

Process Name: Budget vs Actual Report Dashboard (POETAF)

STEP	DETAIL
1	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
2	Click Tools from the scroll menu Procurement My Enterprise <u>Tools</u> Configuration Others
3	Click the Reports and Analytics infotile
4	Click Clear Filters Reports and Analytics All Folders >> Filter All types • Favorites Create •
5	Follow this path to arrive at PPM Reports Reports and Analytics All Folders All Folders Filter All types Search Clear Filters



	Choose TCNJ Budget vs. Actual Cost Comparison	Reports and Analytics
		All Folders » TCNJ » PPM
		Filter All types Search Clear Filters
		Create
6		TCNJ Actual Cost Analysis by Resource Type
		TCNJ Award List
		TCNJ Budget vs. Actual Cost Comparison
		☆ TCNJ Suporting Reference Balances