

Process Name: PO Activity Report with Project Details

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 the Tools from the scroll menu Procurement My Enterprise Tools Configuration Others
3	Click the Reports and Analytics infotile
4	Click Browse Catalog from the upper Right corner Browse Catalog
	Using the folders on the left, follow this path to arrive at the Procurement Reports
5	



6	In the upper right corner, click your name then My Account	BI Help Help ▼ Sign Out Signed In As Devon Manfredo ▼ ▼ □ Sh My Account	
7	Click Preferences Currency = Ledger Currency Click OK		Its: Last Modelined 05/20/2020 12:15 PMI - OWNER Jatties Wehald.X Image: Image: User ID: DIBELLA Display. Name: Devon Manfredo Preferences IPublisher Preferences Mobile Preferences Starting Page Default Image: Locale (location) Default Image: User Interface Language Default Image: Current Session Setting: English Image: Time Zone Default Image: Currency Ledger Currency Image: Subject Area Sort Order Default - Sort Z to A Image: OK Cancel OK



	If your screen looks like this, click More from the 3 dots on the right				
		1 Refreshed from PROD on 5/18. Next refresh scl	reduled for 6/17.		
8		= TCNJ Oracle Cloud			🙃 D 🖉
		Reports and Analytics			Browse Cata
		All Folders » in Shared Folders » in Custom » in TCNJ » in Procurement			
	Filter All types Favorites Q Clear Filters				
		Create 🔻			
		TCNJ PO Activity Repo	rt with Project Details	Created By Madhav Jupalii Last Updated By 06/03/2020 2:54 PM	View
					Edit More
	If your screen looks like this or	you land on this screen after clicki	ng More, click Open		
9	Type All	✓ Sort Name A-Z	✓ ☐ Show More Details		
		CNJ PO Activity Report with Proje Os with Original Amount, Invoiced Amount pen Edit More	ect Details Last Modified 05/20/2020 and Open Amount. No Paid Amount col) 12:15 PM Owner James Mehalick lumn included here	2



	Enter the date range, using the calendars, you wish to view (required)	ORACLE [®] Transactional Business Intelligence		
	Enter the Organization	TCNJ PO Activity Report with Project Details		
10	Click OK The report will contain the following: PO number Date Account Number & Description Supplier Full COA Item Description PO Amount Invoiced Amount Available Amount Received Amount PO Status Requester's Name	Please Enter the Parameters Parameters marked with * are mandalony parameters * PO Date Range Between 06/01/2020 12:00:00 Supplier (All Column Value: Project Number (All Column Value: Business Unit Between -Select Value- Catcount Between -Select Value- Fund Between -Select Value- Category Between -Select Value- Ca		
11	Click Export at the bottom of report to export it to excel	03560 1 1 to Briefing Book - Copy		
12	Click Catalog to start over	Q Advanced OTBI Help Help ▼ Sign Out s ▼ New ▼ Open ▼ Signed In As Devon Manfredo ▼		