Project Transactions

Login to Oracle using your Oracle username and password
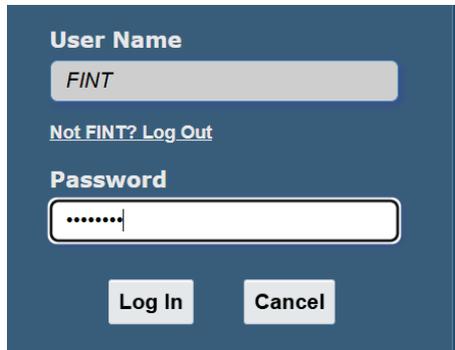
User Name

FINT

Not FINT? Log Out

Password

•••••••

Log In   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

Category		
Report Name		
Template Name		

Description

Run   View Output   Actions ⌄

Parameters   Options   Requests

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   ✕

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 [Report Name ⌄] [   ] **Go**

Results

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

Cancel   Select

A list of reports will appear, select Project Transactions

Search and Select: Enter search string to find reports   ✕

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 [Report Name ⌄] [   ] **Go**

Results

Select	Quick Select	Report Name	Category	Description	MaxRunDate
○	📇	GCU Project (Annual Budget) Report	GCU Move To Production	PJE1 Test	
○	📇	GCU Project (Annual) Report	GCU Move To Production	PJE1 Test	
⦿	📇	Project Transactions	Discoverer, Discoverer SIT 1, GCU Move To Production	CGA6 Copy	
○	📇	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	[dropdown]
Report Name	Project Transactions
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 [Template Name ▼] [_____] [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 [Template Name ▼] [_____] [Go]

Results

Select	Quick Select	Template Name	Report Name	Owner	Sha
⦿		Project Transactions	Project Transactions	CGA6 (Christine Henaghan)	Othe
			Project	CGA6 (Christine	

[Cancel] [Select]

Select the Project Transactions Template, then click on Select

Reports

Category	[dropdown]
Report Name	Project Transactions
Template Name	Project Transactions

Run View Output   Actions [_____]

Parameters Options Requests

Drilldown Project	☐	[_____]
* Period From (e.g. JAN-07)	☐	AUG-24
* Period To (e.g. JAN-10)	☐	FEB-25
Select a value for Secondary	☐	[_____]
* Project Code:	☐	M8058
Row Description:	☐	[_____]

Complete the Project and date fields with the asterisk, then click on Run

If you do not know your project code you can find it by clicking on the torch on the Drilldown Project

The following screen will appear. Click on Go

Search and Select: Drilldown Project   ✕

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 [Value ▼] [_____] **Go**

Results

Select	Quick Select	Value	Description
	No search conducted.		

Cancel **Select**

Choose the project account number and click **Select**

Run **Refresh** Pending   **Actions**

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 Project Transactions report. You can edit and save the file as required.

Please note there is no total on the report on the Project Transactions tab.

Project Code ▾	Project Description	Period Name ▾	Year ▾	Primary	Secondary
M8058	CONNEXIN AND PANNEXIN SIGNALLIN AUG-24		2024	10181 – BIOLOGICAL & BIOMEDICAL SCIENCE	3027 - RTSG
M8058	CONNEXIN AND PANNEXIN SIGNALLIN AUG-24		2024	10181 – BIOLOGICAL & BIOMEDICAL SCIENCE	3027 - RTSG
M8058	CONNEXIN AND PANNEXIN SIGNALLIN OCT-24		2024	10181 – BIOLOGICAL & BIOMEDICAL SCIENCE	3027 - RTSG
M8058	CONNEXIN AND PANNEXIN SIGNALLIN OCT-24		2024	10181 – BIOLOGICAL & BIOMEDICAL SCIENCE	3027 - RTSG

| Project Transactions | Pivot-Project Transactions | Parameters | ⊕ |

Totals can be found on the Pivot-Project Transactions tab

A	B
Row Labels ▾↑	Sum of Gross Amount GBP (Sum
⊟ M8058	-10215.61
AUG-24	-215.61
OCT-24	-10000
Grand Total	**-10215.61**

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