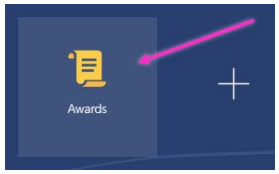
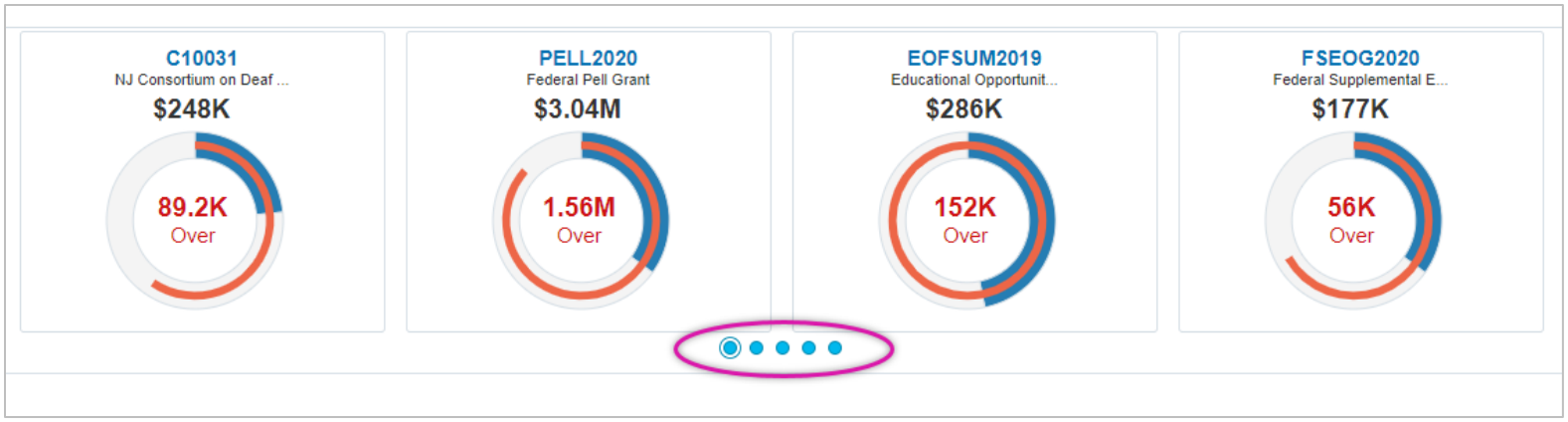
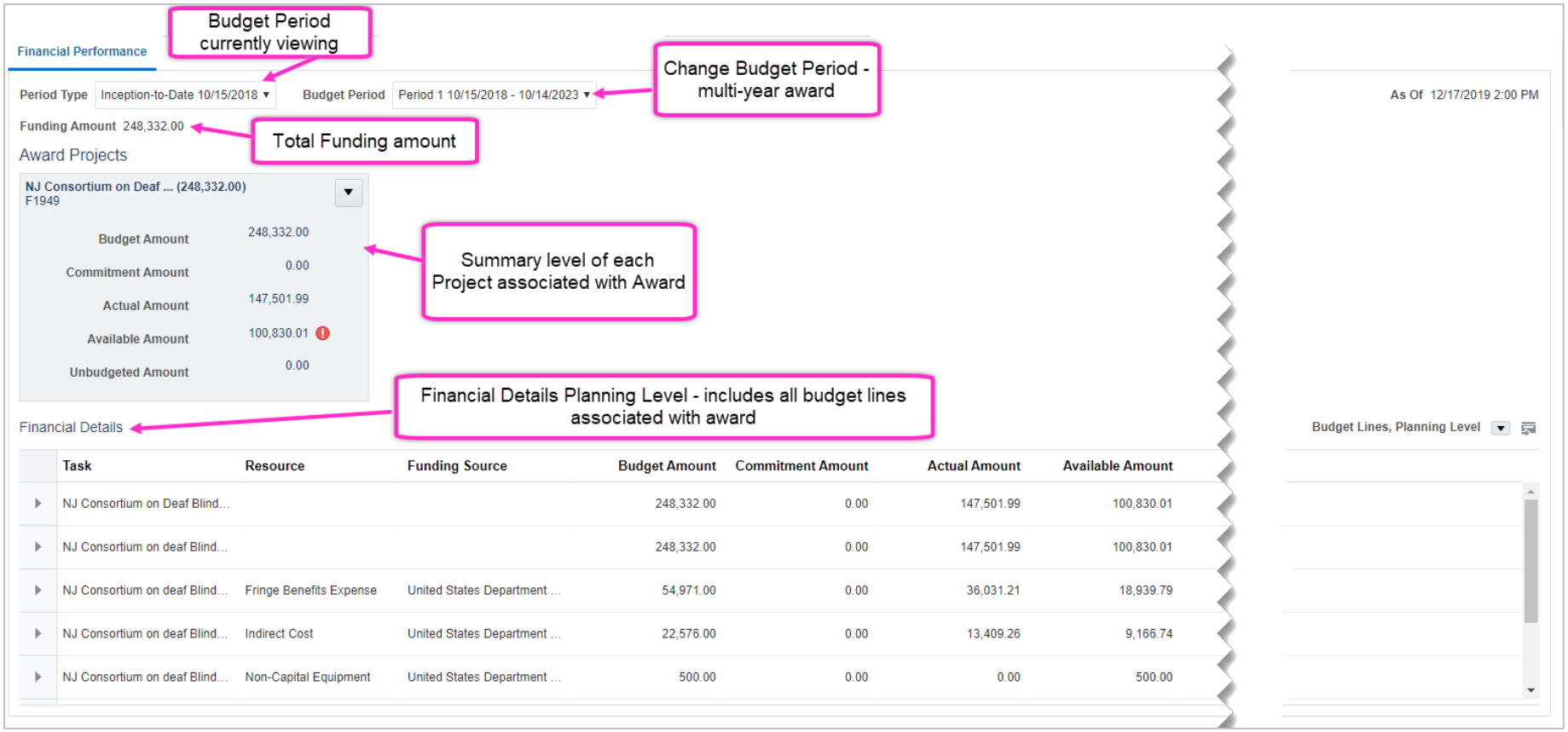
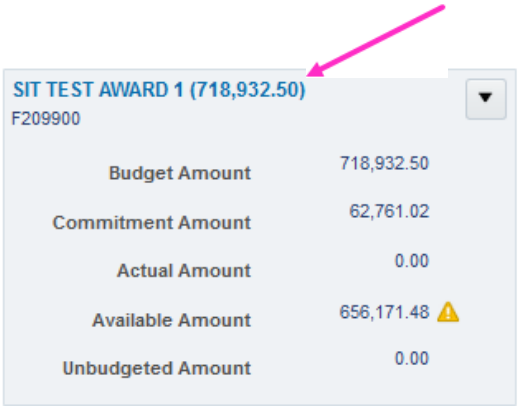
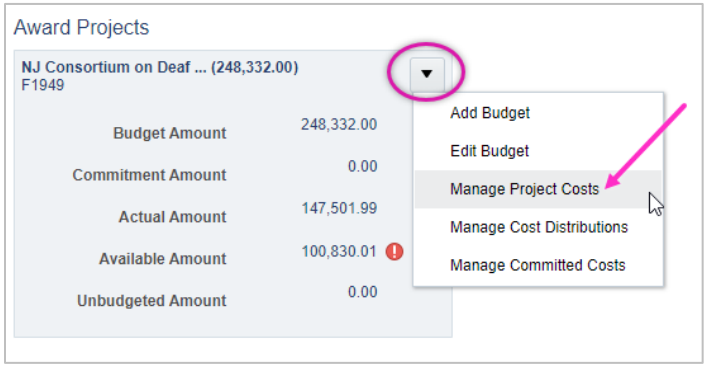
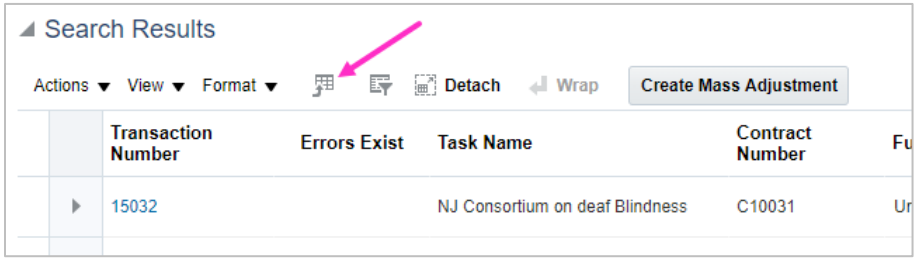
Process Name: View Award Details

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 **Grants Management** from the scroll menu
3	Click the **Awards** infotile 
4	"At A Glance" dashboard will display containing all of your grants Click the **Dot Navigation** to view the next series of graphs 

5	Click the blue **Contract Number** to view more details. This will bring you to the **Financial Performance** page.
6	**Navigating Financial Performance** 

7	If the award has more than 1 project & you wish to view Financial Detail for a specific one, click the blue **Project Title**. 
8	**<u>View Full List of Expenditure Detail</u>** Click Summary Level dropdown Choose **Manage Project Costs** 
9	Click **Export** icon to export expenses to Excel.