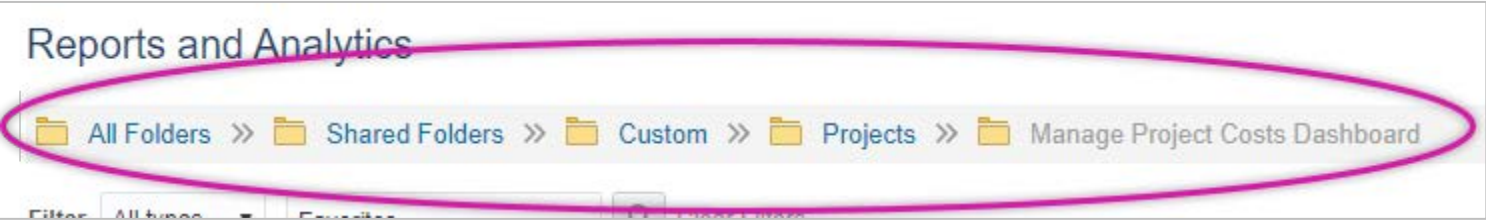
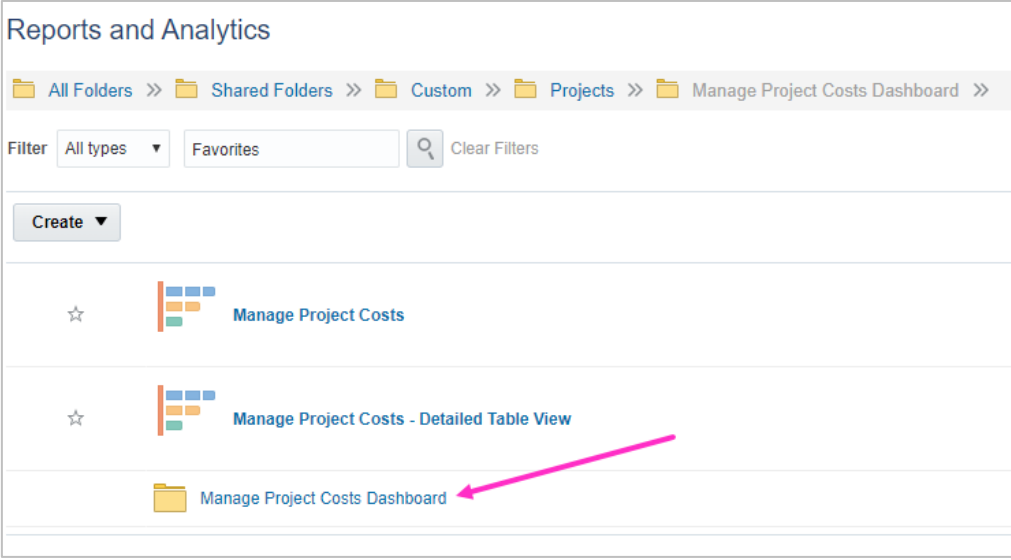
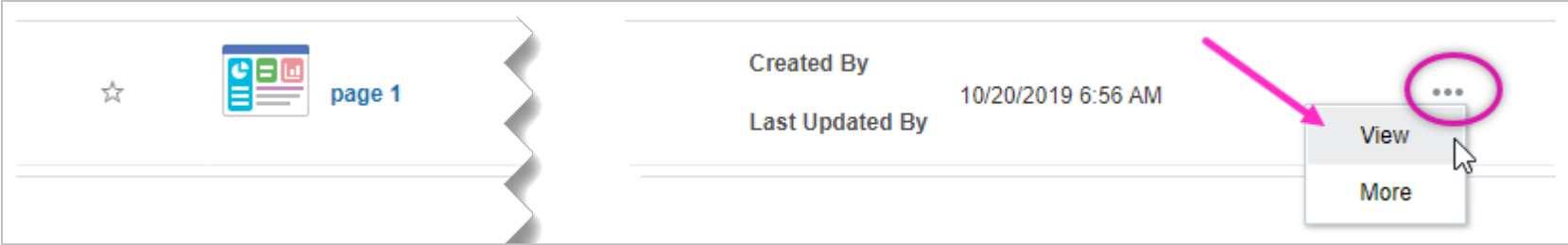
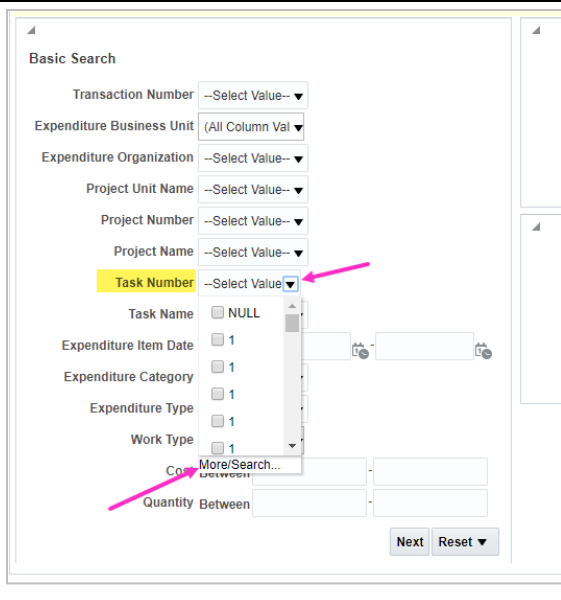
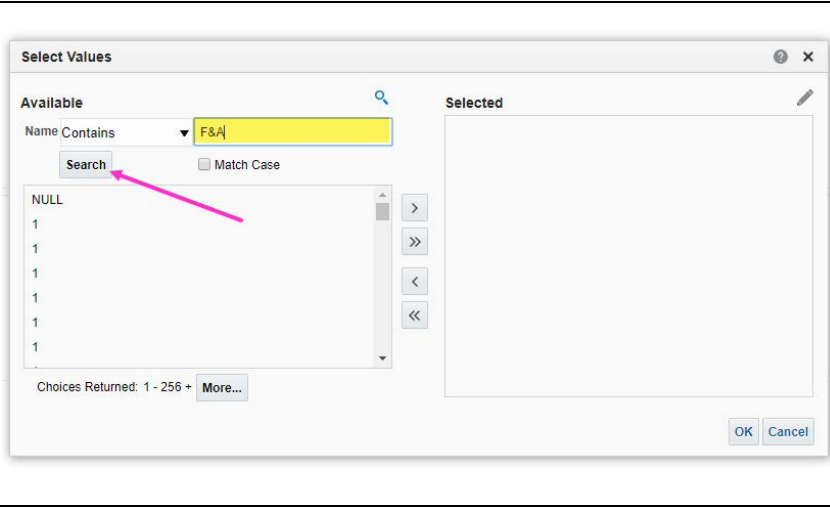


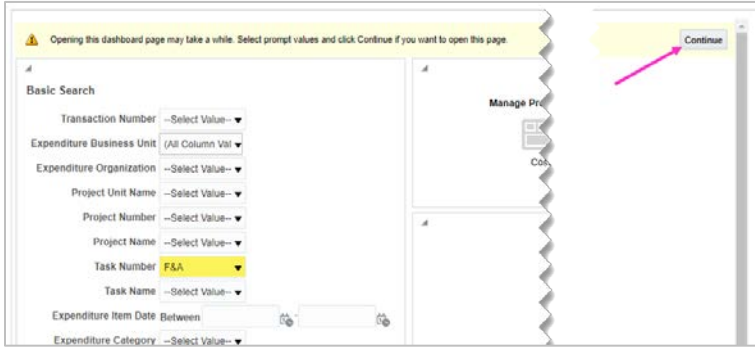

Process Name: View POTOSSA Distribution List

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
	Navigation Option #1
2	Click Tools from the scroll menu
3	Click the Reports and Analytics infotile
	Navigation Option #2
2	Click the Menu icon to the left of the screen
3	In the Tools section, choose Reports and Analytics

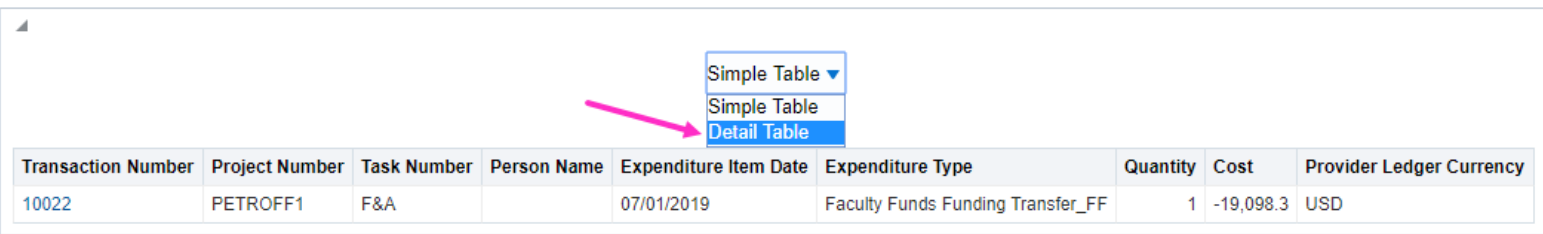
4	<p>Follow this path to arrive at Manage Project Costs Dashboard</p> 
5	<p>Choose Manage Project Costs Dashboard</p> 
6	<p>Choose View from Dot Navigation menu</p> 

7	<p>Click Task Number dropdown Choose More/Search</p>	
---	---	--

8	<p>Enter F&A in Name field Click Search</p>	
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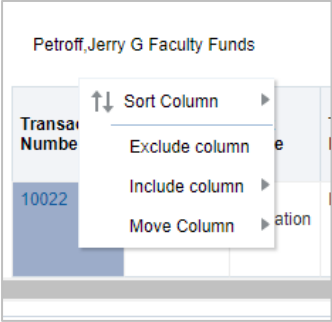
9	<p>Highlight F&A Click Move Right arrow</p> <p>Click OK</p>																			
10	Click Continue																			
11	Total F&A Costs View	 <table border="1" data-bbox="758 1393 1971 1458"> <thead> <tr> <th>Transaction Number</th> <th>Project Number</th> <th>Task Number</th> <th>Person Name</th> <th>Expenditure Item Date</th> <th>Expenditure Type</th> <th>Quantity</th> <th>Cost</th> <th>Provider Ledger Currency</th> </tr> </thead> <tbody> <tr> <td>10022</td> <td>PETROFF1</td> <td>F&A</td> <td></td> <td>07/01/2019</td> <td>Faculty Funds Funding Transfer_FF</td> <td>1</td> <td>-19,098.3</td> <td>USD</td> </tr> </tbody> </table>	Transaction Number	Project Number	Task Number	Person Name	Expenditure Item Date	Expenditure Type	Quantity	Cost	Provider Ledger Currency	10022	PETROFF1	F&A		07/01/2019	Faculty Funds Funding Transfer_FF	1	-19,098.3	USD
Transaction Number	Project Number	Task Number	Person Name	Expenditure Item Date	Expenditure Type	Quantity	Cost	Provider Ledger Currency												
10022	PETROFF1	F&A		07/01/2019	Faculty Funds Funding Transfer_FF	1	-19,098.3	USD												

12 Choose **Detail Table**

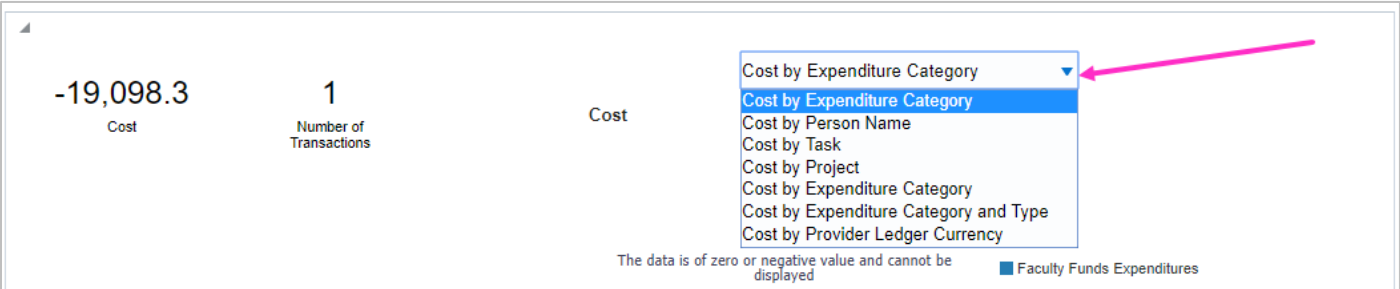


Transaction Number	Project Number	Task Number	Person Name	Expenditure Item Date	Expenditure Type	Quantity	Cost	Provider Ledger Currency
10022	PETROFF1	F&A		07/01/2019	Faculty Funds Funding Transfer_FF	1	-19,098.3	USD

Note
You can Move, Add or Delete columns by Highlighting a column & Right Clicking



13 Change the filter to view different results



-19,098.3
Cost

1
Number of Transactions

Cost

- Cost by Expenditure Category
- Cost by Expenditure Category
- Cost by Person Name
- Cost by Task
- Cost by Project
- Cost by Expenditure Category
- Cost by Expenditure Category and Type
- Cost by Provider Ledger Currency

The data is of zero or negative value and cannot be displayed

■ Faculty Funds Expenditures