
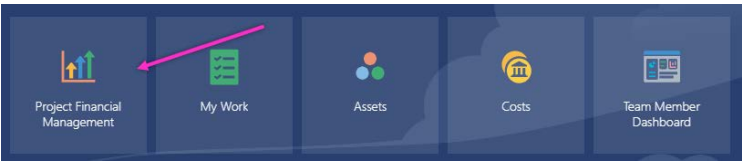
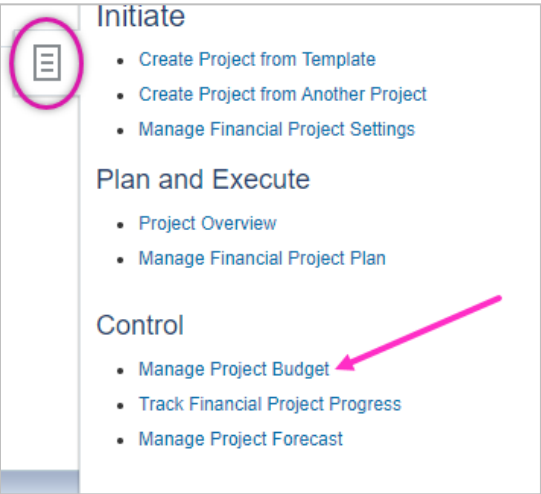


Process Name: Create Capital Project Baseline Budget

STEP	DETAIL
1	<p>Sign in to Oracle Cloud through <b>TCNJ Today</b> app bar            Click <b>Company Single Sign-On</b>  <b>Username:</b> TCNJ login  <b>Password:</b> your password            Click Home button in upper Right corner</p>
2	<p>Click the <b>Projects</b> from the scroll menu</p> 
3	<p>Click the <b>Project Financial Management</b> infotile</p>
	
4	<p>Highlight your Project in list.            Click <b>Manage Project Budget</b> in Task Library</p>
	

5

Click the dropdown next to '+' & choose **Create Budget Lines Manually**

6

- **\*Name** = Input the name of the Project.
- **\*Financial Plan Type** = TCNJ Capital Projects
- **Planning Level** = Project and all tasks

Click **Save and Continue**

<p>7</p>	<p><b>Input Budget Details</b> Highlight the Task you wish to budget for.</p>	
<p>8</p>	<p>Choose <b>Manage Assignments for Selected Tasks</b> from Actions dropdown.</p>	
<p>9</p>	<p><b>Add Resources to Task</b> Click the '+' next to the categories you want add budget for.</p>	

10	<p>Enter budget for each Category</p> <p>Click <b>Save</b></p> <p>Assignments</p> <p>Hide Prior Assignments</p> <p>Asset 1: Asset 1</p> <p>Construction(USD) <input type="text" value="1,000,000.00"/> USD X</p>
11	<p>Choose <b>Create Baseline</b> from the Submit dropdown.</p> 