardware & Software	
Grand Totals:	

Account Code and Description
[-] Expenses
Grand Totals:

Original Budget	Revised Budget	YTD Actuals	Current Period Actuals
\$1,692,422.98	\$1,692,422.98	\$309,576.43	\$309,576.43
\$1,334,549.79	\$1,334,549.79	\$225,547.03	\$225,547.03
\$1,294,699.79	\$1,294,699.79	\$203,945.80	\$203,945.80
\$30,000.00	\$30,000.00	\$19,403.66	\$19,403.66
\$9,850.00	\$9,850.00	\$2,197.57	\$2,197.57

Similar to the old Web Reports, the user is able to drill down for more information on data with a blue font

Printing and Exporting Reports

The screenshot shows a web browser interface with the TCNJ logo. A dropdown menu is open, listing export options: XML file with report data, CSV (comma delimited), PDF, MHTML (web archive), Excel (highlighted), TIFF file, and Word. A red arrow points to the 'Excel' option.

The best method to print the reports is to export to Excel. For advanced Excel users, CSV allows for further data analysis.

When the user exports to Excel, they are able to still use the drill feature and will be brought back into the program once the drill field has been selected.

The screenshot shows the Microsoft Excel interface with the following elements:

- Report Parameters:**
 - Business Unit: The College of New Jersey (TCNJ1)
 - Fund: All Funds
 - Class: All Classes
 - 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 Enc
Expenses		\$1,692,422.98	\$1,692,422.98	\$309,576.43	\$309,576.43	
Salary & Wages		\$1,334,549.79	\$1,334,549.79	\$225,547.03	\$225,547.03	
51200 Officers And Employees	07 - Institutional Services	\$1,294,699.79	\$1,294,699.79	\$203,945.80	\$203,945.80	
51230 Supp Part Time	07 - Institutional Services	\$30,000.00	\$30,000.00	\$19,403.66	\$19,403.66	
51810 Student Aid Payroll	07 - Institutional Services	\$9,850.00	\$9,850.00	\$2,197.57	\$2,197.57	
Fringe Benefits Expense		\$371,962.91	\$371,962.91	\$82,655.77	\$82,655.77	
Dept Non-Salary Allocation		(\$14,209.72)	(\$14,209.72)	\$1,373.63	\$1,373.63	
Computer Hardware & Software		\$120.00	\$120.00	\$0.00	\$0.00	
Grand Totals:		\$1,692,422.98	\$1,692,422.98	\$309,576.43	\$309,576.43	