
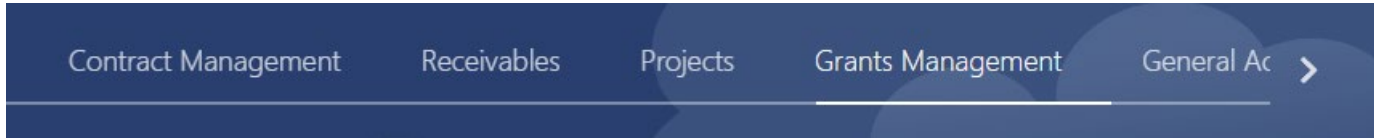
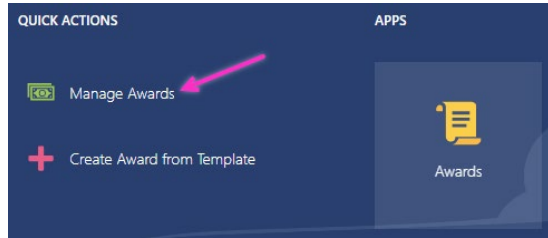
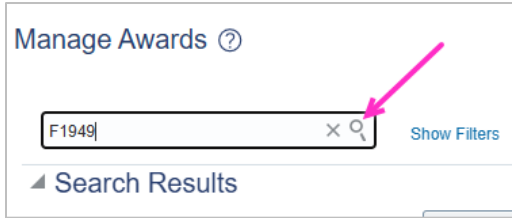
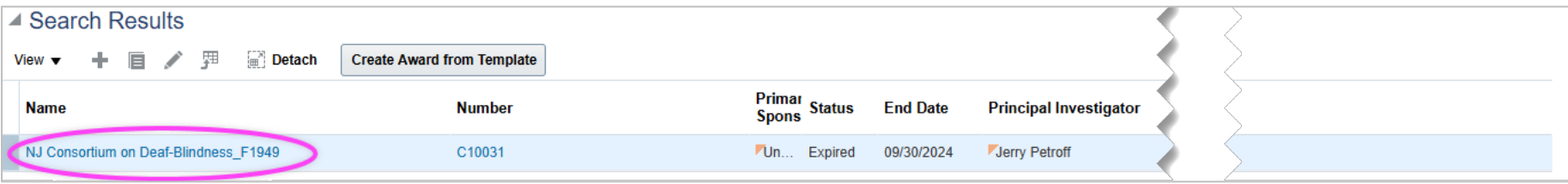
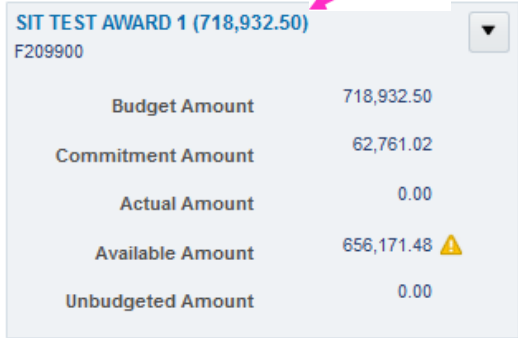
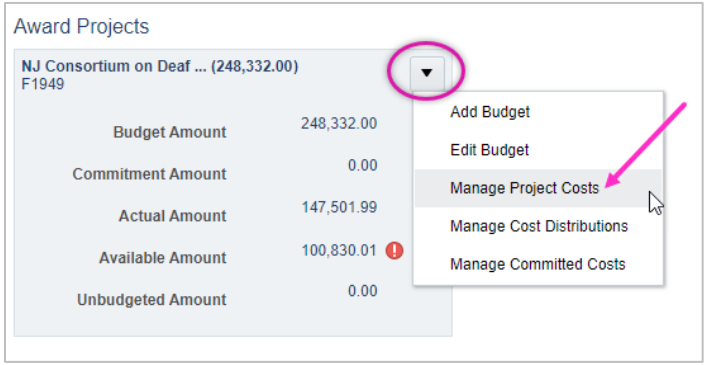


## Process Name: View Award Expenditure Details

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	Click <b>Grants Management</b> from the scroll menu																									
3	Click the <b>Manage Awards</b> quick action																									
4	Enter Project Number Click magnifying glass to Search																									
5	Click the name of the Project to view budget details	 <table><tr><th colspan="6">Search Results</th></tr><tr><td colspan="6">View ▾ + [Icons] Detach Create Award from Template</td></tr><tr><th>Name</th><th>Number</th><th>Primary Spons</th><th>Status</th><th>End Date</th><th>Principal Investigator</th></tr><tr><td>NJ Consortium on Deaf-Blindness_F1949</td><td>C10031</td><td>Un...</td><td>Expired</td><td>09/30/2024</td><td>Jerry Petroff</td></tr></table>	Search Results						View ▾ + [Icons] Detach Create Award from Template						Name	Number	Primary Spons	Status	End Date	Principal Investigator	NJ Consortium on Deaf-Blindness_F1949	C10031	Un...	Expired	09/30/2024	Jerry Petroff
Search Results																										
View ▾ + [Icons] Detach Create Award from Template																										
Name	Number	Primary Spons	Status	End Date	Principal Investigator																					
NJ Consortium on Deaf-Blindness_F1949	C10031	Un...	Expired	09/30/2024	Jerry Petroff																					

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