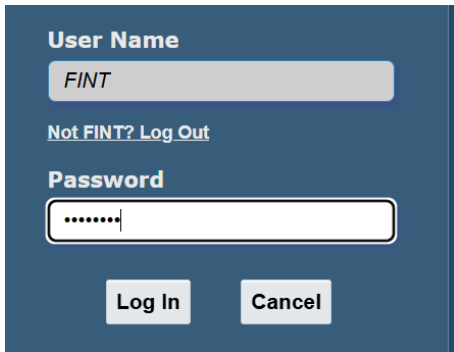


Cost Centre (Annual) Report

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' entered. Below it is a link that says 'Not FINT? Log Out'. The 'Password' field contains several dots. At the bottom are two buttons: 'Log In' and 'Cancel'.

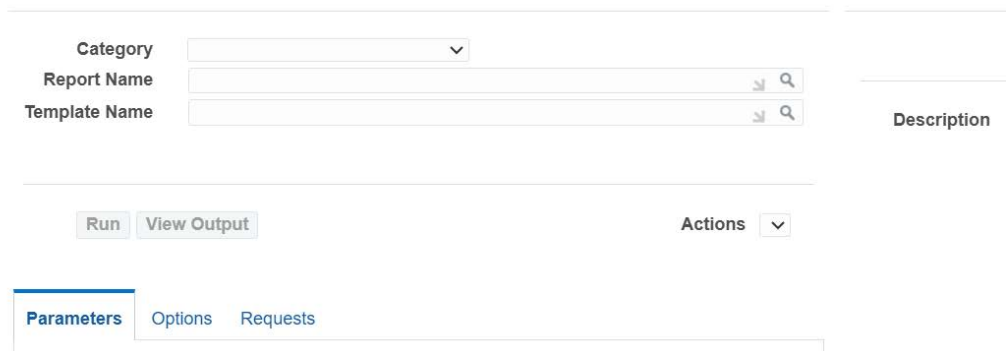
Click on the GCU Reporting responsibility from the navigator pane. Your responsibility will depend on your role.

Navigator

- Folder icon GCU Reporting - Departmental
 - Folder icon GCU Reporting - Departmental (No Payroll)
 - Folder icon GCU Reporting - FIB
 - Folder icon GCU Reporting - FIB (No Payroll)
 - Folder icon GCU Reporting - Project
- 

The below screen will generate:

Reports



The Reports screen features a search area with three input fields: 'Category' (with a dropdown arrow), 'Report Name' (with a search icon), and 'Template Name' (with a search icon). To the right is a 'Description' column. Below the search area are two buttons: 'Run' and 'View Output', followed by an 'Actions' dropdown menu. At the bottom, there are three tabs: 'Parameters' (which is selected), '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 **Go**

Results

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

Cancel **Select**

A list of reports will appear, select Cost Centre (Annual) Report

Results

Select	Quick Select	Report Name	Category	Description	MaxRunDate
<input checked="" 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 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

Results

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

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

Select the Cost Centre (Annual) Report

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

Results

Select	Quick Select	Template Name	Report Name	Owner	Sharing
<input checked="" type="radio"/>		GCU Cost Centre (Annual)	GCU Cost Centre (Annual) Report	PJE1 (Peter Jennings)	Other

Select the Cost Centre (Annual) 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**

Parameters Options Requests

* Period To (e.g. JUL-24) JUL-24

Project Code

Reports

Category	<input type="text" value=""/>	
Report Name	GCU Cost Centre (Annual) Report <input type="text"/>	
Template Name	GCU Cost Centre (Annual) <input type="text"/>	Edit

Run **View Output** **Actions**

Parameters Options Requests

* Period To (e.g. JUL-24) JUL-24

Cost Centre 10390

Complete the Period to and Cost Centre Fields, then click on Run

If you do not know your Cost Centre you can find it by clicking on the torch on the Cost Centre Field

The following screen will appear, click on Go

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

Results

Select	Quick Select	Value	Description
	No search conducted.		

Results

Select	Quick Select	Value	Description
<input checked="" type="radio"/>		10390	SCHOOL OF ENGINEERING & BUILT ENVIRONMENT SCHOOL OFFICE
<input type="radio"/>		10391	CLOSED - INSTITUTE OF ENGINEERING & BUILT ENVIRONMENT
<input type="radio"/>		10392	SCHOOL OF ENGINEERING & BUILT ENVIRONMENT GCU LONDON
<input type="radio"/>		10393	SCEBE RESEARCH STUDENTSHIPS
<input type="radio"/>		10394	SCEBE INTERNATIONAL
<input type="radio"/>		10395	SCEBE BUSINESS DEVELOPMENT
<input type="radio"/>		10396	SCEBE LEARNING AND TEACHING
<input type="radio"/>		10397	SCEBE ALC
<input type="radio"/>		10398	EBE U-HATCH
<input type="radio"/>		10399	SCEBE RESEARCH

Choose the Cost Centre and click **Select**

Actions

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

Actions

Click on View Output

A download file will appear, click on Open File

An Excel file will open with your Cost Centre report. You can edit and save the file as required.

Income and Expenditure	Account	Base Budget (Annual)	Virements (Total)	Revised Budget (Annual)	Revised Budget (YTD)	Actual (YTD)	Variance (YTD)	Budget Remaining
	TEMP ACADEMIC	0	0	0	0	282,007	<282,007>	<282,007>
	MANUAL	0	0	0	0	2,480	<2,480>	<2,480>
	CASUAL HOURS	57,800	0	57,800	57,800	176,290	<118,490>	<118,490>
	ACAD AGENCY STAFF COSTS	0	0	0	0	80,876	<80,876>	<80,876>
	PAYROLL - MNGT REPORTING	<121,200>	0	<121,200>	<121,200>	0	<121,200>	<121,200>
	PAYROLL RECOVERIES	0	0	0	0	<148,624>	148,624	148,624
	TURNOVER SAVINGS	<180,700>	0	<180,700>	<180,700>	0	<180,700>	<180,700>
PAYROLL Total		6,984,300	0	6,984,300	6,984,300	7,096,035	<111,735>	<111,735>
OTHER COSTS								
	1000 - COMPUTER SOFTWARE	5,000	0	5,000	5,000	0	5,000	5,000
	1001 - EQUIPMENT - COMPUTER & AV	0	0	0	0	500	<500>	<500>
	1002 - EQUIPMENT - OTHER	1,000	0	1,000	1,000	<1,028>	2,028	2,028
	1025 - STUDENTS TRAVEL	0	0	0	0	489	<489>	<489>
	1026 - GIFTS/HOSPITALITY - STUDENT EVENTS	0	0	0	0	98	<98>	<98>
	1027 - STUDENT PLACEMENT	0	0	0	0	84,800	<84,800>	<84,800>
	1032 - GIFTS/HOSPITALITY - EXTERNALS	0	0	0	0	474	<474>	<474>
	1034 - GIFTS/HOSPITALITY - STAFF	0	0	0	0	986	<986>	<986>
	1035 - STAFF DEVELOPMENT - UNIVERSITY COURSE/CONFERENCE FEE	0	0	0	0	421	<421>	<421>
	1038 - SUBSCRIPTION/MEMBERSHIP FEES - UNIVERSITY	0	0	0	0	1,015	<1,015>	<1,015>
	1058 - OTHER EXTERNAL SERVICE FEES	45,000	0	45,000	45,000	235,062	<190,062>	<190,062>
	1059 - OVERSEAS AGENT FEES	0	0	0	0	45	<45>	<45>
	1061 - LABORATORY & PRINT ROOM SUPPLIES	1,500	0	1,500	1,500	876	624	624
	1065 - STUDENTSHIPS	20,000	0	20,000	20,000	<2,050>	22,050	22,050
	1068 - STAFF DEVELOPMENT - COURSE/CONFERENCE FEE	23,100	0	23,100	23,100	2,319	20,781	20,781
	1071 - NON STAFF TRAVEL - ACCOMMODATION COSTS	0	0	0	0	269	<269>	<269>
	1072 - NON STAFF TRAVEL - TRANSPORT COSTS	0	0	0	0	341	<341>	<341>
	1073 - STAFF EXPENSES CLAIM - UK SUBSISTENCE	2,100	0	2,100	2,100	358	1,742	1,742
	1074 - STAFF EXPENSES CLAIM - UK MILEAGE	1,400	0	1,400	1,400	29	1,371	1,371
	1075 - STAFF TRAVEL - OTHER OVERSEAS ACCOMMODATION	6,800	0	6,800	6,800	695	6,105	6,105
	1076 - STAFF TRAVEL - OTHER OVERSEAS TRANSPORT COSTS	6,900	0	6,900	6,900	532	6,368	6,368
	1077 - STAFF TRAVEL UK ACCOMMODATION	10,300	0	10,300	10,300	1,279	9,021	9,021
	1078 - STAFF TRAVEL UK TRANSPORT COSTS	17,100	0	17,100	17,100	1,478	15,622	15,622
	1079 - TAXI HIRE - TOA ACCOUNT	700	0	700	700	452	248	248
	1080 - STAFF EXPENSES CLAIM - OTHER OVERSEAS SUBSISTENCE	2,700	0	2,700	2,700	149	2,551	2,551
	1081 - LONG SERVICE AWARDS	0	0	0	0	300	<300>	<300>
	1251 - BOOKS	2,400	0	2,400	2,400	0	2,400	2,400
	1310 - MOBILE PHONE CALL CHARGES	100	0	100	100	218	<118>	<118>
	1330 - ADVERTISING - HOME & EU STUDENT RECRUITMENT	0	0	0	0	300	<300>	<300>
	1335 - ADVERTISING - STAFF RECRUITMENT	3,000	0	3,000	3,000	255	2,745	2,745
	1341 - STATIONERY & OFFICE SUPPLIES	1,000	0	1,000	1,000	2,720	<1,720>	<1,720>
	1374 - RECRUITMENT - RELOCATION EXPENSES	0	0	0	0	1,907	<1,907>	<1,907>

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.

Period Name	Group	Rowset	Row Description	Payroll No.	Payroll Surname	Payroll Forename	Payroll Post	Amount	Journal Batch Ref	Journal Line Desc	Journal No.
JUL-24		Income/Pa	OTHER COSTS					108.47		RECODE ER322356 G	26054
JUL-24		Income/Pa	OTHER COSTS					10.39		Accrual of Credit Card	3838
JUN-24		Income/Pa	OTHER COSTS					313.87		unknown Fuel for the period ended 28th	
MAY-24		Income/Pa	OTHER COSTS					304.61		unknown Fuel for period up to 29th Jan	
APR-24		Income/Pa	OTHER COSTS					1094.4		79396 Introduction to MIG/MAG Weldi	
APR-24		Income/Pa	OTHER COSTS					1656		62948 course on Safe Use of Power T	
FEB-24		Income/Pa	OTHER COSTS					300		Journal Import Created	
FEB-24		Income/Pa	OTHER COSTS					885.6		unknown 1 1/4 inch die, 180 degree at 1	
FEB-24		Income/Pa	OTHER COSTS					335.16		unknown Fuel for period up to 29th Jan	
JAN-24		Income/Pa	OTHER COSTS					311.87		unknown Fuel for period up to 28th Dec	
JAN-24		Income/Pa	OTHER COSTS					83.35		unknown Confidential Waste service da	
JAN-24		Income/Pa	OTHER COSTS					139.13		Journal Import Created	
DEC-23		Income/Pa	OTHER COSTS					10.2		204622 Pifco 204622 Erin Murray	
NOV-23		Income/Pa	OTHER COSTS					295.74		unknown Fuel for period ended 29.04.2	
NOV-23		Income/Pa	OTHER COSTS					106.2		unknown Confidential Waste service da	
OCT-23		Income/Pa	OTHER COSTS					304.61		unknown Fuel for the period ended 28th	
OCT-23		Income/Pa	OTHER COSTS					99.78		unknown Historical Confidential Waste	
OCT-23		Income/Pa	OTHER COSTS					108.08		unknown Historical Confidential Waste	
SEP-23		Income/Pa	OTHER COSTS					-1200		Journal Import Created	
SEP-23		Income/Pa	OTHER COSTS					-63.6		Journal Import Created	
SEP-23		Income/Pa	OTHER COSTS					304.61		unknown Fuel for the period ended 29.1	
AUG-23		Income/Pa	OTHER COSTS					381.59		unknown Fuel supply for period ending 29	
AUG-23		Income/Pa	OTHER COSTS					295.74		unknown Fuel for the period ending 29	
AUG-23		Income/Pa	OTHER COSTS					98.47		unknown Confidential Waste service16t	
AUG-23		Income/Pa	OTHER COSTS					7200		unknown IYWAE Prototyping Partner -	
AUG-23		Income/Pa	OTHER COSTS					-12		Journal Import Created	
AUG-23		Income/Pa	OTHER COSTS					316.61		unknown Fuel for period up to 29th Jul	

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

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

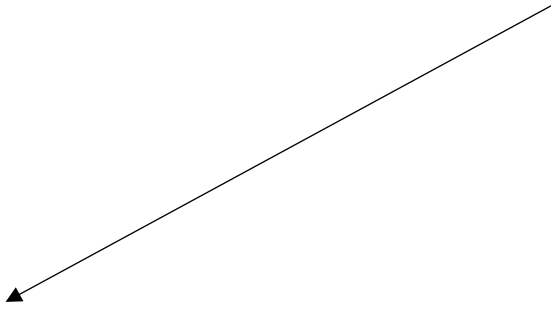
Period Ending	Period No.	Period Name	Group	Rowset	Row Description	Payroll No.	Payroll Surname	Payroll Forename	Payroll Post	Amount	Journal B.
31/08/2023	1	AUG-23		Income/Pa	INCOME					-1540	
31/08/2023	1	AUG-23		Income/Pa	INCOME					-5860	
31/08/2023	1	AUG-23		Income/Pa	INCOME					-1125	
31/08/2023	1	AUG-23		Income/Pa	INCOME					-1075	
31/08/2023	1	AUG-23		Income/Pa	INCOME					2250	
31/08/2023	1	AUG-23		Income/Pa	INCOME					550	
31/08/2023	1	AUG-23		Income/Pa	INCOME					2150	
31/08/2023	1	AUG-23		Income/Pa	INCOME					2200	
31/08/2023	1	AUG-23		Income/Pa	INCOME					2250	
31/08/2023	1	AUG-23		Income/Pa	INCOME					-1125	
31/07/2024	12	JUL-24		Income/Pa	INCOME					-488	
31/07/2024	12	JUL-24		Income/Pa	INCOME					7696	
31/07/2024	12	JUL-24		Income/Pa	INCOME					-2200	
31/07/2024	12	JUL-24		Income/Pa	INCOME					575	
31/07/2024	12	JUL-24		Income/Pa	INCOME					575	
30/06/2024	11	JUN-24		Income/Pa	INCOME					-575	
30/06/2024	11	JUN-24		Income/Pa	INCOME					-575	
31/05/2024	10	MAY-24		Income/Pa	INCOME					488	
31/05/2024	10	MAY-24		Income/Pa	INCOME					-2200	
31/05/2024	10	MAY-24		Income/Pa	INCOME					-2440	
31/05/2024	10	MAY-24		Income/Pa	INCOME					1100	
31/05/2024	10	MAY-24		Income/Pa	INCOME					1100	
31/05/2024	10	MAY-24		Income/Pa	INCOME					-1100	
31/05/2024	10	MAY-24		Income/Pa	INCOME					456	
31/05/2024	10	MAY-24		Income/Pa	INCOME					-488	
30/04/2024	9	APR-24		Income/Pa	INCOME					2014	
30/04/2024	9	APR-24		Income/Pa	INCOME					-575	
30/04/2024	9	APR-24		Income/Pa	INCOME					-575	

Sheet1 Sheet2 Summary Parameters

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

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