

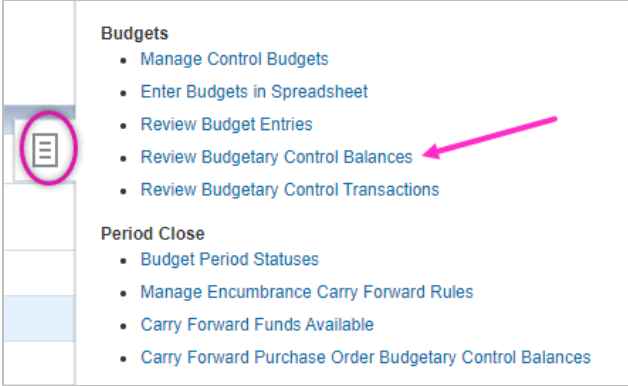
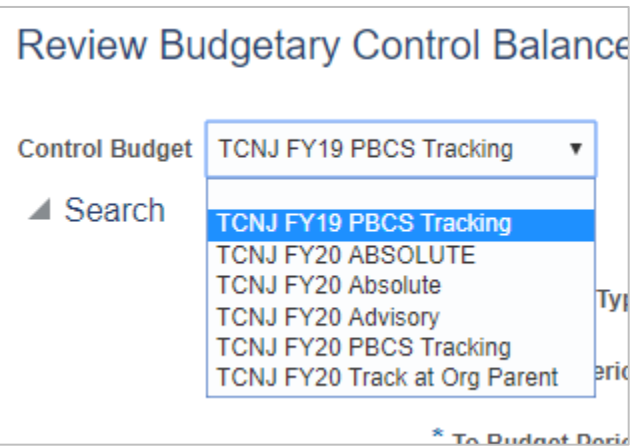


Process Name: Budget to Actuals Review (COA)

STEP	DETAIL
1	<p>Sign in to Oracle Cloud through TCNJ Today app bar Click Company Single Sign-On Username: TCNJ login Password: your password Click Home button in upper Right corner</p>
2	
3	<p>Click the Budgetary Control infotile</p> 
4	<p>Click Review Budgetary Control Balances in the Task Library</p> 

5

Choose the Control Budget you would like to run from the dropdown
TCNJ FYxx Absolute = shows availability in overall pool
TCNJ FYxx Advisory = shows Budget to Actuals to the Program value
TCNJ FYxx PBCS Tracking = shows monthly budget updates



6

TCNJ FYxx Advisory (new BB Reports)
 Enter your search criteria. Click **Search**.
 Fields marked with '*' are required

Review Budgetary Control Balances Done

Control Budget: TCNJ FY20 Advisory

Search

Amount Type: Period to date

* From Budget Period: FY20

* To Budget Period: FY20

Funds Available: All amounts

Currency: USD

* Actuals_Entity: TCNJ

* Actuals_Account: All Actuals_Account Values

* Actuals_Fund: All Actuals_Fund Values

* Actuals_Organization: 3601

* Actuals_Category: All Actuals_Category Values

* Actuals_Program: All Actuals_Program Values

Search Reset

The Budget to Actual report will populate

Commitments = Requisitions prior to becoming a PO

Obligations = POs

Expenditures = Paid vouchers

Total Consumption = Commitments + Obligations + Expenditures

Click the Expenditure amount to drill down to paid vouchers for detailed information.

7

Actuals_Entity	Actuals_Account	Actuals_Fund	Actuals_Organiz	Actuals_Categor	Actuals_Program	Budget_Period	Total Budget	Commitments	Obligations	Other Consumption	Expenditures	Total Consumption	Funds Available Amount	Funds Available (%)
TCNJ	604020	100000	3601	325	0000	FY20	1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00	100.00
TCNJ	604050	100000	3601	325	0000	FY20	7,000.00	0.00	0.00	0.00	1,497.49	1,497.49	5,502.51	78.61
TCNJ	604060	100000	3601	325	0000	FY20	400.00	0.00	0.00	0.00	0.00	0.00	400.00	100.00
TCNJ	604280	100000	3601	100	0000	FY20	0.00	97.88	10,231.49	0.00	195,646.10	205,975.47	-205,975.47	0.00
TCNJ	604280	100000	3601	325	0000	FY20	3,940.00	4,112.56	174,379.03	0.00	3,851.30	182,342.89	-178,402.89	-4,527.99
TCNJ	604280	121030	3601	200	0000	FY20	0.00	0.00	300.00	0.00	0.00	300.00	-300.00	0.00
TCNJ	604290	100000	3601	325	0000	FY20	0.00	0.00	0.00	0.00	660.00	660.00	-660.00	0.00
TCNJ	604310	100000	3601	325	0000	FY20	0.00	7,959.80	6.79	0.00	0.00	7,966.59	-7,966.59	0.00
TCNJ	604400	100000	3601	100	0000	FY20	0.00	0.00	110.00	0.00	0.00	110.00	-110.00	0.00