



Discoverer Financials Cost Centre & Project Reporting Guide

Finance Office

Version 4
December 2010

Contents

Section

Contents	1
Gaining access to Discoverer Financials	2
Logging on to Discoverer Financials	4
Using University Cost Centre Report	7
Using Project Account Reports	
• Project (Annual Budget) Report	16
• Project (Multi Period) Report	25
• Project (Single Period) Report	31
• Project Summary (Annual) Report	37
• Project Summary (Annual Budget) Report	42
Printing Reports	47
Exporting Reports to Excel	50
Sending Reports as an Email	53
Understanding Discoverer Financials Reports	54

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 [Discoverer Financials Access Form](#) 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 [Discoverer Financials Access Form](#) 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 [Discoverer Financials Access Form](#) 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 [Discoverer Financials Access Form](#) 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:

<http://www.adobe.com/products/acrobat/readstep2.html>

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 ma@gcu.ac.uk

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

Link to Discoverer Financials homepage

GLASGOW CALEDONIAN UNIVERSITY > Finance Office Skip navigation | Accessibility

Finance Office

Home | Staff | Discoverer Financials | OFRS | Students | Finance Staff | Forms | Procurement | Financial Accounting | Management Accounting | FAQ | A to Z

Finance Office

The Finance Office is responsible for the financial affairs of the University. It is our aim to provide efficient financial management and accurate financial advice from which the whole University will benefit.

The main duties of the Finance Office include production of annual accounts and monthly reports, assisting in the development of 5 year plans and monitoring and reporting on annual budgets. In addition there is the day to day operation within the office. These duties include payments of staff salaries/wages, payments to contractors and suppliers, cash management, inventory of assets and collection of fees and other income.

The Customer Service team for all Student Enquiries and Cash Services is located on level 0 of the Saltire Centre.

Tel: 0141 331 8195

For Staff Enquiries the Finance Office is located on the second floor of Buchanan House.

Tel: 0141 331 3804
Fax: 0141 331 3396

Online Payments

- [Students](#)
- [Other Customers](#) - Including payments on behalf of students

Primary Code List

[Primary Code List - Numercial](#)

Recent Updates

- Follow link to portal and enter your **Username** and **Password**

ORACLE Identity Management

Sign In

Sign In

Enter your Single Sign-On user name and password to sign in.

User Name

Password

OK Cancel

Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.
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- Under the section **Navigator** select the link to **GCU Reporting**. This is shown by the arrow below

The screenshot shows the Glasgow Caledonian University Business Suite interface. At the top left is the university logo. The main navigation area includes 'Worklist', 'Favorites', and 'Navigator'. The 'Navigator' section contains a table with one row: 'GCU Reporting - Finance Office' with a sub-link 'Preferences.SSWA'. A black arrow points to this row. Other sections include 'Worklist' with a 'Full List' button and 'Favorites' with an 'Edit Favorites' button. The footer contains copyright information and links for 'Diagnostics', 'Logout', 'Preferences', 'Help', and 'Privacy Statement'.

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

The screenshot shows the Oracle Discoverer Viewer Business Intelligence interface. The 'Worksheet List' section is active, showing a search bar and a 'Result List' table. The table is expanded to show 'Discoverer Workbooks'. The table has columns for 'Focus Name', 'Description', 'Owner', and 'Last Modified'. The data rows are as follows:

Focus Name	Description	Owner	Last Modified
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
Project Summary (Annual Budget) Report	Project Summary by Cost Centre (Annual Budget) Report	SYSADMIN	Wednesday, November 24, 2010 02:44:41 PM IST

- Cost Centre (Annual) 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 Cost Centre(s) within the Main Teaching Budget.
- Cost Centre (Annual Non Payroll) Report** 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.

- **Project (Multi Period) Report** 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).
- **Project (Single Period) Report** This is a report from which users can drill down into detailed information on payroll, other costs and income for a single month.
- **Project Summary (Annual) Report** 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

Connect >
Worksheet List

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 [input] Go

Result List

(Refresh)
Expand All | Collapse All
Discoverer Workbooks >

Focus Name	Description	Owner	Last Modified
Cost Centre (Annual) Report	Cost Centre (Annual) Report	SYADMIN	Friday 15 October 2010 16:42:56 IST
Cost Centre Summary			
Virements			
Payroll			
Income & Expenditure			
Commitments			

Select Cost Centre Summary

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

ORACLE Discoverer Viewer
Business Intelligence

Connect > Workbooks >
University Cost Centre - Cost Centre Summary

Last run Wednesday, March 10, 2010 09:13:19 AM IST

Worksheets
Cost Centre Summary
Virements
Payroll
Income & Expenditure
Commitments

Parameters Needed
Select values for the following parameters.
* Indicates required field
* Period To [input] torch

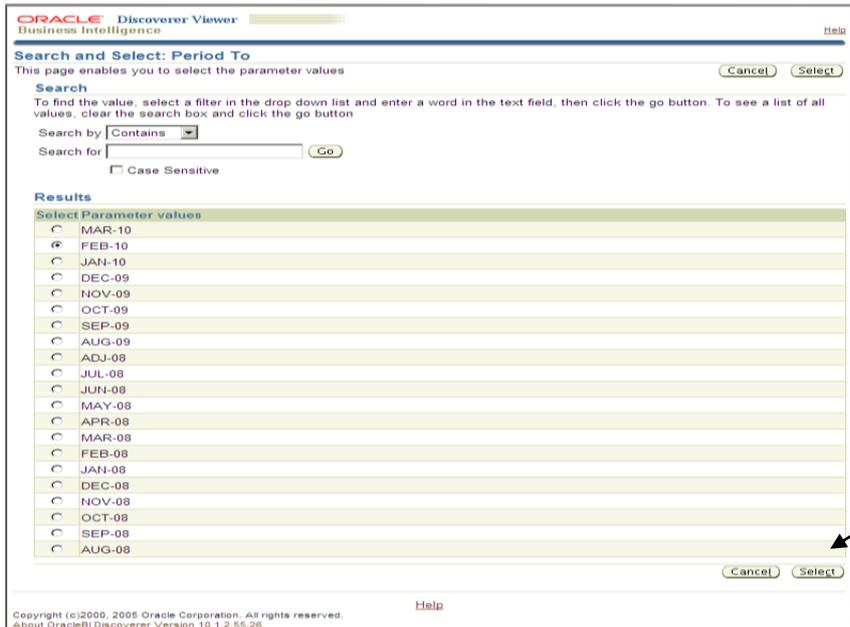
Go

Click on torch to select period you wish to run report to

Preferences | Exit | Logout | Help

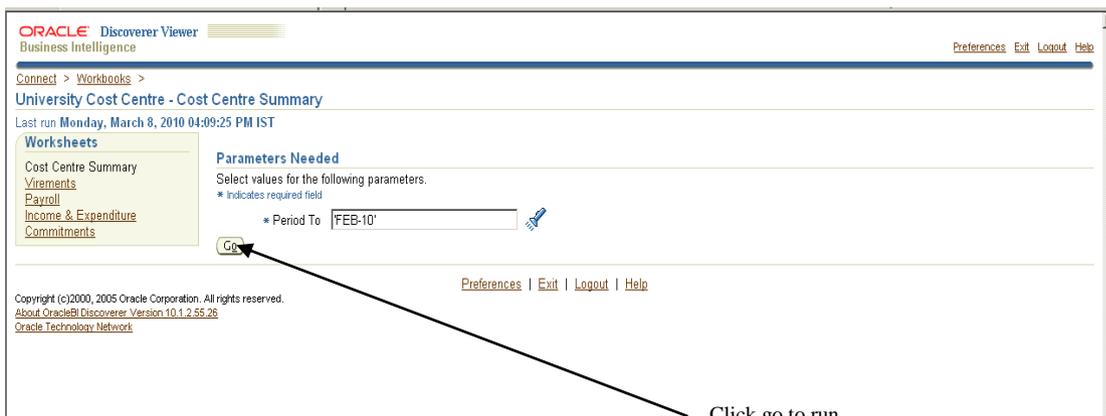
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Oracle Technology Network

- 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



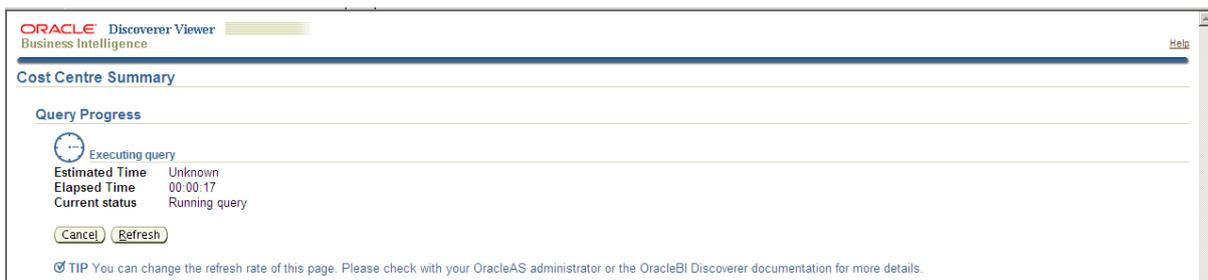
Click on select

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



Click go to run report

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



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

Discoverer > virements > **Cost Centre (Annual) Report - Cost Centre Summary**
Last run Wednesday 20 October 2010 15:18:36 IST

Cost Centre (Annual) Report - Summary
Period To : 'FEB-10'

Actions
Rerun query
Revert to saved
Printable page
Export
Send as email
Worksheet options

Parameters
Select values for the following parameters.
* Indicates required field
* Period To (e.g. JAN-10) FEB-10

Worksheets
Cost Centre Summary*
Virements
Payroll
Income & Expenditure
Commitments

Table
Tools Layout Format Spotlight Sort Rows and Columns

Page Items Cost Centre 10103 - BIOLOGICAL SCIENCES Budget Name GCU FIB 09_10

Inc/Exp Type	Inc/Exp Account	Base Budget - Annual	Virements	Revised Budget - Annual	Revised Budget - YTD	Actual - YTD	Variance - YTD	Commitment Outstanding	Budget Remaining
INCOME	3061 - MISCELLANEOUS/INCIDENTAL INCOME	0	0	0	0	<4,382>	4,382	0	4,382
Total:INCOME		0	0	0	0	<4,382>	4,382	0	4,382
PAYROLL	ACADEMIC	2,766,700	<62,000>	2,704,700	1,557,917	1,383,311	174,606	0	1,321,389
	TECHNICAL	0	0	0	0	40	<40>	0	<40>
	TEMP ACADEMIC	0	0	0	0	107,002	<107,002>	0	<107,002>
	PART TIME HOURS	104,500	0	104,500	60,956	49,130	11,826	0	55,370
	PAYROLL RECOVERIES	<15,900>	0	<15,900>	<9,296>	<17,537>	8,241	0	1,637
Total:PAYROLL		2,855,300	<62,000>	2,793,300	1,609,577	1,521,946	87,631	0	1,271,354
OTHER COSTS	1000 - COMPUTER SOFTWARE	2,000	0	2,000	1,167	800	367	0	1,200
	1001 - EQUIPMENT - COMPUTER & AV	3,000	0	3,000	1,750	287	1,463	<28>	2,741
	1002 - EQUIPMENT - OTHER	12,000	0	12,000	7,000	12,352	<5,352>	0	<352>
	1003 - CLOSED - CONSUMABLES	0	0	0	0	<13,190>	13,190	516	12,674
	1021 - CLOSED - STAFF DEVELOPMENT	0	0	0	0	218	<218>	0	<218>
	1025 - STUDENTS TRAVEL	100	0	100	58	243	<185>	0	<143>
	1027 - STUDENT PLACEMENT	3,800	0	3,800	2,217	2,547	<330>	0	1,253
	1032 - HOSPITALITY - EXTERNALS	0	0	0	0	1,345	<1,345>	0	<1,345>

Select required Cost Centre from drop down list

Drilldown to Virements detail

Drilldown to detailed payroll analysis

Drilldown to detailed expenditure analysis

Drilldown to detailed outstanding commitments analysis

Cost Centre (Annual) Report - Summary
Period To : 'FEB-10'

Parameters
* Period To (e.g. JAN-10) FEB-10

Table
Tools Layout Format Spotlight Sort Rows and Columns

Page Items Cost Centre 10103 - BIOLOGICAL SCIENCES Budget Name GCU FIB 09_10

Inc/Exp Type	Inc/Exp Account	Base Budget - Annual	Virements	Revised Budget - Annual	Revised Budget - YTD	Actual - YTD	Variance - YTD	Commitment Outstanding	Budget Remaining
INCOME	3061 - MISCELLANEOUS/INCIDENTAL INCOME	0	0	0	0	<4,382>	4,382	0	4,382
Total:INCOME		0	0	0	0	<4,382>	4,382	0	4,382
PAYROLL	ACADEMIC	2,766,700	<62,000>	2,704,700	1,557,917	1,383,311	174,606	0	1,321,389
	TECHNICAL	0	0	0	0	40	<40>	0	<40>
	TEMP ACADEMIC	0	0	0	0	107,002	<107,002>	0	<107,002>
	PART TIME HOURS	104,500	0	104,500	60,956	49,130	11,826	0	55,370
	PAYROLL RECOVERIES	<15,900>	0	<15,900>	<9,296>	<17,537>	8,241	0	1,637
Total:PAYROLL		2,855,300	<62,000>	2,793,300	1,609,577	1,521,946	87,631	0	1,271,354
OTHER COSTS	1000 - COMPUTER SOFTWARE	2,000	0	2,000	1,167	800	367	0	1,200
	1001 - EQUIPMENT - COMPUTER & AV	3,000	0	3,000	1,750	287	1,463	<28>	2,741
	1002 - EQUIPMENT - OTHER	12,000	0	12,000	7,000	12,352	<5,352>	0	<352>
	1003 - CLOSED - CONSUMABLES	0	0	0	0	<13,190>	13,190	516	12,674
	1021 - CLOSED - STAFF DEVELOPMENT	0	0	0	0	218	<218>	0	<218>
	1025 - STUDENTS TRAVEL	100	0	100	58	243	<185>	0	<143>
	1027 - STUDENT PLACEMENT	3,800	0	3,800	2,217	2,547	<330>	0	1,253
	1032 - HOSPITALITY - EXTERNALS	0	0	0	0	1,345	<1,345>	0	<1,345>
	1034 - HOSPITALITY - NO EXTERNALS	2,800	0	2,800	1,633	463	1,170	83	2,254
	1038 - SUBSCRIPTION/MEMBERSHIP FEES - UNIVERSITY	2,500	0	2,500	1,458	3,220	<1,762>	0	<720>
	1058 - OTHER EXTERNAL SERVICE FEES	0	0	0	0	5,844	<5,844>	0	<5,844>
	1061 - LABORATORY & PRINT ROOM SUPPLIES	196,000	0	196,000	114,333	93,146	21,187	6,603	96,251
	1066 - HOSPITALITY - GRADUATIONS	1,500	0	1,500	600	103	497	0	1,397
	1088 - STAFF DEVELOPMENT - COURSE/CONFERENCE FEE	7,000	0	7,000	4,083	660	3,433	0	6,360

When you click on the arrow to drilldown to detail you will need to move your mouse over and then click on "Payroll YTD" if you require payroll detail and "Income and Expenditure YTD" if you require other costs and income detail

- 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.

Report Headings

- **Base Budget Annual** – This is the original budget outlined at the start of the financial year
- **Virements** – These are any additions or reductions made to the annual base budget
- **Revised Budget Annual** – This is the original budget adjusted for 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 / Services ordered on Pecos, that have not yet been receipted
- **Budget Remaining** – This is the Annual Revised Budget *minus* Actual YTD *minus* 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](#)
- [Revert to saved](#)
- [Printable page](#)
- [Export](#)
- [Send as email](#)
- [Worksheet options](#)

Worksheets

- [Cost Centre Summary](#)
- [Virements](#)
- [Payroll](#)
- [Income & Expenditure](#)
- [Commitments](#)

Cost Centre Virements

Period To : 'FEB-10' , Base Budget : 'GCU FIB 09_10' , Drilldown Cost Centre : '10450 - SCHOOL OF ENGINEERING & COMPUTING' , Drilldown Line : '20 - PAYROLL' , Drilldown Account : 'B513 - PART TIME HOURS'

Parameters

Select values for the following parameters.

* Indicates required field

- * Period To
- * Budget
- * Drilldown Cost Centre
- * Drilldown Line
- * Drilldown Account

(Gg)

Table

Tools Layout Format Spotlight Sort Rows and Columns

Posted Date	Journal Reference	Description	Amount
03-NOV-2009	JD31100911 Budget - Journal 2101307: B 31707	MOVING PART-TIME HOURS BETWEEN DEPARTMENTS	29,000.00
			29,000.00

Report Headings

- **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
- **Description** – This is a description of why the virement has been processed
- **Amount** – This is the total amount vired

11

Discoverer Financials Reporting Guide

Finance Office V4

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

Create printer friendly format

Export to Excel

Cost Centre Commitment Outstanding
 Period To : 'FEB-10', Base Budget : 'GCU FIB 09_10', Drilldown Cost Centre : '10700 - SCHOOL OF THE BUILT & NAT ENV', Drilldown Line : '30 - OTHER COSTS', Drilldown Account : '1001 - EQUIPMENT - COMPUTER & AV'

Parameters
 Select values for the following parameters.
 * Indicates required field

- Period To: FEB-10
- Budget: GCU FIB 09_10
- Drilldown Cost Centre: 10700 - SCHOOL OF THE BUILT &
- Drilldown Line: 30 - OTHER COSTS
- Drilldown Account: 1001 - EQUIPMENT - COMPUTER &

Table

PO Number	Account Name	Transaction Line Description	Amount	Vouch No
GCU3331	DELL COMPUTER CORPORATION LTD	227911 Dell 19-inch E190S Black Value Flat Panel Monitor	522.64	
GCU3331	DELL COMPUTER CORPORATION LTD	210-26883 GCal Desktop - Optiplex 760 DT: Base:OptiPlex 760 DT: Standard Base Desktop Chassis	2,613.20	
GCU3427	DELL COMPUTER CORPORATION LTD	210-26883 Dell OptiPlex 760 Desktop With Campus OS: Base:OptiPlex 760 DT: Standard Base Desktop Chassis	864.61	
GCU3753	TAIT COMPONENTS LTD	8202240 USB Ext Hard drive - Freecom Toughdrive 250GB Fiona Turner	<0.01>	
GCU4343	DELL 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	

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 About OracleBI Discoverer Version 10.1.2.55.26
 Oracle Technology Network

Preferences | Exit | Logout | Help

Report Headings

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

Create printer friendly format

Export to Excel

Period expenditure shows on report

Period To : 'FEB-10' , Base Budget : 'GCU FIB 09_10' , Drilldown Cost Centre : '10450 - SCHOOL OF ENGINEERING & COMPUTING' , Drilldown Line : '30 - Account : '1079 - TAXI HIRE - TOA ACCOUNT'

Parameters
Select values for the following parameters.
* Indicates required field

* Period To: FEB-10
* Budget: GCU FIB 09_10
* Drilldown Cost Centre: 10450 - SCHOOL OF ENGINEERING
* Drilldown Line: 30 - OTHER COSTS
* Drilldown Account: 1079 - TAXI HIRE - TOA ACCOUNT

Table
Tools Layout Format Spotlight Sort Rows and Columns

Period No.	Period Name	Invoice Line Description	Journal Line Description	Amount	Posted Date	Voucher No.	PO Number	Journal No.	Invoice No.
1	AUG-09	L1691 TAXI CHARGES TO JUNE 09	Journal Import Created	186.39	12-AUG-2009	137467			88927-88966
1	AUG-09		ACCRUAL OF VOUCHER 137467	<186.39>	15-AUG-2009			589	
2	SEP-09	L1691 TAXI CHARGES JUL 09	Journal Import Created	149.34	23-SEP-2009	141445			92367-92394
2	SEP-09	L1691 TAXI CHARGES AUG 09	Journal Import Created	477.85	23-SEP-2009	141446			95826 - 95856
2	SEP-09		TAXI FOR HOWDEN STAFF/VISITORS FROM K4076	<268.60>	06-OCT-2009			4146	
2	SEP-09		TAXI FOR HOWDEN ACADEMY COHORT 4 FROM K4076	<15.40>	06-OCT-2009			4146	
4	NOV-09	99549 TAXI INVOICE 30-09-09	Journal Import Created	492.10	16-NOV-2009	146384			30-09-09
5	DEC-09	REIMBURSEMENT TOA TAXI ACCOUNT SEP 2009	Revenue account for invoice 55613.	<341.00>	18-DEC-2009				55613
6	JAN-10	L1691 TAXI INVOICE OCT 09	Journal Import Created	600.21	08-JAN-2010	150442			103942-103981
6	JAN-10	L1691 TAXI INVOICE NOV 09	Journal Import Created	429.02	08-JAN-2010	150448			107277-107320
7	FEB-10	L1691 TAXI CHARGES DEC 09	Journal Import Created	109.63	12-FEB-2010	154482			111177-111215
				1,633.15					

Report Headings

- **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
- **Period Name** – 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
- **Voucher No** - 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
- **Transaction Date** – 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

Default period for report if no month chosen

Select month from dropout list to show payroll transactions for that month only

- 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

Report Headings

- **Payroll Number** – This is a unique employee number
- **Payroll Surname / Forename** – This is the name of the employee
- **Amount** – 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
- **PO Number** – This is the purchase order number
- **Voucher No** - 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

Select Project Annual Budget Report

Management Acc Payroll_1.DIS		JMU	Thursday 16 September 2010 12:26:28 IST
Project (Annual) Report	Project (Annual) Report	SYSADMIN	Friday 15 October 2010 13:14:18 IST
Project (Annual Budget) Report	Project (Annual Budget) Report	SYSADMIN	Friday 15 October 2010 16:49:51 IST
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

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

Select Project Summary

Worksheet List - Windows Internet Explorer

ORACLE Discoverer Viewer Business Intelligence

Worksheet List

Search

Result List

Focus Name	Description	Owner	Last Modified
Project (Annual Budget) Report	Project (Annual Budget) Report	SYSADMIN	Friday 15 October 2010 16:49:51 IST
Project Summary			
Virements			
Payroll			
Income & Expenditure			
Commitments			

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

ORACLE Discoverer Viewer Business Intelligence

Project (Annual Budget) Report - Project Summary

Last run Wednesday 20 October 2010 15:37:13 IST

Worksheets

Parameters Needed

Select values for the following parameters.

* Indicates required field

* Period To (e.g. JAN-10)

Click on torch to select period you wish to run report to

- 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

Case Sensitive

Results

Select Parameter values

<input type="radio"/>	MAR-10
<input checked="" type="radio"/>	FEB-10
<input type="radio"/>	JAN-10
<input type="radio"/>	DEC-09
<input type="radio"/>	NOV-09
<input type="radio"/>	OCT-09
<input type="radio"/>	SEP-09
<input type="radio"/>	AUG-09
<input type="radio"/>	ADJ-08
<input type="radio"/>	JUL-08
<input type="radio"/>	JUN-08
<input type="radio"/>	MAY-08
<input type="radio"/>	APR-08
<input type="radio"/>	MAR-08
<input type="radio"/>	FEB-08
<input type="radio"/>	JAN-08
<input type="radio"/>	DEC-08
<input type="radio"/>	NOV-08
<input type="radio"/>	OCT-08
<input type="radio"/>	SEP-08
<input type="radio"/>	AUG-08

Choose period then click on select

- Choose period then click on **select**

ORACLE Discoverer Viewer Business Intelligence Preferences Exit Logout Help

Connect > Workbooks >

Project (Annual Budget) Report - Project Summary

Last run: Monday, December 20, 2010 03:16:07 PM IST

Worksheets

Project Summary

Virements

Payroll

Income & Expenditure

Commitments

Parameters Needed

Select values for the following parameters.

* Indicates required field

* Period To (e.g. JAN-10)

Click go to run report

- Click on **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

Query Progress

Executing query

Estimated Time: Unknown

Elapsed Time: 00:00:04

TIP You can change the refresh rate of this page. Please check with your OracleAS administrator or the OracleBI Discoverer documentation for more details.

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

Oracle Discoverer Viewer
Business Intelligence

Project (Annual Budget) Report - Project Summary
Last run Monday, December 20, 2010 05:08:17 PM IST

Project (Annual Budget) Report - Summary
Period To: 'FEB-10'

Parameters
Select values for the following parameters.
* Indicates required field
* Period To (e.g. JAN-10) FEB-10

Table
Tools Layout Format Stylesheet Sort Rows and Columns
Page Items Project F5203 - NURSERY WATER DAMAGE Budget Name GCU FIB 09_10

Inc/Exp Type	Inc/Exp Account	Base Budget - Annual	Virements	Revised Budget - Annual	Revised Budget - YTD	Actual - YTD	Variance - YTD	Commitment Outstanding	Budget Remaining
PAYROLL	ADMIN	0	0	0	0	517	<517>	0	<517>
	MANUAL	0	0	0	0	1,150	<1,150>	0	<1,150>
Total	PAYROLL	0	0	0	0	1,667	<1,667>	0	<1,667>
OTHER COSTS	1058 - OTHER EXTERNAL SERVICE FEES	0	0	0	0	884	<884>	0	<884>
	1519 - MAINTENANCE - BUILDINGS INTERNAL	0	0	0	0	1,544	<1,544>	0	<1,544>
	1520 - MAINTENANCE - EQUIPMENT	0	0	0	0	727	<727>	0	<727>
	1523 - FURNITURE & FITTINGS	0	0	0	0	8,980	<8,980>	0	<8,980>
Total	OTHER COSTS	0	0	0	0	12,135	<12,135>	0	<12,135>
Grand Total		0	0	0	0	13,802	<13,802>	0	<13,802>

Annotations:

- Click on torch to select period you wish to run report to
- Select required Project from drop down list
- Drilldown to virement detail
- Drilldown to detailed payroll analysis
- Drilldown to detailed expenditure
- Drilldown to detailed outstanding commitments analysis

- 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.

When you click on the arrow to drilldown to detail you will need to move your mouse over and then click on “Payroll YTD” if you require payroll detail, or “income and Expenditure YTD” if you require other costs and income detail

Inc/Exp Type	Inc/Exp Account	Base Budget - Annual	Virements	Revised Budget - Annual	Revised Budget - YTD	Actual - YTD	Variance - YTD	Commitment Outstanding	Budget Remaining
PAYROLL	ADMIN	0	0	0	0	517	<517>	0	<517>
	MANUAL	0	0	0	0	1,150	<1,150>	0	<1,150>
Total:PAYROLL		0	0	0	0	1,667	<1,667>	0	<1,667>
OTHER COSTS	1058 - OTHER EXTERNAL SERVICE FEES	0	0	0	0	894	<894>	0	<894>
	1519 - MAINTENANCE - BUILDINGS INTERNAL	0	0	0	0	1,544	<1,544>	0	<1,544>
	1520 - MAINTENANCE - EQUIPMENT	0	0	0	0	727	<727>	0	<727>
	1523 - FURNITURE & FITTINGS	0	0	0	0	898	<898>	0	<8,980>
Total:OTHER COSTS		0	0	0	0	13,802	<13,802>	0	<12,135>
Grand Total		0	0	0	0	13,802	<13,802>	0	<13,802>

Report Headings

- **Base Budget Annual** – This is the original budget outlined at the start of the financial year.
- **Virements** – These are any additions or reductions made to the annual base budget
- **Revised Budget Annual** – This is the original budget *plus* 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) Report - Virements
 Last run Tuesday, December 21, 2010 03:04:50 PM IST

Project (Annual Budget) Report - Virements
 Period To : 'FEB-10' , Drilldown Project : 'F5203 - NURSERY WATER DAMAGE' , Drilldown Line : '30 - OTHER COSTS' , Drilldown Account : '1058 - OTHER EXTERNAL SERVICE FEES'

Actions
[Renew query](#)
[Revert to saved](#)
[Printable page](#)
[Export](#)
[Send as email](#)
[Worksheet options](#)

Worksheets
[Project Summary](#)
[Virements](#)
[Payroll](#)
[Income & Expenditure](#)
[Commitments](#)

Parameters
 Select values for the following parameters.
 * Indicates required field

- Period To (e.g. JAN-10)
- Drilldown Project
- Drilldown Line
- Drilldown Account

Table
[Tools](#) [Layout](#) [Sort](#) [Rows and Columns](#)

Posted Date	Journal Reference	Description	Amount

[Preferences](#) | [Exit](#) | [Logout](#) | [Help](#)

Report Headings

- **Posted Date** – 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
- **Description** – This is a description of why the virement has been processed
- **Amount** – This is the total amount vired

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

ORACLE Discoverer Viewer
Business Intelligence

Connect > Workbooks >
Project (Annual Budget) Report - Commitments
Last run Wednesday 20 October 2010 15:46:55 IST

Project (Annual Budget) Report - Commitment Outstanding Analysis
Period To : 'FEB-10', Drilldown Project : 'R6019 - XENOME - ENGINEERING OF THE PORCINE GENOME', Drilldown Line : '30 - OTHER COSTS', Drilldown Account : '1061 - LABORATORY & PRINT ROOM SUPPLIES'

Actions
[Rerun query](#)
[Revert to saved](#)
[Printable page](#)
[Export](#)
[Send as_email](#)
[Worksheet options](#)

Worksheets
[Project Summary](#)
[Virements](#)
[Payroll](#)
[Income & Expenditure](#)
[Commitments](#)

Parameters
Select values for the following parameters.
* Indicates required field

* Period To (e.g. JAN-10)

* Drilldown Project

* Drilldown Line

* Drilldown Account

Table
Tools Layout Format Spotlight Sort Rows and Columns

PO Number	Account Name	Transaction Line Description	Amount	Voucher No.	Invoice No.	Journal No.
GCU1096	STARLAB UK LTD	8 1 S1111-2721 1000l refill tips Rosemary Rankin	16.50			
GCU1096	STARLAB UK LTD	7 1 I1402-4300 0.2ml PCR tubes Rosemary Rankin	19.00			
GCU1096	STARLAB UK LTD	8 1 E4880-0511 5ml serological pipette Rosemary Rankin	24.00			
GCU1096	STARLAB UK LTD	5 2 S1111-1706 200l refill tips Rosemary Rankin	25.00			
GCU1096	STARLAB UK LTD	4 1 S1120-1810 1000l filter tips Rosemary Rankin	36.00			
GCU1096	STARLAB UK LTD	1 S1121-3810 10𓺍l filter tips 72 Rosemary Rankin	72.00			
GCU1096	STARLAB UK LTD	3 2 S1120-8810 200l filter tips Rosemary Rankin	72.00			
GCU1096	STARLAB UK LTD	2 4 S1120-1810 20l filter tips Rosemary Rankin	144.00			
GCU2332	TNT (UK) LTD	1 Uplift of goods from GCU to Paul Ehrlich Institute, Germany Rosemary Rankin	46.94			
GCU2526	EUROGENTEC GROUP	2 Delivery chrgs Rosemary Rankin	20.00			
GCU2526	EUROGENTEC GROUP	1 1 RT-CKYD-18S 18S/RNA CONTROL KIT 96.00 Rosemary Rankin	96.00			
			571.44			

Create printer friendly format

Export to Excel

Report Headings

- **PO Number** – This is the purchase order number
- **Account Name** – This is the name of the supplier paid for good / services
- **Description** – This is a description of the goods / services ordered
- **Amount** – 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

Actions

- Run query
- Revert to saved
- Printable page
- Export
- Send as email
- Worksheet options

Worksheets

- Project Summary
- Virements
- Payroll
- Income & Expenditure
- Commitments

Parameters

Select values for the following parameters.

- * Period To (e.g. JAN-10) FEB-10
- * Drilldown Project K1037 - UKAS - FOOD ANALYSIS
- * Drilldown Line 30 - OTHER COSTS
- * Drilldown Account 1061 - LABORATORY & PRINT RO

Table

Period No.	Period Name	Invoice Line Description	Journal Line Description	Amount	Posted Date
3	OCT-09	CHROMOCULTE SAKAZAKII	Journal Import Created	93.06	28-OCT-200
6	DEC-09	REIMBURSEMENT OF CONSUMABLES FOR UKAS	Journal Import Created	208.00	18-DEC-200
7	FEB-10		GCUC2888 Buffer pH 5 mercury free clear Reagecon Rosemary Rankin	16.94	08-FEB-2010
7	FEB-10		GCUC2114 Dairy Chemistry Colin Russell	130.00	08-FEB-2010
7	FEB-10		R137099 MEGAZYME INTERNATIONAL IRELAND INV SIN039176 DIETARY FIBRE ASSAY KIT (TAXABLE)	277.58	16-FEB-2010
7	FEB-10		R137099 MEGAZYME INTERNATIONAL IRELAND INV SIN039176 SELF CHARGE VAT	41.64	16-FEB-2010
				767.22	

Report Headings

- **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
- **Period Name** – 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
- **Voucher No** - 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
- **Transaction Date** – 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

Project (Annual Budget) Report - Payroll Analysis
 Period To : 'FEB-10', Drilldown Project : 'K1037 - UKAS - FOOD ANALYSIS', Drilldown Line : '20 - PAYROLL', Drilldown Account : 'B502 - TECHNICAL'

Parameters
 * Period To (e.g. JAN-10) [FEB-10]
 * Drilldown Project [K1037 - UKAS - FOOD ANALYSIS]
 * Drilldown Line [20 - PAYROLL]
 * Drilldown Account [B502 - TECHNICAL]

Table
 Page Items Period Ending <All>

Payroll No.	Payroll Surname	Payroll Forename	Amount	Journal No.	Invoice No.	Journal Line Description	Invoice Line Description	Account No.
			2,284.92		53593	Journal Import Created	SALARY COSTS WORK DONE AS IDENTIFIED PAID WITH SEPTEMBER 2009 SALARIES	GLASGOW CALEDONIAN
			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

Report Headings

- **Payroll Number** – This is a unique employee number
- **Payroll Surname / Forename** – This is the name of the employee
- **Amount** – 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
- **PO Number** – This is the purchase order number
- **Voucher No** - 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

ORACLE Discoverer Viewer Business Intelligence [Preferences](#) [Exit](#) [Logout](#) [Help](#)

Connect >

Worksheet List

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

Result List

[Expand All](#) | [Collapse All](#)

Focus Name	Description	Owner	Last Modified
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
Project Summary (Annual Budget) Report	Project Summary by Cost Centre (Annual Budget) Report	SYSADMIN	Wednesday, November 24, 2010 02:44:41 PM IST

[Preferences](#) | [Exit](#) | [Logout](#) | [Help](#)

Select Project Period Report

- Select **Project (Multi Period) Report** from the above screen and the following screen will appear

ORACLE Discoverer Viewer Business Intelligence [Preferences](#) [Exit](#) [Logout](#) [Help](#)

Connect >

Worksheet List

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

Result List

[Expand All](#) | [Collapse All](#)

Focus Name	Description	Owner	Last Modified
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 Summary			
Payroll			
Income & Expenditure			
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
Project Summary (Annual Budget) Report	Project Summary by Cost Centre (Annual Budget) Report	SYSADMIN	Wednesday, November 24, 2010 02:44:41 PM IST

[Preferences](#) | [Exit](#) | [Logout](#) | [Help](#)

Select Project Summary

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

ORACLE Discoverer Viewer Business Intelligence Preferences Exit Logout Help

Connect > Workbooks >

Project (Multi Period) Report - Project Summary

Last run Monday, December 20, 2010 02:15:42 PM IST

Worksheets

Project Summary

Payroll

Income & Expenditure

Parameters Needed

Select values for the following parameters.

• Indicates required field

• Period From (e.g. JAN-07) 

• Period To (e.g. JAN-10) 

Click on torch to select period you wish to run report from

Click on torch to select period you wish to run report to

[Preferences](#) | [Exit](#) | [Logout](#) | [Help](#)

- 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.

ORACLE Discoverer Viewer Business Intelligence Help

Search and Select: Period To

This page enables you to select the parameter values

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

Search for

Case Sensitive

Results

Select Parameter values

<input type="radio"/>	MAR-10
<input checked="" type="radio"/>	FEB-10
<input type="radio"/>	JAN-10
<input type="radio"/>	DEC-09
<input type="radio"/>	NOV-09
<input type="radio"/>	OCT-09
<input type="radio"/>	SEP-09
<input type="radio"/>	AUG-09
<input type="radio"/>	ADJ-08
<input type="radio"/>	JUL-08
<input type="radio"/>	JUN-08
<input type="radio"/>	MAY-08
<input type="radio"/>	APR-08
<input type="radio"/>	MAR-08
<input type="radio"/>	FEB-08
<input type="radio"/>	JAN-08
<input type="radio"/>	DEC-08
<input type="radio"/>	NOV-08
<input type="radio"/>	OCT-08
<input type="radio"/>	SEP-08
<input type="radio"/>	AUG-08

Click period then click on select

- Click on go to run report

ORACLE Discoverer Viewer Business Intelligence Preferences Exit Logout Help

Connect > Workbooks >

Project (Multi Period) Report - Project Summary

Last run Monday, December 20, 2010 02:15:42 PM IST

Worksheets

Project Summary

Payroll

Income & Expenditure

Parameters Needed

Select values for the following parameters.

• Indicates required field

• Period From (e.g. JAN-07) 

• Period To (e.g. JAN-10) 

Click on go to run report

[Preferences](#) | [Exit](#) | [Logout](#) | [Help](#)

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



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

The screenshot shows the 'Project (Multi Period) Report - Summary' interface. The title is 'Project (Multi Period) Report - Summary' with sub-headers 'Period From : 'FEB-10'', 'Period To : 'NOV-10''. There are two input fields for 'Period From (e.g. JAN-07)' and 'Period To (e.g. JAN-10)'. A 'Go' button is located below these fields. To the left, there are 'Actions' and 'Worksheets' panels. Below the parameters is a 'Table' section with a 'Project' dropdown menu set to 'R6019 - XENOME - ENGINEERING OF THE PORCINE GENOME'. The table has columns for 'Inc/Exp Type', 'Inc/Exp Account', and '<Inc> / Exp'. Annotations with arrows point to the 'Go' button and the table, and another annotation points to the right side of the table.

Annotations:

- Two arrows point to the 'Period From' and 'Period To' input fields with the text: "Select periods you want to run report for".
- An arrow points to the 'Go' button with the text: "Click on go to run report".
- An arrow points to the right side of the table with the text: "Drilldown to detailed income and Expenditure details".

Inc/Exp Type	Inc/Exp Account	<Inc> / Exp
INCOME	3102 - EXTERNAL RESEARCH GRANT & CONTRACT INCOME	<82,063>
PAYROLL	ADMIN	108
	TEMP TECHNICAL	20,519
		20,627
OTHER COSTS	1032 - HOSPITALITY - EXTERNALS	928
	1034 - HOSPITALITY - STAFF/STUDENTS	1,580
	1061 - LABORATORY & PRINT ROOM SUPPLIES	13,230
	1067 - VENUE HIRE	200
	1068 - STAFF DEVELOPMENT - COURSE/CONFERENCE FEE	805
	1073 - STAFF EXPENSES CLAIM - UK & EU SUBSISTENCE	780
	1074 - STAFF EXPENSES CLAIM - UK MILEAGE	106
	1077 - STAFF TRAVEL - UK & EU ACCOMMODATION	467
	1078 - STAFF TRAVEL - UK & EU TRANSPORT COSTS	1,137
	1251 - BOOKS	164
	1317 - POSTAGES	705
	1370 - BANK & FINANCE CHARGES	68
	1900 - FX - GAINS/LOSSES	3
		20,173
OVERHEAD RECOVERY	1140 - RESEARCH OVERHEAD RECOVERIES	8,134
		8,134

- Actions**
- Run query
 - Revert to saved
 - Printable page
 - Export
 - Send as email
 - Worksheet options

- Worksheets**
- Project Summary
 - Payroll
 - Income & Expenditure

Project (Multi Period) Report - Summary
 Period From : 'FEB-10' , Period To : 'NOV-10'

Parameters
 Select values for the following parameters.

- Period From (e.g. JAN-07)
- Period To (e.g. JAN-10)

Table

Tools Layout Format Stocklist Sort Rows and Columns

Page Items Project R6019 - XENOME - ENGINEERING OF THE PORCINE GENOME

Inc.Exp Type	Inc.Exp Account	<Inc> / Exp
INCOME	3102 - EXTERNAL RESEARCH GRANT & CONTRACT INCOME	<82,063>
		<82,063>
PAYROLL	ADMIN	108
	TEMP TECHNICAL	20,519
		20,627
OTHER COSTS	1032 - HOSPITALITY - EXTERNALS	928
	1034 - HOSPITALITY - STAFF/STUDENTS	1,580
	1061 - LABORATORY & PRINT ROOM SUPPLIES	13,230
	1067 - VENUE HIRE	780
	1068 - STAFF DEVELOPMENT - COURSE/CONFERENCE FEE	780
	1073 - STAFF EXPENSES CLAIM - UK & EU SUBSISTENCE	106
	1074 - STAFF EXPENSES CLAIM - UK MILEAGE	467
	1077 - STAFF TRAVEL - UK & EU ACCOMMODATION	1,137
	1078 - STAFF TRAVEL - UK & EU TRANSPORT COSTS	164
	1251 - BOOKS	705
	1317 - POSTAGES	68
	1370 - BANK & FINANCE CHARGES	3
	1900 - FX - GAINS/LOSSES	20,173
OVERHEAD RECOVERY	1140 - RESEARCH OVERHEAD RECOVERIES	8,134
		8,134

Payroll
Income & Expenditure

When you click on the arrow to drilldown to detail you will need to move your mouse over and then click "Payroll" if you require payroll detail, or "Income and Expenditure" if you require other costs and income detail

- 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

The screenshot shows the Oracle Discoverer Viewer interface. At the top, it says 'ORACLE Discoverer Viewer Business Intelligence'. Below that, it shows the report title 'Project (Multi Period) Report - Income & Expenditure' and the last run date 'Monday, December 20, 2010 02:30:07 PM IST'. On the left, there is an 'Actions' menu with options: 'Run query', 'Revert to saved', 'Printable page', 'Export', 'Send as email', and 'Worksheet options'. There is also a 'Worksheets' section with 'Project Summary', 'Payroll', 'Income & Expenditure'. A 'Parameters' section is visible, with fields for 'Period From' (FEB-10), 'Period To' (NOV-10), 'Drilldown Project' (R6019 - XENOME - ENGINEERING), and 'Drilldown Line' (30 - OTHER COSTS). Below the parameters is a 'Table' section with a toolbar for 'Layout', 'Format', 'Spotlight', 'Sort', and 'Rows and Columns'. The table has columns for 'Period No.', 'Period Name', and 'In'. The first few rows of the table are:

Period No.	Period Name	In
1	AUG-10	1 PRIMER SET 1 P1T28F5-CT0 0TC TT0 GCC ACC-3 P1T28R5-ACT T0A.CCC T0A.TCC 0A0-3 0a
1	AUG-10	2 PRIMER SET 2 P2T28F5-TCTT0GCCACCCGCTAA0CA-3 P2T28R5-AACCATATT0T0AA0G0CT0G0
1	AUG-10	3 PRIMER SET 3 H1T28F5-0T0CAAGCAAG0T0CTTCTCAA0A0-3 H1T28R5-A0CACAG0CAG0A0C
1	AUG-10	4 PRIMER SET 4 H2T28F5-A0CG0TT0T0CTT0T0CTT0T-3 H2T28R5-AT0AT0G0ACT0CAC0TCT0C

Report Headings

- **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
- **Period Name** – 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

- **Voucher No** - 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
- **Transaction Date** – 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

ORACLE Discoverer Viewer Business Intelligence Preferences Exit Logout Help

Connect >

Worksheet List

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

Result List

Focus Name	Description	Owner	Last Modified
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
▶ Project Summary (Annual Budget) Report	Project Summary by Cost Centre (Annual Budget) Report	SYSADMIN	Wednesday, November 24, 2010 02:44:41 PM IST

Preferences | Exit | Logout | Help

Select Project Single Period Report

- Select **Project (Single Period) Report** from the above screen and the following screen will appear

ORACLE Discoverer Viewer Business Intelligence Preferences Exit Logout Help

Connect >

Worksheet List

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

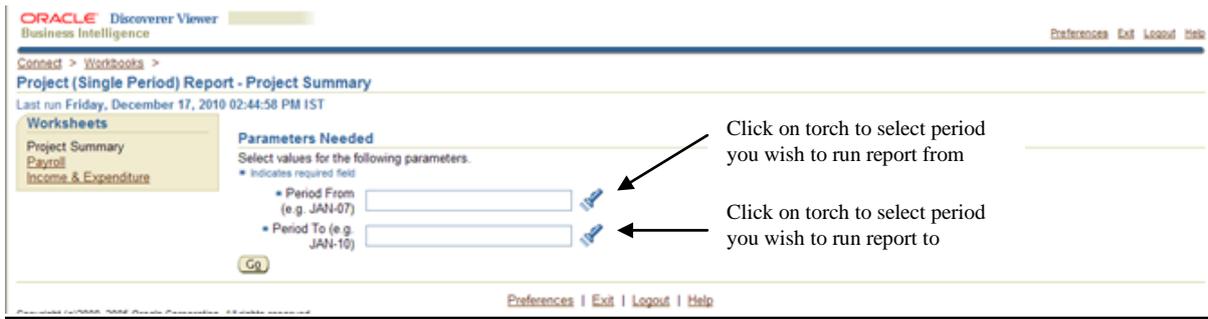
Result List

Focus Name	Description	Owner	Last Modified
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
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▶ Project (Single Period) Report	Actual Project Income and Expenditure Between Two Dates	SYSADMIN	Tuesday, December 14, 2010 03:08:48 PM IST
▶ Project Summary			
▶ Payroll			
▶ Income & Expenditure			
▶ Project Summary (Annual) Report	Project Summary by School/Department (Annual) Report	SYSADMIN	Friday, October 15, 2010 01:14:18 PM IST
▶ Project Summary (Annual Budget) Report	Project Summary by Cost Centre (Annual Budget) Report	SYSADMIN	Wednesday, November 24, 2010 02:44:41 PM IST

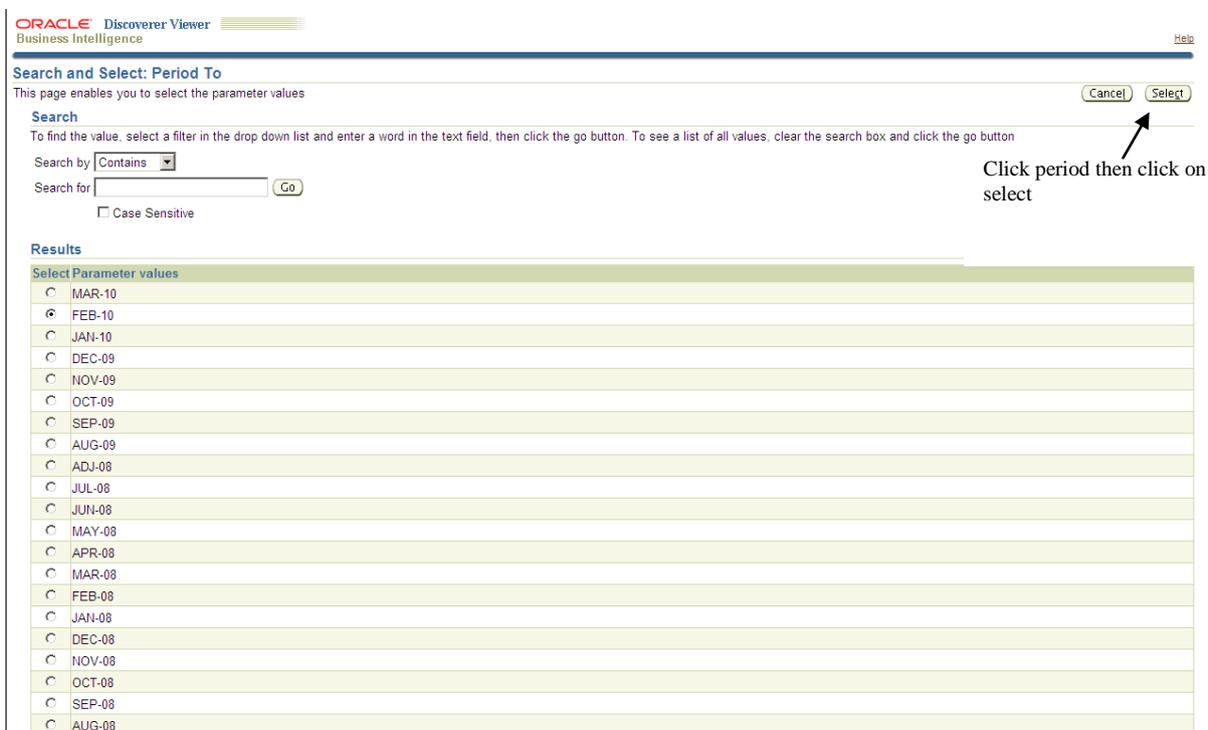
Preferences | Exit | Logout | Help

Select Project Summary

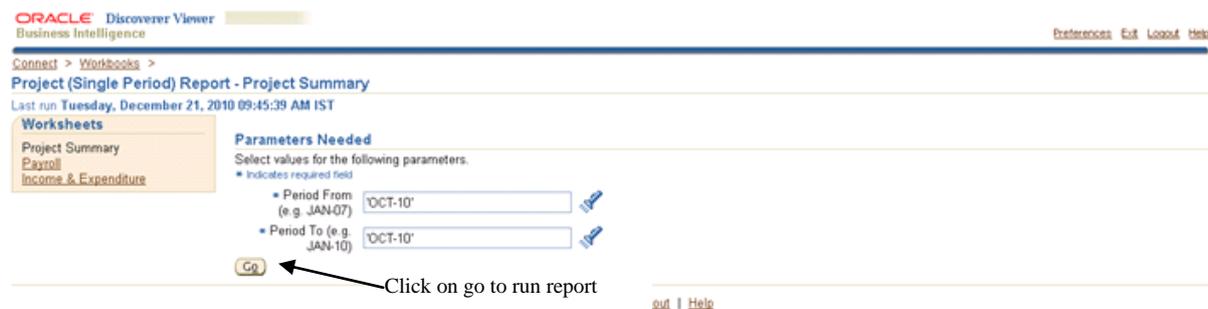
- Select **Project Summary** from the menu above and the following screen will appear



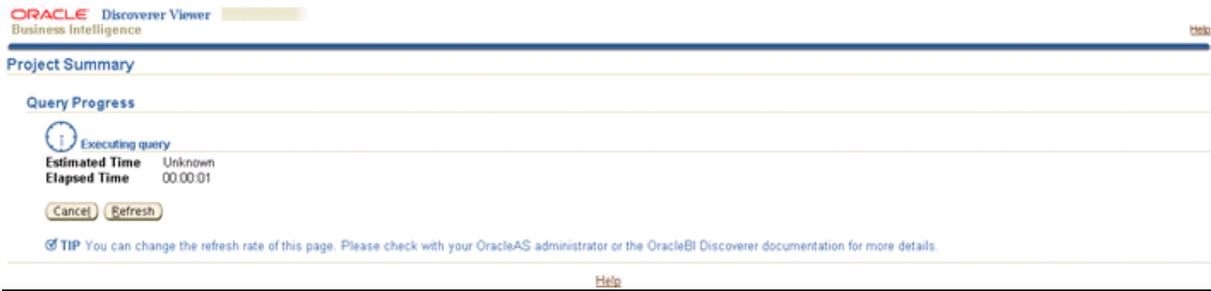
- Click on the torch and select period you wish to run the report from then click on select. Repeat for the period you wish to run the report to. This Single Period report can only be run across one month.



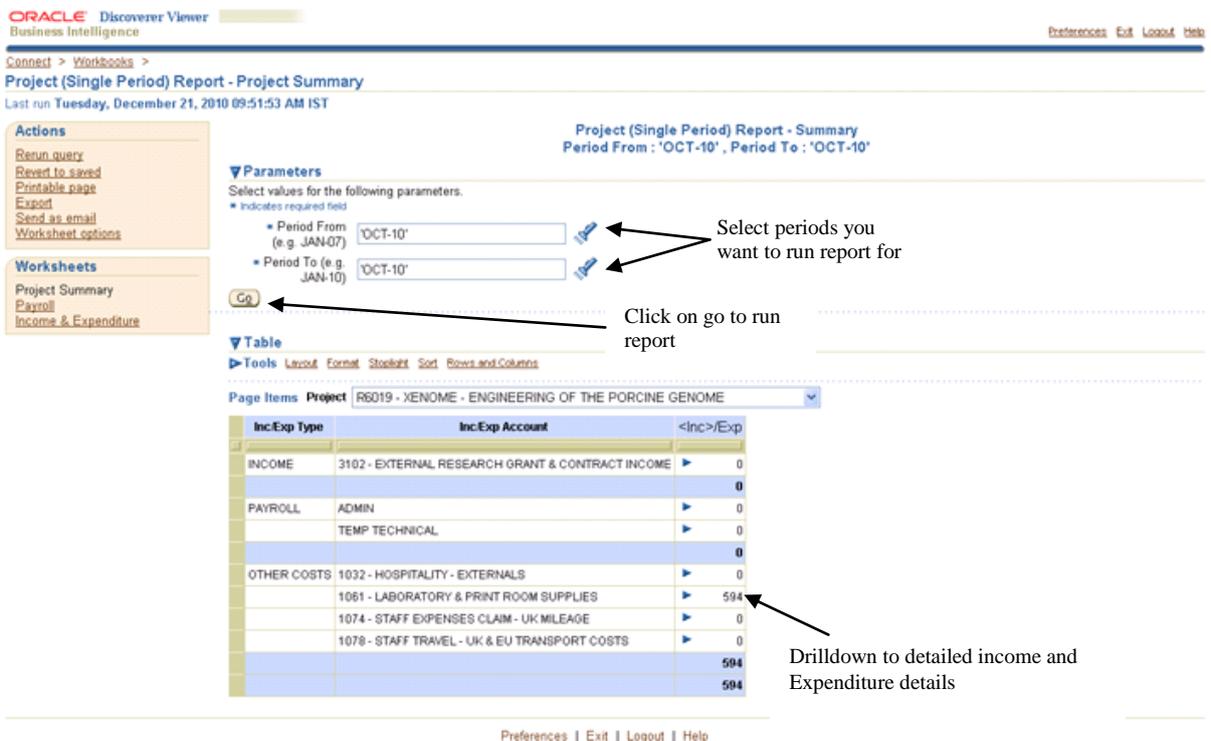
- Click on go to run report



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



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



ORACLE Discoverer Viewer Business Intelligence Preferences Exit Logout Help

Connect > Workbooks >

Project (Single Period) Report - Project Summary
 Last run Tuesday, December 21, 2010 09:51:53 AM IST

Actions

- Run query
- Revert to saved
- Printable page
- Export
- Send as email
- Worksheet options

Worksheets

- Project Summary
- Payroll
- Income & Expenditure

Project (Single Period) Report - Summary
 Period From : 'OCT-10' , Period To : 'OCT-10'

Parameters

Select values for the following parameters.

- * Indicates required field
- * Period From (e.g. JAN-07)
- * Period To (e.g. JAN-10)

Table

Tools Layout Format Styles Sort Rows and Columns

Page Items Project

Inc/Exp Type	Inc/Exp Account	<Inc>/Exp
INCOME	3102 - EXTERNAL RESEARCH GRANT & CONTRACT INCOME	0
PAYROLL	ADMIN	0
	TEMP TECHNICAL	0
OTHER COSTS	1032 - HOSPITALITY - EXTERNALS	0
	1061 - LABORATORY & PRINT ROOM SUPPLIES	0
	1074 - STAFF EXPENSES CLAIM - UK MILEAGE	0
	1076 - STAFF TRAVEL - UK & EU TRANSPORT COSTS	0
		594
		594

When you click on the arrow to drilldown to detail you will need to move your mouse over and then click "Payroll" if you require payroll detail, or "Income and Expenditure" if you require other costs and income detail

Preferences | Exit | Logout | Help

- 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

ORACLE Discoverer Viewer
Business Intelligence

Project (Single Period) Report - Income & Expenditure
at run Tuesday, December 21, 2010 10:27:37 AM IST

Project (Period) Report - Income & Expen
Period From : 'OCT-10', Period To : 'OCT-10', Drilldown Project : 'R6019 - XENOME - ENGINEERING OF THE PORCINE GENOME', Dr

Actions
 Run query
 Report to saved
 Printable page
 Export
 Send as email
 Worksheet options

Worksheets
 Project Summary
 Payroll
 Income &
 Expenditure

Parameters
 Select values for the following parameters.
 * Indicates required field
 * Period From (e.g. JAN-07) OCT-10
 * Period To (e.g. JAN-10) OCT-10
 * Drilldown Project R6019 - XENOME - ENGINEERING
 * Drilldown Line 30 - OTHER COSTS
 * Drilldown Account 1061 - LABORATORY & PRINT ROI

Table
 Tools Layout Format Spotlight Sort Rows and Columns

Period No.	Period Name	Invoice Line Description	Journal Line Description
3	OCT-10	3 MicroAmp Fast Optical 96-Well Reaction Plate with Barcode, 0.1 ml discount code IM170910CC Wilma Dodd	3 MicroAmp Fast Optical 96-Well Reaction Plate with Barcode
3	OCT-10	W31870025 RPM1 1840 Medium (1X) liquid [without L-Glutamine] without L-glutamine (ce) Invitrogen Gibco Wilma Dodd	Journal Import Created
3	OCT-10	delivery to prague Gareth Griffiths	Journal Import Created
3	OCT-10	1 delivery to germany Gareth Griffiths	Journal Import Created

Create printer friendly format
Export to Excel

Report Headings

- **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
- **Period Name** – 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
- **Voucher No** - 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
- **Transaction Date** – 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

ORACLE Discoverer Viewer Business Intelligence Preferences Exit Logout Help

Connect >

Worksheet List

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

Result List

Expand All | Collapse All

Focus Name	Description	Owner	Last Modified
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
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Project Summary (Annual) Report	Project Summary by School/Department (Annual) Report	SYSADMIN	Friday, October 15, 2010 01:14:18 PM IST
Project Summary (Annual Budget) Report	Project Summary by Cost Centre (Annual Budget) Report	SYSADMIN	Wednesday, November 24, 2010 02:44:41 PM IST

[Preferences](#) | [Exit](#) | [Logout](#) | [Help](#)

Select Project Summary (Annual) Report

- Select **Project Summary (Annual) Report** from the screen above and the following screen will appear.

ORACLE Discoverer Viewer Business Intelligence Preferences Exit Logout Help

Connect >

Worksheet List

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

Result List

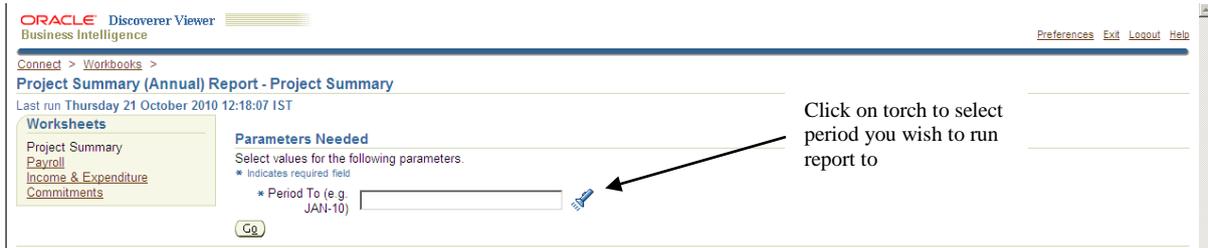
Expand All | Collapse All

Focus Name	Description	Owner	Last Modified
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
Project Summary			
Payroll			
Income & Expenditure			
Commitments			
Project Summary (Annual Budget) Report	Project Summary by Cost Centre (Annual Budget) Report	SYSADMIN	Wednesday, November 24, 2010 02:44:41 PM IST

[Preferences](#) | [Exit](#) | [Logout](#) | [Help](#)

Select Project Summary

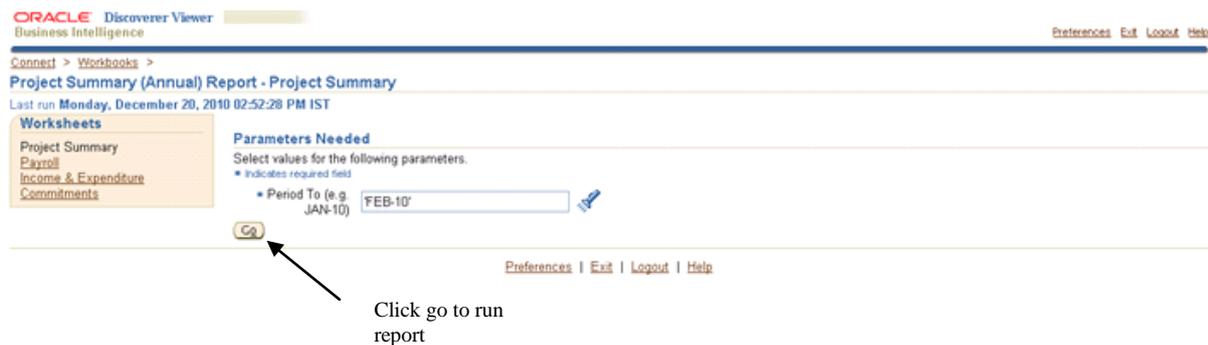
- Select **Project summary** from the above screen and the following screen will appear



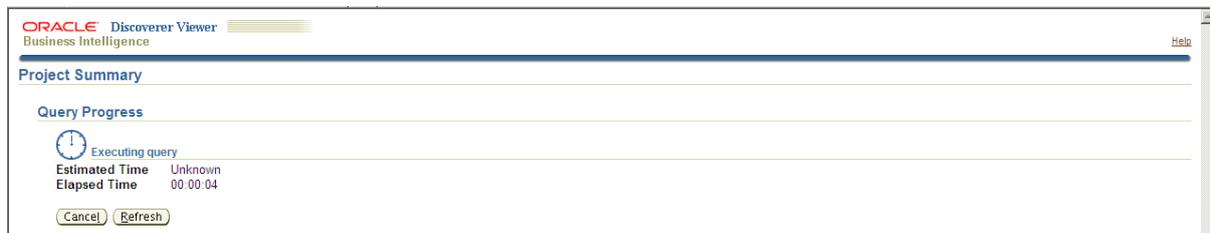
- Click on the torch and select period you wish to run report to then click on select. The report will always run from the start of the financial year i.e. August



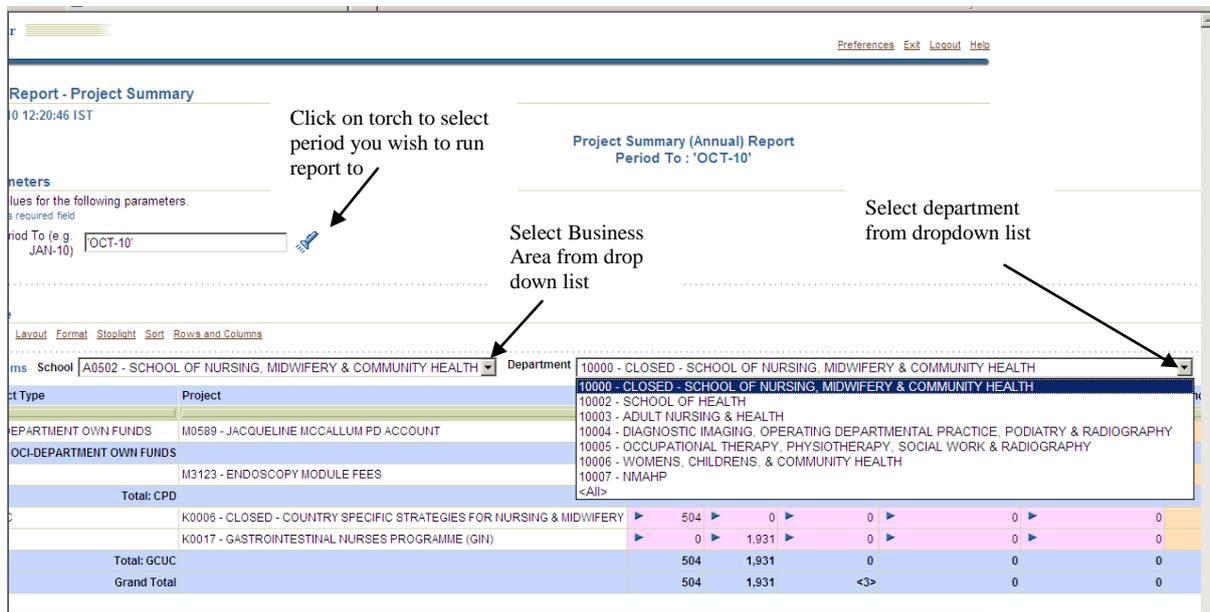
- Click on **go** to run report



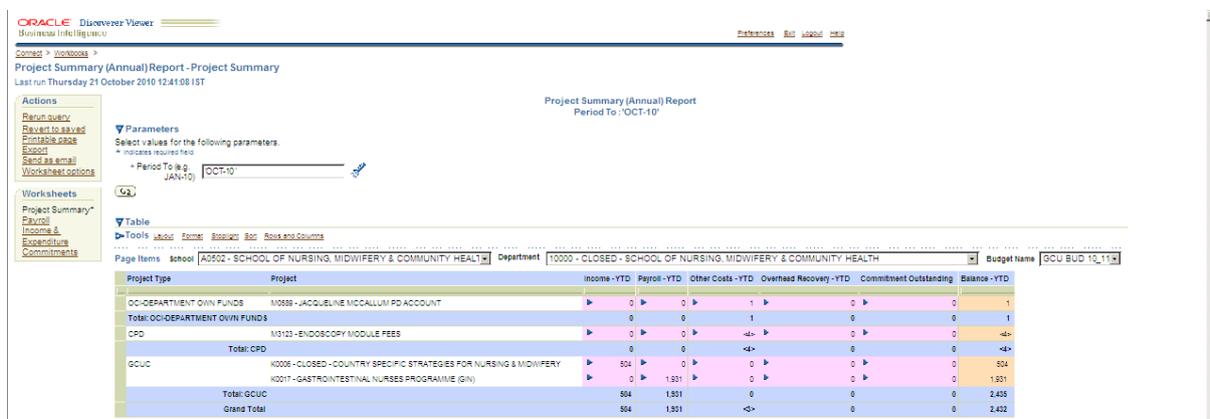
- The following screen will appear whilst the report is processing. No action is required



- 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.,

CLE Discoverer Viewer
Business Intelligence

Project Summary (Annual) Report - Project Summary
Thursday 21 October 2010 12:47:48 IST

Project Summary (Annual) Report
Period To : 'OCT-10'

Parameters
Select values for the following parameters.
* Indicates required field
* Period To (e.g. JAN-10) [OCT-10]

Table
Tools Layout Format Stoplight Sort Rows and Columns

Page Items School [A0503 - SCHOOL OF LIFE SCIENCES] Department [10100 - SCHOOL OF LIFE SCIENCES] Budget Name [GCU BUD 10_11]

Project Type	Project	Income - YTD	Payroll - YTD	Other Costs - YTD	Overhead Recovery - YTD	Commitment Outstanding	Balance - YTD
MQRG	E0094 - SLS UNI PHD STUDENTSHIPS 07/08	0	0	11,896	0	0	11,896
	E0112 - 08/09 - SLS MQRG STUDENTSHIPS	0	0	20,504	0	0	20,504
	E0121 - 09/10 - SLS MQRG STUDENTSHIPS	0	0	9,517	0	0	9,517
	E0131 - 10/11 SLS MQRG CONSUMABLES	0	0	2,000	0	4,356	6,356
Total: MQRG		0	0	43,917	0	4,356	48,273
OCH-DEPARTMENT OWN FUNDS	M0367 - KEVAN GARTLAND - PD	0	0	236	0	0	236
Total: OCH-DEPARTMENT OWN FUNDS		0	0	236	0	0	236
OCH-MISCELLANEOUS	M6069 - BMS PLACEMENT OFFICER	0	6,830	0	0	0	6,830
Total: OCH-MISCELLANEOUS		0	6,830	0	0	0	6,830
OCH-SHEFC OTHER INTERNAL ALLOCATION	M7152 - SLS ARTICULATION ACCOUNT	<24,000>	240	60	0	0	<60,939>
	M7173 - MOVING FORWARD AWARD MFDFA10	<4,000>	0	0	0	0	<4,000>
Total: OCH-SHEFC OTHER INTERNAL ALLOCATION		<65,239>	240	60	0	0	<64,939>
GCUC	K1040 - SECONDARY ANALYSIS - SCOTTISH DIETARY TARGETS	<90>	121	0	1,642	0	1,673
Total: GCUC		<90>	121	0	1,642	0	1,673
Grand Total		<65,329>	7,191	44,213	1,642	4,356	<7,927>

When you click on the arrow to drilldown to detail you will need to move your mouse over and then click **“Income”**

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

Income & Expenditure

Project Summary (Annual) Report - Income & Expenditure Analysis
Period To : 'OCT-10', Drilldown School : 'A0503 - SCHOOL OF LIFE SCIENCES', Drilldown Department : '10100 - SCHOOL OF LIFE SCIENCES', Drilldown Project : 'E0131 - 10/11 SLS MQRG CONSUMABLES', Drilldown Ino/Exp Type : 'OTHER COSTS'

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
1001	LABORATORY & PRINT ROOM SUPPLIES	2	SEP-10	VXNP0328BOX Bis-its gel NuPAGE Novex 15 well format high performance for SDS-PAGE 4 to 12% 1mm Invitrogen Wilema Dood	VXNP0328BOX Bis-its gel NuPAGE Novex 15 well format high performance for SDS-PAGE 4 to 12% 1mm Invitrogen Wilema Dood	108.00	14-SEP-2010		GCU10591			FISHER SCIENTIFIC UK LTD	10-SEP-2010
1001	LABORATORY & PRINT ROOM SUPPLIES	2	SEP-10	1 Cat # 10 843 555 001 Hygromycin B 20ml Rosemary Rankin	1 Cat # 10 843 555 001 Hygromycin B 20ml Rosemary Rankin	106.10	15-SEP-2010		GCU10697			ROCHE DIAGNOSTICS LTD	14-SEP-2010
1001	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	56.90	15-SEP-2010		GCU10697			ROCHE DIAGNOSTICS LTD	14-SEP-2010
1001	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-2010
1001	LABORATORY & PRINT ROOM SUPPLIES	2	SEP-10	1 08081 Cell tite Blue Viability assay-100ml Rosemary Rankin	1 08081 Cell tite Blue Viability assay-100ml Rosemary Rankin	102.00	24-SEP-2010		GCU10620			PROMEGA (UK) LTD	21-SEP-2010
1001	LABORATORY & PRINT ROOM SUPPLIES	2	SEP-10	2 delivery Rosemary Rankin	2 delivery Rosemary Rankin	16.50	24-SEP-2010		GCU10620			PROMEGA (UK) LTD	21-SEP-2010
1001	LABORATORY & PRINT ROOM SUPPLIES	2	SEP-10	52004 RNA mini kit Gareth Griffiths	QiAmp Viral RNA mini kit 1 Gareth Griffiths	158.00	30-SEP-2010		GCU11059			QIAGEN LIMITED	29-SEP-2010
1001	LABORATORY & PRINT ROOM SUPPLIES	2	SEP-10	delivery Gareth Griffiths	unknown delivery Gareth Griffiths	15.00	30-SEP-2010		GCU11059			QIAGEN LIMITED	29-SEP-2010
1001	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		GCU10638			PEQLAB LTD	21-SEP-2010
1001	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-2010
1001	LABORATORY & PRINT ROOM SUPPLIES	3	OCT-10	1-ECL Rabbit IgG, HRP-Linked Whole Ab (from donkey) NA934-1ML Gareth Griffiths	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-2010
1001	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-2010
1001	LABORATORY & PRINT ROOM SUPPLIES	3	OCT-10	1 A1250 Access RT-PCR System Rosemary Rankin	1 A1250 Access RT-PCR System Rosemary Rankin	376.00	06-OCT-2010		GCU11248			PROMEGA (UK) LTD	04-OCT-2010
1001	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-2010
1001	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-2010
1001	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-2010
1001	LABORATORY & PRINT ROOM SUPPLIES	3	OCT-10	3 delivery Rosemary Rankin	3 delivery Rosemary Rankin	8.50	06-OCT-2010		GCU11249			BIOLINE LTD	04-OCT-2010

Report Headings

- **Secondary Code** – Numerical code description of goods / services bought
- **Secondary Description** – Code description of goods / services bought
- **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
- **Period Name** – 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
- **Voucher No** - 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
- **Transaction Date** – 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

ORACLE Discoverer Viewer Business Intelligence Preferences Exit Logout Help

Connect >

Worksheet List

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

Result List

Expand All | Collapse All

Focus Name	Description	Owner	Last Modified
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
Project Summary (Annual Budget) Report	Project Summary by Cost Centre (Annual Budget) Report	SYSADMIN	Wednesday, November 24, 2010 02:44:41 PM IST

Preferences | Exit | Logout | Help

Select Project Summary (Annual Budget) Report

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

ORACLE Discoverer Viewer Business Intelligence Preferences Exit Logout Help

Connect >

Worksheet List

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

Result List

Expand All | Collapse All

Focus Name	Description	Owner	Last Modified
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
Project Summary (Annual Budget) Report	Project Summary by Cost Centre (Annual Budget) Report	SYSADMIN	Wednesday, November 24, 2010 02:44:41 PM IST
Project Summary			
Payroll			
Income & Expenditure			
Commitments			

Preferences | Exit | Logout | Help

Select Project Summary

- 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

Project Summary (Annual Budget) Report - Project Summary

Last run Friday 22 October 2010 10:49:48 IST

Parameters Needed
Select values for the following parameters.
* Indicates required field
* Period To (e.g. JAN-10) 

Click on torch to select period you wish to run report to

ORACLE Discoverer Viewer Business Intelligence

Search and Select: Period To

This page enables you to select the parameter values

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: Search for:

Case Sensitive

Results

Select	Parameter values
<input type="radio"/>	MAR-10
<input checked="" type="radio"/>	FEB-10
<input type="radio"/>	JAN-10
<input type="radio"/>	DEC-09
<input type="radio"/>	NOV-09
<input type="radio"/>	OCT-09
<input type="radio"/>	SEP-09
<input type="radio"/>	AUG-09
<input type="radio"/>	ADJ-08
<input type="radio"/>	JUL-08
<input type="radio"/>	JUN-08
<input type="radio"/>	MAY-08
<input type="radio"/>	APR-08
<input type="radio"/>	MAR-08
<input type="radio"/>	FEB-08
<input type="radio"/>	JAN-08
<input type="radio"/>	DEC-08
<input type="radio"/>	NOV-08
<input type="radio"/>	OCT-08
<input type="radio"/>	SEP-08
<input type="radio"/>	AUG-08

Choose period then click on select

- Click on go to run report

ORACLE Discoverer Viewer Business Intelligence

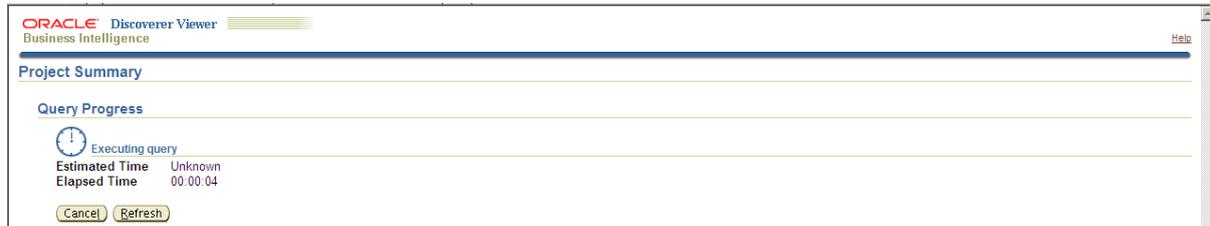
Project Summary (Annual Budget) Report - Project Summary

Last run Monday, December 20, 2010 03:07:44 PM IST

Parameters Needed
Select values for the following parameters.
* Indicates required field
* Period To (e.g. JAN-10) 

Click go to run report

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



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

The screenshot shows the 'Parameters' section of the report. It includes a 'Period To' dropdown set to 'OCT-10' and a 'Department' dropdown set to '<All>'. Below this is a table with columns for 'Project Type', 'Project', 'Revised Budget - Annual', 'Income - YTD', 'Payroll - YTD', 'Other Costs - YTD', 'Overhead Recovery - YTD', 'Commitment Outstanding', 'Balance - YTD', and 'Budget Remain'. The table lists various projects under categories like 'OCI-DEPARTMENT OWN FUNDS', 'OCI-ENDOWMENTS/PRIZES/& OTHER', and 'OCI-MISCELLANEOUS'. Arrows point from text labels to specific elements in the interface: 'Click on torch to select period you wish to run report to' points to the 'Period To' dropdown; 'Select Business Area from dropdown list' points to the 'Department' dropdown; 'Select department from dropdown list' points to the 'Budget Name' dropdown; and four arrows point to the 'Income - YTD', 'Payroll - YTD', 'Other Costs - YTD', and 'Commitment Outstanding' columns, each with a corresponding drilldown label below the table.

Drilldown to detailed Income breakdown

Drilldown to detailed payroll

Drilldown to detailed expenditure

Drilldown to detailed outstanding commitments analysis

- 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 Budget) Report
Period To : 'OCT-10'

Parameters
Select values for the following parameters.
Indicates required field
* Period To (e.g. JAN-10) [OCT-10]

Table
Tools Layout Format Spotlight Sort Rows and Columns

Page Items School [A0601 - BUSINESS SUPPORT] Department [<All>] Budget Name [GCU BUD 10_11]

Project Type	Project	Revised Budget - Annual	Income - YTD	Payroll - YTD	Other Costs - YTD	Overhead Recovery - YTD	Commitment Outstanding	Balance - YTD	Budget Remain
OCI-DEPARTMENT OWN FUNDS	M0070 - RIE OFFICE DEPT A/C	0	2,085	0	1,117	0	0	3,182	<3,18
	M0534 - PROF M MANNION PD ACCOUNT	0	<163>	<79>	0	0	0	<242>	2,
	M0544 - GCU ANNUAL FUND	0	<4,390>	0	0	0	0	<4,390>	4,31
	M0613 - BANGLADESH COLLEGE ACCOUNT	0	0	5,000	7,308	0	0	12,308	<12,30
Total: OCI-DEPARTMENT OWN FUNDS		0	<2,488>	4,921	8,425	0	0	10,858	<10,85
OCI-ENDOWMENTS/PRIZES/& OTHER	M4017 - BUCHANAN & EWING	0	0	0	500	0	0	500	<50
	M4022 - MAGNUS MAGNUSSON SCHOLARSHIP FUND	0	<5,230>	0	0	0	0	<5,230>	5,2
	M4023 - GCU SCHOLARSHIP FUND	0	1,250	0	27,750	0	0	29,000	<29,00
Total: OCI-ENDOWMENTS/PRIZES/& OTHER		0	<3,980>	0	28,250	0	0	24,270	<24,27
OCI-MISCELLANEOUS	M6001 - CONTRAS	0	<103>	0	0	0	0	<103>	1,
	M6032 - SIE INTERNS PROGRAMME	0	<6,584>	488	0	0	0	<6,096>	6,0
	M6038 - ON TRACK	0	15,652	15,071	240	0	0	30,963	<30,96
	M6093 - GRADUATION BALL ACCOUNT	0	<6,537>	0	0	0	0	7,276	<2,27
	M6094 - (PREVIOUSLY M0440) GLOBAL HEALTH DEVELOPMENT	0	1,441	0	0	0	0	4,441	<1,44
	M6096 - 2010 EDITION OF GLASGOW COOKERY BOOK	0	<6,498>	0	0	0	0	<6,498>	6,4
	M6101 - POSTGRADUATE BURSARIES	0	<17,000>	0	0	0	0	<17,000>	17,0
	M6102 - FROZEN - PROMOTING COMMERCIALISATION (REPLACES M0080)	0	152	0	263	0	0	415	<41
	M6116 - CONSULTANCY	0	0	0	<50,000>	0	0	<50,000>	50,0
Total: OCI-MISCELLANEOUS		0	<19,477>	15,559	<49,497>	0	8,813	<44,602>	44,6
OCI-SHEFC OTHER INTERNAL ALLOCATION	M7123 - CULTURAL ENGAGEMENT - SFO/KT FUNDING	0	<20,203>	0	0	0	0	<20,203>	20,2

When you click on the arrow to drilldown to detail you will need to move your mouse over and then click **“Commitments”**

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

ORACLE Discoverer Viewer
Business Intelligence

Project Summary (Annual Budget) Report - Income & Expenditure
Last run Friday 22 October 2010 11:04:44 IST

Project Summary (Annual Budget) Report - Income & Expenditure Analysis
Period To : 'OCT-10', Drilldown School : 'A0601 - BUSINESS SUPPORT', Drilldown Department : '10900 - INTERNATIONAL ACTIVITIES', Drilldown Project : 'M8658 - ERASMUS MOBILITY - ST', Drilldown Inc/Exp Type : 'INCOME'

Parameters
Select values for the following parameters.
* Indicates required field
* Period To (e.g. JAN-10) [OCT-10]
* Drilldown School [A0601 - BUSINESS SUPPORT]
Drilldown Department [10900 - INTERNATIONAL ACTIVITIES]
* Drilldown Project [M8658 - ERASMUS MOBILITY - ST]
* Drilldown Inc/Exp Type [INCOME]

Table
Tools Layout Format Spotlight Sort Rows and Columns

Secondary Code	Secondary Description	Period No.	Period Name	Invoice Line Description	Journal Line Description	Amount	Posted Date
3109	EXTERNAL OTHER ACTIVITY GRANT & CONTRACT INCOME	3	OCT-10	THE BRITISH COUNCIL	Distribution for miscellaneous receipt 141010-11:29:37	<17,835.26>	15-OCT-2010
						<17,835.26>	

Create printer friendly format
Export to Excel

Report Headings

- **Secondary Code** – Numerical code description of goods / services bought
- **Secondary Description** – Code description of goods / services bought
- **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
- **Period Name** – 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
- **Voucher No** - 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
- **Transaction Date** – 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

Create printer friendly format

ORACLE Discoverer Viewer
Business Intelligence

Connect > Workbooks > University Cost Centre - Income & Expenditure
Last run Wednesday, March 10, 2010 02:23:10 PM IST

Actions
[Rerun query](#)
[Revert to saved](#)
[Printable page](#)
[Export](#)
[Send as email](#)
[Worksheet options](#)

Worksheets
[Cost Centre Summary](#)
[Virements](#)
[Payroll](#)
[Income & Expenditure](#)
[Commitments](#)

Parameters
 Select values for the following parameters.
 * Indicates required field

- * Period To: FEB-10
- * Budget: GCU FIB 09_10
- * Drilldown Cost Centre: 10301 - DIVISION OF SOCIAL SCIE
- * Drilldown Line: 30 - OTHER COSTS
- * Drilldown Account: 1341 - STATIONERY & OFFICE SU

Table
 Tools: Layout Format Stoplight Sort Rows and Columns

Period No.	Period Name	Invoice Line Description
1	AUG-09	20599 Imation 2.0 USB Swivel Flash Drive 2GB OEM: 20599 Amanda Bell
2	SEP-09	HELIX FLUORESCENT 30/50 WATT HALOGEN DESK LIGHT, SUPPLIES TEAM METAL BOOK ENDS LARGE AND SMALL, HP PREMIUM PLUS PHOTO PPR GLOSSY A4, BOSTIK BLUE
3	OCT-09	1979545 Supplies Team Metal Book: Ends Small OEM: 522067 Amanda Bell
3	OCT-09	411-9648 HP Laserjet Black Toner Cart For P1005/P1006 Up To 1,500 Pages OEM: CB435A Amanda Bell
3	OCT-09	575420 Unbranded Couch Roll Hand Towel 10 Inch Blue 18 x 46 OEM: M02605 Amanda Bell
3	OCT-09	8338761 Casio FX83ES Scientific Calculator Black:249 Functions OEM: FX83ES-S-UH Amanda Bell
3	OCT-09	CG6000 3M A4 Universal Transparencies Film CG6000 Box of 50 OEM: CG6000 Amanda Bell
3	OCT-09	EF200XLB 3M 18-19" Cr1 17-18" Lod Anti-Glare Static Screen Filter Black Frame OEM: EF200XLB Amanda Bell
3	OCT-09	Q1338A HP LaserJet 4200 Series Laser Toner Cartridge Black OEM: Q1338A Amanda Bell
3	OCT-09	SUPPLIES TEAM METAL BOOK ENDS SMALL
4	NOV-09	EXPS PURCHASE OF SCIENTIFIC CALCULATOR

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

ORACLE Discoverer Viewer
Business Intelligence

Connect > Workbooks > University Cost Centre - Income & Expenditure >

Printable Page Options
 Set the options to generate a printable Portable Document Format (PDF) document of your worksheet. [Cancel] [Preview sample] [Printable PDF]

Content Page Setup

General Options
 Show title On the first page
 Never
 Show text area On the first page
 Never
 Data Print all rows and columns
 Print only the rows and columns that are displayed in the crosstab or table.
 Print Header
 Print Footer

Table Options
 Print table
 Repeat header cells on every page

Graph Options
 Print graph
 Print gradients
 Graph size Actual size
 Specified size
 Width: 5.56 (Maximum width: 10.69 (Inches))
 Height: 5.56 (Maximum height: 7.27 (Inches))

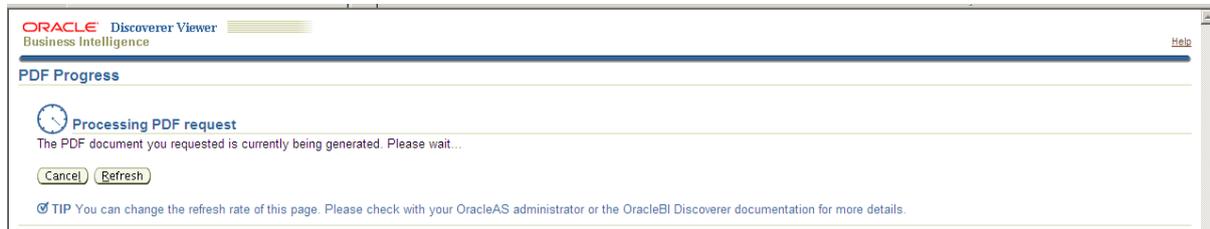
Content Page Setup

[Cancel] [Preview sample] [Printable PDF]

Preferences | Exit | Logout | Help

Create printer friendly format

- 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.

Income & Expenditure

Cost Centre Income & Expenditure Analysis (Non-Payroll)
 Period To : 'FEB-10', Base Budget : 'GCU FIB 09_10', Drilldown Cost Centre : '10301 - DIVISION OF SOCIAL SCIENCES', Drilldown Line : '30 - OTHER COSTS', Drilldown Account : '1341 - STATIONERY & OFFICE SUPPLIES'

Period No.	Period Name	Invoice Line Description	Journal Line Description	Amount	Posted Date	Voucher No.	FO Number	Journal No.	Invoice No.
1	AUG-09	20599 Inration 2.0 USB Swivel Flash Drive 2GB OEM: 20599 Amanda Bel	20599 Inration 2.0 USB Swivel Flash Drive 2GB OEM: 20599 Amanda Bel	52.92	31-AUG-2009		GCU1152		
2	SEP-09	HELIX FLUORESCENT 30/60 WATT HALOGEN DESK LIGHT, SUPPLIES TEAM METAL BOOK ENDS LARGE AND SMALL, HP PREMIUM PLUS PHOTO PPR GLOSSY A4, BOSTIK BLUE TACK, ECONOMY SIZE, OVIN BRAND RULERS SHATTERPROOF PLASTIC, CONCORD BRIGHT SQUARE CUT FOLDERS	Journal Import Created	144.30	15-SEP-2009	139201			2764477
3	OCT-09	1979545 Supplies Team Metal Book Ends Small OEM: 522067 Amanda Bel	1979545 Supplies Team Metal Book Ends Small OEM: 522067 Amanda Bel	22.56	07-OCT-2009		GCU1596		
3	OCT-09	411-9948 HP LaserJet Black Toner Cart For P1005/P1006 Up To 1,500 Pages OEM: CB435A Amanda Bel	411-9948 HP LaserJet Black Toner Cart For P1005/P1006 Up To 1,500 Pages OEM: CB435A Amanda Bel	91.17	07-OCT-2009		GCU1596		
3	OCT-09	575420 Unbranded Couch Roll Hand Towel 10 Inch Blue 18 x 46 OEM: M02805	575420 Unbranded Couch Roll Hand Towel 10 Inch Blue 18 x 46 OEM: M02805 Amanda Bel	47.27	07-OCT-2009		GCU1596		
3	OCT-09	8338761 Casio FX83ES Scientific Calculator Black 249 Functions OEM: FX83ES-S-UH Amanda Bel	8338761 Casio FX83ES Scientific Calculator Black 249 Functions OEM: FX83ES-S-UH Amanda Bel	4.29	07-OCT-2009		GCU1596		
3	OCT-09	CG6000 3M A4 Universal Transparencies Film CG6000 Box of 50 OEM: CG6000	CG6000 3M A4 Universal Transparencies Film CG6000 Box of 50 OEM: CG6000 Amanda Bel	187.34	07-OCT-2009		GCU1596		
3	OCT-09	EP200DLB 3M 18-19" Cr 17-19" Lod Anti-Glare Static Screen Filter Black Frame OEM: EP200DLB Amanda Bel	EP200DLB 3M 18-19" Cr 17-19" Lod Anti-Glare Static Screen Filter Black Frame OEM: EP200DLB Amanda Bel	63.43	07-OCT-2009		GCU1596		
3	OCT-09	Q1338A HP LaserJet 4200 Series Laser Toner Cartridge Black OEM: Q1338A Amanda Bel	Q1338A HP LaserJet 4200 Series Laser Toner Cartridge Black OEM: Q1338A Amanda Bel	51.31	07-OCT-2009		GCU1596		
3	OCT-09	SUPPLIES TEAM METAL BOOK ENDS SMALL	Journal Import Created	7.52	20-OCT-2009	149622			2636688
4	NOV-09	EXPS PURCHASE OF SCIENTIFIC CALCULATOR	Journal Import Created	8.99	09-NOV-2009	148748			EXP2041109
4	NOV-09	WATER ROOM 508 HW BUILDING	Journal Import Created	64.78	11-NOV-2009	142420			30334
4	NOV-09	SHREDDING	Journal Import Created	80.50	23-NOV-2009	147193			101088782
5	DEC-09	ST HP LASERJET 1100 TONER, 3M A4 UNIVERSAL TRANSPARENCIES FILM ETC	Journal Import Created	274.60	14-DEC-2009	149993			2001963
6	JAN-10	575420 Unbranded Couch Roll Hand Towel 10 Inch Blue 18 x 46 OEM: M02805 Amanda Bel	575420 Unbranded Couch Roll Hand Towel 10 Inch Blue 18 x 46 OEM: M02805 Amanda Bel	23.83	07-JAN-2010		GCU3059		
6	JAN-10	CG6000 3M A4 Universal Transparencies Film CG6000 Box of 50 OEM: CG6000 Amanda Bel	CG6000 3M A4 Universal Transparencies Film CG6000 Box of 50 OEM: CG6000 Amanda Bel	93.67	07-JAN-2010		GCU3059		
6	JAN-10	Q1338A HP LaserJet 4200 Series Laser Toner Cartridge Black OEM: Q1338A Amanda Bel	Q1338A HP LaserJet 4200 Series Laser Toner Cartridge Black OEM: Q1338A Amanda Bel	153.70	07-JAN-2010		GCU3059		
6	JAN-10	CANON INK TANK BLACK	Journal Import Created	50.13	20-JAN-2010	151807			2965384
6	JAN-10	CANON INK TANK CYAN	Journal Import Created	15.46	20-JAN-2010	151808			2966809
6	JAN-10	ST HP LASERJET 1010/1012	Journal Import Created	34.45	27-JAN-2010	149684			2938674
7	FEB-10	411-9948 HP LaserJet Black Toner Cart For P1005/P1006 Up To 1,500 Pages OEM: CB435A Amanda Bel	411-9948 HP LaserJet Black Toner Cart For P1005/P1006 Up To 1,500 Pages OEM: CB435A Amanda Bel	100.35	25-FEB-2010		GCU4408		
7	FEB-10	CG6000 3M A4 Universal Transparencies Film CG6000 Box of 50 OEM: CG6000	CG6000 3M A4 Universal	102.17	25-FEB-2010		GCU4408		

- 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

Export to Excel / PDF

Oracle Discoverer Viewer
Business Intelligence

Connect > Workbooks > University Cost Centre - Cost Centre Summary
Last run Wednesday, March 10, 2010 03:13:18 PM IST

University Cost Centre Report
Period To: 'FEB-10'

Actions

- Run query
- Revert to saved
- Printable page
- Export**
- Send as email
- Worksheet options

Parameters

Select values for the following parameters.
* indicates required field

* Period To: FEB-10

Table

Page Items: Cost Centre | 10514 - ACCOUNTING, FINANCE & RISK | Budget Name | GCU FIB 09_10

Inci/Exp Type	Inci/Exp Account	Base Budget - Annual	Virements	Revised Budget - Annual	Revised Budget - YTD	Actual - YTD	Variance - YTD	Commitment Outstanding	Budget Remaining
INCOME	3052 - STUDENT INCOME - MISCELLANEOUS	0	0	0	0	<5,626>	5,626	0	5,626
	3061 - MISCELLANEOUS/INCIDENTAL INCOME	0	0	0	0	<2,550>	2,550	0	2,550
Total:INCOME		0	0	0	0	<8,176>	8,176	0	8,176
PAYROLL	ACADEMIC	2,262,089	<459,300>	1,802,789	1,105,656	1,018,625	87,031	0	784,164
	ADMIN	29,011	0	29,011	16,758	16,550	208	0	12,461
	TEMP ACADEMIC	0	0	0	0	1,449	<1,449>	0	<1,449>
	TEMP ADMIN	0	0	0	0	1,678	<1,678>	0	<1,678>
	PART TIME HOURS	90,000	0	90,000	38,700	36,245	2,455	0	53,755
	PAYROLL RECOVERIES	0	0	0	0	<4,922>	4,922	0	4,922
Total:PAYROLL		2,381,100	<459,300>	1,921,800	1,161,114	1,069,625	91,489	0	852,175
OTHER COSTS	1000 - COMPUTER SOFTWARE	5,250	0	5,250	3,063	0	3,063	0	5,250
	1001 - EQUIPMENT - COMPUTER & AV	1,000	0	1,000	583	400	183	0	600
	1002 - EQUIPMENT - OTHER	250	0	250	146	3,236	<3,090>	0	<2,986>
	1025 - STUDENTS TRAVEL	0	0	0	0	611	<611>	0	<611>
	1027 - STUDENT PLACEMENT	0	0	0	0	76	<76>	0	<76>
	1029 - RESIDENTIAL COURSES	7,000	0	7,000	4,083	0	4,083	0	7,000

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

Oracle Discoverer Viewer
Business Intelligence

Connect > Workbooks > University Cost Centre - Cost Centre Summary >

Choose export type

Use the drop-down list to specify the export file format.

CSV (Comma delimited) (*.csv)

Cancel Export

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About OracleBI Discoverer Version 10.1.2.55.26
Oracle Technology Network

Preferences | Exit | Logout | Help

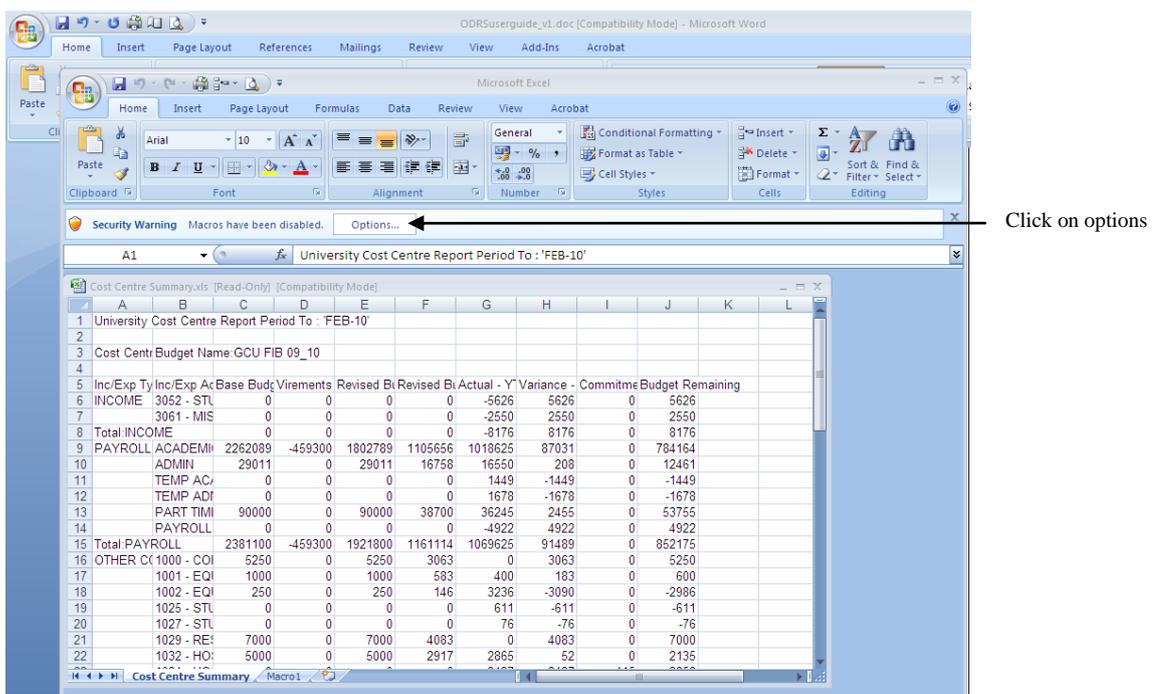
- Choose the “Microsoft Excel Workbook” option from the dropdown menu



- 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



- 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 (isd@gcu.ac.uk) 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

Inc/Exp Type	Inc/Exp Account	Base Budget - Annual	Virements	Revised Budget - Annual	Revised Budget - YTD	Actual - YTD	Variance YTD	Commitment Outstanding	Budget Remaining
INCOME	3052 - STUDENT INCOME - MISCELLANEOUS	0	0	0	0	<5,626>	5,626	0	5,626
	3061 - MISCELLANEOUS/INCIDENTAL INCOME	0	0	0	0	<2,550>	2,550	0	2,550
Total:INCOME		0	0	0	0	<8,176>	8,176	0	8,176
PAYROLL	ACADEMIC	2,262,089	<459,300>	1,802,789	1,105,656	1,018,625	87,031	0	784,164
	ADMIN	29,011	0	29,011	16,758	16,550	208	0	12,461
	TEMP ACADEMIC	0	0	0	0	1,449	<1,449>	0	<1,449
	TEMP ADMIN	0	0	0	0	1,678	<1,678>	0	<1,678
	PART TIME HOURS	90,000	0	90,000	38,700	36,245	2,455	0	53,755
	PAYROLL RECOVERIES	0	0	0	0	<4,922>	4,922	0	4,922
Total:PAYROLL		2,381,100	<459,300>	1,921,800	1,161,114	1,069,625	91,489	0	852,175
OTHER COSTS	1000 - COMPUTER SOFTWARE	5,250	0	5,250	3,063	0	3,063	0	5,250
	1001 - EQUIPMENT - COMPUTER & AV	1,000	0	1,000	583	400	183	0	600
	1002 - EQUIPMENT - OTHER	250	0	250	146	3,236	<3,090>	0	<2,986
	1025 - STUDENTS TRAVEL	0	0	0	0	611	<611>	0	<611
	1027 - STUDENT PLACEMENT	0	0	0	0	76	<76>	0	<76
	1029 - RESIDENTIAL COURSES	7,000	0	7,000	4,083	0	4,083	0	7,000
	1032 - HOSPITALITY - EXTERNALS	5,000	0	5,000	2,917	2,865	52	0	2,133
	1034 - HOSPITALITY - NO EXTERNALS	0	0	0	0	3,437	<3,437>	415	<3,852
	1035 - STAFF DEVELOPMENT - UNIVERSITY COURSE/CONFERENCE FEE	30,000	0	30,000	17,500	931	16,569	0	29,068
	1038 - SUBSCRIPTION/MEMBERSHIP FEES - UNIVERSITY	0	0	0	0	5,882	<5,882>	0	<5,882
	1048 - LICENCES & WARRANTIES	4,500	0	4,500	2,625	0	2,625	0	4,500
	1054 - SUBSCRIPTION/MEMBERSHIP FEES - INDIVIDUAL	1,500	0	1,500	675	639	236	0	861
	1058 - OTHER EXTERNAL SERVICE FEES	0	0	0	0	6,408	<6,408>	80	<6,488
	1065 - FEE WAIVER COST	1,500	0	1,500	875	0	875	0	1,500
	1066 - HOSPITALITY - GRADUATIONS	4,000	0	4,000	2,333	0	2,333	0	4,000
	1067 - VENUE HIRE	7,000	0	7,000	4,083	0	4,083	0	7,000
	1068 - STAFF DEVELOPMENT - COURSE/CONFERENCE FEE	500	0	500	292	5,260	<4,968>	0	<4,760
	1069 - NON STAFF EXPENSES CLAIM - SUBSISTENCE	500	0	500	292	128	164	0	372
	1070 - NON STAFF EXPENSES CLAIM - UK MILEAGE	750	0	750	438	0	438	0	750
	1071 - NON STAFF TRAVEL - ACCOMMODATION COSTS	2,000	0	2,000	1,167	690	477	0	1,310
	1072 - NON STAFF TRAVEL - TRANSPORT COSTS	3,500	0	3,500	2,042	1,109	933	0	2,391
	1073 - STAFF EXPENSES CLAIM - UK & EU SUBSISTENCE	200	0	200	117	1,263	<1,136>	0	<1,053
	1074 - STAFF EXPENSES CLAIM - UK MILEAGE	1,500	0	1,500	875	78	797	0	1,422
	1075 - STAFF TRAVEL - OTHER OVERSEAS ACCOMMODATION	5,750	0	5,750	3,354	0	3,354	0	5,750
	1076 - STAFF TRAVEL - OTHER OVERSEAS TRANSPORT COSTS	750	0	750	438	1,689	<1,251>	0	<939
	1077 - STAFF TRAVEL - UK & EU ACCOMMODATION	5,000	0	5,000	2,917	964	1,953	0	4,036
	1078 - STAFF TRAVEL - UK & EU TRANSPORT COSTS	500	0	500	292	2,523	<2,231>	0	<2,023
	1079 - TAXI HIRE - TOA ACCOUNT	0	0	0	0	150	<150>	0	<150

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

The screenshot shows the Oracle Discoverer Viewer interface. At the top left, there is a menu with the following options: Rerun query, Revert to saved, Printable page, Export, **Send as email**, and Worksheet options. An arrow points to the 'Send as email' option with the text 'Send report in an email'. The main content area displays a report titled 'University Cost Centre Report' for the period 'FEB-10'. Below the title is a table with columns: Inc/Exp Type, Inc/Exp Account, Base Budget - Annual, Virements, Revised Budget - Annual, Revised Budget - YTD, Actual - YTD, Variance - YTD, Commitment Outstanding, and Budget Remaining. The table lists various cost center items such as INCOME, PAYROLL, and OTHER COSTS with their respective budget and actual values.

- By clicking on the “Send as email” link a page like that shown below will appear

The screenshot shows the 'Choose attachment type' dialog box. It prompts the user to 'Use the drop-down list to specify the export file format.' The dropdown menu is open, showing 'Portable Document Format (PDF) (*.pdf)' as the selected option. There are 'Cancel' and 'Next' buttons on the right side of the dialog. The background shows the same report as the previous screenshot.

- 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 Annual	This is the original budget outlined at the start of the financial year
Virements	These are any additions or reductions made to the annual base budget
Revised Budget Annual	This is the original budget adjusted for 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 <i>minus</i> Actual YTD
Commitment Outstanding	Goods ordered on Pecos that have not yet been receipted
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