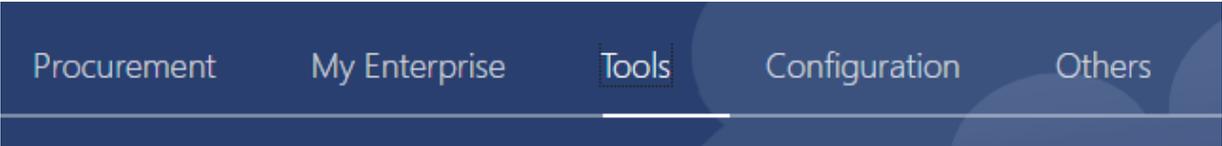
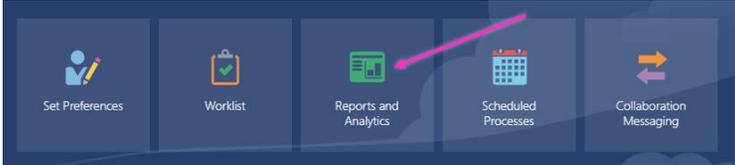
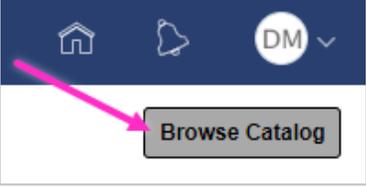
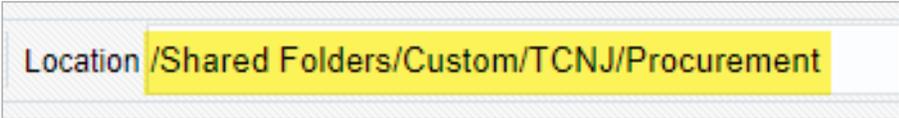
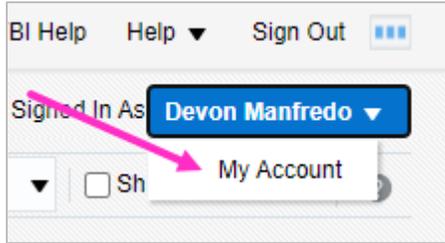
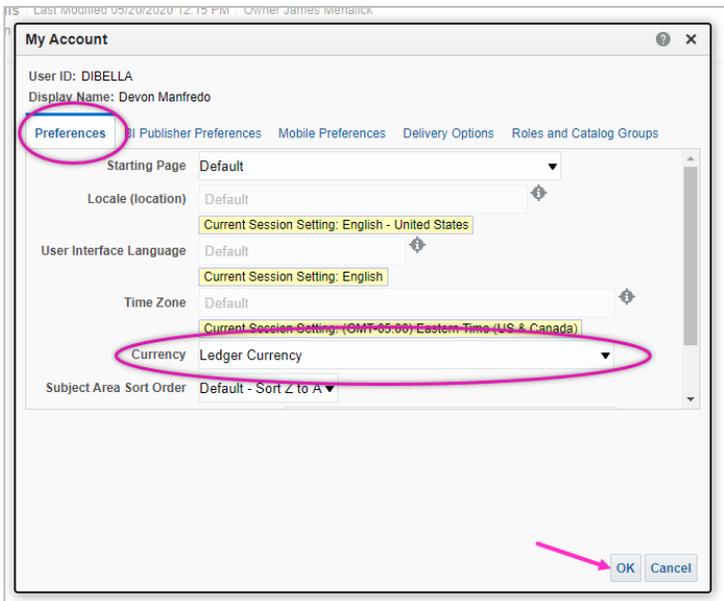


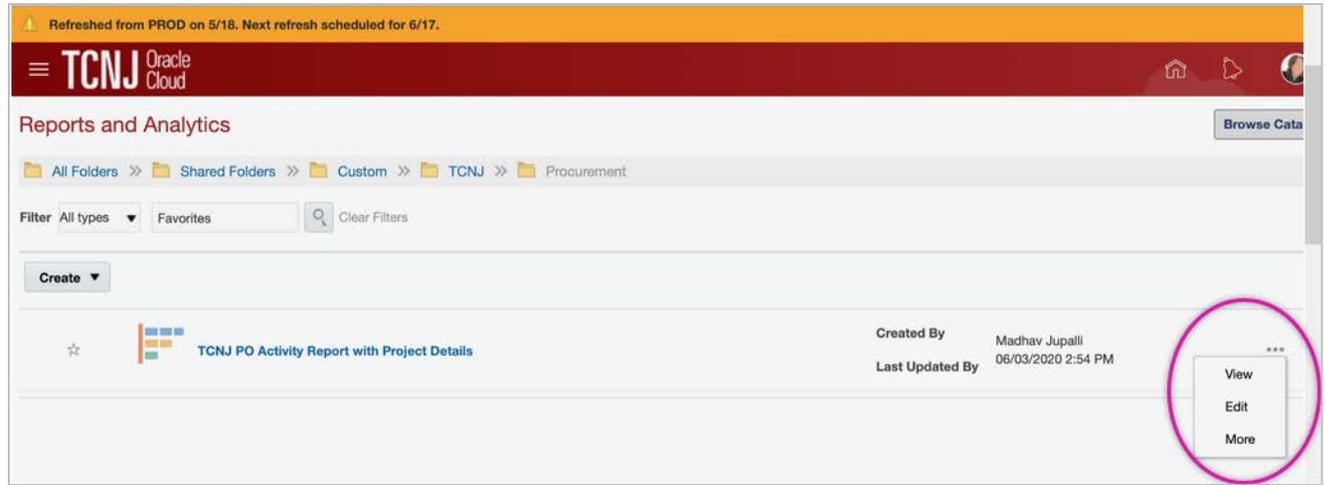
Process Name: PO Activity Report with Project Details

STEP	DETAIL
1	Sign in to Oracle Cloud through <b>TCNJ Today</b> app bar Click <b>Company Single Sign-On</b> <b>Username:</b> TCNJ login <b>Password:</b> your password Click Home button in upper Right corner
2	
3	Click the <b>Reports and Analytics</b> infotile
3	
4	Click <b>Browse Catalog</b> from the upper Right corner
4	
5	Using the folders on the left, follow this path to arrive at the Procurement Reports
5	

<p>6</p>	<p>In the upper right corner, click your name then <b>My Account</b></p>	
<p>7</p>	<p>Click <b>Preferences</b>          Currency = <b>Ledger Currency</b>          Click <b>OK</b></p>	

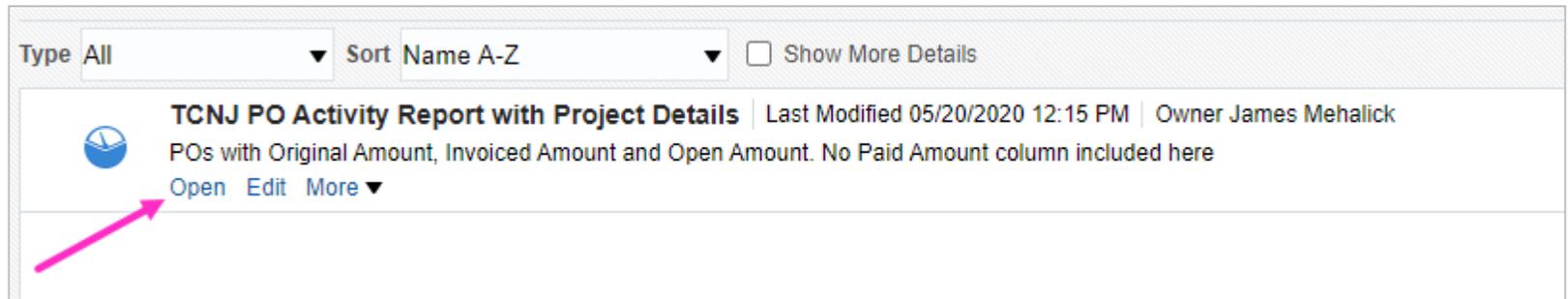
8

If your screen looks like this, click **More** from the 3 dots on the right



9

If your screen looks like this or you land on this screen after clicking More, click **Open**



<p>10</p>	<p>Enter the date range, using the calendars, you wish to view (required)          Enter the Organization          Enter additional COA values as you see fit          Click <b>OK</b></p> <p>The report will contain the following:          PO number          Date          Account Number &amp; Description          Supplier          Full COA          Item Description          PO Amount          Invoiced Amount          Available Amount          Received Amount          PO Status          Requester's Name</p>	<p>ORACLE Transactional Business Intelligence</p> <p><b>TCNJ PO Activity Report with Project Details</b></p> <p>Please Enter the Parameters          Parameters marked with * are mandatory parameters</p> <p>* PO Date Range Between 06/01/2020 12:00:00 A 06/30/2020 12:00:00 A</p> <p>Supplier (All Column Value: ▾)</p> <p>Project Number (All Column Value: ▾)</p> <p>Business Unit Between --Select Value-- ▾ --Select Value-- ▾</p> <p>Account Between --Select Value-- ▾ --Select Value-- ▾</p> <p>Fund Between --Select Value-- ▾ --Select Value-- ▾</p> <p>Organization Between --Select Value-- ▾ <input checked="" type="checkbox"/> --Select Value-- ▾</p> <p>Category Between --Select Value-- ▾ --Select Value-- ▾</p> <p>Program Between --Select Value-- ▾ --Select Value-- ▾</p> <p>Activity Between --Select Value-- ▾ --Select Value-- ▾</p> <p>Location Between --Select Value-- ▾ --Select Value-- ▾</p> <p>Future Between --Select Value-- ▾ --Select Value-- ▾</p> <p>OK Reset ▾</p> <p>Edit - Refresh - Copy</p>										
<p>11</p>	<p>Click <b>Export</b> at the bottom of report to export it to excel</p>	<table border="1"> <tr> <td>TCNJ</td> <td>06/29/2020</td> <td>TCNJ00003560</td> <td>1</td> <td>1</td> </tr> <tr> <td colspan="5"><b>Grand Total</b></td> </tr> </table> <p>Edit - Refresh - Print - Export - Add to Briefing Book - Copy</p>	TCNJ	06/29/2020	TCNJ00003560	1	1	<b>Grand Total</b>				
TCNJ	06/29/2020	TCNJ00003560	1	1								
<b>Grand Total</b>												
<p>12</p>	<p>Click <b>Catalog</b> to start over</p>	<p>Search All ▾ [ ] 🔍 Advanced OTBI Help Help ▾ Sign Out [ ]</p> <p>Home <b>Catalog</b> Favorites ▾ Dashboards ▾ New ▾ Open ▾ Signed In As Devon Manfredo ▾</p>										