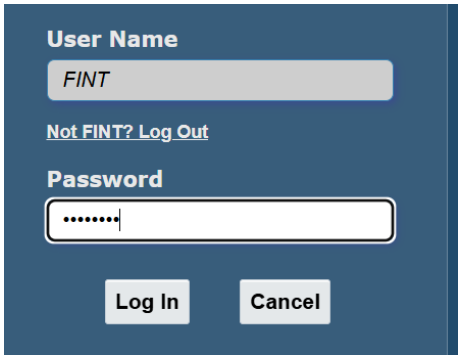
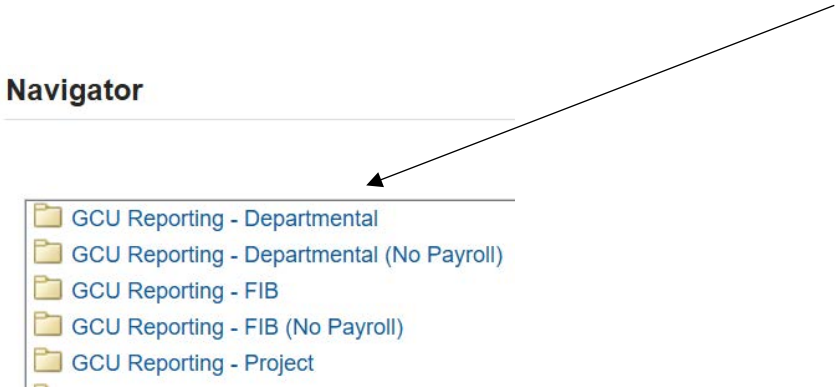
School / Department Budget Report

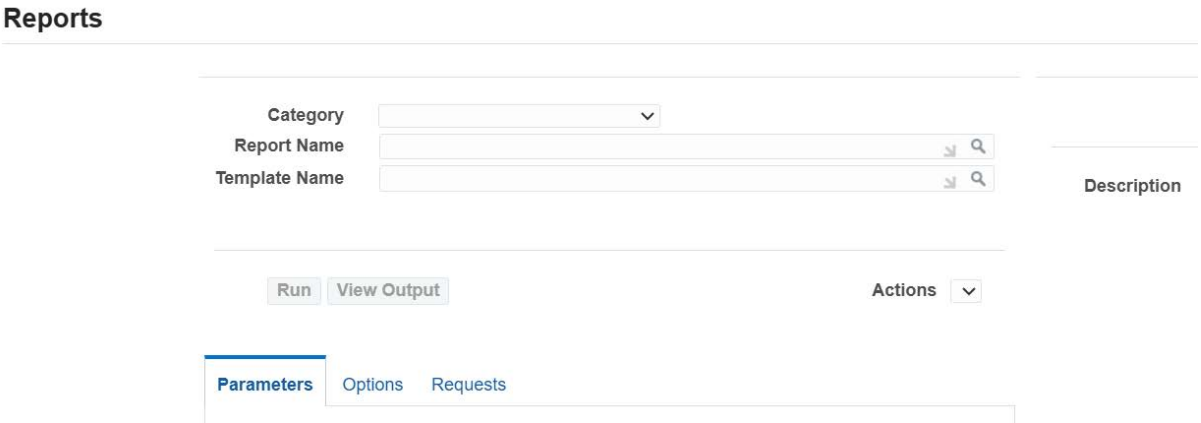
Login to Oracle using your Oracle username and password



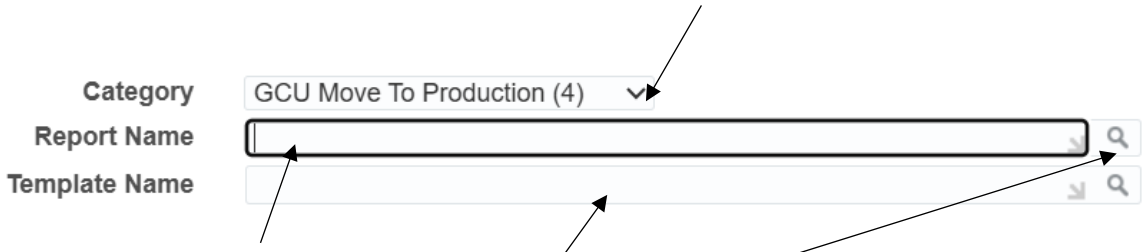
Click on the GCU Reporting responsibility from the navigator pane. Your responsibility will depend on your role.



The below screen will generate:



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

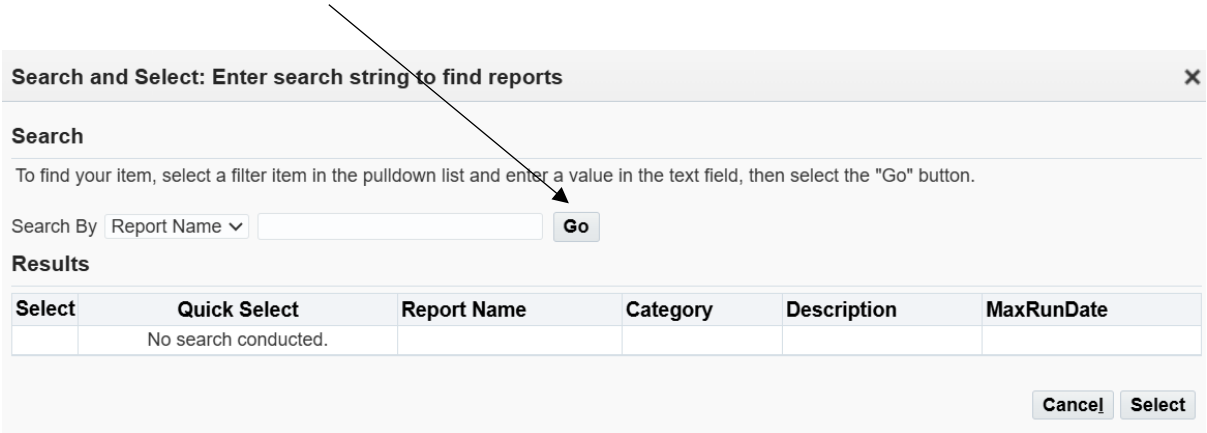


Delete any text in the **Report Name** and **Template Name** Fields

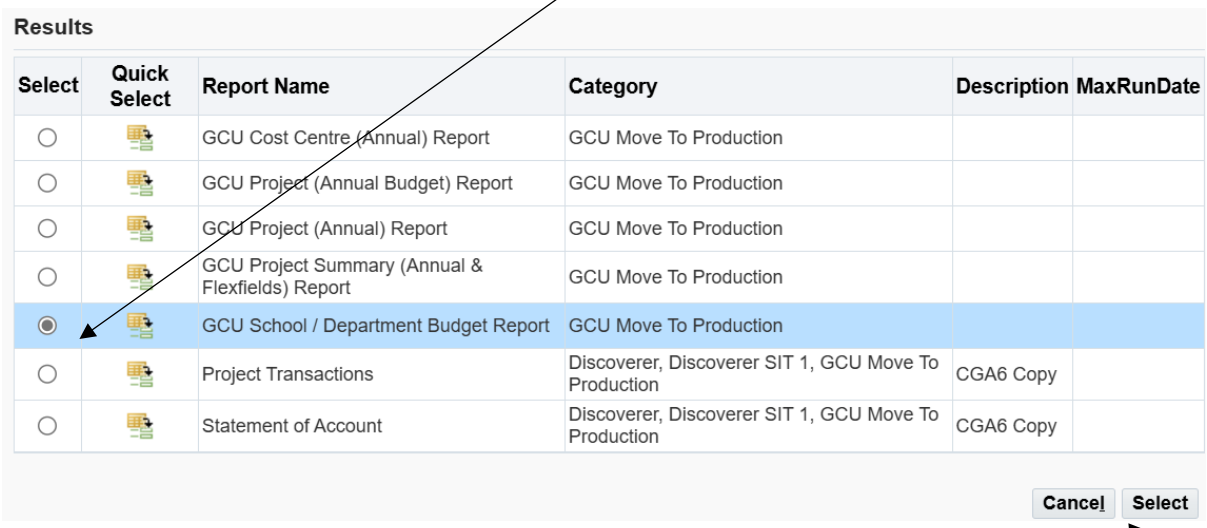
Click on the torch on the **Report Name** Field

The following screen will appear

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

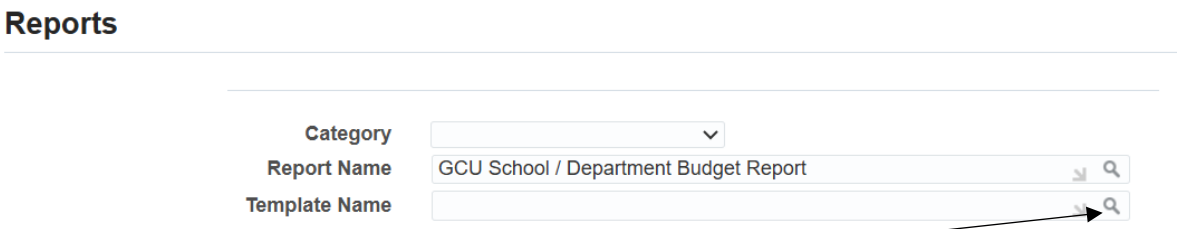


A list of reports will appear, select School / Department Budget Report



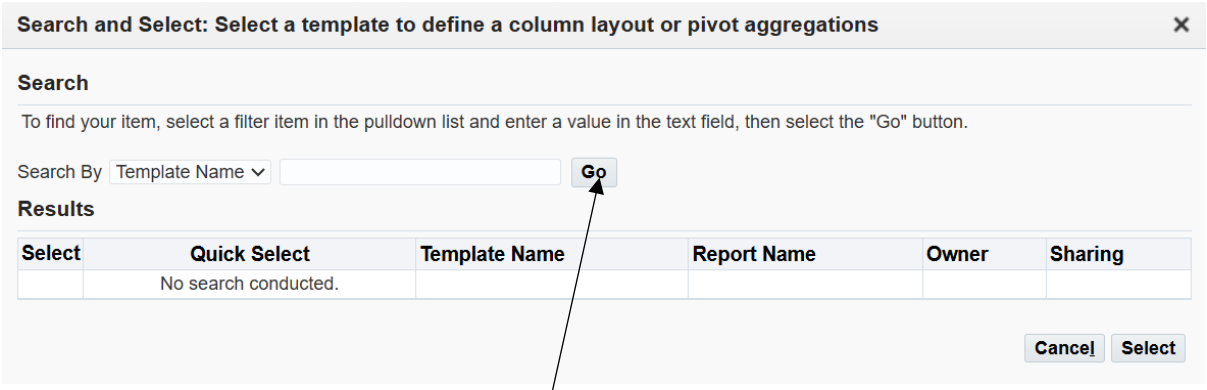
Then **click** on Select

The following screen will appear

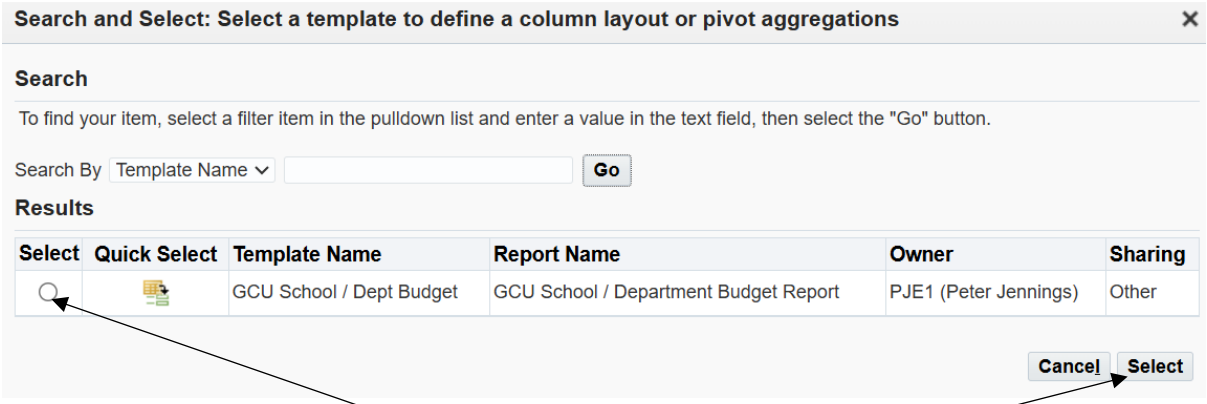


Click on the torch on the **Template Name** Field

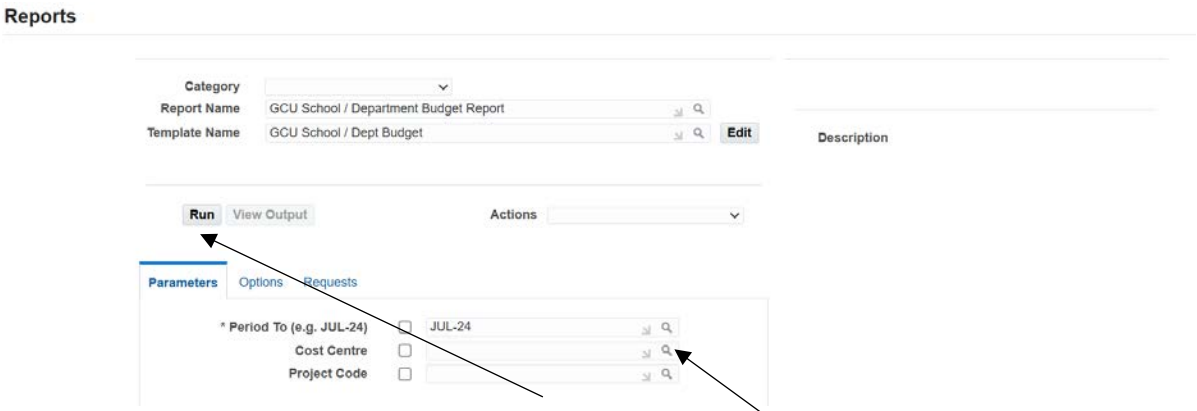
The following screen will appear



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



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



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

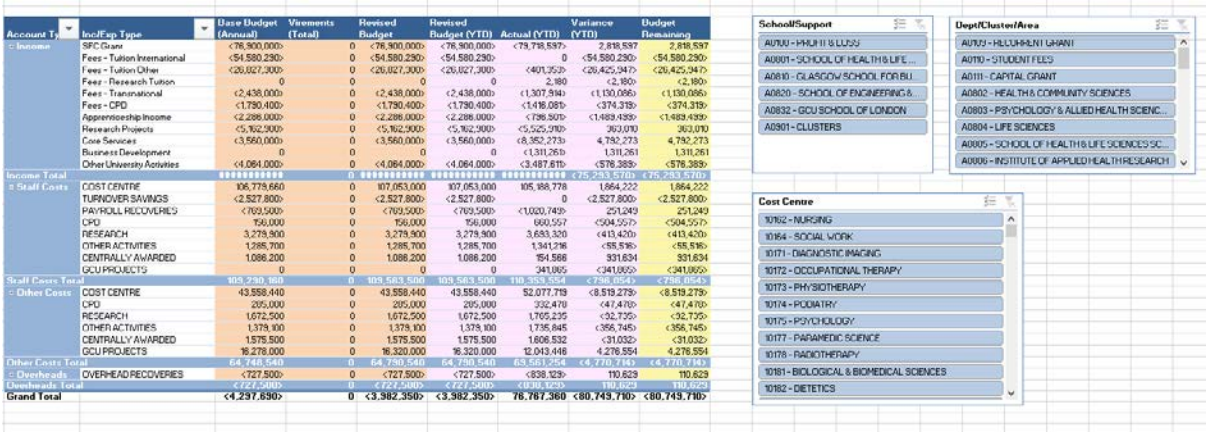
After clicking on **Run,** click on **Refresh** the following will appear

Click on View Output

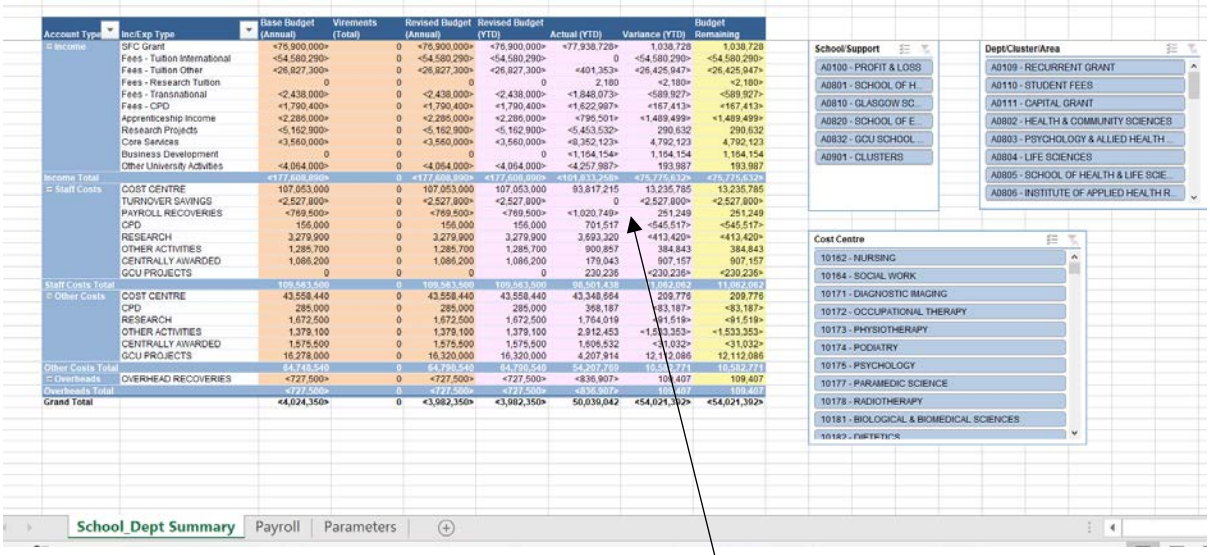
A download file will appear, click on Open File

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.

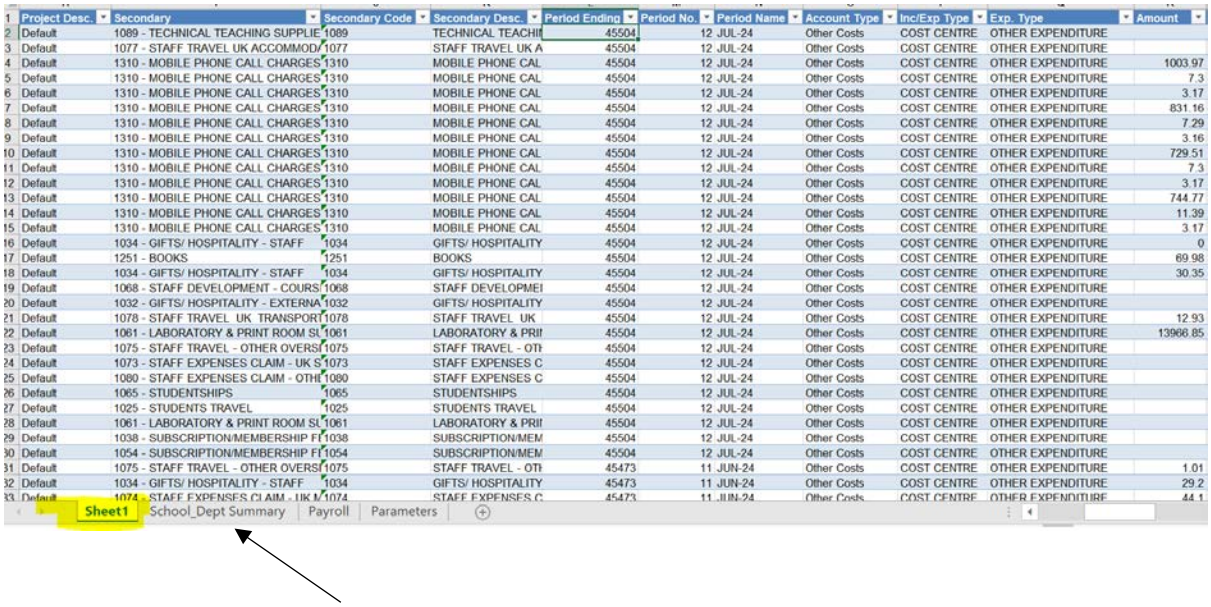


Depending on your GCU Reporting Responsibility and delegated authority you can view the results of this report at a School, subject or individual Departmental Cost Centre level



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

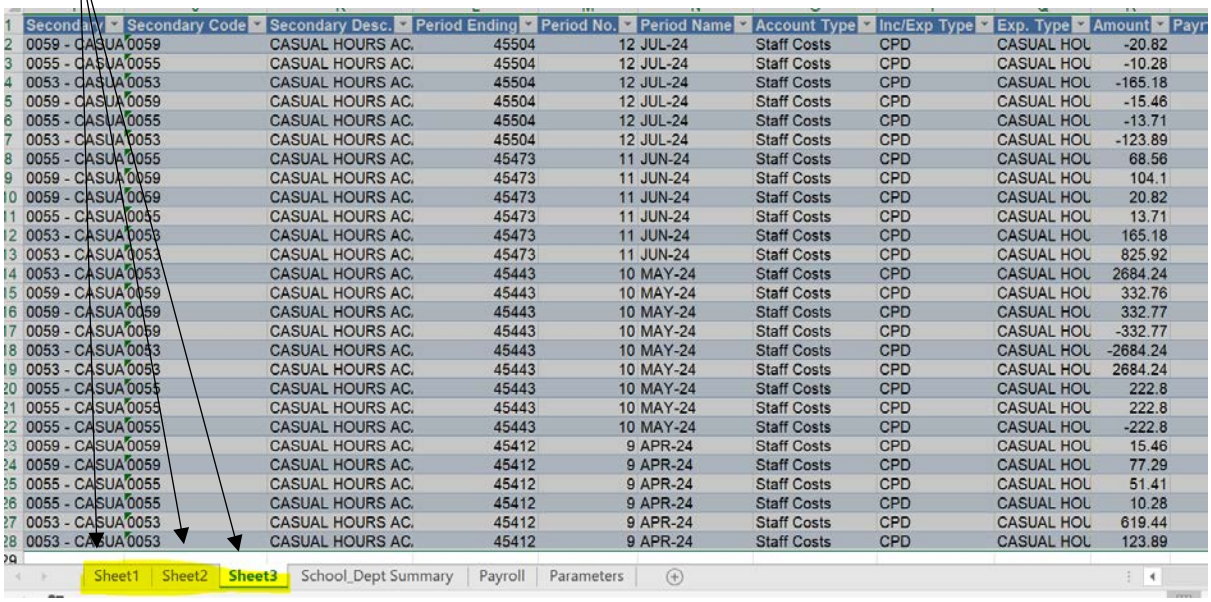
If you have a No payroll responsibility you cannot drill down on payroll detail.



	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 TEACHI	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 DEVELOPME	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 & PRI	45504	12	JUL-24	Other Costs	COST CENTRE	OTHER EXPENDITURE	13966.85
23	Default	1075 - STAFF TRAVEL - OTHER OVERS	1075	STAFF TRAVEL - OTI	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 & PRI	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 - OTI	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 S	1074	STAFF EXPENSES C	45473	11	JUN-24	Other Costs	COST CENTRE	OTHER EXPENDITURE	44.1

Sheet1 | School_Dept Summary | Payroll | Parameters

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.



	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 HOU	-20.82	
3	0055 - CASUA	0055	CASUAL HOURS AC.	45504	12	JUL-24	Staff Costs	CPD	CASUAL HOU	-10.28	
4	0053 - CASUA	0053	CASUAL HOURS AC.	45504	12	JUL-24	Staff Costs	CPD	CASUAL HOU	-165.18	
5	0059 - CASUA	0059	CASUAL HOURS AC.	45504	12	JUL-24	Staff Costs	CPD	CASUAL HOU	-15.46	
6	0055 - CASUA	0055	CASUAL HOURS AC.	45504	12	JUL-24	Staff Costs	CPD	CASUAL HOU	-13.71	
7	0053 - CASUA	0053	CASUAL HOURS AC.	45504	12	JUL-24	Staff Costs	CPD	CASUAL HOU	-123.89	
8	0055 - CASUA	0055	CASUAL HOURS AC.	45473	11	JUN-24	Staff Costs	CPD	CASUAL HOU	68.56	
9	0059 - CASUA	0059	CASUAL HOURS AC.	45473	11	JUN-24	Staff Costs	CPD	CASUAL HOU	104.1	
10	0059 - CASUA	0059	CASUAL HOURS AC.	45473	11	JUN-24	Staff Costs	CPD	CASUAL HOU	20.82	
11	0055 - CASUA	0055	CASUAL HOURS AC.	45473	11	JUN-24	Staff Costs	CPD	CASUAL HOU	13.71	
12	0053 - CASUA	0053	CASUAL HOURS AC.	45473	11	JUN-24	Staff Costs	CPD	CASUAL HOU	165.18	
13	0053 - CASUA	0053	CASUAL HOURS AC.	45473	11	JUN-24	Staff Costs	CPD	CASUAL HOU	825.92	
14	0053 - CASUA	0053	CASUAL HOURS AC.	45443	10	MAY-24	Staff Costs	CPD	CASUAL HOU	2684.24	
15	0059 - CASUA	0059	CASUAL HOURS AC.	45443	10	MAY-24	Staff Costs	CPD	CASUAL HOU	332.76	
16	0059 - CASUA	0059	CASUAL HOURS AC.	45443	10	MAY-24	Staff Costs	CPD	CASUAL HOU	332.77	
17	0059 - CASUA	0059	CASUAL HOURS AC.	45443	10	MAY-24	Staff Costs	CPD	CASUAL HOU	-332.77	
18	0053 - CASUA	0053	CASUAL HOURS AC.	45443	10	MAY-24	Staff Costs	CPD	CASUAL HOU	-2684.24	
19	0053 - CASUA	0053	CASUAL HOURS AC.	45443	10	MAY-24	Staff Costs	CPD	CASUAL HOU	2684.24	
20	0055 - CASUA	0055	CASUAL HOURS AC.	45443	10	MAY-24	Staff Costs	CPD	CASUAL HOU	222.8	
21	0055 - CASUA	0055	CASUAL HOURS AC.	45443	10	MAY-24	Staff Costs	CPD	CASUAL HOU	222.8	
22	0055 - CASUA	0055	CASUAL HOURS AC.	45443	10	MAY-24	Staff Costs	CPD	CASUAL HOU	-222.8	
23	0059 - CASUA	0059	CASUAL HOURS AC.	45412	9	APR-24	Staff Costs	CPD	CASUAL HOU	15.46	
24	0059 - CASUA	0059	CASUAL HOURS AC.	45412	9	APR-24	Staff Costs	CPD	CASUAL HOU	77.29	
25	0055 - CASUA	0055	CASUAL HOURS AC.	45412	9	APR-24	Staff Costs	CPD	CASUAL HOU	51.41	
26	0055 - CASUA	0055	CASUAL HOURS AC.	45412	9	APR-24	Staff Costs	CPD	CASUAL HOU	10.28	
27	0053 - CASUA	0053	CASUAL HOURS AC.	45412	9	APR-24	Staff Costs	CPD	CASUAL HOU	619.44	
28	0053 - CASUA	0053	CASUAL HOURS AC.	45412	9	APR-24	Staff Costs	CPD	CASUAL HOU	123.89	
29											

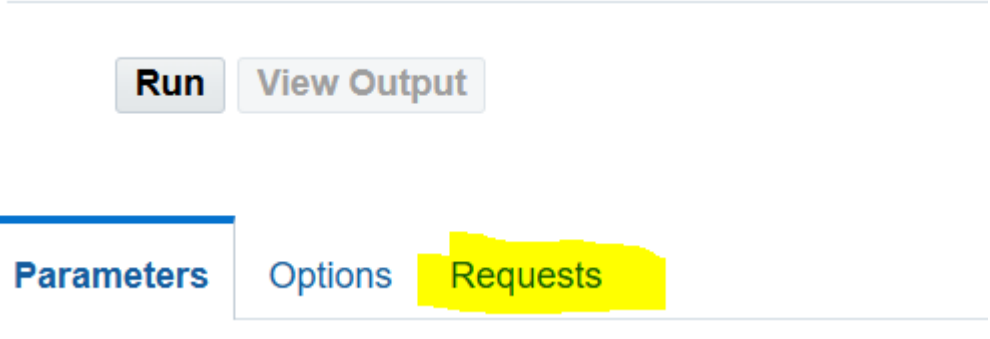
Sheet1 | Sheet2 | Sheet3 | School_Dept Summary | Payroll | Parameters

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

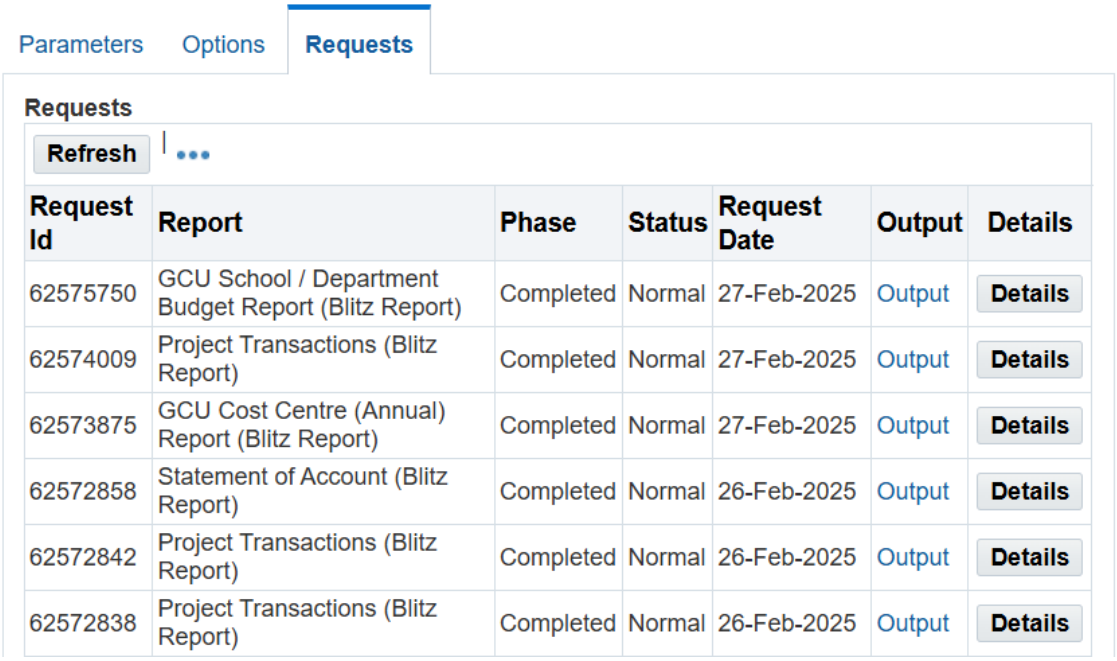
The GCU School_Dept Budget Report Tab will give you detail for all the Cost Centres you have reporting access authority for.

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

The click on Requests



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



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