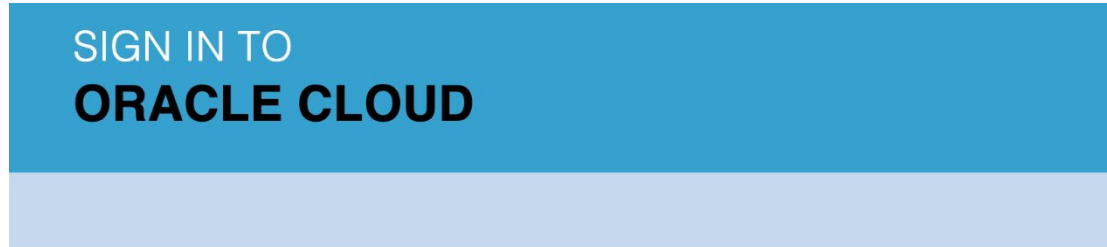


How To:

View Comparative Budget Reports at the Summary and Detail Level in PBCS

1. Access PBCS at: [TCNJ PBCS Log In](#)
2. Log into PBCS using your Single Sign On (SSO)
3. Select the Reports Tile



Traditional Cloud Account

Welcome a522123 change domain ?

Can't access your account?

Sign In

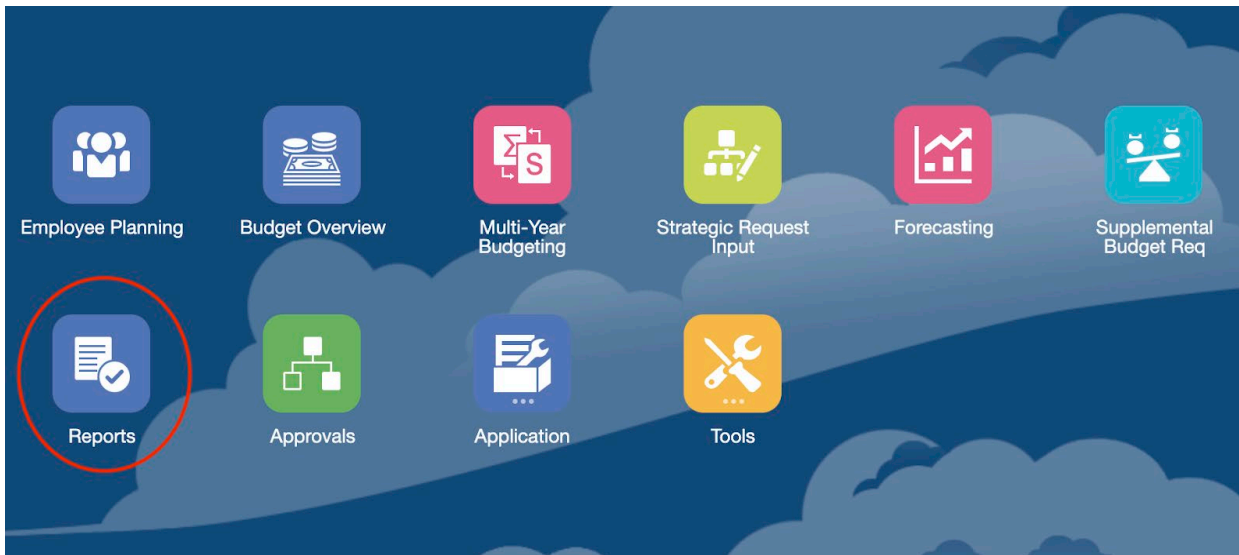
Want to use your company account?

Use to be redirected to the company single sign-on.

OR

Company Sign In

Remember my choice ?



Comparative Budget Summary Report

This report allows for a high-level summary of the Organization's budget and actuals for the current year, prior year, and actuals for prior two years (FY2020 & FY2019)

To view your budget/actuals at the Summary Level:

1. Select the **first** tile on the left-hand side for the **Comparative Budget Summary Report**
2. Enter the appropriate COA values
3. Select the File Format dropdown to view the report as HTML, Excel or PDF

Comparative Budget Detail Report

This report allows for a detailed breakdown of the Organization's budget and actuals **by account** for the current year, prior year and actuals for prior two years (FY2020 & FY2019)

To view your budget/actuals at the Detail Level:

1. Select the **second** tile on the left-hand side for the **Comparative Budget Detail Report**
2. Enter the appropriate COA values
3. Select the File Format dropdown to view the report as HTML, Excel or PDF
4. View the budget/actuals by account