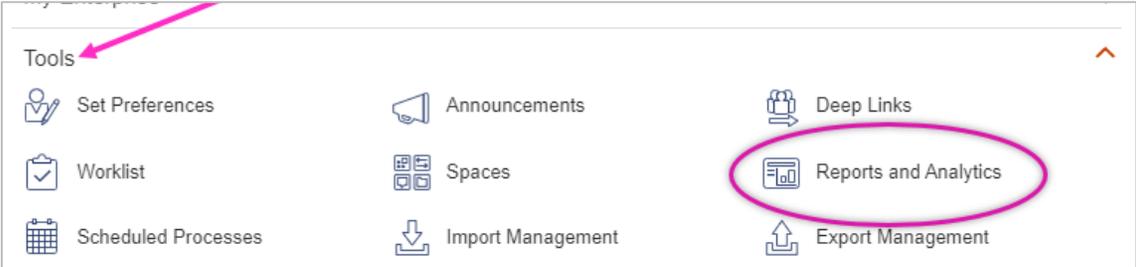


Process Name: View POTOSA Distribution List

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

4 Click **Browse Catalog**

5 Using the tree on the left, navigate to
For a full list of Reports

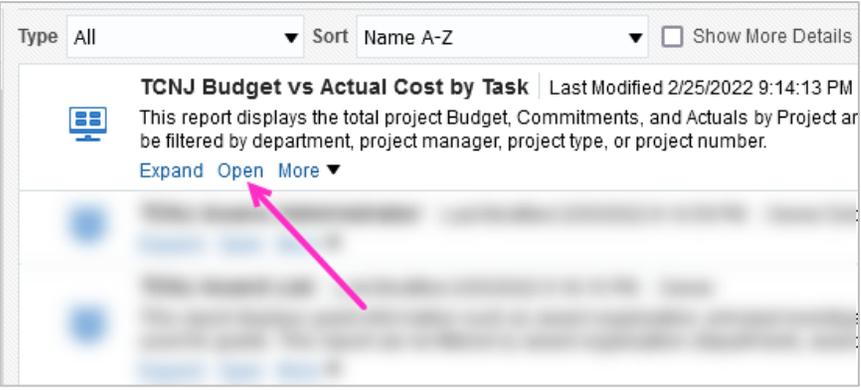
Location `/Shared Folders/Custom/TCNJ/PPM - Projects & Grants`

The folder tree on the left includes: My Folders, Shared Folders, Common Content, Custom, Customer Relationship Management, Financials, Functional Setup, Higher Education, Human Capital Management, Incentive Compensation, Procurement, Projects, Subscription Management, TCNJ, Absences, Archive, Benefits, Financials, HCM, Payroll, Payroll Sample Reports, and PPM - Projects & Grants.

The reports list includes:

- TCNJ Budget vs Actual Cost by Task** | Last Modified 2/25/2022 9:14:13 PM | Owner
This report displays the total project Budget, Commitments, and Actuals by Project and Task with drill-down capability to the commitments detail. This report is most useful for Faculty Fund Projects and Capital Projects which have multiple tasks (funding sources). This report can be filtered by department, project manager, project type, or project number.
- TCNJ Award Administrator** | Last Modified 2/25/2022 8:14:59 PM | Owner Debra Watson
- TCNJ Award List** | Last Modified 2/25/2022 9:18:15 PM | Owner
This report displays grant information such as award organization, principal investigator (PI), award/contract number, project number, project name, project and award status (draft, active, expired, closed), sponsor, start and end dates, and total funding amount. This report is only used for grants. This report can be filtered by award organization (department), award status, or project number.
- TCNJ Budget vs Actual Cost by Task and Budget Category** | Last Modified 2/25/2022 9:23:03 PM | Owner Raghavendra Mashetty
This report displays the total project Budget, Commitments, and Actuals by Project, Task, and Budget Category with drill-down capability to the commitments detail. This report is most useful for Capital Projects which have multiple tasks (funding sources) and multiple budget categories for each task. This report can be filtered by department, project manager, project type, or project number.
- TCNJ Grants/Projects Master Report** | Last Modified 2/21/2022 2:28:47 PM | Owner
This report displays the project Budget, Commitments, and Actuals by Budget Category with drill-down capabilities to the commitments and actuals detail. This report is useful for all types of projects. This report can be filtered by department, project manager, project number, or expenditure category. This report can also be used to view total commitments and actual costs by expenditure type (budget is not set at the expenditure type level), employee name (for grant payroll charges), or supplier.
- TCNJ Total Budget vs. Actual by Project** | Last Modified 2/25/2022 9:26:38 PM | Owner
This report displays the total project Budget, Commitments, and Actuals with drill-down capability to the commitments detail. This report is useful for all projects for a quick view of the total budget vs. actuals. This report can be filtered by department, project manager, project type, or project number.

6 Click **Open** under the **TCNJ Budget vs Actual Cost by Task** report



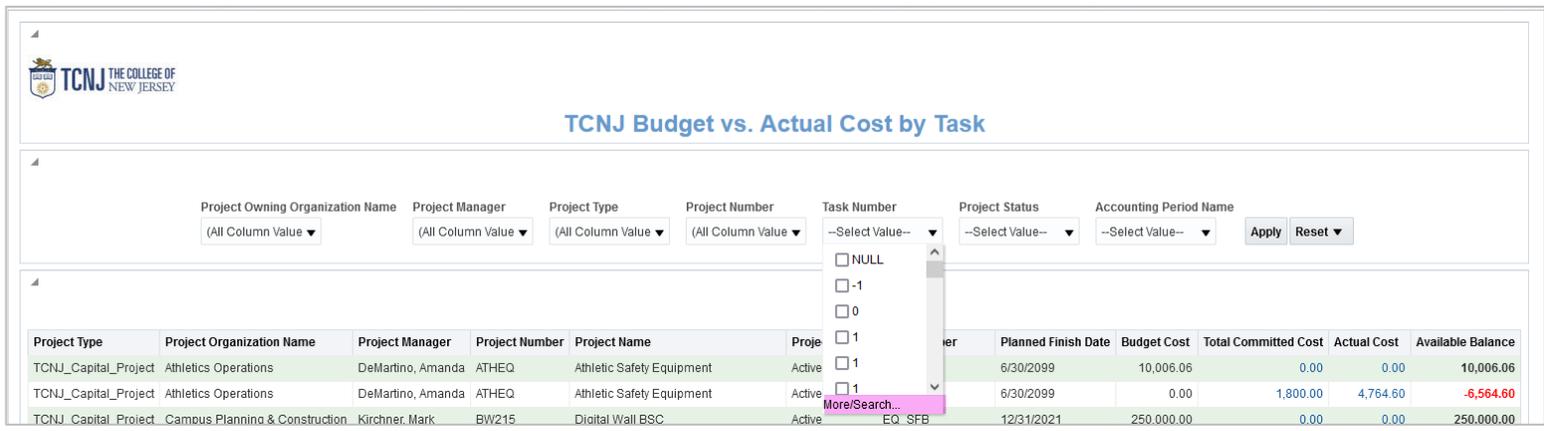
Type All ▼ Sort Name A-Z ▼ Show More Details

TCNJ Budget vs Actual Cost by Task Last Modified 2/25/2022 9:14:13 PM

This report displays the total project Budget, Commitments, and Actuals by Project and can be filtered by department, project manager, project type, or project number.

Expand Open More ▼

7 Click **Task Number** dropdown
Choose **More/Search**



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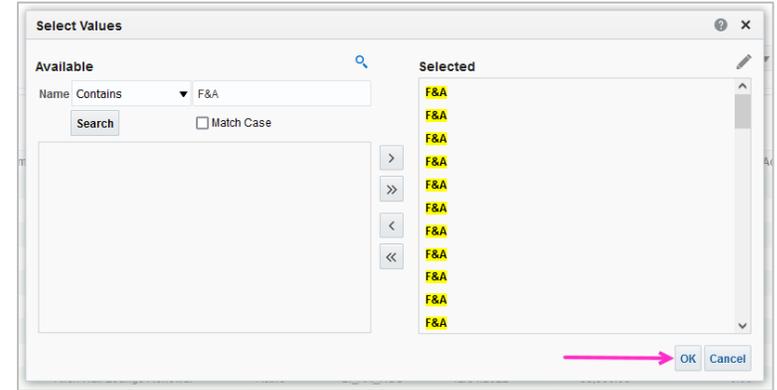
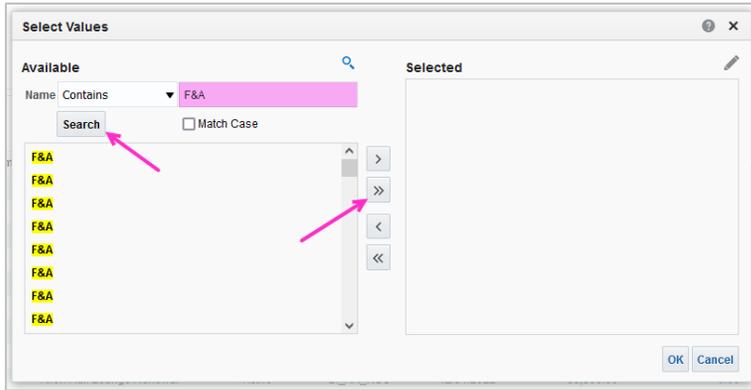
TCNJ Budget vs. Actual Cost by Task

Project Owning Organization Name (All Column Value ▼) Project Manager (All Column Value ▼) Project Type (All Column Value ▼) Project Number (All Column Value ▼) Task Number --Select Value-- ▼ Project Status --Select Value-- ▼ Accounting Period Name --Select Value-- ▼ ▼

Project Type	Project Organization Name	Project Manager	Project Number	Project Name	Project Status	Planned Finish Date	Budget Cost	Total Committed Cost	Actual Cost	Available Balance
TCNJ_Capital_Project	Athletics Operations	DeMartino, Amanda	ATHEQ	Athletic Safety Equipment	Active	6/30/2099	10,006.06	0.00	0.00	10,006.06
TCNJ_Capital_Project	Athletics Operations	DeMartino, Amanda	ATHEQ	Athletic Safety Equipment	Active	6/30/2099	0.00	1,800.00	4,764.60	-6,564.60
TCNJ_Capital_Project_Campus Plannino & Construction	Kirchner, Mark	BW215		Digital Wall BSC	Active	12/31/2021	250,000.00	0.00	0.00	250,000.00

8

Enter **F&A** in Name field
 Click **Search**
 Click double arrow to move all search results to Selected
 Click **OK**



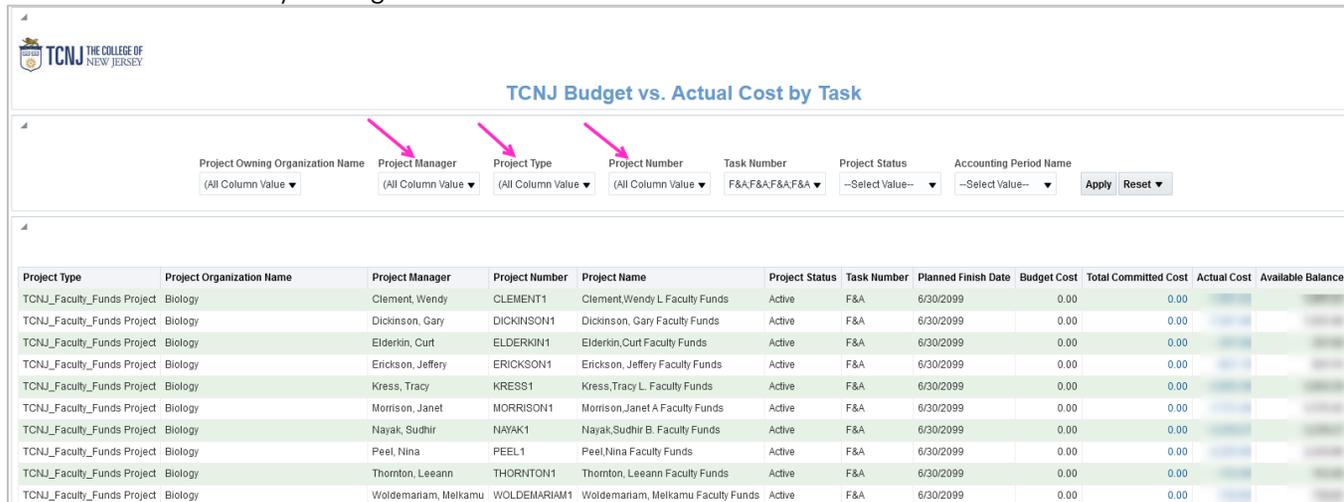
9

Click **Apply**



10

Narrow the Results by adding additional filters.



View Actual Cost Details

Click Actual Cost amount

Click **Details**

Date	Budget Cost	Total Committed Cost	Actual Cost	Available Balance
	0.00	0.00	-1,991.62	1,991.62
	0.00	0.00	-7,4	7,421.46
	0.00	0.00	-357.08	357.08
	0.00	0.00	-821.15	821.15
	0.00	0.00	-3,955.38	3,955.38

11

Employee Name = Payroll

Supplier = Vendor Payment

Click **Return** to go back to search results

TCNJ Budget vs Actual Cost by Task										Home	Catalog
TCNJ Budget vs Actual Cost by Task Drill - Costs											
Project Number	Task Number	Transaction Number	Transaction Source	Expenditure Type	Expenditure Item Date	Employee Name	Supplier	Invoice Number	Cost	Expenditure Comments	
	F&A	22035	TCNJ_Miscellaneous	Faculty Funds Funding Transfer_FF	12/10/2019				-495.08		
	F&A	550031	TCNJ_Miscellaneous	Faculty Funds Funding Transfer_FF	1/1/2021				-711.51		
	F&A	906607	TCNJ_Faculty Funding	Faculty Funds Funding Transfer_FF	12/15/2021				-785.03		

Return - Analyze - Refresh - Export - Create Bookmark Link