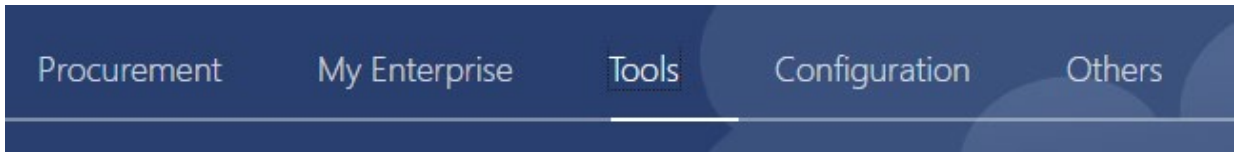
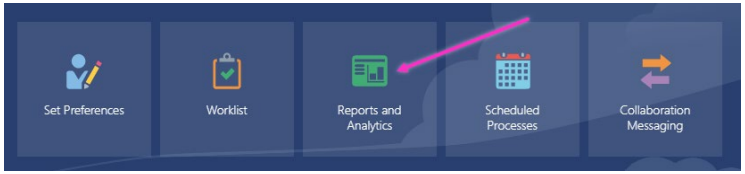
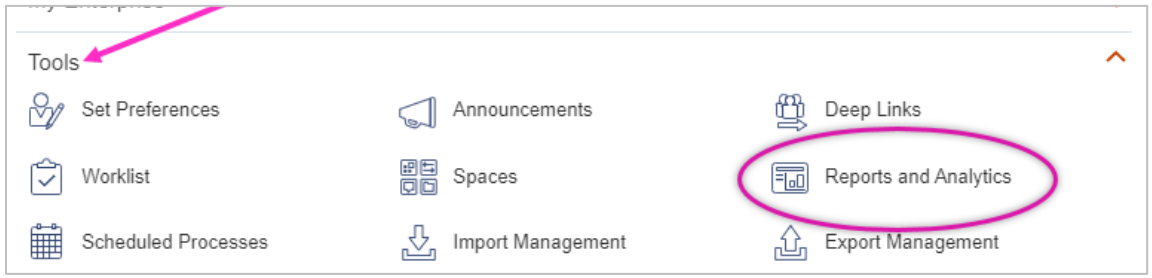
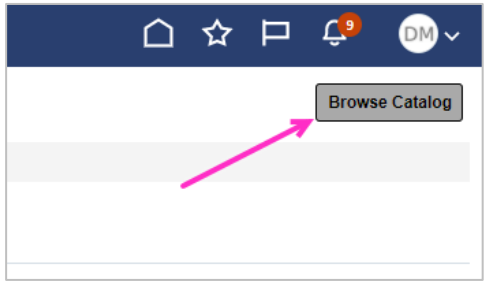
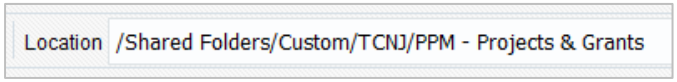
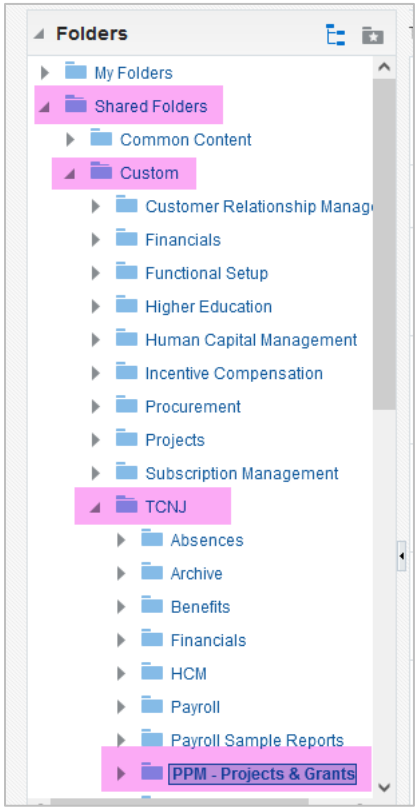
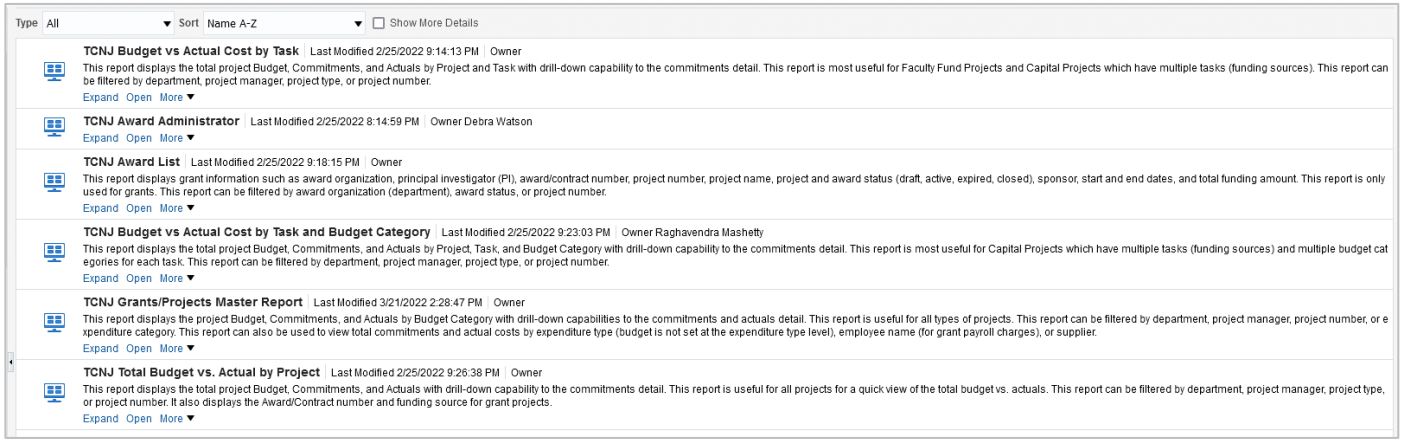
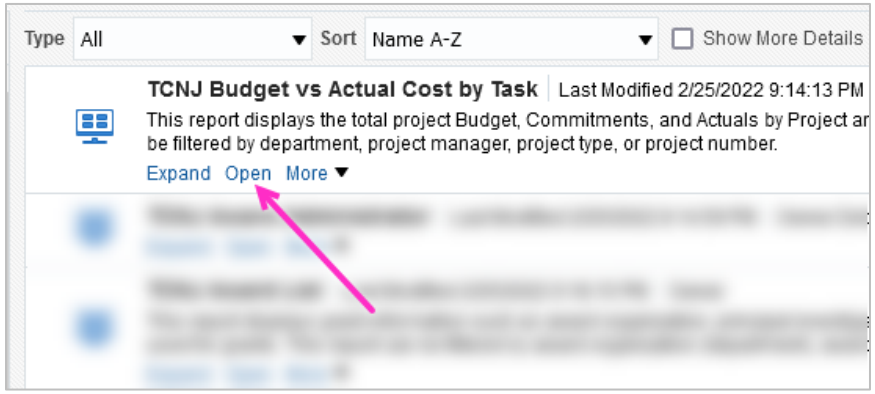
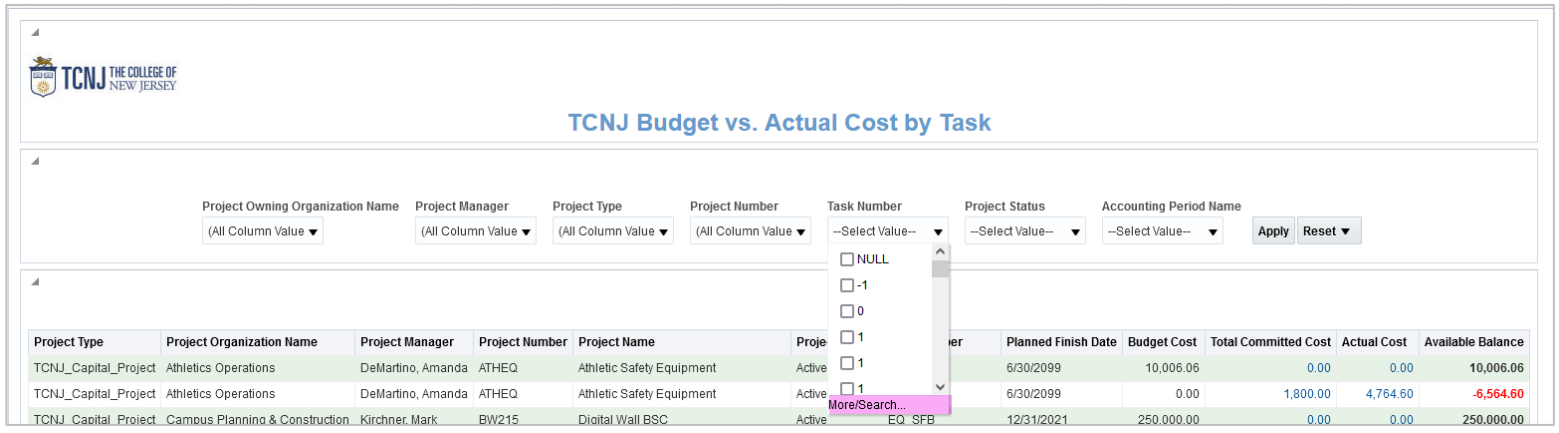
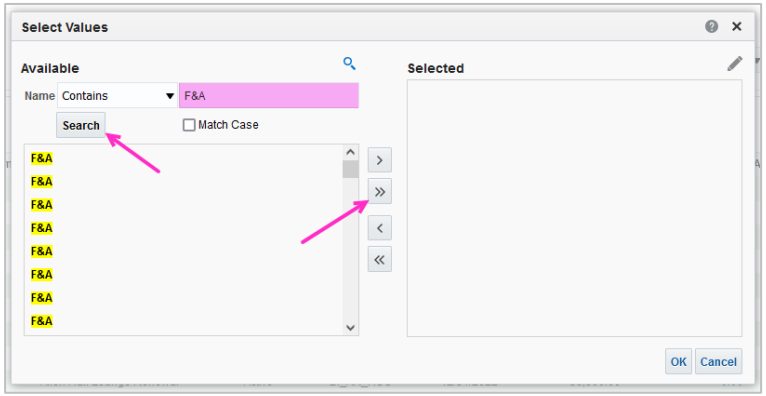
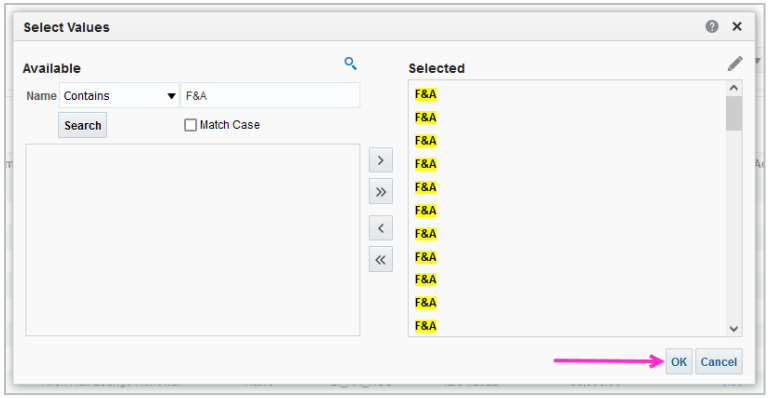
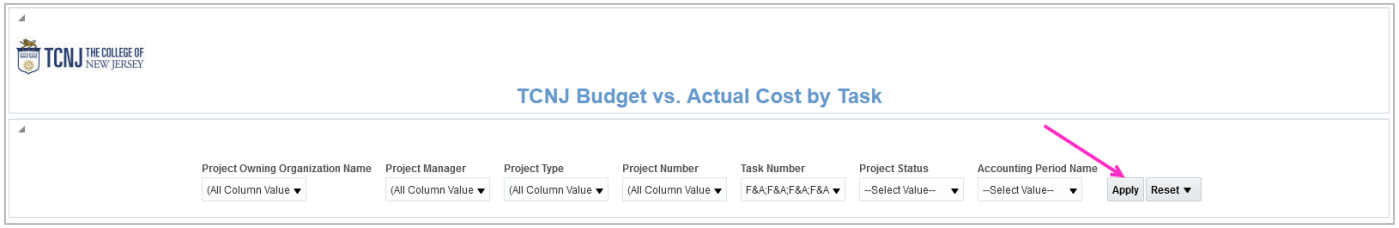
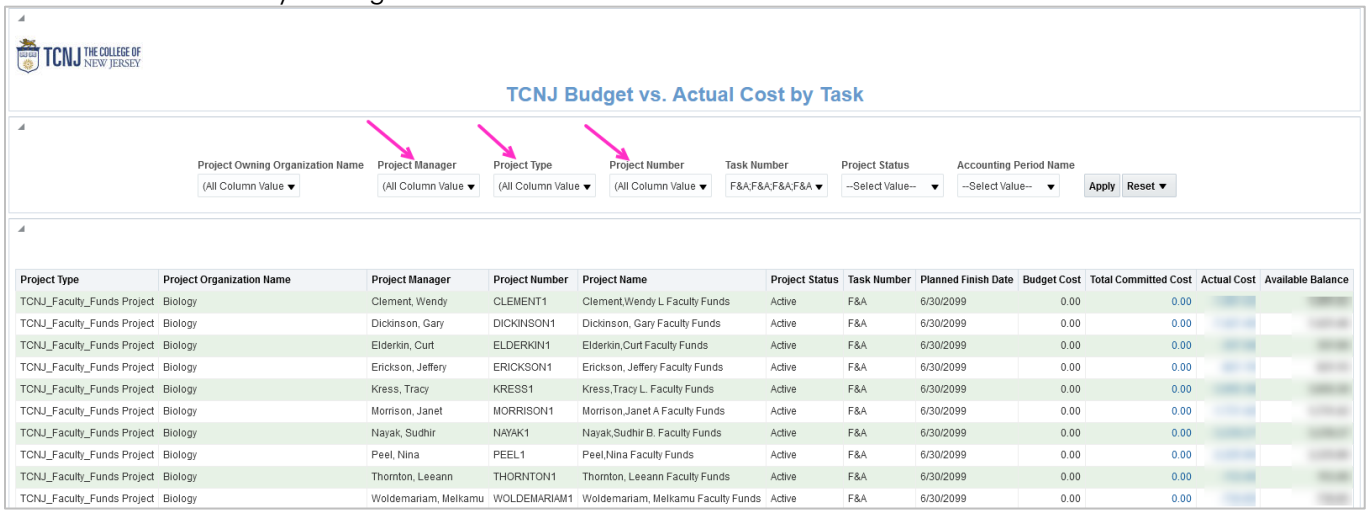
TCNJ THE COLLEGE OF NEW JERSEY

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

4	Click **Browse Catalog** 
5	Using the tree on the left, navigate to  For a full list of Reports  

6	Click **Open** under the **TCNJ Budget vs Actual Cost by Task** report 
7	Click **Task Number** dropdown Choose **More/Search** 

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. 

Project Type	Project Organization Name	Project Manager	Project Number	Project Name	Project Status	Task Number	Planned Finish Date	Budget Cost	Total Committed Cost	Actual Cost	Available Balance
TCNJ_Faculty_Funds Project	Biology	Clement, Wendy	CLEMENT1	Clement,Wendy L Faculty Funds	Active	F&A	6/30/2099	0.00	0.00		
TCNJ_Faculty_Funds Project	Biology	Dickinson, Gary	DICKINSON1	Dickinson, Gary Faculty Funds	Active	F&A	6/30/2099	0.00	0.00		
TCNJ_Faculty_Funds Project	Biology	Elderkin, Curt	ELDERKIN1	Elderkin,Curt Faculty Funds	Active	F&A	6/30/2099	0.00	0.00		
TCNJ_Faculty_Funds Project	Biology	Erickson, Jeffery	ERICKSON1	Erickson, Jeffery Faculty Funds	Active	F&A	6/30/2099	0.00	0.00		
TCNJ_Faculty_Funds Project	Biology	Kress, Tracy	KRESS1	Kress,Tracy L. Faculty Funds	Active	F&A	6/30/2099	0.00	0.00		
TCNJ_Faculty_Funds Project	Biology	Morrison, Janet	MORRISON1	Morrison,Janet A Faculty Funds	Active	F&A	6/30/2099	0.00	0.00		
TCNJ_Faculty_Funds Project	Biology	Nayak, Sudhir	NAYAK1	Nayak,Sudhir B. Faculty Funds	Active	F&A	6/30/2099	0.00	0.00		
TCNJ_Faculty_Funds Project	Biology	Peel, Nina	PEEL1	Peel,Nina Faculty Funds	Active	F&A	6/30/2099	0.00	0.00		
TCNJ_Faculty_Funds Project	Biology	Thornton, Leeann	THORNTON1	Thornton, Leeann Faculty Funds	Active	F&A	6/30/2099	0.00	0.00		
TCNJ_Faculty_Funds Project	Biology	Woldemariam, Melkamu	WOLDEMARIAM1	Woldemariam, Melkamu Faculty Funds	Active	F&A	6/30/2099	0.00	0.00		

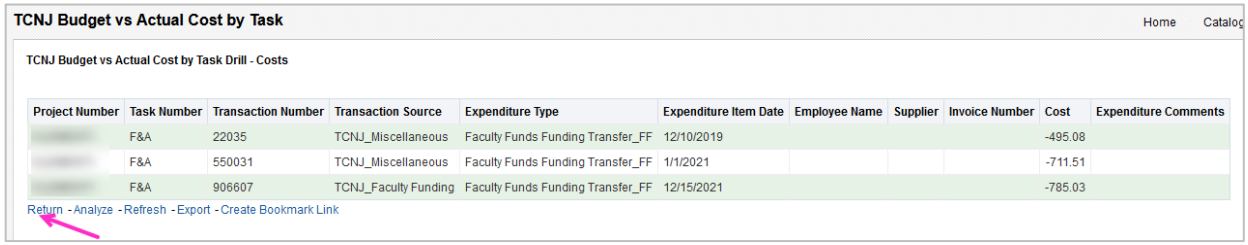
11

View Actual Cost Details

Click Actual Cost amount

Click **Details**

Employee Name = Payroll

Supplier = Vendor Payment

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