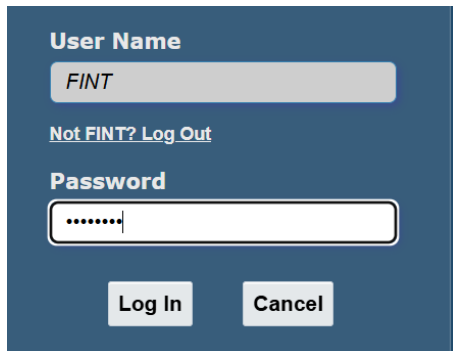


Project Summary (Annual & Flexfields) Report

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



The login form is a dark blue rectangle. It contains a 'User Name' field with the text 'FINT' inside. 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'.

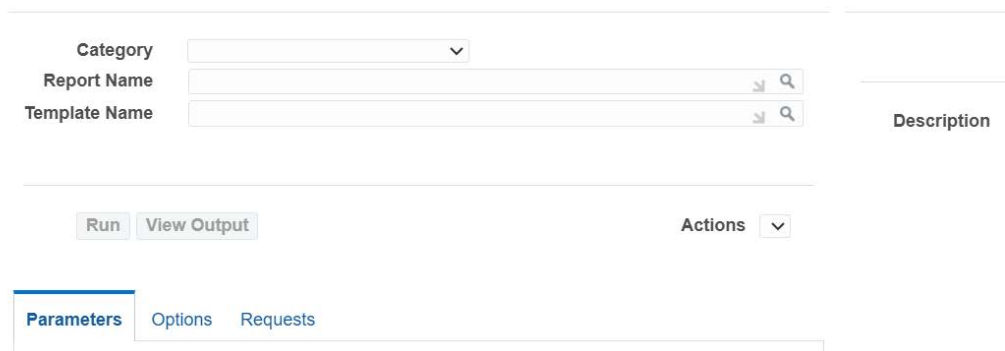
Click on the GCU Reporting responsibility from the navigator pane. Your responsibility will depend on your role.

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 area with three input fields: 'Category' (a dropdown menu), 'Report Name' (with a search icon), and 'Template Name' (with a search icon). To the right of these fields is a 'Description' column. Below the search area are two buttons: 'Run' and 'View Output'. To the right of these buttons is an 'Actions' dropdown menu. At the bottom, there is a tabbed interface with three tabs: 'Parameters' (which is selected and highlighted in blue), 'Options', and '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 [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: Report Name [v] **Go**

Results

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

Cancel **Select**

A list of reports will appear, select GCU Project Summary (Annual & Flexfields) 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 checked="" type="radio"/>		GCU Project Summary (Annual & Flexfields) Report	GCU Move To Production		
<input 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

Description

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

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 checked="" type="radio"/>		GCU Project Summary (Annual & Flexfields)	GCU Project Summary (Annual & Flexfields) Report	PJE1 (Peter Jennings)	Other

Cancel **Select**

Select the Project Summary (Annual & Flexfields) Report

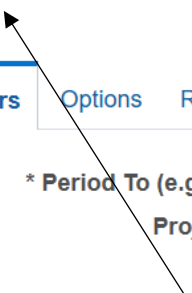
Reports

Category	<input type="text" value=""/>
Report Name	GCU Project Summary (Annual & Flexfields) Report
Template Name	GCU Project Summary (Annual & Flexfields)

Run	View Output	Actions <input type="text" value=""/>
------------	--------------------	---------------------------------------

Parameters	Options	Requests
-------------------	---------	----------

* Period To (e.g. JUL-24)	<input type="checkbox"/>	<input type="text" value="JUL-24"/>
Project Code	<input type="checkbox"/>	<input type="text" value=""/>



Complete the Period To Fields, then click on Run

Run	Refresh	Pending	Actions
------------	----------------	----------------	---------

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

Run	View Output	Actions
------------	--------------------	---------

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 Descript	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	<425,432>	7,510	31,925	0	<385,996>
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	<127,540>	0	123	0	<127,517>
CPD & TRAINING	M3241 - CPD - HEATH VISITING SUPPORT ACCOUNT	<110,000>	0	6,256	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 - NMSGC 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 HC SW FUND GGC	0	0	0	0	0
RESEARCH-UKGOVTNHS/LOCAL	R2102 - TO CLOSE - NMHP	<26,485>	0	0	0	<26,485>
RESEARCH-UKGOVTNHS/LOCAL	R2163 - CLOSED 07/25 - TRIPLE P EXTENSION 2015	<79,455>	105,940	<0>	0	26,485
RESEARCH-UKGOVTNHS/LOCAL	R2382 - DEVELOPMENT OF A MIXED CATHETER	<9,928>	0	<432>	0	<432>
RESEARCH-UKGOVTNHS/LOCAL	R2382 - DEVELOPMENT OF A MIXED CATHETER	<23,737>	33,637	28	0	9,928
RESEARCH-UKGOVTNHS/LOCAL	R2432 - CLOSED 03/23 SHAIP (CSO - SIRN)	<21,741>	0	0	0	<21,741>
RESEARCH-UKGOVTNHS/LOCAL	R2484 - CLOSED 07/24 - SKILLS RECOGNITION SCOTLAND	<62,081>	13,586	29,290	20,315	1,100
RESEARCH-UKGOVTNHS/LOCAL	R2520 - CLOSED MAY 24-SCOTLAND'S GAY MEN'S BAR SURVEY	<3,436>	0	0	0	3,436
RESEARCH-UKGOVTNHS/LOCAL	R2535 - NIHR - MANAGING PERCEPTUAL PROBLEMS IN STROKE	<22,778>	0	0	0	<22,778>
RESEARCH-UKGOVTNHS/LOCAL	R2535 - NIHR - MANAGING PERCEPTUAL PROBLEMS IN STROKE	22,778	0	0	0	22,778
RESEARCH-UKGOVTNHS/LOCAL	R2537 - CLOSED JULY 24-OBMSM BBS	<9,739>	0	0	9,759	0
RESEARCH-UKGOVTNHS/LOCAL	R2640 - THE EPREP CLINIC	<9,521>	5,565	3,957	0	0
RESEARCH-UKGOVTNHS/LOCAL	R2652 - CLOSED MAY 24-SIREN	<66,103>	40,512	44	25,548	<0>

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.

Period Ending	Period No.	Period Name	Exp. Type	Rowset	Row Description	Payroll No.	Payroll Surname	Payroll Forename	Amount	Journal Line
31/07/2024	12	JUL-24	INCOME	Project	IPC INCOME				606	CRN00000028
31/07/2024	12	JUL-24	INCOME	Project	IPC INCOME				102288	23/24 Y/E Defe
31/07/2024	12	JUL-24	INCOME	Project	IPC INCOME				-102288	To reverse Jnl
31/07/2024	12	JUL-24	INCOME	Project	IPC INCOME				-42287.8	23/24 Accrual c
31/07/2024	12	JUL-24	INCOME	Project	IPC INCOME				-25636	SHLS CPD re-
31/07/2024	12	JUL-24	INCOME	Project	IPC INCOME				-1200	SHLS CPD re-
31/07/2024	12	JUL-24	INCOME	Project	IPC INCOME				-1000	Revenue accou
30/06/2024	11	JUN-24	INCOME	Project	IPC INCOME				-1200	INV000000273
30/06/2024	11	JUN-24	INCOME	Project	IPC INCOME				-2200	Revenue accou
30/06/2024	11	JUN-24	INCOME	Project	IPC INCOME				-600.2	Revenue accou
30/06/2024	11	JUN-24	INCOME	Project	IPC INCOME				-2200	Revenue accou
30/06/2024	11	JUN-24	INCOME	Project	IPC INCOME				-2200	Revenue accou
30/06/2024	11	JUN-24	INCOME	Project	IPC INCOME				-606	Revenue accou
31/05/2024	10	MAY-24	INCOME	Project	IPC INCOME				-606	INV000000266
30/04/2024	9	APR-24	INCOME	Project	IPC INCOME				-1000	INV000000261
30/04/2024	9	APR-24	INCOME	Project	IPC INCOME				-1000	INV000000261
30/04/2024	9	APR-24	INCOME	Project	IPC INCOME				-1000	INV000000261
30/04/2024	9	APR-24	INCOME	Project	IPC INCOME				-1000	INV000000257
30/04/2024	9	APR-24	INCOME	Project	IPC INCOME				1000	CRN00000025
30/04/2024	9	APR-24	INCOME	Project	IPC INCOME				-1000	Revenue accou
30/04/2024	9	APR-24	INCOME	Project	IPC INCOME				-1000	Revenue accou
30/04/2024	9	APR-24	INCOME	Project	IPC INCOME				1000	Revenue accou
30/04/2024	9	APR-24	INCOME	Project	IPC INCOME				606	Revenue accou
30/04/2024	9	APR-24	INCOME	Project	IPC INCOME				1000	Revenue accou
31/03/2024	8	MAR-24	INCOME	Project	IPC INCOME				-303	INV000000252
31/03/2024	8	MAR-24	INCOME	Project	IPC INCOME				-303	INV000000252
31/03/2024	8	MAR-24	INCOME	Project	IPC INCOME				-100	INV000000252
31/03/2024	8	MAR-24	INCOME	Project	IPC INCOME				-100	INV000000252
31/03/2024	8	MAR-24	INCOME	Project	IPC INCOME				-100	INV000000252

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

Period Ending	Period No.	Period Name	Exp. Type	Rowset	Row Description	Pa
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	

Sheet1 Sheet2 **Sheet3** Summary Parameters (+)

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

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