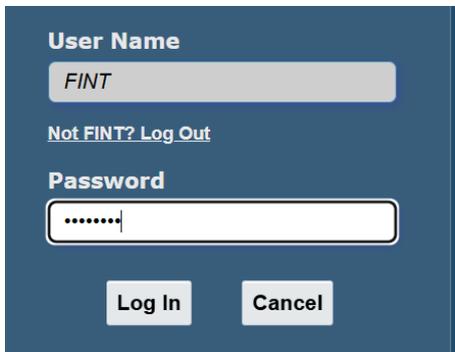


School / Department Budget Report

Login to [Oracle](#) using your Oracle username and password



The login form is a dark blue box with white text. It contains a 'User Name' field with the text 'FINT' entered. Below it is a link that says 'Not FINT? Log Out'. There is a 'Password' field with several dots representing a masked password. At the bottom are two buttons: 'Log In' and 'Cancel'.

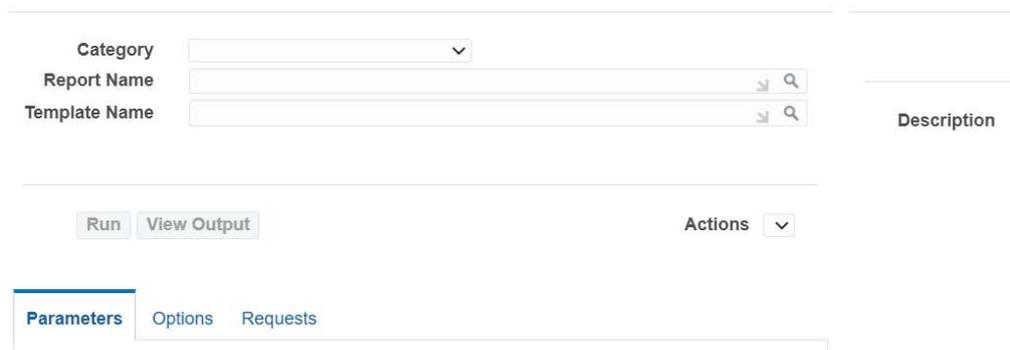
Click on the GCU Reporting responsibility from the navigator pane. Your responsibility will depend on your role.

Navigator

- 📁 GCU Reporting - Departmental
- 📁 GCU Reporting - Departmental (No Payroll)
- 📁 GCU Reporting - FIB
- 📁 GCU Reporting - FIB (No Payroll)
- 📁 GCU Reporting - Project

The below screen will generate:

Reports



The Reports screen features a search and filter interface. It includes a 'Category' dropdown menu, and 'Report Name' and 'Template Name' search fields, each with a magnifying glass icon. A 'Description' column is visible on the right. Below the search fields are 'Run' and 'View Output' buttons, and an 'Actions' dropdown menu. At the bottom, there are tabs for 'Parameters', 'Options', and 'Requests', with 'Parameters' currently selected.

Choose GCU move to Production from the LOV under **Category**

Category GCU Move To Production (4)

Report Name

Template Name

Delete any text in the **Report Name** and **Template Name** Fields

Click on the torch on the **Report Name** Field

The following screen will appear

Click on **Go** on the **Report Name** search

Search and Select: Enter search string to find reports X

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By **Go**

Results

| Select | Quick Select | Report Name | Category | Description | MaxRunDate |
|--------|--------------|----------------------|----------|-------------|------------|
| | | No search conducted. | | | |

Cancel **Select**

A list of reports will appear, select School / Department Budget Report

Results

| Select | Quick Select | Report Name | Category | Description | MaxRunDate |
|----------------------------------|--------------|--|--|-------------|------------|
| <input type="radio"/> | | GCU Cost Centre (Annual) Report | GCU Move To Production | | |
| <input type="radio"/> | | GCU Project (Annual Budget) Report | GCU Move To Production | | |
| <input type="radio"/> | | GCU Project (Annual) Report | GCU Move To Production | | |
| <input type="radio"/> | | GCU Project Summary (Annual & Flexfields) Report | GCU Move To Production | | |
| <input checked="" type="radio"/> | | GCU School / Department Budget Report | GCU Move To Production | | |
| <input type="radio"/> | | Project Transactions | Discoverer, Discoverer SIT 1, GCU Move To Production | CGA6 Copy | |
| <input type="radio"/> | | Statement of Account | Discoverer, Discoverer SIT 1, GCU Move To Production | CGA6 Copy | |

Cancel **Select**

Then click on **Select**

The following screen will appear

Reports

Category

Report Name

Template Name

Click on the torch on the **Template Name** Field

The following screen will appear

Search and Select: Select a template to define a column layout or pivot aggregations

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Go

Results

| Select | Quick Select | Template Name | Report Name | Owner | Sharing |
|--------|----------------------|---------------|-------------|-------|---------|
| | No search conducted. | | | | |

Cancel **Select**

Click on **Go** on the **Template Name** search

Search and Select: Select a template to define a column layout or pivot aggregations

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Go

Results

| Select | Quick Select | Template Name | Report Name | Owner | Sharing |
|-----------------------|--------------|--------------------------|---------------------------------------|-----------------------|---------|
| <input type="radio"/> | | GCU School / Dept Budget | GCU School / Department Budget Report | PJE1 (Peter Jennings) | Other |

Cancel **Select**

Select the School / Dept Budget Template, then click on **Select**

Reports

The screenshot shows a web interface for generating reports. At the top, there are fields for 'Category', 'Report Name' (GCU School / Department Budget Report), and 'Template Name' (GCU School / Dept Budget). Below these is a 'Run' button and a 'View Output' button. To the right is an 'Actions' dropdown menu. Below the buttons is a 'Parameters' section with three fields: '* Period To (e.g. JUL-24)' with a value of 'JUL-24', 'Cost Centre', and 'Project Code'. Each field has a search icon. Two arrows point from the text below to the 'Run' button and the 'Period To' field.

Complete the Period To Fields, then click on Run

If you have reporting access to more than one cost Centre but just want to view one specific Cost Centre you can choose the Cost Centre from the LOVs prior to running the report



After clicking on **Run**, click on **Refresh** the following will appear



Click on **View Output**

A download file will appear, click on Open File

An Excel file will open with your School / Department report. You can edit and save the file as required.

If you have reporting access for more than one Cost Centre you can choose an individual Cost Centre by clicking on the LOV's at the RHS of the report.

| Account Type | Inci/Exp Type | Base Budget (Annual) | Virements (Total) | Revised Budget | Revised Budget (YTD) | Actual (YTD) | Variance (YTD) | Budget Remaining |
|-------------------|------------------------------|----------------------|-------------------|----------------|----------------------|---------------|----------------|------------------|
| Income | SFC Grant | <76,900,000> | 0 | <76,900,000> | <76,900,000> | <78,788,587> | 2,888,587 | 2,888,587 |
| | Fees - Tuition International | <54,580,230> | 0 | <54,580,230> | <54,580,230> | 0 | <54,580,230> | <54,580,230> |
| | Fees - Tuition Other | <26,027,300> | 0 | <26,027,300> | <26,027,300> | <401,253> | <26,428,553> | <26,428,553> |
| | Fees - Research Tuition | 0 | 0 | 0 | 0 | 2,980 | <2,980> | <2,980> |
| | Fees - Transnational | <2,438,000> | 0 | <2,438,000> | <2,438,000> | <1,307,914> | <1,130,086> | <1,130,086> |
| | Fees - CPD | <1,790,400> | 0 | <1,790,400> | <1,790,400> | <1,416,085> | <374,315> | <374,315> |
| | Apprenticeship Income | <2,286,000> | 0 | <2,286,000> | <2,286,000> | <1,796,507> | <489,493> | <489,493> |
| | Research Projects | <5,962,000> | 0 | <5,962,000> | <5,962,000> | <5,525,000> | <437,000> | <437,000> |
| | Core Services | <3,560,000> | 0 | <3,560,000> | <3,560,000> | <8,352,273> | 4,792,273 | 4,792,273 |
| | Business Development | 0 | 0 | 0 | 0 | <1,311,263> | 1,311,263 | 1,311,263 |
| | Other University Activities | <4,064,000> | 0 | <4,064,000> | <4,064,000> | <3,487,675> | <576,325> | <576,325> |
| Income Total | | <117,608,890> | 0 | <117,608,890> | <117,608,890> | <101,813,258> | <15,795,632> | <15,795,632> |
| Staff Costs | COST CENTRE | 107,053,000 | 0 | 107,053,000 | 107,053,000 | 83,817,215 | 13,235,785 | 13,235,785 |
| | TURNOVER SAVINGS | <2,527,800> | 0 | <2,527,800> | <2,527,800> | 0 | <2,527,800> | <2,527,800> |
| | PAYROLL RECOVERIES | <769,500> | 0 | <769,500> | <769,500> | <1,020,749> | <251,249> | <251,249> |
| | CPD | 156,000 | 0 | 156,000 | 156,000 | 701,517 | <545,517> | <545,517> |
| | RESEARCH | 3,279,900 | 0 | 3,279,900 | 3,279,900 | 3,693,320 | <413,420> | <413,420> |
| | OTHER ACTIVITIES | 1,285,700 | 0 | 1,285,700 | 1,285,700 | 900,657 | 384,843 | 384,843 |
| | CENTRALLY AWARDED | 1,086,200 | 0 | 1,086,200 | 1,086,200 | 179,043 | 897,157 | 897,157 |
| | GCU PROJECTS | 0 | 0 | 0 | 0 | 230,236 | <230,236> | <230,236> |
| Staff Costs Total | | 109,543,500 | 0 | 109,543,500 | 109,543,500 | 88,501,431 | 11,022,122 | 11,022,122 |
| Other Costs | COST CENTRE | 43,558,440 | 0 | 43,558,440 | 43,558,440 | 43,348,654 | 209,778 | 209,778 |
| | CPD | 285,000 | 0 | 285,000 | 285,000 | 368,187 | <83,187> | <83,187> |
| | RESEARCH | 1,672,500 | 0 | 1,672,500 | 1,672,500 | 1,764,019 | <91,519> | <91,519> |
| | OTHER ACTIVITIES | 1,378,100 | 0 | 1,378,100 | 1,378,100 | 2,912,453 | <1,534,353> | <1,534,353> |
| | CENTRALLY AWARDED | 1,575,500 | 0 | 1,575,500 | 1,575,500 | 1,606,532 | <31,032> | <31,032> |
| | GCU PROJECTS | 16,278,000 | 0 | 16,320,000 | 16,320,000 | 4,207,914 | 12,112,086 | 12,112,086 |
| Other Costs Total | | 64,748,540 | 0 | 64,790,540 | 64,790,540 | 64,207,769 | 582,771 | 582,771 |
| Overheads | OVERHEAD RECOVERIES | <727,500> | 0 | <727,500> | <727,500> | <836,907> | 109,407 | 109,407 |
| Overheads Total | | <727,500> | 0 | <727,500> | <727,500> | <836,907> | 109,407 | 109,407 |
| Grand Total | | <4,297,690> | 0 | <3,982,350> | <3,982,350> | 76,787,360 | <80,743,710> | <80,743,710> |

School/Support

- A000 - HEALTH & LIFE SCI...
- A001 - SCHOOL OF HEALTH & LIFE SC...
- A002 - CLASGOW SCHOOL FOR BU...
- A003 - SCHOOL OF ENGINEERING &...
- A004 - GCU SCHOOL OF LONDON
- A005 - CLUSTERS

Dept/Cluster/Area

- A000 - HELLUBENT LHAM
- A001 - STUDENT FEES
- A002 - CAPITAL GRANT
- A003 - HEALTH & COMMUNITY SCIENCES
- A004 - PSYCHOLOGY & ALLIED HEALTH SC...
- A005 - LIFE SCIENCES
- A006 - SCHOOL OF HEALTH & LIFE SCIENCES SC...
- A007 - INSTITUTE OF APPLIED HEALTH RESEARCH

Cost Centre

- 1012 - NURSING
- 1014 - SOCIAL WORK
- 1017 - DIAGNOSTIC IMAGING
- 1012 - OCCUPATIONAL THERAPY
- 1013 - PHYSIOTHERAPY
- 1014 - PODIATRY
- 1015 - PSYCHOLOGY
- 1017 - PARAMEDIC SCIENCE
- 1018 - RADIO THERAPY
- 1018 - BIOLOGICAL & BIOMEDICAL SCIENCES
- 1018 - DIETETICS

Depending on your GCU Reporting Responsibility and delegated authority you can view the results of this report at a School, subject or individual Departmental Cost Centre level

| Account Type | Inci/Exp Type | Base Budget (Annual) | Virements (Total) | Revised Budget | Revised Budget (YTD) | Actual (YTD) | Variance (YTD) | Budget Remaining |
|-------------------|------------------------------|----------------------|-------------------|----------------|----------------------|---------------|----------------|------------------|
| Income | SFC Grant | <76,900,000> | 0 | <76,900,000> | <76,900,000> | <77,930,728> | 1,030,728 | 1,030,728 |
| | Fees - Tuition International | <54,580,230> | 0 | <54,580,230> | <54,580,230> | 0 | <54,580,230> | <54,580,230> |
| | Fees - Tuition Other | <26,027,300> | 0 | <26,027,300> | <26,027,300> | <401,253> | <26,428,553> | <26,428,553> |
| | Fees - Research Tuition | 0 | 0 | 0 | 0 | 2,180 | <2,180> | <2,180> |
| | Fees - Transnational | <2,438,000> | 0 | <2,438,000> | <2,438,000> | <1,848,073> | <589,927> | <589,927> |
| | Fees - CPD | <1,790,400> | 0 | <1,790,400> | <1,790,400> | <1,622,967> | <167,433> | <167,433> |
| | Apprenticeship Income | <2,286,000> | 0 | <2,286,000> | <2,286,000> | <750,501> | <1,489,499> | <1,489,499> |
| | Research Projects | <5,162,900> | 0 | <5,162,900> | <5,162,900> | <4,453,532> | 290,632 | 290,632 |
| | Core Services | <3,560,000> | 0 | <3,560,000> | <3,560,000> | <8,352,123> | 4,792,123 | 4,792,123 |
| | Business Development | 0 | 0 | 0 | 0 | <1,164,154> | 1,164,154 | 1,164,154 |
| | Other University Activities | <4,064,000> | 0 | <4,064,000> | <4,064,000> | <4,297,907> | 193,907 | 193,907 |
| Income Total | | <117,608,890> | 0 | <117,608,890> | <117,608,890> | <101,813,258> | <15,795,632> | <15,795,632> |
| Staff Costs | COST CENTRE | 107,053,000 | 0 | 107,053,000 | 107,053,000 | 83,817,215 | 13,235,785 | 13,235,785 |
| | TURNOVER SAVINGS | <2,527,800> | 0 | <2,527,800> | <2,527,800> | 0 | <2,527,800> | <2,527,800> |
| | PAYROLL RECOVERIES | <769,500> | 0 | <769,500> | <769,500> | <1,020,749> | <251,249> | <251,249> |
| | CPD | 156,000 | 0 | 156,000 | 156,000 | 701,517 | <545,517> | <545,517> |
| | RESEARCH | 3,279,900 | 0 | 3,279,900 | 3,279,900 | 3,693,320 | <413,420> | <413,420> |
| | OTHER ACTIVITIES | 1,285,700 | 0 | 1,285,700 | 1,285,700 | 900,657 | 384,843 | 384,843 |
| | CENTRALLY AWARDED | 1,086,200 | 0 | 1,086,200 | 1,086,200 | 179,043 | 897,157 | 897,157 |
| | GCU PROJECTS | 0 | 0 | 0 | 0 | 230,236 | <230,236> | <230,236> |
| Staff Costs Total | | 109,543,500 | 0 | 109,543,500 | 109,543,500 | 88,501,431 | 11,022,122 | 11,022,122 |
| Other Costs | COST CENTRE | 43,558,440 | 0 | 43,558,440 | 43,558,440 | 43,348,654 | 209,778 | 209,778 |
| | CPD | 285,000 | 0 | 285,000 | 285,000 | 368,187 | <83,187> | <83,187> |
| | RESEARCH | 1,672,500 | 0 | 1,672,500 | 1,672,500 | 1,764,019 | <91,519> | <91,519> |
| | OTHER ACTIVITIES | 1,378,100 | 0 | 1,378,100 | 1,378,100 | 2,912,453 | <1,534,353> | <1,534,353> |
| | CENTRALLY AWARDED | 1,575,500 | 0 | 1,575,500 | 1,575,500 | 1,606,532 | <31,032> | <31,032> |
| | GCU PROJECTS | 16,278,000 | 0 | 16,320,000 | 16,320,000 | 4,207,914 | 12,112,086 | 12,112,086 |
| Other Costs Total | | 64,748,540 | 0 | 64,790,540 | 64,790,540 | 64,207,769 | 582,771 | 582,771 |
| Overheads | OVERHEAD RECOVERIES | <727,500> | 0 | <727,500> | <727,500> | <836,907> | 109,407 | 109,407 |
| Overheads Total | | <727,500> | 0 | <727,500> | <727,500> | <836,907> | 109,407 | 109,407 |
| Grand Total | | <4,297,690> | 0 | <3,982,350> | <3,982,350> | 50,830,042 | <54,024,329> | <54,024,329> |

School/Support

- A0100 - PROFIT & LOSS
- A0101 - SCHOOL OF H
- A0110 - CLASGOW SC
- A0120 - SCHOOL OF E
- A0132 - GCU SCHOOL
- A0101 - CLUSTERS

Dept/Cluster/Area

- A0109 - RECURRENT GRANT
- A0110 - STUDENT FEES
- A0111 - CAPITAL GRANT
- A0102 - HEALTH & COMMUNITY SCIENCES
- A0103 - PSYCHOLOGY & ALLIED HEALTH
- A0104 - LIFE SCIENCES
- A0105 - SCHOOL OF HEALTH & LIFE SCIE...
- A0106 - INSTITUTE OF APPLIED HEALTH R

Cost Centre

- 10152 - NURSING
- 10164 - SOCIAL WORK
- 10171 - DIAGNOSTIC IMAGING
- 10172 - OCCUPATIONAL THERAPY
- 10173 - PHYSIOTHERAPY
- 10174 - PODIATRY
- 10175 - PSYCHOLOGY
- 10177 - PARAMEDIC SCIENCE
- 10178 - RADIO THERAPY
- 10181 - BIOLOGICAL & BIOMEDICAL SCIENCES
- 10187 - DIETETICS

If you want to see the detail that makes up the values in the Actual (YTD). Double click on the value and a new Sheet tab will appear at the bottom with the detail

If you have a No payroll responsibility you cannot drill down on payroll detail.

| 1 | Project Desc. | Secondary | Secondary Code | Secondary Desc. | Period Ending | Period No. | Period Name | Account Type | Inc/Exp Type | Exp. Type | Amount |
|----|---------------|-------------------------------------|----------------|--------------------|---------------|------------|-------------|--------------|--------------|-------------------|----------|
| 2 | Default | 1089 - TECHNICAL TEACHING SUPPLIE | 1089 | TECHNICAL TEACHIN | 45504 | 12 | JUL-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | |
| 3 | Default | 1077 - STAFF TRAVEL UK ACCOMMOD | 1077 | STAFF TRAVEL UK A | 45504 | 12 | JUL-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | |
| 4 | Default | 1310 - MOBILE PHONE CALL CHARGES | 1310 | MOBILE PHONE CAL | 45504 | 12 | JUL-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | 1003.97 |
| 5 | Default | 1310 - MOBILE PHONE CALL CHARGES | 1310 | MOBILE PHONE CAL | 45504 | 12 | JUL-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | 7.3 |
| 6 | Default | 1310 - MOBILE PHONE CALL CHARGES | 1310 | MOBILE PHONE CAL | 45504 | 12 | JUL-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | 3.17 |
| 7 | Default | 1310 - MOBILE PHONE CALL CHARGES | 1310 | MOBILE PHONE CAL | 45504 | 12 | JUL-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | 831.16 |
| 8 | Default | 1310 - MOBILE PHONE CALL CHARGES | 1310 | MOBILE PHONE CAL | 45504 | 12 | JUL-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | 7.29 |
| 9 | Default | 1310 - MOBILE PHONE CALL CHARGES | 1310 | MOBILE PHONE CAL | 45504 | 12 | JUL-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | 3.16 |
| 10 | Default | 1310 - MOBILE PHONE CALL CHARGES | 1310 | MOBILE PHONE CAL | 45504 | 12 | JUL-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | 729.51 |
| 11 | Default | 1310 - MOBILE PHONE CALL CHARGES | 1310 | MOBILE PHONE CAL | 45504 | 12 | JUL-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | 7.3 |
| 12 | Default | 1310 - MOBILE PHONE CALL CHARGES | 1310 | MOBILE PHONE CAL | 45504 | 12 | JUL-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | 3.17 |
| 13 | Default | 1310 - MOBILE PHONE CALL CHARGES | 1310 | MOBILE PHONE CAL | 45504 | 12 | JUL-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | 744.77 |
| 14 | Default | 1310 - MOBILE PHONE CALL CHARGES | 1310 | MOBILE PHONE CAL | 45504 | 12 | JUL-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | 11.39 |
| 15 | Default | 1310 - MOBILE PHONE CALL CHARGES | 1310 | MOBILE PHONE CAL | 45504 | 12 | JUL-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | 3.17 |
| 16 | Default | 1034 - GIFTS/ HOSPITALITY - STAFF | 1034 | GIFTS/ HOSPITALITY | 45504 | 12 | JUL-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | 0 |
| 17 | Default | 1251 - BOOKS | 1251 | BOOKS | 45504 | 12 | JUL-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | 69.98 |
| 18 | Default | 1034 - GIFTS/ HOSPITALITY - STAFF | 1034 | GIFTS/ HOSPITALITY | 45504 | 12 | JUL-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | 30.35 |
| 19 | Default | 1068 - STAFF DEVELOPMENT - COURS | 1068 | STAFF DEVELOPEMEI | 45504 | 12 | JUL-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | |
| 20 | Default | 1032 - GIFTS/ HOSPITALITY - EXTERNA | 1032 | GIFTS/ HOSPITALITY | 45504 | 12 | JUL-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | |
| 21 | Default | 1078 - STAFF TRAVEL UK TRANSPORT | 1078 | STAFF TRAVEL UK | 45504 | 12 | JUL-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | 12.93 |
| 22 | Default | 1061 - LABORATORY & PRINT ROOM SU | 1061 | LABORATORY & PRII | 45504 | 12 | JUL-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | 13968.85 |
| 23 | Default | 1075 - STAFF TRAVEL - OTHER OVERS | 1075 | STAFF TRAVEL - OTH | 45504 | 12 | JUL-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | |
| 24 | Default | 1073 - STAFF EXPENSES CLAIM - UK S | 1073 | STAFF EXPENSES C | 45504 | 12 | JUL-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | |
| 25 | Default | 1080 - STAFF EXPENSES CLAIM - OTH | 1080 | STAFF EXPENSES C | 45504 | 12 | JUL-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | |
| 26 | Default | 1065 - STUDENTSHIPS | 1065 | STUDENTSHIPS | 45504 | 12 | JUL-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | |
| 27 | Default | 1025 - STUDENTS TRAVEL | 1025 | STUDENTS TRAVEL | 45504 | 12 | JUL-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | |
| 28 | Default | 1061 - LABORATORY & PRINT ROOM SU | 1061 | LABORATORY & PRII | 45504 | 12 | JUL-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | |
| 29 | Default | 1038 - SUBSCRIPTION/MEMBERSHIP FI | 1038 | SUBSCRIPTION/MEM | 45504 | 12 | JUL-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | |
| 30 | Default | 1054 - SUBSCRIPTION/MEMBERSHIP FI | 1054 | SUBSCRIPTION/MEM | 45504 | 12 | JUL-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | |
| 31 | Default | 1075 - STAFF TRAVEL - OTHER OVERS | 1075 | STAFF TRAVEL - OTH | 45473 | 11 | JUN-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | 1.01 |
| 32 | Default | 1034 - GIFTS/ HOSPITALITY - STAFF | 1034 | GIFTS/ HOSPITALITY | 45473 | 11 | JUN-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | 29.2 |
| 33 | Default | 1074 - STAFF EXPENSES CLAIM - UK M | 1074 | STAFF EXPENSES C | 45473 | 11 | JUN-24 | Other Costs | COST CENTRE | OTHER EXPENDITURE | 44.1 |

To go back to the main report, click on the School Dept Summary Tab. For each query you run a new Sheet Tab will appear.

| 1 | Secondary | Secondary Code | Secondary Desc. | Period Ending | Period No. | Period Name | Account Type | Inc/Exp Type | Exp. Type | Amount | Payr |
|----|--------------|----------------|------------------|---------------|------------|-------------|--------------|--------------|------------|----------|------|
| 2 | 0059 - CASUA | 0059 | CASUAL HOURS AC. | 45504 | 12 | JUL-24 | Staff Costs | CPD | CASUAL HOL | -20.82 | |
| 3 | 0055 - CASUA | 0055 | CASUAL HOURS AC. | 45504 | 12 | JUL-24 | Staff Costs | CPD | CASUAL HOL | -10.28 | |
| 4 | 0053 - CASUA | 0053 | CASUAL HOURS AC. | 45504 | 12 | JUL-24 | Staff Costs | CPD | CASUAL HOL | -165.18 | |
| 5 | 0059 - CASUA | 0059 | CASUAL HOURS AC. | 45504 | 12 | JUL-24 | Staff Costs | CPD | CASUAL HOL | -15.46 | |
| 6 | 0055 - CASUA | 0055 | CASUAL HOURS AC. | 45504 | 12 | JUL-24 | Staff Costs | CPD | CASUAL HOL | -13.71 | |
| 7 | 0053 - CASUA | 0053 | CASUAL HOURS AC. | 45504 | 12 | JUL-24 | Staff Costs | CPD | CASUAL HOL | -123.89 | |
| 8 | 0055 - CASUA | 0055 | CASUAL HOURS AC. | 45473 | 11 | JUN-24 | Staff Costs | CPD | CASUAL HOL | 68.56 | |
| 9 | 0059 - CASUA | 0059 | CASUAL HOURS AC. | 45473 | 11 | JUN-24 | Staff Costs | CPD | CASUAL HOL | 104.1 | |
| 10 | 0059 - CASUA | 0059 | CASUAL HOURS AC. | 45473 | 11 | JUN-24 | Staff Costs | CPD | CASUAL HOL | 20.82 | |
| 11 | 0055 - CASUA | 0055 | CASUAL HOURS AC. | 45473 | 11 | JUN-24 | Staff Costs | CPD | CASUAL HOL | 13.71 | |
| 12 | 0053 - CASUA | 0053 | CASUAL HOURS AC. | 45473 | 11 | JUN-24 | Staff Costs | CPD | CASUAL HOL | 165.18 | |
| 13 | 0053 - CASUA | 0053 | CASUAL HOURS AC. | 45473 | 11 | JUN-24 | Staff Costs | CPD | CASUAL HOL | 825.92 | |
| 14 | 0053 - CASUA | 0053 | CASUAL HOURS AC. | 45443 | 10 | MAY-24 | Staff Costs | CPD | CASUAL HOL | 2684.24 | |
| 15 | 0059 - CASUA | 0059 | CASUAL HOURS AC. | 45443 | 10 | MAY-24 | Staff Costs | CPD | CASUAL HOL | 332.76 | |
| 16 | 0059 - CASUA | 0059 | CASUAL HOURS AC. | 45443 | 10 | MAY-24 | Staff Costs | CPD | CASUAL HOL | 332.77 | |
| 17 | 0059 - CASUA | 0059 | CASUAL HOURS AC. | 45443 | 10 | MAY-24 | Staff Costs | CPD | CASUAL HOL | -332.77 | |
| 18 | 0053 - CASUA | 0053 | CASUAL HOURS AC. | 45443 | 10 | MAY-24 | Staff Costs | CPD | CASUAL HOL | -2684.24 | |
| 19 | 0053 - CASUA | 0053 | CASUAL HOURS AC. | 45443 | 10 | MAY-24 | Staff Costs | CPD | CASUAL HOL | 2684.24 | |
| 20 | 0055 - CASUA | 0055 | CASUAL HOURS AC. | 45443 | 10 | MAY-24 | Staff Costs | CPD | CASUAL HOL | 222.8 | |
| 21 | 0055 - CASUA | 0055 | CASUAL HOURS AC. | 45443 | 10 | MAY-24 | Staff Costs | CPD | CASUAL HOL | 222.8 | |
| 22 | 0055 - CASUA | 0055 | CASUAL HOURS AC. | 45443 | 10 | MAY-24 | Staff Costs | CPD | CASUAL HOL | -222.8 | |
| 23 | 0059 - CASUA | 0059 | CASUAL HOURS AC. | 45412 | 9 | APR-24 | Staff Costs | CPD | CASUAL HOL | 15.46 | |
| 24 | 0059 - CASUA | 0059 | CASUAL HOURS AC. | 45412 | 9 | APR-24 | Staff Costs | CPD | CASUAL HOL | 77.29 | |
| 25 | 0055 - CASUA | 0055 | CASUAL HOURS AC. | 45412 | 9 | APR-24 | Staff Costs | CPD | CASUAL HOL | 51.41 | |
| 26 | 0055 - CASUA | 0055 | CASUAL HOURS AC. | 45412 | 9 | APR-24 | Staff Costs | CPD | CASUAL HOL | 10.28 | |
| 27 | 0053 - CASUA | 0053 | CASUAL HOURS AC. | 45412 | 9 | APR-24 | Staff Costs | CPD | CASUAL HOL | 619.44 | |
| 28 | 0053 - CASUA | 0053 | CASUAL HOURS AC. | 45412 | 9 | APR-24 | Staff Costs | CPD | CASUAL HOL | 123.89 | |

The Payroll Tab will give you Payroll detail for all the Cost Centres you have reporting access for.

The GCU School_Dept Budget Report Tab will give you detail for all the Cost Centres you have reporting access authority for.

You can review your most recent reports requested by choosing a GCU Reporting Responsibility on the Navigator Pane

Navigator

- 📁 GCU Reporting - Departmental
- 📁 GCU Reporting - Departmental (No Payroll)
- 📁 GCU Reporting - FIB
- 📁 GCU Reporting - FIB (No Payroll)
- 📁 GCU Reporting - Project

The click on Requests

Run **View Output**

Parameters Options **Requests**

You can run any of your previous reports again by clicking on the relevant Output

Parameters Options **Requests**

Requests

Refresh | ...

| Request Id | Report | Phase | Status | Request Date | Output | Details |
|------------|--|-----------|--------|--------------|------------------------|-------------------------|
| 62575750 | GCU School / Department Budget Report (Blitz Report) | Completed | Normal | 27-Feb-2025 | Output | Details |
| 62574009 | Project Transactions (Blitz Report) | Completed | Normal | 27-Feb-2025 | Output | Details |
| 62573875 | GCU Cost Centre (Annual) Report (Blitz Report) | Completed | Normal | 27-Feb-2025 | Output | Details |
| 62572858 | Statement of Account (Blitz Report) | Completed | Normal | 26-Feb-2025 | Output | Details |
| 62572842 | Project Transactions (Blitz Report) | Completed | Normal | 26-Feb-2025 | Output | Details |
| 62572838 | Project Transactions (Blitz Report) | Completed | Normal | 26-Feb-2025 | Output | Details |