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East Dunbartonshire Council
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Oracle General Ledger Reporting – Help Guide

Introduction

This guide will give an overview of how to run an Overall Budget Report in Oracle. This will be the new way to access the information previously found on the Cost Centre Statement, Cost Centre Budget and Overall Budget Reports in SEEMiS – these reports will no longer be available once the Finance & Budgeting Module retires in July 2021. To run these reports you will first need to connect to an RDP Server and then log in to Oracle.

If you have any questions please contact your School Support Co-ordinator / Manager in the first instance. For SSC/SSM queries, please contact Finance.

How to request access to Oracle

If you do not have access to Oracle, this can be requested via a form you can access from the EDC Hub.

- Go to **The Hub**
- From the **Business** tab, select **Finance**
- On the Finance page, select **Oracle FMS**

- From the options on the Oracle FMS page, select **Oracle FMS – System Access**

On this page you will see the **User Access Request Form** attached at the side. Click this and open the document once it downloads and fill in the following sections electronically:

- *User Details:* Details about yourself including your job title and what service area you work under
- *Type of Access Request:* Select the **New User** box
- *Responsibility/Action/Effective Date:* In the *Responsibility* column, select **EDC General Ledger** Enquiry from drop-down list. In the *Action* column select **Enable**, and in *Effective Date* select the date you need access to start.

Once you have filled in these three sections, please **Save As** the document and name it '**Oracle Access Request – Your Name'**.

Forms requesting access should be sent to your School Support Manager/Co-ordinator, so once you have saved your form please e-mail it to them. Any new SSM's and SSC's requesting access should send forms to the **Education Accountant** to authorise.

How to access RDP Server

To run the Overall Budget Report In Oracle, you will need to connect to an RDP Server. This requires you to log in to an application on your computer before logging in to Oracle. IT will have set this up for you and created a shortcut on your desktop in which to access the server.

Click on the shortcut **EDU-FMS-RDS**
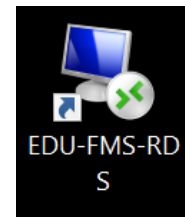
On the log in screen that appears enter your user name and password. The password should be the same one you use to log in to your computer, and so should your username **except** with the characters **sch** before it, demonstrated in the picture below.
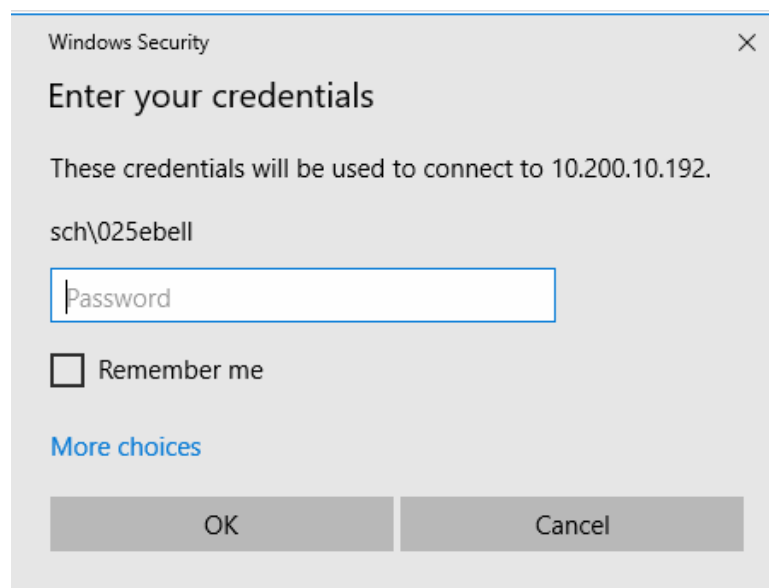
To log in to a different account, select **More Choices > Use a different account.**

Once you are logged in to the RDP Server, click on the shortcut to that IT will have set up for you to **FMS**

This will take you to the log in page for Oracle where you can log on as normal.

How to run an Overall Budget Report in Oracle

Up-to-Date as of: 07/09/22
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Once you have access to Oracle via the RDP server and are logged in, you will be able to run an Overall Budget Report. This should be done after each period has closed, however this can also be done on an ad hoc basis when required.

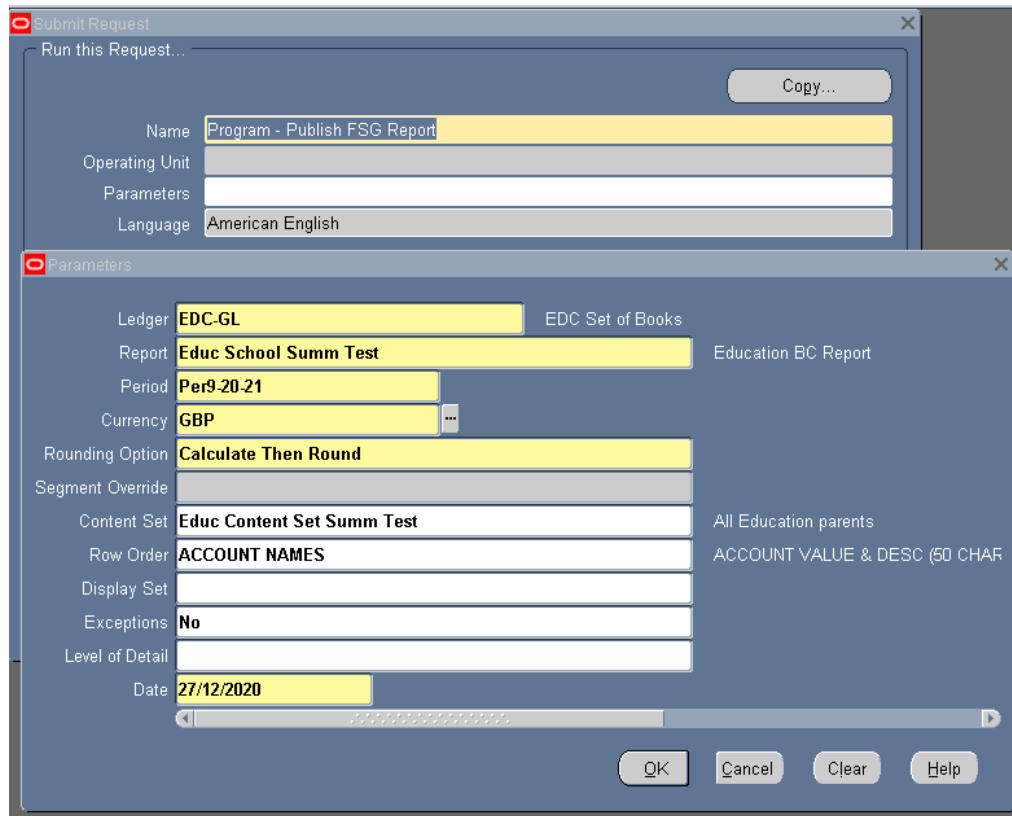Log in to Oracle and select **EDC General Ledger Journal Admin**.
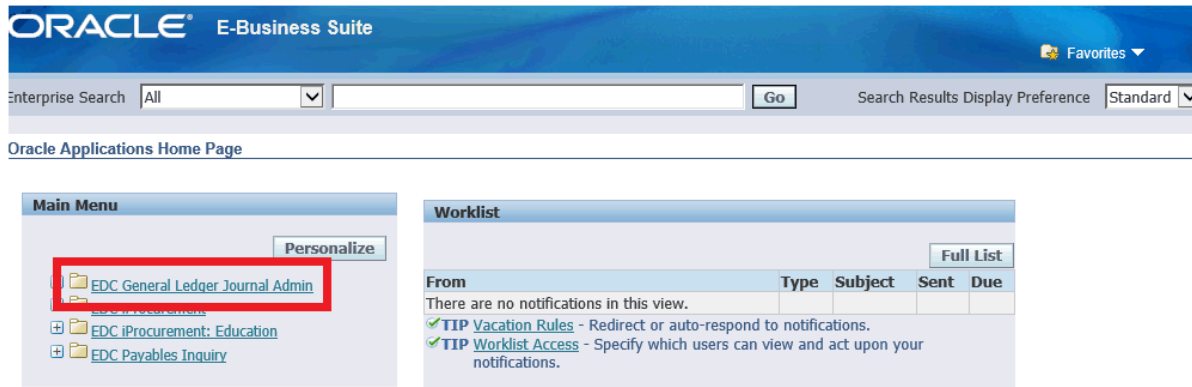
- From the **Functions** tab, select **Reports > Requests > Standard > Open**
- You can add this report to your 'Top Ten List' to make it quick and easy to access by clicking the **right facing arrow** circled in the diagram below where it will show as '**Requests: Submit**'.
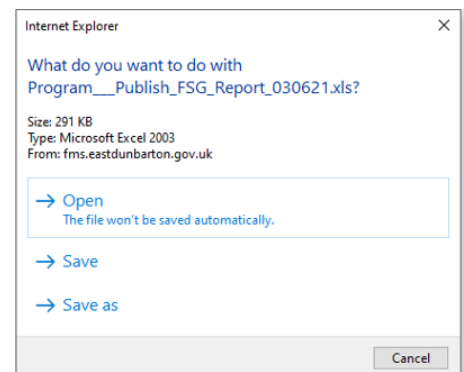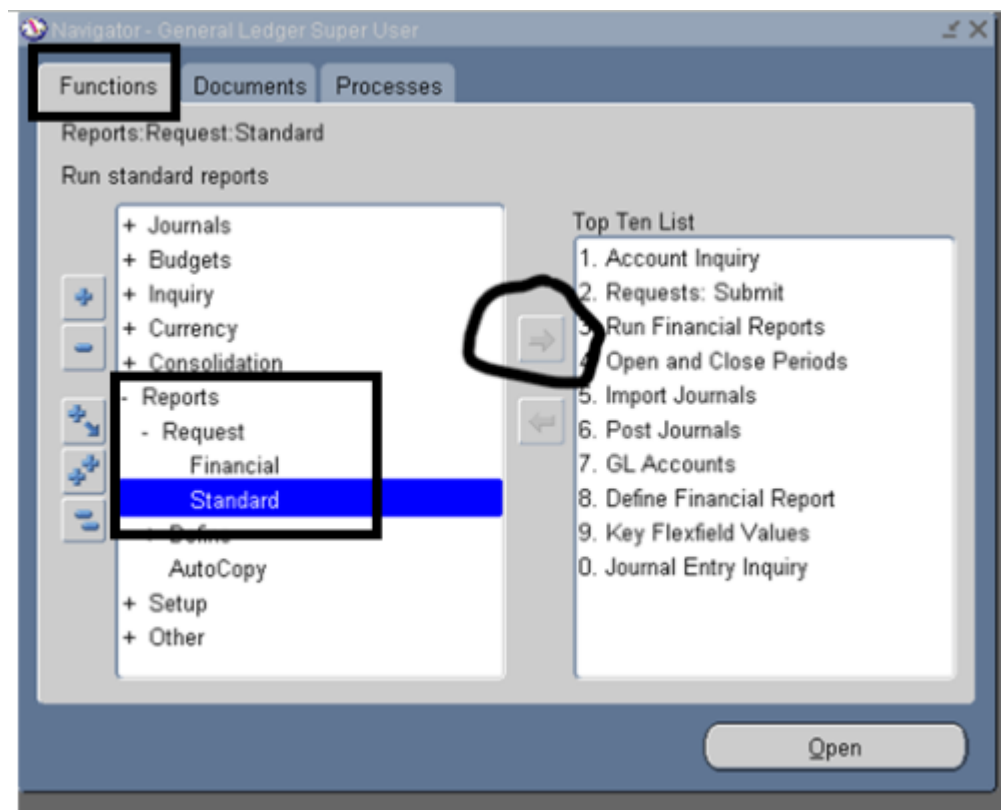

- **Single request** should ticked, if it is select **Ok**

- Click on the box with 3 dots to the right of the entry box for **Name**
- Select **Program – Publish FSG Report**
- Most of the fields on the Parameters box should already be filled in, the only ones you will need to select are:
  - **Report**: For this select **School BC Rep 2122** with your **cost centre** at the end
  - **Period**: Will automatically default to the current period
- The Parameters box should look like the picture below. Once it does click **Ok >
  Submit** (A pop-up will ask if you want to submit another request, you can select **No**)

- To view your report, select **View > Request**. On the pop-up that appears, select **Find Requests**, and you should see the page below
- The latest request will be highlighted and at the top of the list. If you would like to view a previous report you can select it from the list
- You can export your request to Excel by clicking **View Output**, and on the pop box that appears select **Open**

An excel document will open that will look blank at first; this is because the document opens at the end of the sheet. To view the report you will need to **move the sheet back to Column A** at the beginning of the sheet. You will then be able to see the output from the report. **Save** the report once you have finished viewing it.

Please Note When you are saving the reports, as you are connected to a remote server you will not be able to save your reports to your usual folders while connected to the server. Please instead:

- Save your reports in your own personal drive
- Once you have disconnected from the server, move your reports over to the usual place you would save them

Please run and save all your reports from Oracle first before disconnecting from the server before trying to move the saved copies from your personal drive over to where you usually save them.