

Discoverer Financials Cost Centre & Project Reporting Guide

Finance Office Version 4 December 2010

Discoverer Financials Reporting Guide

Finance Office V4

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Finance Office V4

Gaining Access to Discoverer Financials

Access to Discoverer Financials

The setting up of new user accounts for Discoverer Financials will be organised by the Finance Office.

Training will be given by Management Accounting to all staff that require access to Discoverer Financials.

New Staff Members and Extra Users

New Staff members and extra users should complete the <u>Discoverer Financials</u> <u>Access Form</u> available on the Finance Office website.

Access to Reporting Levels within Discoverer Financials

There are currently three different levels of access within the system and they are described below.

Cost Centre Summary Reporting Level

This is designed for Cost Centre Managers. Access to Cost Centres is in line with budget responsibilities.

Access for extra users can be arranged by completing the <u>Discoverer Financials</u> <u>Access Form</u> available on the Finance Office website.

Cost Centre Summary Reporting Level (Non-Payroll)

This is designed for users who are to have access to view Cost Centre information without having access to detailed payroll information.

Again access for extra users can be arranged by completing the <u>Discoverer</u> <u>Financials Access Form</u> available on the Finance Office website.

Project Account Reporting Level

This is designed for Project account holders (i.e. research accounts, conference accounts, personal development accounts etc). Automatic Discoverer Financials access will be given to the account holder, Dean, School Manager and Heads of Departments as part of the account set up procedure.

As above, access for extra users can be arranged by completing the <u>Discoverer</u> <u>Financials Access Form</u> available on the Finance Office website.

Running Project Reports

When running project reports within Discoverer Financials, the Project drop down menu will only display Projects that have activity within the period you have chosen to run the report for.

Printing

To produce the reports shown on screen in a printer friendly format Adobe Acrobat Version 7 (or above) is required.

This can be downloaded from: <u>http://www.adobe.com/products/acrobat/readstep2.html</u>

Queries

If you have any problems accessing a Project account or a Cost Centre that you think you should have access to, then please send details to <u>ma@gcu.ac.uk</u>

Passwords

If you have forgotten your password or have a problem logging onto the system please contact the Information Services Helpdesk isd@gcu.ac.uk

Logging on

• Access to the system is through a portal. The link can be found on the Finance Office web page under the Discoverer Financials section



• Follow link to portal and enter your Username and Password

		OK Cancel
Sign In	Circ On which and an end to sime in	
Enter your Single	Sign-On user name and password to sign in.	
	User Name	
	Password	
		OK Cancel
Jnauthorized use of this site is proh Copyright © 1999, 2007 Oracle. All I	bited and may subject you to civil and criminal prosecution. ights reserved.	

 Under the section Navigator select the link to GCU Reporting. This is shown by the arrow below

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Worklist				Favorites
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THP <u>Monthant Access</u> - Specify which users Navigator GCU Reporting - Finance Office Preferences SSWA	can view and act upon your notifications.		(Edit Navigator)	

 There are 2 Cost Centre and 5 Project level reports available on the Discoverer Financials System

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- <u>Cost Centre (Annual) Report</u> This is the annual summary report from which users can drill down into detailed information on payroll, other cost expenditure, income, virements and commitments on their Cost Centre(s) within the Main Teaching Budget.
- <u>Cost Centre (Annual Non Payroll) Report</u> This is the annual summary report from which users can drill down into detailed information on other cost expenditure, income, virements and commitments on their Cost Centre(s) within the Main Teaching Budget for a selected financial year.
- Project (Annual Budget) Report This is the annual summary report from which users can drill down into detailed information on payroll, other cost expenditure, income, virements and commitments on their Budgeted Projects.
 - **N.B.** Budgeted Projects are project accounts prefixed by a C,E,F and S.

- <u>Project (Multi Period) Report</u> This is a report from which users can drill down into detailed information on payroll, other costs and income for two user specified dates. This report can be run across different financial years. This report is not to be used for a single month report (find the Project (Single Period) Report below).
- <u>Project (Single Period) Report</u> This is a report from which users can drill down into detailed information on payroll, other costs and income for a single month.
- <u>Project Summary (Annual) Report</u> This is a report that gives an annual view of projects linked to a specific Cost Centre. It has a drill down facility to detailed information on payroll, other cost expenditure, income, overhead recovery and outstanding commitments.
- Project Summary (Annual Budget) Report This is a report that gives an annual view of budgeted projects linked to a specific Cost Centre. It has a drill down facility to detailed information on payroll, other cost expenditure, income, overhead recovery and outstanding commitments.
 - **N.B.** Budgeted Projects are project accounts prefixed by a C,E,F and S.

Note: The calendar shown on the drop down menus is for the financial years 2006/07 through to the current financial year. The University's financial year runs from **August** to **July**.

When running reports for the financial years 2006/07, 2007/08 and 2008/09, please note that the parameters for selecting a month also operates in financial years. For example January 2009 (calendar year) will appear as 'Jan -08'.

When running reports for financial years 2009 onwards the parameters alter and appear in calendar years. For example January 2010 (calendar year) will appear as 'Jan-10'.

Using: Cost Centre (Annual) Report

	ORACLE Discoverer Viewer Business Intelligence			Preferences Exit Loqout
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	Worksheet List			
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elect Cost	Cost Centre Summary			
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ummary	Payroll			
•	Income & Expenditure			
1	Commitments			

Select Cost Centre Summary from the menu above and the following screen will appear

ORACLE Discoverer Viewe Business Intelligence	r	Preferences Exit Logout Help
<u>Connect</u> > <u>Workbooks</u> >	hst Centre Summary	
Last run Wednesday, March 10, 2 Worksheets Cost Centre Summary <u>Virements</u> Payroll Income & Expenditure Commitments	O10 09:13:19 AM IST Parameters Needed Select values for the following parameters. * Indicates required field * Period To Gg	Click on torch to select period you wish to run report to
Copyright (c)2000, 2005 Oracle Corporatio About OracleBI Discoverer Version 10.1.2 Oracle Technology Network	<u>Preferences</u> <u>Exit</u> <u>Logout</u> <u>Help</u> <u>55 28</u>	

• Click on the torch and select period you wish to run report to then click on select. The report will always run from the start of the financial year i.e. August

ORAC Busines	S Intelligence		Help	
Search	and Select: Period To			
This page	e enables you to select the parameter values	(Cancel)	(Select)	
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To find	d the value, select a filter in the drop down list and enter a word in the text field, then click the go	button. To see a li	st of all	
values	s, clear the search box and click the go button			
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		Cancel	Select	
	Help			
	a)2000, 2005 Oracle Corporation, All rights reserved.			

• Once the period is selected click on select and the following report appears

ORACLE Discoverer Viewer Business Intelligence	Preferences	<u>Exit</u>	Logout H	elp
Connect > Workbooks > University Cost Centre - Cost Centre Summary				•
Last run Monday, March 8, 2010 04:09:25 PM IST (Worksheets Cost Centre Summary Virements Payroll Income & Expenditure Commitments				
Copyright (c)2000, 2005 Oracle Corporation All rights reserved. Alcout Oracle® Discoverse Version 10.1.2.55.26 Cracle Technology Network				
report				

- Click on Go
- The following screen will appear whilst the report is generating. No action required

ORACLE Discoverer Viewer Business Intelligence	Hel	1
Cost Centre Summary		-
Query Progress		
Estimated Time Unknown Elapsed Time 00:00:17 Current status Running query		
(Cancel) (<u>R</u> efresh)		
In the Volume of the refresh rate of this page. Please check with your OracleAS administrator or the OracleBI Discoverer documentation for more details.		

 Select the Cost Centre that you wish to view from the drop down list. The report will automatically generate



- The **Cost Centre (annual non-payroll)** option will not allow you to drill down on payroll detail
- Drilldown is available on the figures in the Virements, Actual YTD (Year to Date) and Commitment Outstanding columns.

Note: When you click on the arrow to drilldown to detail you will need move your mouse over and click on either "Payroll YTD" for payroll detail or "Income and Expenditure YTD" for other costs and income detail.

- <u>Base Budget Annual</u> This is the original budget outlined at the start of the financial year
- <u>Virements</u> These are any additions or reductions made to the annual base budget
- **<u>Revised Budget Annual</u>** This is the original budget adjusted for any virements
- <u>Revised Budget YTD</u> This is the phased budget to the period that the report is run to (E.g. Feb-10)
- Actual YTD This is the expenditure to the period that the report is run to
- <u>Variance YTD</u> This is the Revised Budget YTD <u>minus</u> Actual YTD
- <u>Commitment Outstanding</u> Goods / Services ordered on Pecos, that have not yet been receipted
- <u>Budget Remaining</u> This is the Annual Revised Budget <u>minus</u> Actual YTD <u>minus</u> Commitments Outstanding
- *Note*: '<....>' represents an overspend on the Cost Centre Reports. No brackets means there are funds available

• Selecting a figure in the **Virements** column returns a report similar to that shown below

Create printer friendly format Export to Excel	Actions Rerun query Revent to saved Printable page Export Send as email Worksheet options Worksheets Cost Centre Summary Virements Payroll Income & Expenditure Commitments	Period To : 'FEB- Parameters Select values for the te * Indicates required field * Period To * Budget * Drilldown Cost Centre * Drilldown Line * Drilldown Line * Drilldown Line * Drilldown Account Cg Table Tools Lavout Form	10', Base Budget : 'GCU FIB 09_10' Line : '20 - PAYR ollowing parameters. [FEB-10' [GCU FIB 09_10' [10450 - SCHOOL OF ENGINEERIN] [20 - PAYROLL' [B513 - PART TIME HOURS'] at Stoolight Sort Rows and Columns	Cost Centre Virements , Drilldown Cost Centre : '10450 - SCHOOL C DLL' , Drilldown Account : 'B513 - PART TIME	DF ENGINEI HOURS'	ERING & COMPUTING' , Drilldown
		Posted Date	Journal Reference	Description	Amount	
		03-NOV-2009 JD3	1100911 Budget - Journal 2101307: B 31707	MOVING PART-TIME HOURS BETWEEN DEPARTMENTS	29,000.00	
					29,000.00	

- Posted Date This is the date that the virement was entered onto the finance system
- Journal Reference This is the unique identifier number that should be quoted to the finance office should you have any queries
- <u>Description</u> This is a description of why the virement has been processed
- <u>Amount</u> This is the total amount vired

• Selecting a figure in the **Commitment Outstanding** column returns a report similar to that shown below

Create printer	Actions Rerun query Revert to saved Printable page Export	Period To ▼Parameters	: 'FEB-10' , Base Budget : 'G	Cost Centre Commitment Outstanding CU FIB 09_10' , Drilldown Cost Centre : '10700 - SCHOOL OF THE BUILT & NAT ENV' , Drilldow Drilldown Account : '1001 - EQUIPMENT - COMPUTER & AV'	vn Line : '30 - (OTHE
friendly format	Send as email Worksheet options Worksheets	* Indicates required * Period	To FEB-10			
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	Expenditure Commitments	★ Drilldo Accou ✓ Table ► Tools Layout	Int 1001 - EQUIPMENT - COMPU			
		PO Number	Account Name	Transaction Line Description	Amount	Voucl No.
			r	р		
		GCU3331 DEL	L COMPUTER CORPORATION LTD	227911 Dell 19-inch E190S Black Value Flat Panel Monitor	522.64	
		GCU3331 DEL	L COMPUTER CORPORATION LTD	210-26883 GCal Desktop - Optipiex 760 D1: Base;OptiPiex 760 D1: Standard Base Desktop Chassis 210-26883 Dall OptiPiex 760 Desktop With Campus OS: Base;OptiPiex 760 D1: Standard Base Desktop Chassis	2,613.20	_
		GCU3753 TAD	COMPONENTS TD	202240 LISB Ext Hard drive - Freecom Toughdrive 250GB Fiona Turner	<0.01>	_
		GCU4343 DEL	L COMPUTER CORPORATION LTD	210-29056 Latitude E6500 Laptop: Base;Latitude E6500 - IntelREG Core 2 Duo P9700 (2.80GHz 1066MHz 6MB)	2,175.28	
					6,175.72	
	Copyright (c)2000, 2005 On About OracleBI Discoverer	acle Corporation. All right Version 10.1.2.55.26	s reserved.	Preferences Exit Logout Help		

- **<u>PO Number</u>** This is the purchase order number
- Account Name This is the name of the supplier to be paid for good / services
- <u>Description</u> This is a description of the goods / services ordered
- <u>Amount</u> This is the total amount of the goods / services ordered

• Selecting a figure in the **other costs Actual YTD** column will return a report similar to that shown below

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			Name		Journal Line Description	Amount	Posted Date	Voucher No.	PO Number	Journal No.	Invoice No.
			Name			Amount	Posted Date	Voucher No.	PO Number	Journal No.	Invoice No.
		1	AUG-09	L1691 TAXI CHARGES TO JUNE 09	Journal Import Created	Amount 186.39	Posted Date 12-AUG-2009	Voucher No. 137467	PO Number	Journal No.	Invoice No.
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Period expenditure shows on		1 1 2 2 2	AUG-09 AUG-09 SEP-09 SEP-09 SEP-09	L1691 TAXI CHARGES TO JUNE 09 L1691 TAXI CHARGES JUL 09 L1691 TAXI CHARGES AUG 09	Journal Line Description	Amount 186.39 <186.39> 149.34 477.85 <268.60>	Posted Date 12-AUG-2009 15-AUG-2009 23-SEP-2009 23-SEP-2009 06-OCT-2009	Voucher No. 137467 141445 141446	PO Number	Journal No. 589 4146	Invoice No. 88927-88966 92367-92394 95826 - 95856
Period expenditure shows on report		1 1 2 2 2 2 2	AUG-09 AUG-09 SEP-09 SEP-09 SEP-09 SEP-09	L1691 TAXI CHARGES TO JUNE 09 L1691 TAXI CHARGES JUL 09 L1691 TAXI CHARGES AUG 09	Journal Life Description Journal Import Created ACCRUAL OF VOUCHER 137467 Journal Import Created Journal Import Created TAXI FOR HOWDEN STAFF/VISITORS FROM K4076 TAXI FOR HOWDEN ACADEMY COHORT 4 FROM K4076	Amount 186.39 <186.39> 149.34 477.85 <268.60> <15.40>	Posted Date 12-AUG-2009 15-AUG-2009 23-SEP-2009 23-SEP-2009 06-OCT-2009 06-OCT-2009	Voucher No. 137467 141445 141446	PO Number	Journal No. 589 4146 4146	Invoice No. 88927-88966 92367-92394 95826 - 95856
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Period expenditure shows on report		1 1 2 2 2 2 2 4 5 6 6 8	AUG-09 AUG-09 SEP-09 SEP-09 SEP-09 SEP-09 NOV-09 DEC-09 JAN-10	L1691 TAXI CHARGES TO JUNE 09 L1691 TAXI CHARGES JUL 09 L1691 TAXI CHARGES JUL 09 L1691 TAXI CHARGES AUG 09 99549 TAXI INVOICE 30-09-09 REIMBURSEMENT TOA TAXI ACCOUNT SEP 2009 L1691 TAXI INVOICE COU 09 L1691 TAXI INVOICE COU 09	Journal Line Description Journal Import Created ACCRUAL OF VOUCHER 137467 Journal Import Created Journal Import Created TAXI FOR HOWDEN STAFFAISITORS FROM K4076 TAXI FOR HOWDEN ACADEMY COHORT 4 FROM K4076 Journal Import Created Revenue account for Invoice 55613. Journal Import Created	Amount 186.39 <186.39> 149.34 477.85 <268.60> <15.40> 492.10 <341.00> 600.21 429.02	Posted Date 12-AUG-2009 15-AUG-2009 23-SEP-2009 23-SEP-2009 06-OCT-2009 06-OCT-2009 16-NOV-2009 18-DEC-2009 08-JAN-2010	Voucher No. 137467 141445 141446 146384 150442 150442	PO Number	Journal No. 589 4146 4146	Invoice No. 88927-88966 92367-92394 95826 - 95856 30-09-09 55613 103942-103981
Period expenditure shows on report		1 1 2 2 2 2 2 2 4 5 6 6 6 7	AUG-09 AUG-09 SEP-09 SEP-09 SEP-09 SEP-09 NOV-09 DEC-09 JAN-10 JAN-10	L 1691 TAXI CHARGES TO JUNE 09 L 1691 TAXI CHARGES JUL 09 L 1691 TAXI CHARGES JUL 09 99549 TAXI INVOICE 30-09-09 REIMBURSEMENT TOA TAXI ACCOUNT SEP 2009 L 1691 TAXI INVOICE OCT 09 L 1691 TAXI INVOICE OCT 09 L 1691 TAXI INVOICE OCT 09	Journal Line Description Journal Import Created ACCRUAL OF VOUCHER 137467 Journal Import Created TaXI FOR HOWDEN STAFF/ISITORS FROM K4076 TAXI FOR HOWDEN ACADEMY COHORT 4 FROM K4076 Journal Import Created Revenue account for invoice 55613. Journal Import Created Journal Import Created Journal Import Created	Amount 186.39 <186.39> 149.34 477.85 <268.60> <15.40> 492.10 <341.00> 600.21 429.02 119.63	Posted Date 12-AUG-2009 15-AUG-2009 23-SEP-2009 23-SEP-2009 06-OCT-2009 16-NOV-2009 18-DEC-2009 08-JAN-2010 08-JAN-2010	Voucher No. 137467 141445 141445 141446 146384 150442 150448 154462	PO Number	Journal No. 589 4146 4146	Invoice No. 88927-88966 92367-92394 95826 - 95856 30-09-09 55613 103942-103981 107277-10732C

Report Headings

Create

- Period Number This is the period in which the transaction was entered into the Finance system. Period 1 denotes the start of the financial year i.e. August
- <u>Period Name</u> This is the name of the period in which the transaction was entered into the finance system
- Invoice Line Description This is a description of the goods / services ordered through manual PO's and the Pecos system. Goods not ordered through the Pecos system will return a blank entry
- Journal Line Description

 This is a description of goods / services through manual PO's, the Pecos system, and journal entries e.g. expenditure transfers. Price differences from the Pecos system will have the description "Journal Import Created"
- Amount This is the amount paid for the goods / services
- **Posted date** This is the date the transaction was entered onto the finance system
- <u>Voucher No</u> This is the unique identifier number that should be quoted to the finance office should you have any queries (for Pecos entries only)
- PO Number This is the purchase order number
- Journal Number This is the unique identifier number that should be quoted to the finance office should you have any queries (for non-Pecos entries)

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- Invoice Number This is the invoice number quoted on the supplier invoice
- Account Name This is the name of the supplier who has been paid
- <u>Transaction Date</u> For non-Pecos entries this is the date on the invoice. For Pecos entries this is the date the order was sent to the supplier
- Selecting a figure in the **payroll Actual YTD** column will return a report similar to that shown below. Information will be summarised by employee where possible.
- Payroll drilldown will not work for the Cost Centre (non payroll) option

Actions Benun query Bevent to saved Printable page	Cost Centre Payroll Analysis Period To: 'FEB-10', Base Budget: 'GCU FIBO (10', Dirlidom Cost Centre '10600 - 0.4LEDONIAN BUSINESS SCHOOL', Drilldown Line : '20 -PAYROLL', Drilldown Account : 'B03 - MANUAL' Parameters	
Esont Send as. smail Worksheets options Worksheets Cost Centre Summary Visconsets Payrol Domnitments	Seciet values for the Silvering parameter. - Moders Media - Plands To FEB 07 - Buildson Cast - Buildson Cast - Buildson	Default period for report if no month chosen
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 To view payroll for a specific month, select a month from the dropdown menu. If no month is selected the figures will be for payroll costs from August to the "period to" month selected

<u>Report Headings</u>

- <u>Payroll Number</u> This is a unique employee number
- **Payroll Surname / Forename** This is the name of the employee
- <u>Amount</u> This is the total transaction amount, including oncosts
- Journal No This is the unique identifier number that should be quoted to the finance office should you have any queries
- Invoice Number This is the invoice number quoted on the supplier invoice
- Journal Line Description
 This is a description of any manual adjustment made by journal entry. Any entries processed through the payroll will have the description "Journal Import Created"

- Invoice Line Description This is a description of the personnel services paid by invoice
- Account Name This is the name of the supplier paid for good / services
- **<u>PO Number</u>** This is the purchase order number
- <u>Voucher No</u> This is the unique identifier number that should be quoted to the finance office should you have any queries
- Payroll Post This is a description of employee post title

Using: Project Account Reports

Project (Annual Budget) Report

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Select Project	¢	Management Acc Payroll_1.DIS		JMU	Thursday 16 September 2010 12:26:28 IST
Annual Budge	t 🔶	Project (Annual) Report	Project (Annual) Report	SYSADMIN	Friday 15 October 2010 13:14:18 IST
Report	•	Project (Annual Budget) Report	Project (Annual Budget) Report	SYSADMIN	Friday 15 October 2010 16:49:51 IST
1	¢	Project (Period) Report	Actual Project Income and Expenditure Between Two Dates	SYSADMIN	Friday 15 October 2010 13:14:18 IST
	¢	Project Summary (Annual) Report	Project Summary by School/Department (Annual) Report	SYSADMIN	Friday 15 October 2010 13:14:18 IST
	¢	Project Summary (Annual & Flexfields) Report	Project Summary by School/Department (Annual & Flexfields) Report	SYSADMIN	Friday 15 October 2010 13:14:18 IST
	¢	Project Summary (Annual Budget) Report	Project Summary by Cost Centre (Annual Budget) Report	SYSADMIN	Friday 15 October 2010 13:14:18 IST
	¢	School/Department Budget Report	School/Department Budget Report	SYSADMIN	Friday 15 October 2010 14:44:01 IST
	¢	Support Summary Report	Support Summary by Cost Centre Report	SYSADMIN	Friday 15 October 2010 13:14:18 IST
	¢	TAS Payroll TRAC		JMU	Wednesday 25 August 2010 09:08:54 IST
	Refre	esh)			

• Select **Project (Annual Budget) Report** from the above screen and the following screen will appear

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ct	Project Summary				
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nary	Income & Expenditure				
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• Select **Project Summary** from the menu above and the following screen will appear

		ju u v v v v
ORACLE Discoverer Viewer Business Intelligence		Preferences Exit Locout Helo
Connect > Workbooks >		
Project (Annual Budget) Re	port - Project Summary	
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Income & Expenditure Commitments	* Period To (e.g. JAN-10)	report to
	Go	

• Click on the torch and select period you wish to run report to then click on select. The report will always run from the start of the financial year i.e. August

ORACLE Discoverer Viewer Business Intelligence	Help
Search and Select: Period To	
This page enables you to select the parameter values	Cancel Select
Search	
To find the value, select a filter in the drop down list and enter a word in the text field, then click the go button. To see a list of all values, clear the search box and click the go button	\
Search by Contains 🔻	Choose period
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• Choose period then click on **select**

ORACLE Discoverer Viewer Business Intelligence		Preferences E	at Logost	<u>Heip</u>
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Click on go	Click go to run report			

- The following screen will appear whilst the report is processing. No action is required

ORACLE Discoverer Viewer Business Intelligence	Help
Project Summary	
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(Cancel) (<u>Refresh</u>)	
Ø TIP You can change the refresh rate of this page. Please check with your OracleAS administrator or the OracleBI Discoverer documentation for more details.	

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 Select the project that you wish to view from the dropdown list. The report will automatically generate



• Drilldown is available on the figures in the Actual YTD (Year To Date), Virements and Commitment Outstanding columns

Note: When you click on the arrow to drilldown to detail you will need to move your mouse over and click on either "Payroll YTD" or "Income and Expenditure YTD" for other costs and income detail.

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Commitments	Page Items Projec	F5203 - NURSERY WATER DAMAGE				Budge	t Name	CU FIB 09_1	0 🛩	
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ne and Experiance	Grand Total			8 .	0	6	1000	<13,897>		<13.882>

Report Headings

Base Budget Annual – This is the original budget outlined at the start of the financial year.

Note: Only S, E, C & F projects are budgeted accounts. M, R and K account projects do not have budgets entered onto the finance system.

- Virements These are any additions or reductions made to the annual base budget
- **Revised Budget Annual** This is the original budget <u>plus</u> any virements
- Revised Budget YTD This is the phased budget to the period that the report is run to (E.g. Feb-10)
- Actual YTD This is the expenditure to the period that the report is run to
- Variance YTD This is the Revised Budget YTD minus Actual YTD
- Commitment Outstanding Goods ordered on Pecos, that have not yet been receipted
- Budget Remaining This is the Annual Revised Budget minus Actual YTD minus **Commitment Outstanding**

• Selecting a figure in the Virements column returns a report similar to that shown below

Project (Annual Budget) F Last run Tuesday, December 21	Report - Virements 1, 2010 03:64:50 PM IST
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	▼Table Tools Lacod Sof Rows and Column Posted Date Journal Reference Description Amount I I I I I I I I I I I I I I I I I I I
	Preferences Exit Logout Help

- **<u>Posted Date</u>** This is the date that the virement was entered onto finance system
- Journal Reference This is the unique identifier number that should be quoted to the finance office should you have any queries
- <u>Description</u> This is a description of why the virement has been processed
- <u>Amount</u> This is the total amount vired

• Selecting a figure in the **Commitment Outstanding** column returns a report similar to that shown below



- <u>PO Number</u> This is the purchase order number
- <u>Account Name</u> This is the name of the supplier paid for good / services
- Description This is a description of the goods / services ordered
- <u>Amount</u> This is the total amount of the goods / services ordered

• Selecting a figure in the **other costs Actual YTD** column will return a report similar to that shown below

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	ORACLE Discove Business Intelligence	erer Viewei	r		Preference	es <u>Exit</u>	Logout Help	*
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format	womaneer options		JAN-1	0)				
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		▼ Table						
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shows on -		▶ ′	FEB-10		GCUC2114 Dairy Chemistry Colin Russell	130.00	08-FEB-20	1(
report		7	FEB-10		R137099 MEGAZYME INTERNATIONAL IRELAND INV SIN039176 DIETARY FIBRE ASSAY KIT (TAXABLE)	277.58	16-FEB-20	1(
•		7	FEB-10		R137099 MEGAZYME INTERNATIONAL IRELAND INV SIN039176 SELF CHARGE VAT	41.64	16-FEB-20	1(

- <u>Period Number</u> This is the period in which the transaction was entered into the Finance system. Period 1 denotes the start of the financial year i.e. August
- <u>Period Name</u> This is the name of the period in which the transaction was entered into the finance system
- Invoice Line Description This is a description of the goods / services ordered through manual PO's and the Pecos system. Goods not ordered through the Pecos system will return a blank entry
- Journal Line Description

 This is a description of goods / services through manual PO's, the Pecos system, and journal entries e.g. expenditure transfers. Price differences from the Pecos system will have the description "Journal Import Created"
- <u>Amount</u> This is the amount paid for the goods / services
- **<u>Posted date</u>** This is the date the transaction was entered onto the finance system
- <u>Voucher No</u> This is the unique identifier number that should be quoted to the finance office should you have any queries (for Pecos entries only)
- **<u>PO Number</u>** This is the purchase order number
- Journal Number This is the unique identifier number that should be quoted to the finance office should you have any queries (for non-Pecos entries)
- **Invoice Number** this is the invoice number quoted on the supplier invoice

- Account Name this is the name of the supplier who has been paid
- <u>Transaction Date</u> for non-Pecos entries this is the date on the invoice. For Pecos entries this is the date the order was sent to the supplier
- Selecting a figure in the **payroll Actual YTD** column will return a report similar to that shown below

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			110.	Description			
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		2,284.92					

To view payroll for a specific month, select a month from the dropdown menu. If no month is selected the figures will be for payroll costs from August to the "period to" month selected

- <u>Payroll Number</u> This is a unique employee number
- Payroll Surname / Forename This is the name of the employee
- <u>Amount</u> This is the total transaction amount, including oncosts
- Journal No This is the unique identifier number that should be quoted to the finance office should you have any queries
- Invoice Number This is the invoice number quoted on the supplier invoice
- Journal Line Description This is a description of any manual adjustment made by journal entry. Any entries processed through the payroll will have the description "Journal Import Created"
- <u>Invoice Line Description</u> This is a description of the personnel services paid by invoice

- Account Name This is the name of the supplier paid for good / services
- <u>PO Number</u> This is the purchase order number
- <u>Voucher No</u> This is the unique identifier number that should be quoted to the finance office should you have any queries
- Payroll Post This is a description of employee post title

Project (Multi Period) Report

Search Type in a search string to find a specific workbook or result set. Use the drop-down menu to choose between Database and Scheduled Workbooks. Search All Workbooks Search All Workbooks Result List Regresh Expand All Collapse All Focus Name Cost Centre (Annual) Report Cost Centre (Annual) Report SysADMIN Friday, October 15, 2010 04:42:56 Figure 10 (Annual Budget) Report Project (Induit Period) Report Actual Project Income and Expenditure Between Two Dates SYSADMIN Tuesday, December 14, 2010 21:55 Project Summary (Annual) Report Project Summary by School/Department (Annual) Report SYSADMIN Friday, October 15, 2010 01:14:18 Figure 10:00 Project Summary by School/Department (Annual) Report 	arch erch All Workbooks erch All Collapse All ercs erch All Project Centre (Annual) Report erch Arctual Project (Annual Budget) Report erch Arctual Project Income and Expenditure Between Two Dates SYSADMIN Tuesday, December 14, 2010 02:15:26 PM II erch Project Summary (Annual Report erch Arctual Project Income and Expenditure Between Two Dates SYSADMIN Tuesday, December 14, 2010 02:15:26 PM II erch Project Summary (Annual Report erch Arctual Project Income and Expenditure Between Two Dates SYSADMIN Tuesday, December 14, 2010 02:15:26 PM II erch Project Summary (Annual Report erch Arctual Project Income and Expenditure Between Two Dates SYSADMIN Tuesday, December 14, 2010 02:15:26 PM II erch Project Summary (Annual Report erch Arctual Project Income and Expenditure Between Two Dates SYSADMIN Tuesday, December 14, 2010 02:15:26 PM II erch Project Summary (Annual Report erch Arctual Project Income and Expenditure Between Two Dates SYSADMIN Tuesday, December 14, 2010 02:15:26 PM II erch Project Summary (Annual Report erch Arctual Project Income and Expenditure Between Two Dates SYSADMIN Firday, October 15, 2010 01:14:18 PM III erch Arctual Project Income and Expenditure Between Two Dates SYSADMIN Firday, October 15, 2010 01:14:18 PM III erch Arctual Project Summary by School/Departmert (Annual Budget) Report erch Arctual Project Summary by Cost Centre (Annual Budget) Report erch Arctual Project Summary by	Connect > Worksheet List						
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• Select **Project (Multi Period) Report** from the above screen and the following screen will appear

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• Select **Project Summary** from the menu above and the following screen will appear

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• Click on the torch and select period you wish to run the report from then click on select. Repeat for the period you wish to run the report to.

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• Click on go to run report

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• The following screen will appear whilst the report is processing. No action is required

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Select the Project that you wish to view from the drop down list. The report will automatically generate.

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• Drilldown is available on the figures in the <Inc> / Exp column.

Note: When you click on the arrow to drilldown to detail you will need move your mouse over and click on either "Payroll YTD" for payroll detail or "Income and Expenditure YTD" for other costs and income detail.

 Selecting a figure in the <Inc> / Exp column will return a report similar to that shown below

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- <u>Period Number</u> This is the period in which the transaction was entered into the Finance system. Period 1 denotes the start of the financial year i.e. August
- <u>Period Name</u> This is the name of the period in which the transaction was entered into the finance system
- Invoice Line Description This is a description of the goods / services ordered through manual PO's and the Pecos system. Goods not ordered through the Pecos system will return a blank entry
- Journal Line Description

 This is a description of goods / services through manual PO's, the Pecos system, and journal entries e.g. expenditure transfers. Price differences from the Pecos system will have the description "Journal Import Created"
- <u>Amount</u> This is the amount paid for the goods / services
- **Posted date** This is the date the transaction was entered onto the finance system

- <u>Voucher No</u> This is the unique identifier number that should be quoted to the finance office should you have any queries (for Pecos entries only)
- PO Number This is the purchase order number
- <u>Journal Number</u> This is the unique identifier number that should be quoted to the finance office should you have any queries (for non-Pecos entries)
- Invoice Number this is the invoice number quoted on the supplier invoice
- Account Name this is the name of the supplier who has been paid
- <u>Transaction Date</u> for non-Pecos entries this is the date on the invoice. For Pecos entries this is the date the order was sent to the supplier
- *Note*: '<....>' represents income on the Project Reports.

Project (Single Period) Report

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• Click on the torch and select period you wish to run the report from then click on select. Repeat for the period you wish to run the report to. This Single Period report can only be run across one month.

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• Click on go to run report

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• Drilldown is available on the figures in the <Inc> / Exp column.

Note: When you click on the arrow to drilldown to detail you will need move your mouse over and click on either "Payroll YTD" for payroll detail or "Income and Expenditure YTD" for other costs and income detail.

 Selecting a figure in the other costs Actual YTD column will return a report similar to that shown below

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<u>Report Headings</u>

- Period Number This is the period in which the transaction was entered into the Finance system. Period 1 denotes the start of the financial year i.e. August
- <u>Period Name</u> This is the name of the period in which the transaction was entered into the finance system
- Invoice Line Description This is a description of the goods / services ordered through manual PO's and the Pecos system. Goods not ordered through the Pecos system will return a blank entry
- Journal Line Description
 This is a description of goods / services through manual PO's, the Pecos system, and journal entries e.g. expenditure transfers. Price differences from the Pecos system will have the description "Journal Import Created"
- <u>Amount</u> This is the amount paid for the goods / services
- **Posted date** This is the date the transaction was entered onto the finance system
- <u>Voucher No</u> This is the unique identifier number that should be quoted to the finance office should you have any queries (for Pecos entries only)
- **<u>PO Number</u>** This is the purchase order number
- Journal Number This is the unique identifier number that should be quoted to the

finance office should you have any queries (for non-Pecos entries)

- Invoice Number this is the invoice number quoted on the supplier invoice
- Account Name this is the name of the supplier who has been paid
- <u>Transaction Date</u> for non-Pecos entries this is the date on the invoice. For Pecos entries this is the date the order was sent to the supplier

Note: '<....>' represents income on the Project Reports.

Project Summary Reporting

Project Summary (Annual) Report

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• Select **Project summary** from the above screen and the following screen will appear

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• Click on the torch and select period you wish to run report to then click on select. The report will always run from the start of the financial year i.e. August

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• Click on **go** to run report

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Discoverer Financials	Reporting Guide	Finance Office V4

• The following screen will appear whilst the report is processing. No action is required

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• Select the School and Department that you wish to view from the dropdown list. The report will automatically generate

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• Drilldown is available on the figures in the Income YTD, Payroll YTD, Other Costs YTD, Overhead YTD and Outstanding commitment columns

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		K0017 - GASTROINTESTINAL NURSES PROGRAMME (GIN)			•	1 931	b	0 Þ	0 1	1 1 931	
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		and Total		504		1911		-		2,492	
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Note: When you click on the arrow to drilldown to detail you will need move your mouse over and click on either "**Payroll**" for payroll detail or "**Income**" for other income detail etc,.

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2	nitments	Page Items School A0503 - SCHOOL OF	LIFE SCIENCES Department	10100 - SCH	IOOL OF LI	FE SCIENCE	S 💌 Budget	Name GCU BUD	10_11 💌
		Project Type	Project	Income -	Payroll -	Other Costs	Overhead	Commitment	Balance -
		i i ojest i jpo	110,000	YTD	YTD	- YTD	Recovery - YTD	Outstanding	YTD
		MORG	E0094 - SLS UNLEND SUDENTSHIPS 07/08	▶ 0	► 0	11 896	► 0	► 0	11 896
			E0112 - 08/09 - SLS MORG STUDENTSHIPS	► 0	► 0	▶ 20.504	► 0	► 0	20.504
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move your me	Juse over	Total: OCI-DEPARTMENT OWN FUN	DS	0	0	236	0	0	236
		OCI-MISCELLANEOUS	M6069 - BMS PLACEMENT OFFICER	۵ م	6,830	► 0	▶ 0	▶ 0	6,830
Income		Total: OCI-MISCELLANEO	us	0	6,830	0	0	0	6,830
		OCI-SHEFC OTHER INTERNAL ALLOCATIO	N M7152 - SLS ARTICULATION ACCOUNT	A	240	▶ 60	► 0	▶ 0	<60,939>
1			M7173 - MOVING FORWARD AWARD MFDFA10	4,000>	► 0	► 0	► 0	▶ 0	<4,000>
		Total: OCI-SHEFC OTHER INTERN ALLOCATI	IAL ON	<65,239>	240	60	0	0	<64,939>
		GCUC	K1040 - SECONDARY ANALYSIS - SCOTTISH DIETARY TARGETS	▶ <90>	121	▶ 0	▶ 1,642	▶ 0	1,673
		Total: GC	uc	<90>	121	0	1,642	0	1,673
		Grand To	ntal	<65.329>	7,191	44.213	1.642	4.356	<7.927>

• Selecting a figure in the **Other Costs YTD** column returns a report similar to that shown below (shown in printable pdf format)

				Project	Summary (Annual) Repo	ort - Income	& Expenditu	ire Analys	is				
Period To	: 'OCT-10' , Drilldo	wn School	I : 'A0503	- SCHOOL OF LIFE SCIENCES	Drilldown Department	t : '10100 - S Type : 'OTH	ER COSTS'	LIFE SCIE	NCES', Dr	illdown I	roject : 'Et	131 - 10/11 SES MQRG CC	ONSUMABLE
Secondary Code	Secondary Description	Period No.	Period Name	Invoice Line Description	Journal Line Description	Amount	Posted Date	Voucher No.	PO Number	Journal No.	Invoice No.	Account Name	Transaction Date
1061	LABORATORY & PRINT ROOM SUPPLIES	2	SEP-10	VXNP0323BOX Bis-tris gel NuPAGE Novex 15 well format high performance for SDS-PAGE 4 to 12% 1mm Invitrogen Wilma Dodd	VXNP0323BOX Bis-tris gel NuPAGE Novex 15 well format high performance for SDS-PAGE 4 to 12% 1mm Invi	108.00	14-SEP-2010		GCU10591			FISHER SCIENTIFIC UK LTD	10-SEP-201
1061	LABORATORY & PRINT ROOM SUPPLIES	2	SEP-10	1 Cat # 10 843 555 001 Hygromycin B 20 ml Rosemary Rankin	1 Cat ≢ 10 843 555 001 Hygromycin B 20 ml Rosemary Rankin	106.10	15-SEP-2010		GCU10697			ROCHE DIAGNOSTICS LTD	14-SEP-201
1061	LABORATORY & PRINT ROOM SUPPLIES	2	SEP-10	2 Cat# 047278001 G-418 solution 20ml Rosemary Rankin	2 Cat# 047278001 G-418 solution 20ml Rosemary Rankin	58.90	15-SEP-2010		GCU10697			ROCHE DIAGNOSTICS LTD	14-SEP-201
1061	LABORATORY & PRINT ROOM SUPPLIES	2	SEP-10	3 delivery Rosemary Rankin	3 delivery Rosemary Rankin	30.00	15-SEP-2010		GCU10697			ROCHE DIAGNOSTICS LTD	14-SEP-201
1061	LABORATORY & PRINT ROOM SUPPLIES	2	SEP-10	1 G8081 Cell titre Blue Viability assay-100ml Rosemary Rankin	1 G8081 Cell titre Blue Viability assay-100ml Rosemary Rankin	192.00	24-SEP-2010		GCU10929			PROMEGA (UK) LTD	21-SEP-201
1061	LABORATORY & PRINT ROOM SUPPLIES	2	SEP-10	2 delivery Rosemary Rankin	2 delivery Rosemary Rankin	16.50	24-SEP-2010		GCU10929			PROMEGA (UK) LTD	21-SEP-201
1061	LABORATORY & PRINT ROOM SUPPLIES	2	SEP-10	52904 QlAamp Viral RNA mini kit 1 Gareth Griffths	unknown 52904 QIAamp Viral RNA mini kit 1 Gareth Griffiths	158.00	30-SEP-2010		GCU11059			QIAGEN LIMITED	29-SEP-201
1061	LABORATORY & PRINT ROOM SUPPLIES	2	SEP-10	delivery Gareth Griffiths	unknown delivery Gareth Griffiths	15.00	30-SEP-2010		GCU11059			QIAGEN LIMITED	29-SEP-201
1061	LABORATORY & PRINT ROOM SUPPLIES	3	OCT-10	1 81-1010 Filter tips (0.1- 10ul) Rosemary Rankin	1 81-1010 Filter tips (0.1- 10ul) Rosemary Rankin	126.00	01-OCT-2010		GCU10938			PEQLAB LTD	21-SEP-201
1081	LABORATORY & PRINT ROOM SUPPLIES	3	OCT-10	494437-2L METHANOL, BIOTECH. GRADE, 99.93% Gareth Griffiths	494437-2L METHANOL, BIOTECH. GRADE, 99.93% Gareth Griffiths	28.79	01-OCT-2010		GCU11051			SIGMA-ALDRICH CO LTD	29-SEP-201
1061	LABORATORY & PRINT ROOM SUPPLIES	3	OCT-10	1 -ECL Rabbit IgG, HRP-Linked Whole Ab (from donkey) NA934-1ML Gareth Griffths	1 -ECL Rabbit IgG, HRP-Linked Whole Ab (from donkey) NA934-1ML Gareth Griffiths	228.00	01-OCT-2010		GCU11052			GE HEALTHCARE UK LTD	29-SEP-201
1061	LABORATORY & PRINT ROOM SUPPLIES	3	OCT-10	2 delivery Gareth Griffiths	2 delivery Gareth Griffiths	20.00	01-OCT-2010		GCU11052			GE HEALTHCARE UK LTD	29-SEP-201
1061	LABORATORY & PRINT ROOM SUPPLIES	3	OCT-10	1 A1250 Access RT-PCR System Rosemary Rankin	1 A1250 Access RT-PCR System Rosemary Rankin	378.00	06-OCT-2010		GCU11248			PROMEGA (UK) LTD	04-OCT-201
1061	LABORATORY & PRINT ROOM SUPPLIES	3	OCT-10	2 delivery Rosemary Rankin	2 delivery Rosemary Rankin	16.50	06-OCT-2010		GCU11248			PROMEGA (UK) LTD	04-OCT-20
1061	LABORATORY & PRINT ROOM SUPPLIES	3	OCT-10	1 Bio 33025 hyperladder I Rosemary Rankin	1 Bio 33025 hyperladder I Rosemary Rankin	50.00	06-OCT-2010		GCU11249			BIOLINE LTD	04-OCT-20
1061	LABORATORY & PRINT ROOM SUPPLIES	3	OCT-10	2 Bio33029 hyperladder IV Rosemary Rankin	2 Bio33029 hyperladder IV Rosemary Rankin	85.00	06-OCT-2010		GCU11249			BIOLINE LTD	04-OCT-201
1061	LABORATORY & PRINT ROOM	3	OCT-10	3 delivery Rosemary Rankin	3 delivery Rosemary Rankin	8.50	08-OCT-2010		GCU11249			BIOLINE LTD	04-OCT-20

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Report Headings

- <u>Secondary Code</u> Numerical code description of goods / services bought
- Secondary Description Code description of goods / services bought
- <u>Period Number</u> This is the period in which the transaction was entered into the Finance system. Period 1 denotes the start of the financial year i.e. August
- <u>Period Name</u> This is the name of the period in which the transaction was entered into the finance system
- Invoice Line Description This is a description of the goods / services ordered through manual PO's and the Pecos system. Goods not ordered through the Pecos system will return a blank entry
- Journal Line Description

 This is a description of goods / services through manual PO's, the Pecos system, and journal entries e.g. expenditure transfers. Price differences from the Pecos system will have the description "Journal Import Created"
- <u>Amount</u> This is the amount paid for the goods / services
- **Posted date** This is the date the transaction was entered onto the finance system
- <u>Voucher No</u> This is the unique identifier number that should be quoted to the finance office should you have any queries (for Pecos entries only)
- **<u>PO Number</u>** This is the purchase order number
- <u>Journal Number</u> This is the unique identifier number that should be quoted to the finance office should you have any queries (for non-Pecos entries)
- Invoice Number this is the invoice number quoted on the supplier invoice
- Account Name this is the name of the supplier who has been paid
- <u>Transaction Date</u> for non-Pecos entries this is the date on the invoice. For Pecos entries this is the date the order was sent to the supplier

Note: '<....>' represents income on the Project Reports.

Project Summary (Annual Budget) Report



• Select Project Summary (Annual Budget) Report from the above screen will appear

Ç	ORACI Business	E Discoverer Viewer Intelligence			Preterences Exit Loanst	Hels
S V	ionnest > Vorkshe	et List				
	Search	h				
	Type in	a search string to find a specific workbook or result set. Use the drop-down is	menu to choose between Database and Scheduled Workbook	s.,		
	Search	All Workbooks Co				
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	Focus	Name	Description	Owner	Last Modified	1
		V Discoverer Workbooks				
	•	Cost Centre (Annual) Report	Cost Centre (Annual) Report	SYSADMIN	Friday, October 15, 2010 04:42:56 PM IST	
	÷	Project (Annual Budget) Report	Project (Annual Budget) Report	SYSADMIN	Tuesday, November 30, 2010 03:41:08 PM IST	
	÷	Project (Multi Period) Report	Actual Project Income and Expenditure Between Two Dates	SYSADMIN	Tuesday, December 14, 2010 02:15:26 PM IST	
	÷	Project (Single Period) Report	Actual Project Income and Expenditure Between Two Dates	SYSADMIN	Tuesday, December 14, 2010 03:08:48 PM IST	
	÷	Project Summary (Annual) Report	Project Summary by School/Department (Annual) Report	SYSADMIN	Friday, October 15, 2010 01:14:18 PM IST	
0 1 · D · · ·	•	🔻 🕥 Project Summary (Annual Budget) Report	Project Summary by Cost Centre (Annual Budget) Report	SYSADMIN	Wednesday, November 24, 2010 02:44:41 PM IS	r
Select Project		Project Summary				
Summary		Payroll				
		Income & Expenditure				
	Patra	<u>Commitments</u>				
	regire	<u> </u>				
			Preferences Exit Lopout Help			

• Select Project Summary from the menu above and the following screen will appear

• Click on the torch and select period you wish to run the report to then click on select. The report will always run from the start of the financial year i.e. August

ORACLE Discoverer Viewer Business Intelligence				Preferences Exit Logout Help	
Connect > Workbooks >					
Project Summary (Annual B	udget) Report - Project Summary				
Last run Friday 22 October 2010 10	:49:48 IST				
Worksheets Project Summary Payroll Income & Expenditure Commitments	Parameters Needed Select values for the following parameters. Indicates required field Period To (e.g. JAN-10) Go		 Click on torch to select period you wish to run report to 		
Copyright (c)2000, 2005 Oracle Corporation About OracleBI Discoverer Version 10.1.2.5 Oracle Technology Network	, All rights reserved.	Preferences Exit Logout Help			

ORACLE Discoverer Viewer Business Intelligence	Help
Search and Select: Period To	
This page enables you to select the parameter values	Cance! Select
Search	×
To find the value, select a filter in the drop down list and enter a word in the text field, then click the go button. To see a list of all values, clear the search box and click the go button	
Search by Contains 💌	Choose period
Search for Go	then click on
	select
Results	
Select Parameter values	
C MAR-10	
© FEB-10	
C JAN-10	
C DEC-09	
C NOV-09	
C 0CT-09	
C SEP-09	
C AUG-09	
C ADJ-08	
C JUL-08	
C JUN-08	
C MAY-08	
C APR-08	
C MAR-08	
C FEB-08	
C JAN-08	
C DEC-08	
C NOV-08	
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C AUG-08	

• Click on **go** to run report

ORACLE Discoverer Viewer Business Intelligence		Preferences Exit Logost Help
Connest > Workbooks > Project Summary (Annual Bu Last run Monday, December 20, 20 Worksheets Project Summary Payroll Income & Expenditure Commitments	Udget) Report - Project Summary 10 03:07:44 PM IST Parameters Needed Select values for the following parameters.	
	Preferences I Ext I Legout I Help Click go to run report	
	43	
Discoverer Financials	Reporting Guide	Finance Office V4

• The following screen will appear whilst the report is processing. No action is required

ORACLE Discoverer Viewer Business Intelligence	Help	4
Project Summary		
Query Progress		
Executing query Estimated Time Unknown		
Elapsed Time 00:00:04		
Cancel (Refresh)		

• Select the School and Department that you wish to view from the dropdown list. The report will automatically generate



 Drilldown is available on the figures in the Income YTD, Payroll YTD, Other Costs YTD, Overhead YTD and Outstanding commitment columns **Note:** When you click on the arrow to drilldown to detail you will need move your mouse over and click on either "**Payroll**" for payroll detail or "**Income**" for other income detail etc,.

		Project Summary (Annual Bu	dget) Repo	ort					-				^
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age l	tems School A0601 - BUSINESS SU	IPPORT Department <all></all>							▼ Bi	udget Nar	ne GO	U BUD 10	11 -
Pro	lect Type	Project	Revised Budget - Annual	Inco	ome - YTD	Payroll YTD	. c	Other Costs - YTD	Overhea Recover - YTD	d Commi Outsta	tment nding	Balance - YTD	Budge Remaini
1						-							
	-DEPARTMENT OWN FUNDS	M0070 - RIE OFFICE DEPT A/C	(2,065		0	1,117	•	0 🕨	0	3,182	<3,18
		M0534 - PROF M MANNION PD ACCOUNT	(-	<163>	<	9>	0			0	<242>	2
		M0544 - GCU ANNUAL FUND	(-	<4,390>		0	0	-		0	<4,390>	4,3
		M0613 - BANGLADESH COLLEGE ACCOUNT	(-	0	5,0	00	7,308	-		0	12,308	<12,30
	Total: OCI-DEPARTMENT OWN FUND				<2,488>	4,9	21	8,425			U	10,858	<10,85
	-ENDOWMENTS/PRIZES/& OTHER	M4017 - BUCHANAN & EWING		-	vE 0005	5	0	500	5		0	500	<00
		M4022 - MAGNUS MAGNUSSUN SCHULARSHIP FUND		-	<0,230>	-	0	07.750	-		0	<0,230>	5,2.
т	THE OCI ENDOWMENTS/DDIZES/8 OTHE	million and a second and a seco		-	<3 0.905		0.	20,750	-	0	0	29,000	<29,00
000	MISCELLANEOUS	N8001 CONTRAS	(<1025	Þ	0	20,230	Þ		0	<1025	11
	-MIGGELEANE003				×6.5945	•	00	- U	•		0	<6.0065	6.01
hen vou click (on the	M8038 - ON TRACK			15 852	 15.0 	71	240	•		0	30.063	<30.06
row to drilldou		M6093 - GRADUATION BALL ACCOUNT		•	<6.537>	>	0	► 0	•	0	0.040	9 276	<2.27
		M6094 - (PREVIOUSLY M0440) GLOBAL HEALTH DEVELOPMENT			1.441			0	•	Co	mmitr	nents 441	<1.44
etail you will ne	ed to	M6096 - 2010 EDITION OF GLASGOW COOKERY BOOK	(<6.498>	•	0 1	► 0	•	0 1	0	<6.498>	6.4
ove your mouse	e over	M6101 - POSTGRADUATE BURSARIES	(<17.000>	•	0 1	► 0	•	0 🕨	0	<17.000>	17.0
nd then click		M6102 - FROZEN - PROMOTING COMMERCIALISATION (REPLACES M0080)	(152	•	0 1	263	•	0 🕨	0	415	<41
Commitments"		M6116 - CONSULTANCY	0		0	•	0 1	<50.000>	•	0 🕨	0	<50.000>	50.01
	. Juni: OCI-MISCELLANEOU	S	()	<19,477>	15,5	59	<49,497>		0	8,813	<44,602>	44,6
oc	-SHEEC OTHER INTERNAL ALL OCATIO	M7123 - CULTURAL ENGAGEMENT - SEC/KT EUNDING	(<20.203>	•	0 1	► 0	•	0 🕨	0	<20.203>	20.2

• Selecting a figure in the **Other Costs YTD** column returns a report similar to that shown below

Create printer friendly format Export to Excel	ORACLE Discon Business Intelligence Connact > Workbooks Project Summary Last run Friday 22 Oct Actions Rerun query Resun query	rerer Viewer (Annual Budg ober 2010 11:04: Period To Period To Select values * Indicates requ * Period Dr Depa * Dr Depa * Dr Loc/Exg Gg Table Tools Laxo	get) Report - Income & Expenditure 44 IST 44 IST : 'OCT-10' , Drilldown School : 'A0601 - BUSINE for the following parameters. red field for the following parameters. red field N-10) [A0601 - BUSINESS SUPPORT] School Iddown 10900 - INTERNATIONAL ACTIVITIE Yeiget Ildown TINCOME' wit Format Stoplight Sort Rows and Columns	SS SUF	Pr PORT	oject Summary (Ann , Drilldown Departm Dr	ual Budget) Report - Income & Expenditure / ent: '10900 - INTERNATIONAL ACTIVITIES' , illdown Inc/Exp Type : 'INCOME'	Analysis Drilldown F	Project	· · ·
1		Secondary	ut Format Stoplight Sort Rows and Columns Secondary Description	Period	Period Name	Invoice Line Description	Journal Line Description	Amount	Posted	E
		3109	I EXTERNAL OTHER ACTIVITY GRANT & CONTRACT INCOM	E 3	OCT-10	THE BRITISH COUNCIL	Distribution for miscellaneous receipt 141010-11:29:37.	<17,835.26> <17,835.26>	15-0CT-:	2

Finance Office V4

Report Headings

- <u>Secondary Code</u> Numerical code description of goods / services bought
- Secondary Description Code description of goods / services bought
- <u>Period Number</u> This is the period in which the transaction was entered into the Finance system. Period 1 denotes the start of the financial year i.e. August
- <u>Period Name</u> This is the name of the period in which the transaction was entered into the finance system
- Invoice Line Description This is a description of the goods / services ordered through manual PO's and the Pecos system. Goods not ordered through the Pecos system will return a blank entry
- Journal Line Description

 This is a description of goods / services through manual PO's, the Pecos system, and journal entries e.g. expenditure transfers. Price differences from the Pecos system will have the description "Journal Import Created"
- <u>Amount</u> This is the amount paid for the goods / services
- **Posted date** This is the date the transaction was entered onto the finance system
- <u>Voucher No</u> This is the unique identifier number that should be quoted to the finance office should you have any queries (for Pecos entries only)
- **PO Number** This is the purchase order number
- Journal Number This is the unique identifier number that should be quoted to the finance office should you have any queries (for non-Pecos entries)
- **Invoice Number** this is the invoice number quoted on the supplier invoice
- Account Name this is the name of the supplier who has been paid
- <u>Transaction Date</u> for non-Pecos entries this is the date on the invoice. For Pecos entries this is the date the order was sent to the supplier

Note: '<....>' represents income on the Project Reports.

Printing Reports

- All the Discoverer Financials have a printer friendly option
- It appears at the top left hand corner of the reports as shown below

	ORACLE Discor Business Intelligenc	verer Viewe e	r	Preferences Exit Logout Help	-
	Connect > Workbooks	> entre - Inc	come &	Expenditure	
	Last run Wednesday,	March 10, 2	010 02:23	10 PM IST	
Create printer friendly format	Actions Rerun query Reven to saved Printable page Export Send as email Worksheet options Worksheets Cost Centre Summary Virements Parroll Income & Expenditure	▼Parar Select va * Indicate: * Dril * Dri (Gg)	neters Ilues for th s required fil * Period T * Budge Ildown Cos Centr Ildown Lin * Drilldow	Period To : 'FEB-10' , Base Budget : 'GCU FIB 09_10' , Di te following parameters. to FEB-10' t [GCU FIB 09_10' t [GCU FIB 09_10' t [10301 - DIVISION OF SOCIAL SCIE] 30 - OTHER COSTS' t [1341 - STATIONERY & OFFICE SU]	ir
		▼ Table	Layout Fr	rmat Stoplaht Sort Rows and Columns	-
					•
		Perior No.	1 Period Name	Invoice Line Description	
		1	AUG-09	20599 Imation 2.0 USB Swivel Flash Drive 2GB OEM: 20599 Amanda Bell	
		2	SEP-09	HELX FLURESCENT 30/50 WATT HALOGEN DESK LIGHT, SUPPLIES TEAM METAL BOOK ENDS LARGE AND SMALL, HP PREMIUM PLUS PHOTO PPR GLOSSY A4, BOSTIK BLUI	E
		3	OCT-09	1976545 Supplies Team Metal Book Ends Small OEM: 522067 Amanda Bell	
		3	OCT-09	411-9648 HP Laserjet Black Toner Carl For P1005/P1006 Up To 1,500 Pages OEM: CB435A Amanda Bell	
		3	001-09	5/5420 Unbranded Couch Koll Hand Towel 10 linch Blue 18 x 48 OEAL MUZDUS Amanda Bell	
		3	OCT-09	8338/01 Cable TASSES SoleTransported Calculator Black 249 Functions Vetter TASSES-SoleT Antihatida Bell	
		3	OCT-09	Coordoo sin Av onimetsal mansparences of Source Sou	
		3	OCT-09	Er 2003 beilt nicht seine Lach nicht Geschland Geschland Beiter Geschland Beiter Geschlander Beiter Geschland Geschland Beiter Geschland Geschland Beiter Gesch	
		3	OCT-09	SUPPLIES TEAM METAL BOOK ENDS SMALL	
		4	NOV-09	EXPS PURCHASE OF SCIENTIFIC CALCULATOR	
					1

• By clicking on the **Printable page** link a page like that shown below will appear

connect > Workbo Printable Page	oks > University Cost Centre - Income & Expenditure > Options	
et the options to g	enerate a printable Portable Document Format (PDF) document of your worksheet.	Cancel Preview sample Printal
Content	Page Setup	
General Onti	one	
Show title	On the first page	0
	C Never	Cre
Show text area	O On the first page	prir
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Data	Print all rows and columns	for
	O Print only the rows and columns that are displayed in the crosstab or table.	
Print Header		
Print Footer		
Table Option:	S	
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Repeat he	eader cells on every page	
Graph Option	15	
Print graph		
🗹 Print grad	dients	
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Contract	Dage Setue	
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		(Cancel) (Preview sample) (Printat
	Preferences Exit Logout Help	

- Click on the printable PDF option
- The following screen will appear whilst the report is processing, no action is required



The file produced is a PDF and therefore requires Adobe Acrobat Reader Version 7 (or above).

If any problems are encountered using Adobe please update to the latest version before calling the IS helpdesk.

This can be downloaded from: http://www.adobe.com/products/acrobat/readstep2.html

Once the report information is ready the following screen will appear



• The PDF file generated can also be saved in the normal fashion and therefore can be transmitted by e-mail as an attachment

• The format on the PDF will be slightly different from that on the screen, although they will contain the same information.



 Although the new Discoverer Financials reports are printer friendly they have also been designed to be exported to Excel and formatted as required (see Export to Excel section)

Exporting Reports to Excel

- All the Discoverer Financials reports have an Export option
- It appears at the top left hand corner of the reports as shown below



• By clicking on the Export link a page like that shown below will appear

ORACLE Discoverer Viewer Business Intelligence	Preferences Exit Logout Help
Connect > Workbooks > University Cost Centre - Cost Centre Summary >	
Choose export type	
Use the drop-down list to specify the export file format.	Cancel Export
CSV (Comma delimited) (*.csv)	
	Cancel Export
Copyright (c)2000, 2005 Oracle Corporation. All rights reserved.	
About OracleB1 Discovery Version 10.1.2.55.26 Oracle Technology Network	

• Choose the "Microsoft Excel Workbook" option from the dropdown menu



Click on the Export option and the following screen will appear



- The Excel file generated can also be saved in the normal fashion, this will allow ease of copying information for analysis and formatting, as required.
- To open up the Excel spreadsheet click on Click to view, the following screen will appear

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7	30	61 - MIS	0	0	0	0	-2550	2550	0	2550						
8	Total:INCOM	E	0	0	0	0	-8176	8176	0	8176						
9	PAYROLL A		2262089	-459300	1802789	1105656	1018625	87031	0	784164						
10	A	DMIN	29011	0	29011	16758	16550	208	0	12461						
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13	P	ART TIMI	90000	0	90000	38700	36245	2455	0	53755						
14	P	AYROLL	0	0	0	0	-4922	4922	0	4922						
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• Click on Options, the following screen will appear



- Choose "Enable this content", and then click on OK.
- If you have problems enabling the macro please contact the Information Services Helpdesk (<u>isd@gcu.ac.uk</u>) for further instruction.
- The format on the Excel spreadsheet will be slightly different from that on the screen, although they will contain the same information

	A	В	С	D	E	F	G	Н		J
1	University Cost Centre Report Period To : 'FEB-10'									
2										
3	Cost Centre: 10514 - ACCOUNTING, FINANCE & RISK	Budget Name:GCU FIB 09_10								
4										
5	Inc/Exp Type	Inc/Exp Account	Base Budget - Annual	Virements	Revised Budget - Annual	Revised Budget - YTD	Actual - YTD	Variance - YTD	Commitm ent Outstandi ng	Budget Remainii g
6	INCOME	3052 - STUDENT INCOME - MISCELLANEOUS	0	0	0	0	<5,626>	5,626	0	5,626
7		3061 - MISCELLANEOUS/INCIDENTAL INCOME	0	0	0	0	<2,550>	2,550	0	2,550
8	Total:INCOME		0	0	0	0	<8,176>	8,176	0	8,176
9	PAYROLL	ACADEMIC	2,262,089	<459,300>	1,802,789	1,105,656	1,018,625	87,031	0	784,164
10		ADMIN	29,011	0	29,011	16,758	16,550	208	0	12,461
11		TEMP ACADEMIC	0	0	0	0	1,449	<1,449>	0	<1,449
12		TEMP ADMIN	0	0	0	0	1,678	<1,678>	0	<1,678
13		PART TIME HOURS	90,000	0	90,000	38,700	36,245	2,455	0	53,755
14		PAYROLL RECOVERIES	0	0	0	0	<4,922>	4,922	0	4,922
15	Total:PAYROLL		2,381,100	<459,300>	1,921,800	1,161,114	1,069,625	91,489	0	852,175
16	OTHER COSTS	1000 - COMPUTER SOFTWARE	5,250	0	5,250	3,063	0	3,063	0	5,250
17		1001 - EQUIPMENT - COMPUTER & AV	1,000	0	1,000	583	400	183	0	600
18		1002 - EQUIPMENT - OTHER	250	0	250	146	3,236	<3,090>	0	<2,986
19		1025 - STUDENTS TRAVEL	0	0	0	0	611	<611>	0	<611
20		1027 - STUDENT PLACEMENT	0	0	0	0	76	<76>	0	<76
21		1029 - RESIDENTIAL COURSES	7,000	0	7,000	4,083	0	4,083	0	7,000
22		1032 - HOSPITALITY - EXTERNALS	5,000	0	5,000	2,917	2,865	52	0	2,135
23		1034 - HOSPITALITY - NO EXTERNALS	0	0	0	0	3,437	<3,437>	415	<3,852
24		1035 - STAFF DEVELOPMENT - UNIVERSITY COURSE/CONFERENCE FEE	30,000	0	30,000	17,500	931	16,569	0	29,065
25		1038 - SUBSCRIPTION/MEMBERSHIP FEES - UNIVERSITY	0	0	0	0	5,882	<5,882>	0	<5,882
26		1048 - LICENCES & WARRANTIES	4,500	0	4,500	2,625	0	2,625	0	4,500
27		1054 - SUBSCRIPTION/MEMBERSHIP FEES - INDIVIDUAL	1,500	0	1,500	875	639	236	0	861
28		1058 - OTHER EXTERNAL SERVICE FEES	0	0	0	0	6,408	<6,408>	80	<6,488
29		1065 - FEE WAIVER COST	1,500	0	1,500	875	0	875	0	1,500
30		1066 - HOSPITALITY - GRADUATIONS	4,000	0	4,000	2,333	0	2,333	0	4,000
31		1067 - VENUE HIRE	7,000	0	7,000	4,083	0	4,083	0	7,000
32		1068 - STAFF DEVELOPMENT - COURSE/CONFERENCE FEE	500	0	500	292	5,260	<4,968>	0	<4,760
33		1069 - NON STAFF EXPENSES CLAIM - SUBSISTENCE	500	0	500	292	128	164	0	372
34		1070 - NON STAFF EXPENSES CLAIM - UK MILEAGE	750	0	750	438	0	438	0	750
35		1071 - NON STAFF TRAVEL - ACCOMMODATION COSTS	2,000	0	2,000	1,167	690	477	0	1,310
36		1072 - NON STAFF TRAVEL - TRANSPORT COSTS	3,500	0	3,500	2,042	1,109	933	0	2,391
37		1073 - STAFF EXPENSES CLAIM - UK & EU SUBSISTENCE	200	0	200	117	1,253	<1,136>	0	<1,053
38		1074 - STAFF EXPENSES CLAIM - UK MILEAGE	1,500	0	1,500	875	78	797	0	1,422
39		1075 - STAFF TRAVEL - OTHER OVERSEASE ACCOMMODATION	5,750	0	5,750	3,354	0	3,354	0	5,750
40		1076 - STAFF TRAVEL - OTHER OVERSEAS TRANSPORT COSTS	750	0	750	438	1,689	<1,251>	0	<939
41		1077 - STAFF TRAVEL - UK & EU ACCOMMODATION	5,000	0	5,000	2,917	964	1,953	0	4,036
42		1078 - STAFF TRAVEL - UK & EU TRANSPORT COSTS	500	0	500	292	2,523	<2,231>	0	<2,023
43		1079 - TAXI HIRE - TOA ACCOUNT	0	0	0	0	150	<150>	0	<150
4	LA ALL COOL CONTRACTOR / 27									

Sending Reports as an email

- All the Discoverer Reports have the option to be sent as an email
- It appears at the top left hand corner of the reports as shown below

											_	_	
	ORACLE Discoverer Business Intelligence	Viewer							Pri	eferences Exit	Logout Hel	٩	
	Connect > Workbooks >)	•	
	(i) Information												
	The Email was success	fully sent.											
	University Cost Centre	- Cost Centre	Summary									1	
	Last run Wednesday, March 10, 2010 04:16:04 PM IST												
	Actions		University Co	st Centre	Report								
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report in.	Printable page Export	Select values for th	e following parameters.										
an email	Send as email	* Indicates required i											
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	Cost Centre	▼ Table											
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	Payroll	D II Cost			1. Durden et No		10.00.40						
Page Items Coal Centre 10500 - CALEDONIAN BUSINESS SCHOOL Budget Name GCU FIB 09_10													
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				Annual		Annual	YTD		- 110	Outstanding	Remaining		
		INCOME	3061 - MISCELLANEOUS/INCIDENTAL INCOME	0	▶ 0	0	0	▶ 100	<100>	► (<100>		
			3123 - TUITION FEES - NON FEES SYSTEM	0	▶ 0	0	0	▶ <12,600>	12,600	► (12,600		
		Total:INCOME		0	0	0	0	<12,500>	12,500	(12,500		
		PAYROLL	ACADEMIC	0	▶ <4,200>	<4,200>	<2,450>	▶ 17,042	<19,492>	► 0	<21,242>		
			ADMIN	843,700	▶ <60,400>	783,300	455,621	▶ 419,367	36,254	► 0	363,933		
			MANUAL	0	► 0	0	0	▶ 849	<849>	► 0	<849>	•	
			TEMP ADMIN	0	► 0	0	0	> 35,909	<35,909>	► 0	<35,909>	<u>.</u>	
			PART TIME HOURS	0	► 0	0	0	▶ 7,949	<7,949>	► 0	<7,949>	·	
			PAYROLL RECOVERIES	0	► 0	0	0	► 0	0	► 0	0		
		TANDAL	RESEARCH STUDENTS	174,000	► 0	174,000	101,500	81,644	19,856	► 0	92,356		
		OTHER COSTS		1,017,700	<04,600>	953,100	504,6/1	502,760	<8,089>		390,340		
		CINER COSIS		10,000	> 0	10,000	5,833	> 376	5 457	► 45	0.576		
	1		TOOL - Earon ment - COMPOTEN & AV	10,000	. 0	10,000	5,635	- 370	5,457	40	5,576	-	

• By clicking on the "Send as email" link a page like that shown below will appear

ORACLE Discoverer Viewer Business Intelligence		Preferences Exit Logout Help
Conned > Workbooks > University Cost Centre - Cost Centre Summary > Choose attachment type Use the drop-down list to specify the export file format. Portable Document Format (PDF) (*,pdf)	Choose format from dropdown	(Cancel) (Ne <u>x</u> t)
Copyright (c)2000, 2005 Oracle Corporation. All rights reserved. <u>About OracleBI Discoverer Version 10.1.2.55.28</u> <u>Oracle Technology Network</u>	menu Preferences Exit Logout Help	(Cancel) (Negt)

Choose "Portable Document Format" from the dropdown menu to send the report in a PDF format

OR

 Choose "Microsoft Excel Worksheet" from the dropdown menu to send in a spreadsheet format

Understanding Discoverer Financials Reports

Terms Used in the Reports

The Discoverer Financials reports may contain terms that are unfamiliar to some users.

The following table gives an explanation of common terms that may appear on a Discoverer report.

TERM	DEFINITION
Base Budget	This is the original budget outlined at the start of the financial
Annual	year
Virements	These are any additions or reductions made to the annual
	base budget
Revised Budget	This is the original budget adjusted for any virements
Annual	
Revised Budget	This is the phased budget to the period that the report is run to
YTD	(e.g. Feb-10)
Actual YTD	This is the expenditure to the period that the report is run to
Variance YTD	This is the Revised Budget YTD <i>minus</i> Actual YTD
Commitment	Goods ordered on Pecos that have not yet been receipted
Outstanding	
Budget Remaining	This is the Annual Revised Budget <i>minus</i> Actual YTD <i>minus</i>
	Commitments Outstanding
Allocation	This is a manual entry made between accounts (journal entry)
	e.g. expenditure transfer form, correction of coding
Accrual	This is an adjustment for allocating income/expenditure to the
	correct financial period.
GBP	This is the abbreviation for Great British Pounds.
Misc Receipts	Payments received by Cash, Credit Card, Cheque or BACS to
	the Finance Office.
Monthly	This is the payroll transaction for a month.
Prepayment	This is an adjustment for allocating income/expenditure to the
· · · ·	correct financial period.
Purchase Invoice	Indicates a payment made from GCU to a supplier.
Sales Invoice	Shows an invoice raised by GCU to a customer