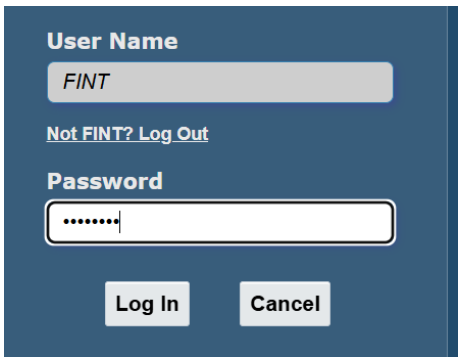
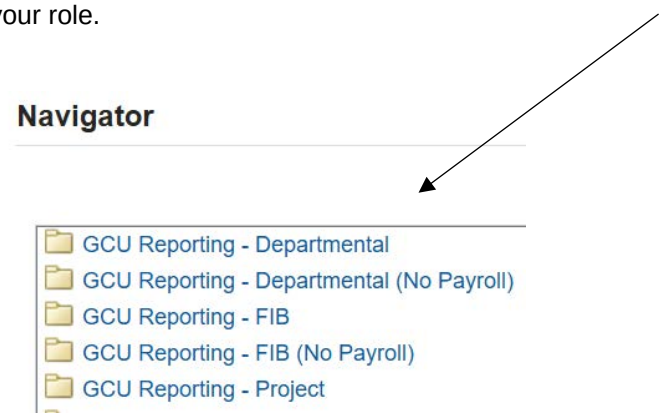
Project Summary (Annual & Flexfields) Report

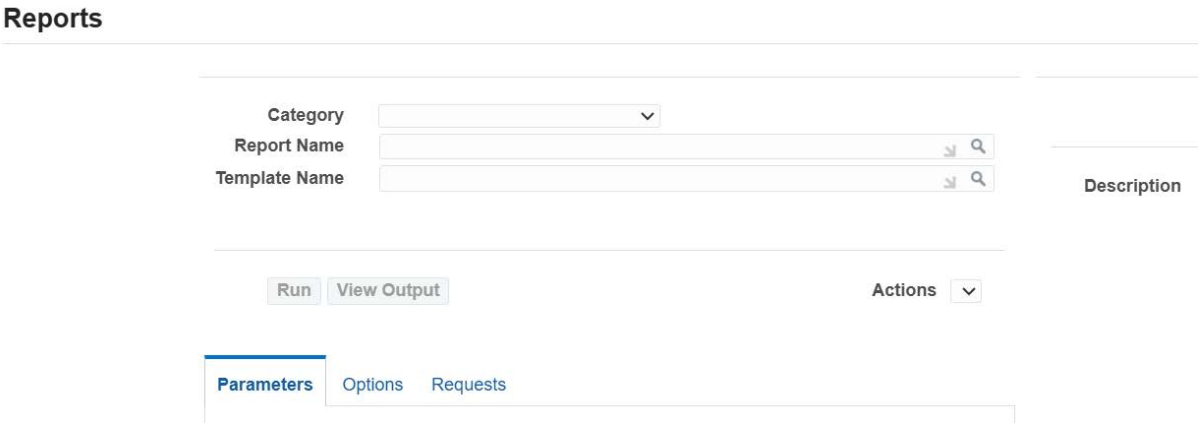
Login to Oracle using your Oracle username and password



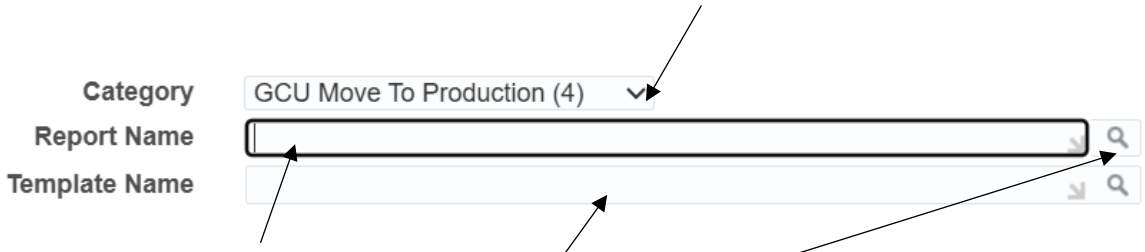
Click on the GCU Reporting responsibility from the navigator pane. Your responsibility will depend on your role.



The below screen will generate:



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

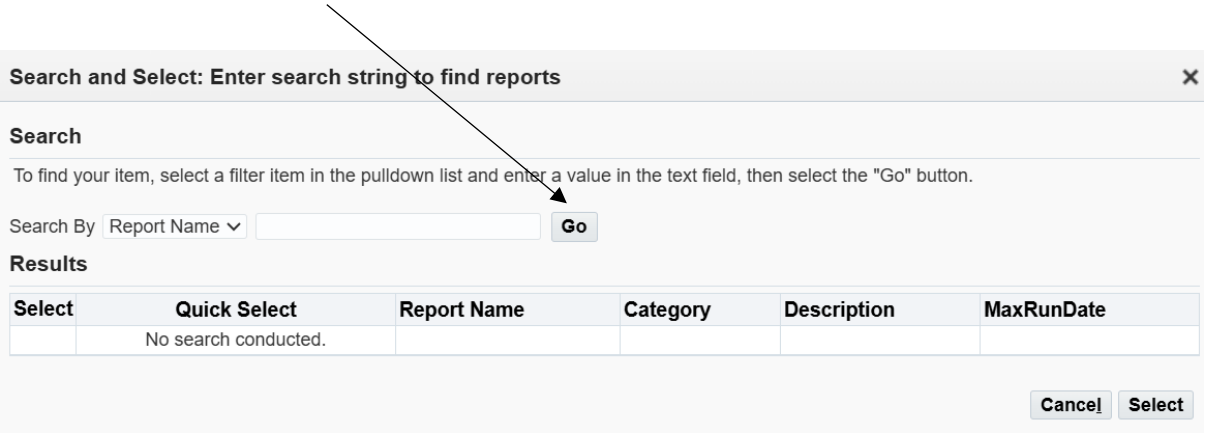


Delete any text in the **Report Name** and **Template Name** Fields

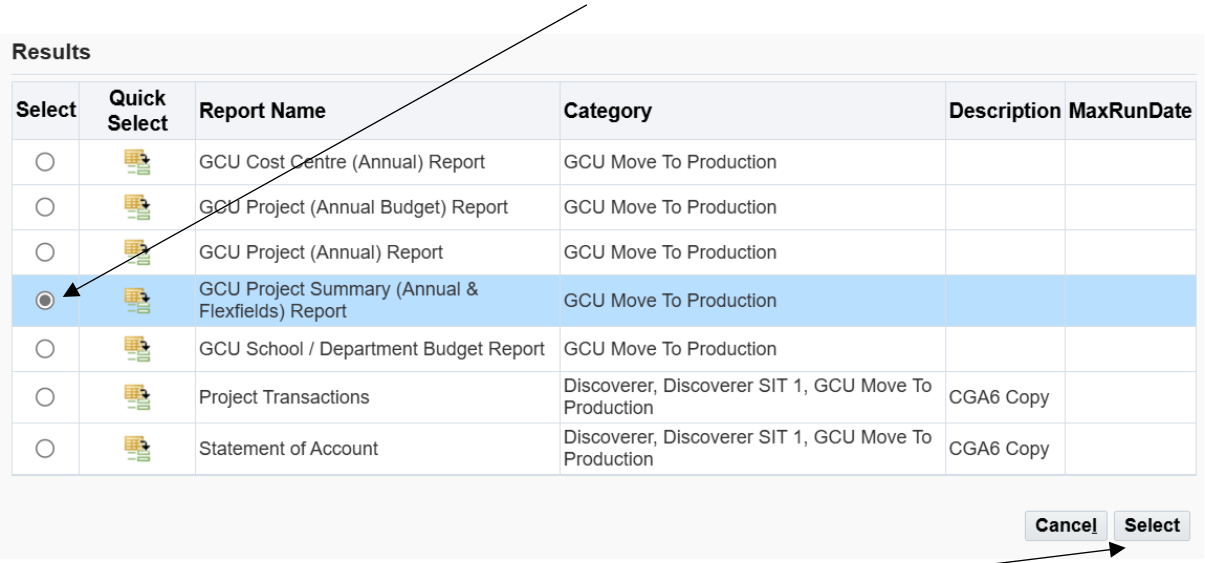
Click on the torch on the **Report Name** Field

The following screen will appear

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

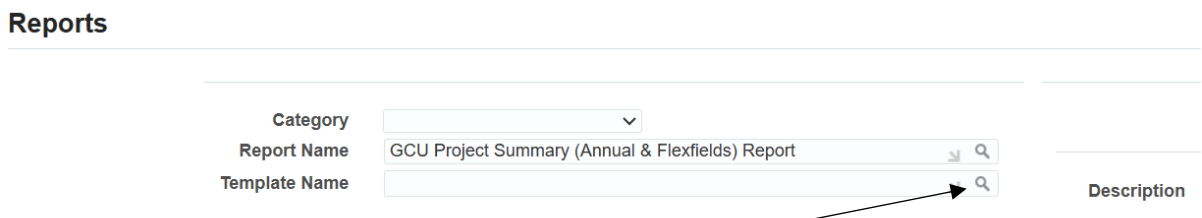


A list of reports will appear, select GCU Project Summary (Annual & Flexfields) Report



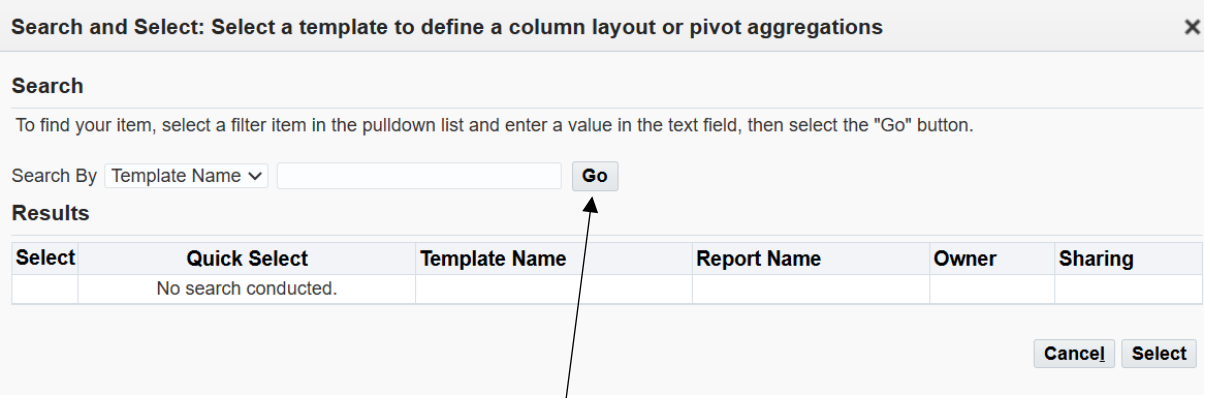
Then **click** on Select

The following screen will appear

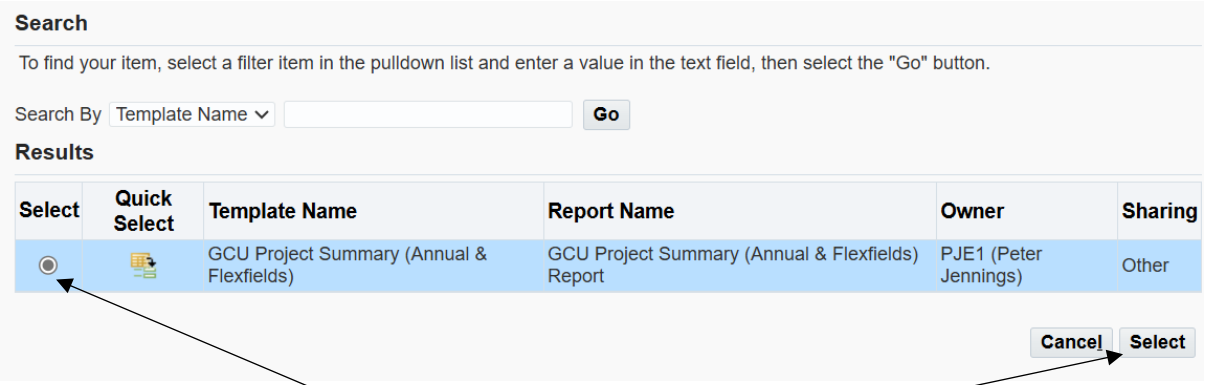


Click on the torch on the **Template Name** Field

The following screen will appear

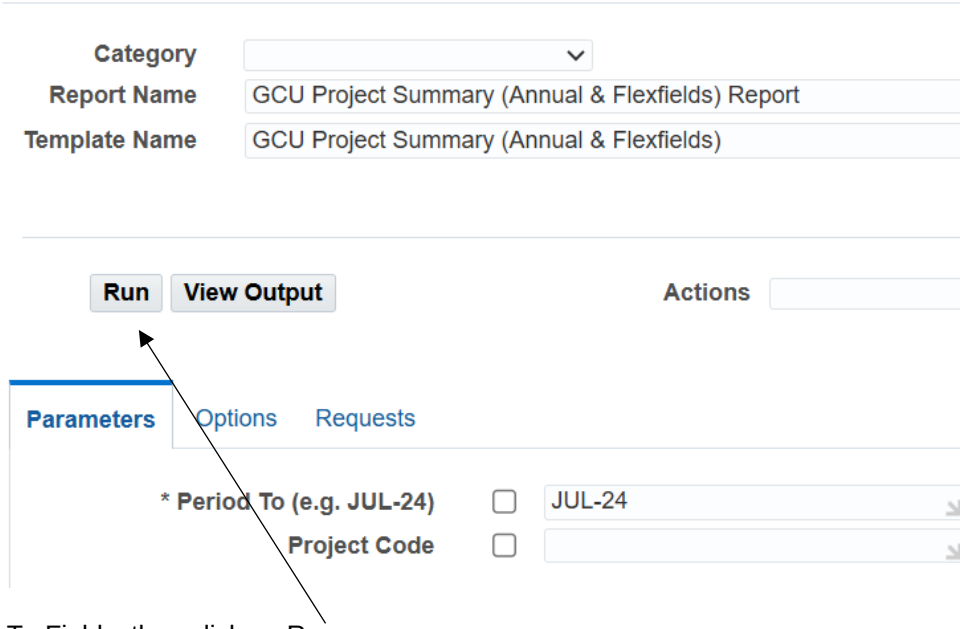


Click on Go on the **Template Name** search



Select the Project Summary (Annual & Flexfields) Report

Reports



Complete the Period To Fields, then click on Run

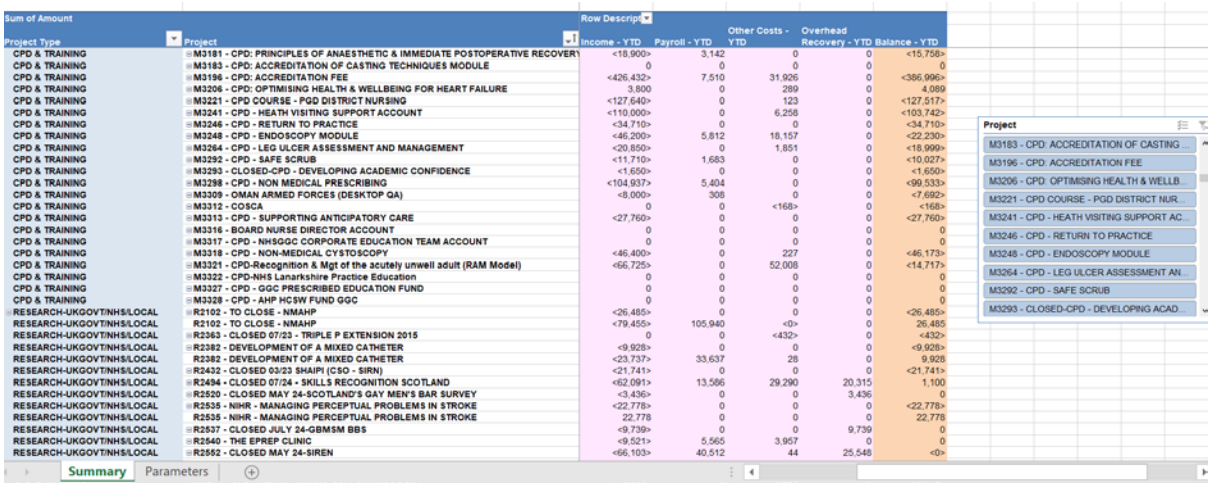
After clicking on **Run,** click on **Refresh** the following will appear

Click on View Output

A download file will appear, click on Open File

An Excel file will open with your Project Summary (Annual & Flexfields) Report. You can edit and save the file as required.

If you want to view one particular project you can choose it from the LOV at the RHS of the report.



Sum of Amount		Row Descrip				
Project Type	Project	Income - YTD	Payroll - YTD	Other Costs - YTD	Overhead Recovery - YTD	Balance - YTD
CPD & TRAINING	M3181 - CPD: PRINCIPLES OF ANAESTHETIC & IMMEDIATE POSTOPERATIVE RECOVERY	<18,900>	3,142	0	0	<15,758>
CPD & TRAINING	M3183 - CPD: ACCREDITATION OF CASTING TECHNIQUES MODULE	0	0	0	0	0
CPD & TRAINING	M3196 - CPD: ACCREDITATION FEE	<426,432>	7,510	31,926	0	<386,996>
CPD & TRAINING	M3206 - CPD: OPTIMISING HEALTH & WELLBEING FOR HEART FAILURE	3,800	0	289	0	4,089
CPD & TRAINING	M3221 - CPD COURSE - PGD DISTRICT NURSING	<127,640>	0	123	0	<127,517>
CPD & TRAINING	M3241 - CPD - HEATH VISITING SUPPORT ACCOUNT	<110,000>	0	6,258	0	<103,742>
CPD & TRAINING	M3246 - CPD - RETURN TO PRACTICE	<34,710>	0	0	0	<34,710>
CPD & TRAINING	M3248 - CPD - ENDOSCOPY MODULE	<46,200>	5,812	18,157	0	<22,230>
CPD & TRAINING	M3264 - CPD - LEG ULCER ASSESSMENT AND MANAGEMENT	<20,850>	0	1,851	0	<18,999>
CPD & TRAINING	M3292 - CPD - SAFE SCRUB	<11,710>	1,683	0	0	<10,027>
CPD & TRAINING	M3293 - CLOSED-CPD - DEVELOPING ACADEMIC CONFIDENCE	<1,650>	0	0	0	<1,650>
CPD & TRAINING	M3298 - CPD - NON MEDICAL PRESCRIBING	<104,937>	5,404	0	0	<99,533>
CPD & TRAINING	M3309 - OMAN ARMED FORCES (DESKTOP QA)	<8,000>	308	0	0	<7,692>
CPD & TRAINING	M3312 - COSCA	0	0	<168>	0	<168>
CPD & TRAINING	M3313 - CPD - SUPPORTING ANTICIPATORY CARE	<27,760>	0	0	0	<27,760>
CPD & TRAINING	M3316 - BOARD NURSE DIRECTOR ACCOUNT	0	0	0	0	0
CPD & TRAINING	M3317 - CPD - NHSGGC CORPORATE EDUCATION TEAM ACCOUNT	0	0	0	0	0
CPD & TRAINING	M3318 - CPD - NON-MEDICAL CYSTOSCOPY	<46,400>	0	227	0	<46,173>
CPD & TRAINING	M3321 - CPD-Recognition & Mgt of the acutely unwell adult (RAM Model)	<66,725>	0	52,008	0	<14,717>
CPD & TRAINING	M3322 - CPD-NHS Lanarkshire Practice Education	0	0	0	0	0
CPD & TRAINING	M3327 - CPD - GGC PRESCRIBED EDUCATION FUND	0	0	0	0	0
CPD & TRAINING	M3328 - CPD - AHP HCSW FUND GGC	0	0	0	0	0
RESEARCH-UKGOVT/NHS/LOCAL	R2102 - TO CLOSE - NMAHP	<26,485>	0	0	0	<26,485>
RESEARCH-UKGOVT/NHS/LOCAL	R2102 - TO CLOSE - NMAHP	<79,455>	105,940	<0>	0	26,485
RESEARCH-UKGOVT/NHS/LOCAL	R2363 - CLOSED 07/23 - TRIPLE P EXTENSION 2015	0	0	<432>	0	<432>
RESEARCH-UKGOVT/NHS/LOCAL	R2382 - DEVELOPMENT OF A MIXED CATHETER	<9,928>	0	0	0	<9,928>
RESEARCH-UKGOVT/NHS/LOCAL	R2382 - DEVELOPMENT OF A MIXED CATHETER	<23,737>	33,637	28	0	9,928
RESEARCH-UKGOVT/NHS/LOCAL	R2432 - CLOSED 03/23 SHAIPI (CSO - SIRN)	<21,741>	0	0	0	<21,741>
RESEARCH-UKGOVT/NHS/LOCAL	R2494 - CLOSED 07/24 - SKILLS RECOGNITION SCOTLAND	<62,091>	13,586	29,290	20,315	1,100
RESEARCH-UKGOVT/NHS/LOCAL	R2520 - CLOSED MAY 24-SCOTLAND'S GAY MEN'S BAR SURVEY	<3,436>	0	0	3,436	0
RESEARCH-UKGOVT/NHS/LOCAL	R2535 - NIHR - MANAGING PERCEPTUAL PROBLEMS IN STROKE	<22,778>	0	0	0	<22,778>
RESEARCH-UKGOVT/NHS/LOCAL	R2535 - NIHR - MANAGING PERCEPTUAL PROBLEMS IN STROKE	22,778	0	0	0	22,778
RESEARCH-UKGOVT/NHS/LOCAL	R2537 - CLOSED JULY 24-GBMSM BBS	<9,739>	0	0	9,739	0
RESEARCH-UKGOVT/NHS/LOCAL	R2540 - THE EPREP CLINIC	<9,521>	5,565	3,957	0	0
RESEARCH-UKGOVT/NHS/LOCAL	R2552 - CLOSED MAY 24-SIREN	<66,103>	40,512	44	25,548	<0>

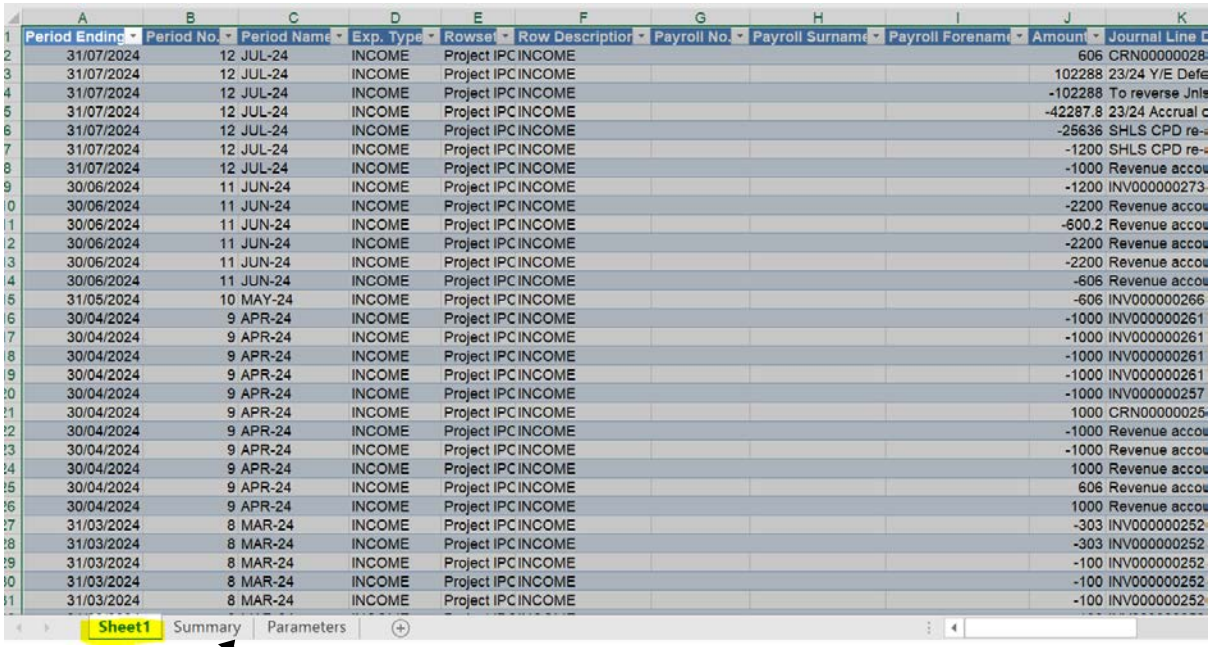
Project

- M3183 - CPD: ACCREDITATION OF CASTING ...
- M3196 - CPD: ACCREDITATION FEE
- M3206 - CPD: OPTIMISING HEALTH & WELLB...
- M3221 - CPD COURSE - PGD DISTRICT NUR...
- M3241 - CPD - HEATH VISITING SUPPORT AC...
- M3246 - CPD - RETURN TO PRACTICE
- M3248 - CPD - ENDOSCOPY MODULE
- M3264 - CPD - LEG ULCER ASSESSMENT AN...
- M3292 - CPD - SAFE SCRUB
- M3293 - CLOSED-CPD - DEVELOPING ACAD...

Summary | Parameters

If you want to see the detail that makes up the monetary values, double click on the value and a new Sheet tab will appear at the bottom with the detail

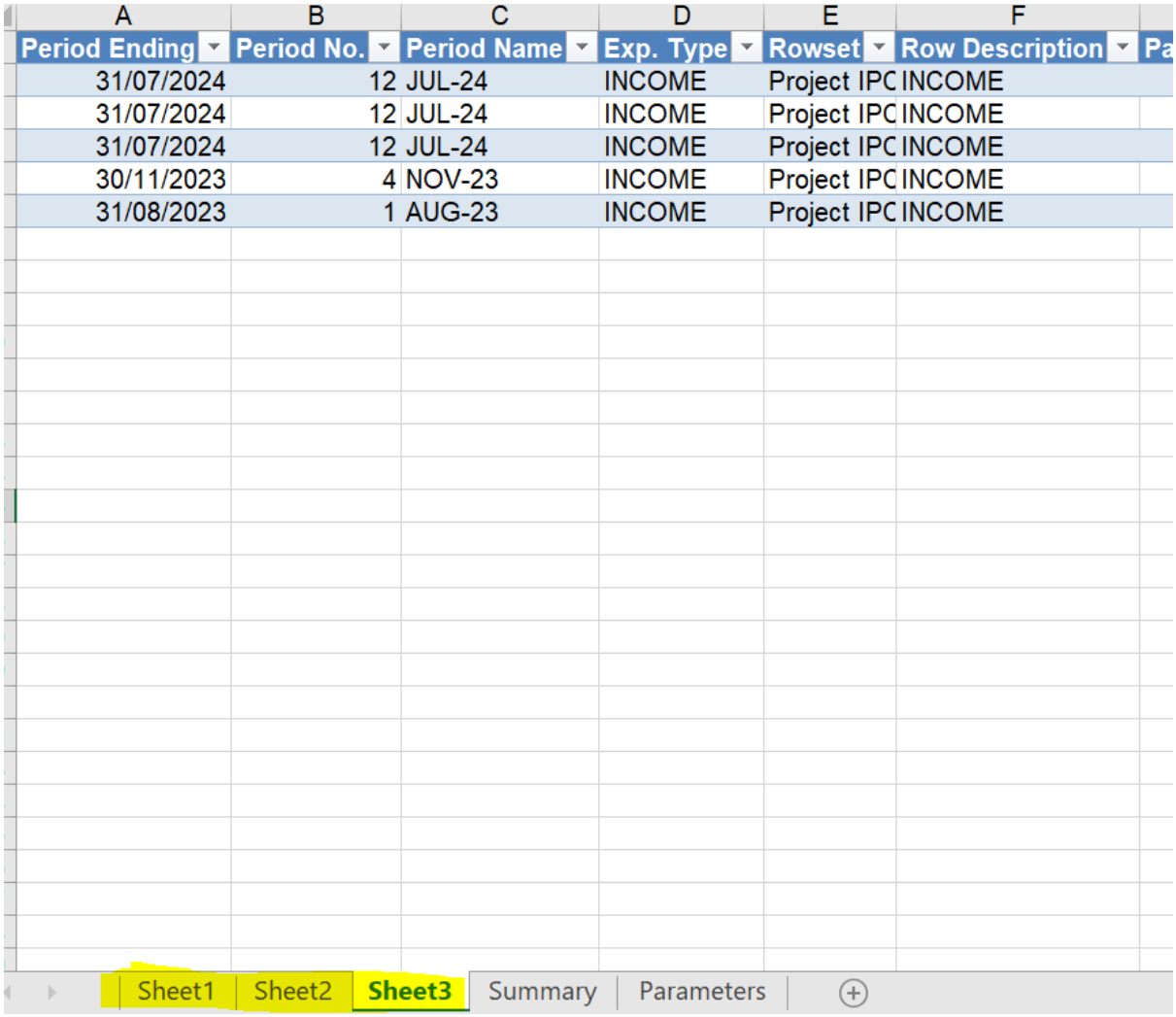
If you want to see the detail of all transactions for a project for the period, double click on the Balance YTD value.



	A	B	C	D	E	F	G	H	I	J	K
1	Period Ending	Period No.	Period Name	Exp. Type	Rowset	Row Description	Payroll No.	Payroll Surname	Payroll Forename	Amount	Journal Line D
2	31/07/2024	12	JUL-24	INCOME	Project IPC	INCOME				606	CRN00000028
3	31/07/2024	12	JUL-24	INCOME	Project IPC	INCOME				102288	23/24 Y/E Defe
4	31/07/2024	12	JUL-24	INCOME	Project IPC	INCOME				-102288	To reverse Jnls
5	31/07/2024	12	JUL-24	INCOME	Project IPC	INCOME				-42287.8	23/24 Accrual c
6	31/07/2024	12	JUL-24	INCOME	Project IPC	INCOME				-25636	SHLS CPD re-
7	31/07/2024	12	JUL-24	INCOME	Project IPC	INCOME				-1200	SHLS CPD re-
8	31/07/2024	12	JUL-24	INCOME	Project IPC	INCOME				-1000	Revenue accou
9	30/06/2024	11	JUN-24	INCOME	Project IPC	INCOME				-1200	INV000000273
10	30/06/2024	11	JUN-24	INCOME	Project IPC	INCOME				-2200	Revenue accou
11	30/06/2024	11	JUN-24	INCOME	Project IPC	INCOME				-600.2	Revenue accou
12	30/06/2024	11	JUN-24	INCOME	Project IPC	INCOME				-2200	Revenue accou
13	30/06/2024	11	JUN-24	INCOME	Project IPC	INCOME				-2200	Revenue accou
14	30/06/2024	11	JUN-24	INCOME	Project IPC	INCOME				-606	Revenue accou
15	31/05/2024	10	MAY-24	INCOME	Project IPC	INCOME				-606	INV000000266
16	30/04/2024	9	APR-24	INCOME	Project IPC	INCOME				-1000	INV000000261
17	30/04/2024	9	APR-24	INCOME	Project IPC	INCOME				-1000	INV000000261
18	30/04/2024	9	APR-24	INCOME	Project IPC	INCOME				-1000	INV000000261
19	30/04/2024	9	APR-24	INCOME	Project IPC	INCOME				-1000	INV000000261
20	30/04/2024	9	APR-24	INCOME	Project IPC	INCOME				-1000	INV000000257
21	30/04/2024	9	APR-24	INCOME	Project IPC	INCOME				1000	CRN00000025
22	30/04/2024	9	APR-24	INCOME	Project IPC	INCOME				-1000	Revenue accou
23	30/04/2024	9	APR-24	INCOME	Project IPC	INCOME				-1000	Revenue accou
24	30/04/2024	9	APR-24	INCOME	Project IPC	INCOME				1000	Revenue accou
25	30/04/2024	9	APR-24	INCOME	Project IPC	INCOME				606	Revenue accou
26	30/04/2024	9	APR-24	INCOME	Project IPC	INCOME				1000	Revenue accou
27	31/03/2024	8	MAR-24	INCOME	Project IPC	INCOME				-303	INV000000252
28	31/03/2024	8	MAR-24	INCOME	Project IPC	INCOME				-303	INV000000252
29	31/03/2024	8	MAR-24	INCOME	Project IPC	INCOME				-100	INV000000252
30	31/03/2024	8	MAR-24	INCOME	Project IPC	INCOME				-100	INV000000252
31	31/03/2024	8	MAR-24	INCOME	Project IPC	INCOME				-100	INV000000252

Sheet1 | Summary | Parameters

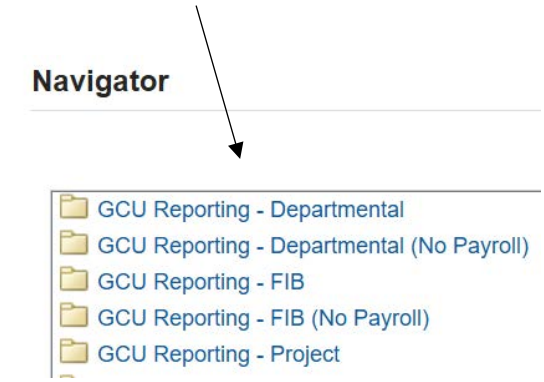
To go back to the main report, click on the Summary Tab.



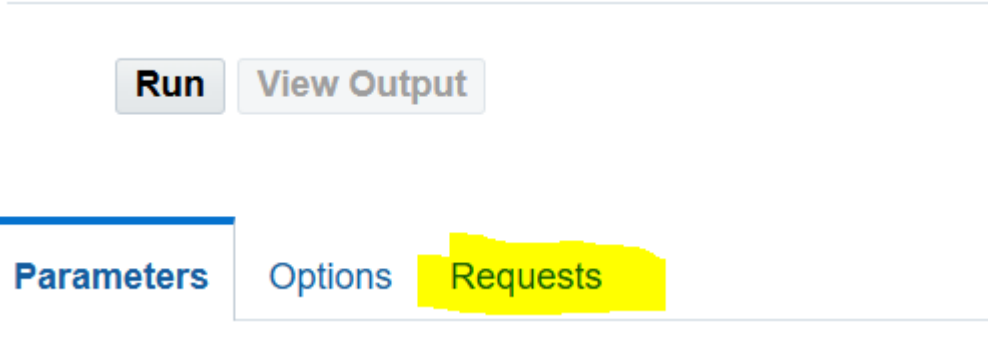
	A	B	C	D	E	F
	Period Ending	Period No.	Period Name	Exp. Type	Rowset	Row Description
	31/07/2024	12	JUL-24	INCOME	Project IPC	INCOME
	31/07/2024	12	JUL-24	INCOME	Project IPC	INCOME
	31/07/2024	12	JUL-24	INCOME	Project IPC	INCOME
	30/11/2023	4	NOV-23	INCOME	Project IPC	INCOME
	31/08/2023	1	AUG-23	INCOME	Project IPC	INCOME

For each query you run a new Sheet Tab will appear.

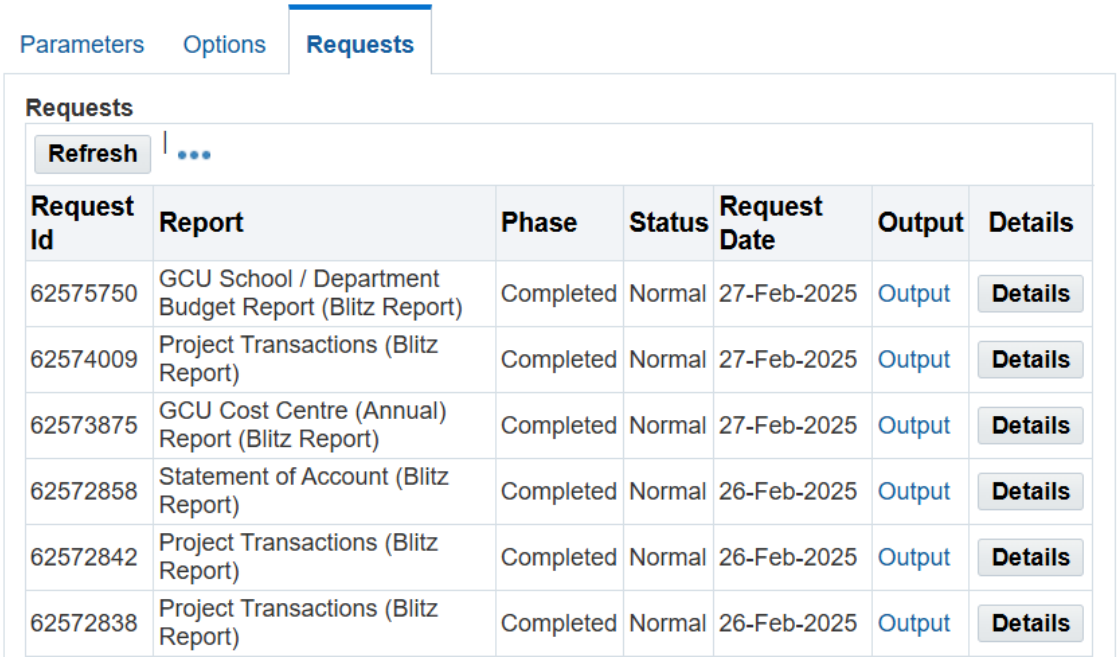
You can review your most recent reports requested by choosing a GCU Reporting Responsibility on the Navigator Pane



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