sustainable thriving achieving
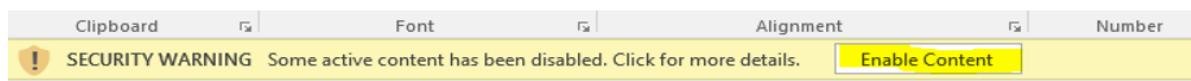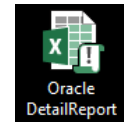**East Dunbartonshire Council**
www.eastdunbarton.gov.uk

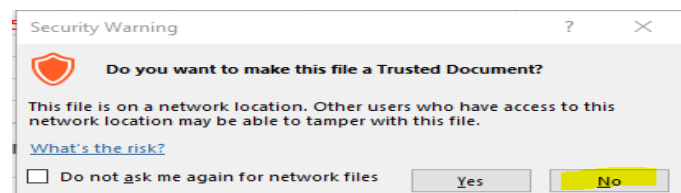## Oracle Detail Report – Help Guide

Introduction

This guide will take you through the steps to run the Wizard to produce the Oracle Detail Report for your school which provides a further breakdown of the Overall Budget Report.

How to run Oracle Detail Report Wizard

1. Open the wizard named **OracleDetailReport** (do **not** change the name of this file).

   Oracle DetailReport
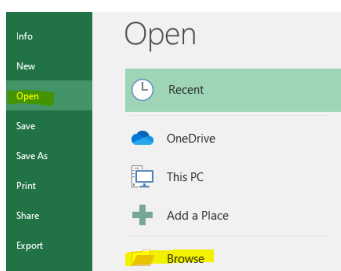
2. Once it opens click **Enable content** from the banner at the top.

Clipboard	⤵	Font	⤵	Alignment	⤵	Number

⚠ SECURITY WARNING Some active content has been disabled. Click for more details.   **Enable Content**

3. A Security Warning will appear asking if you would like to make the file a Trusted Document, select **No**

   Security Warning ? ✕

   🛡 Do you want to make this file a Trusted Document?

   This file is on a network location. Other users who have access to this network location may be able to tamper with this file.

   What's the risk?

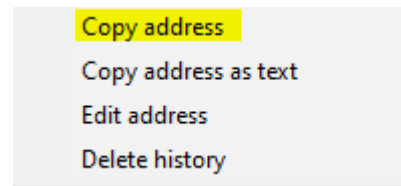   ☐ Do not ask me again for network files   Yes   **No**

4. Click on the Parameters Tab. If it is not showing, **right click** on one of the tabs at the bottom of the page and from the menu select **Unhide**. In the box that appears make sure **Parameters** is highlighted, then click **Ok.**

   Unhide ? ✕

   Unhide sheet:

   Paramaters

   OK   Cancel

5. Set up a **folder within your file structure** where you would like to save your Oracle Report and 5 spreadsheet (the one used in the example pictures is called 'For Report' but you can call it whatever you like)
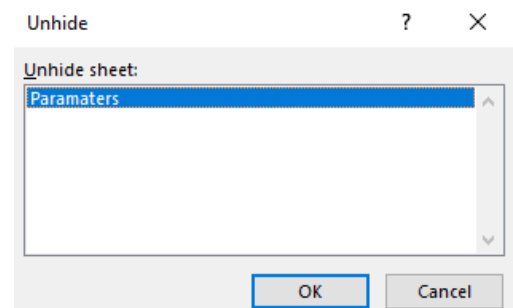
6. Once you have set the folder up, back on the parameter sheet select **File > Open > Browse** and find the folder and find the folder you have just made. Once you are in that, **right click** on the bar at the top and select **Copy address**. Once you have done this, select **Cancel**

Open

Info
New
Open
Save
Save As
Print
Share
Export
Publish

🕐 Recent

☁ OneDrive

💻 This PC

➕ Add a Place

📁 Browse

> ⟨ SEEMIS > User Reports > 2122 new reports > non staffing > For report

∨

sustainable thriving achieving
East Dunbartonshire Council
www.eastdunbarton.gov.uk

Copy address
Copy address as text
Edit address
Delete history

7. Back on the Parameters tab, **paste** the file path you have just copied into **Cell C2** and **overwrite** what is already written there. At the end of the file path **type** in a **back slash** (\). Once you have entered the file path to the folder you have made **save the document** so it saves your file path.
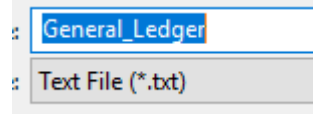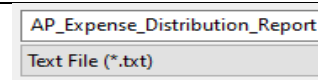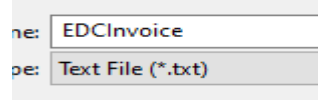
If you have any issues with this step and setting up the folder, please **contact Finance**.

H:\Restrict\Boclair-Finance\SEEMIS\User Reports\2122 new reports\non staffing\For report\

8. Open **Oracle** and **run your Oracle Reports** as below (This should **only** be done at this step in the process; **do not run reports before**). Also **Please Note:** Primaries only – run all the reports below for only **one Cost Centre** at a time.

9. For each of the reports listed below, once it has been been run, select from the toolbar at the top of the screen **File > Save as**. (If the toolbar is not showing, then click the **Alt** key and it will appear). Once you have clicked Save As, the file name **exactly** as shown in the screenshots below, ensure they are being saved in the workings folder you set up and click **Save**. (This renaming process will only have to be done once. After this, you will just need to save over the file name that already exists)

    Please Note **If saved reports are not named exactly as shown then the wizard will fail to run**.
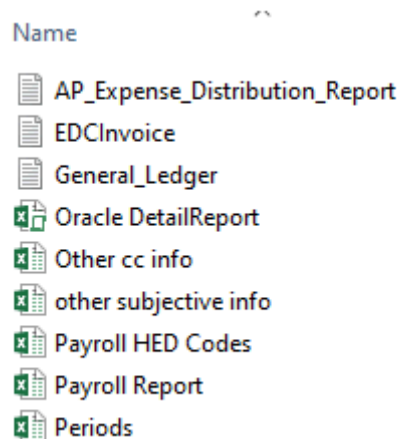
    Once you have run and saved the reports exactly as shown in the screenshots below, you can then follow the same **File > Save as** process for each of the reports, but this time save them in a **different** folder and name as you wish for your own back up records for future.

Report Name	Rename report then click **Save**	Screenshot
General Ledger – (180 Char)	General_Ledger	General_Ledger Text File (*.txt)
AP Expenses Distribution Report	AP_Expense_Distribution_Report	AP_Expense_Distribution_Report Text File (*.txt)
EDC: Invoice Dist. For Cost Centre and Date Range with PO Number (Previously called Expenses Distribution Report)	EDCInvoice	EDCInvoice Text File (*.txt)

There are a number of reports that will be **sent to you by Finance** that you will also need to save in the folder you created back at the start of the process:

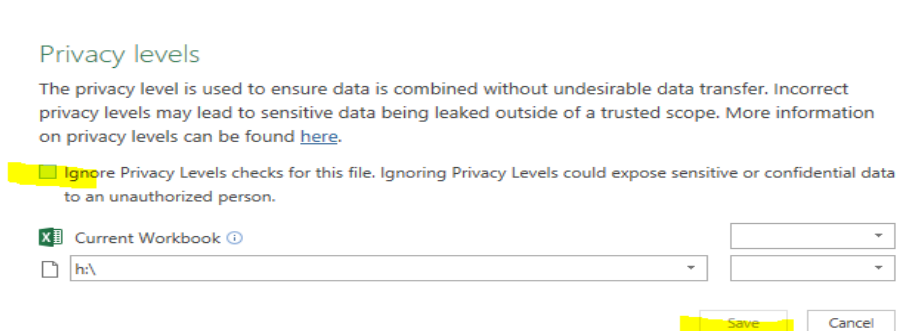| Document Name	Frequency sent by Finance
Payroll Report	Every 4 weeks
Payroll HED Codes	Once, will only be re-sent if any new HED Codes are added
Periods	Once a year when Period dates change
Other Subjective Info	Once, will only be re-sent if any new subjective are added
Other CC Info	Once, will only be re-sent if any new Cost Centres are added

Once all the reports have been saved, the folder should look like this:

Name

- AP_Expense_Distribution_Report
- EDCInvoice
- General_Ledger
- Oracle DetailReport
- Other cc info
- other subjective info
- Payroll HED Codes
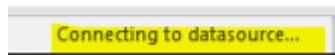- Payroll Report
- Periods

10. Return to the Excel Wizard and click on the **Summary** tab, then click the **black icon** at the top of the screen

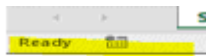The box below will appear **twice**. On both occasions, tick the **Ignore Privacy Levels** box and then click **Save**.

Privacy levels

The privacy level is used to ensure data is combined without undesirable data transfer. Incorrect privacy levels may lead to sensitive data being leaked outside of a trusted scope. More information on privacy levels can be found here.

☐ Ignore Privacy Levels checks for this file. Ignoring Privacy Levels could expose sensitive or confidential data to an unauthorized person.

Current Workbook ⓘ

h:\

Save   Cancel

While the report is updating, you will see in the bottom right hand of the screen '*Conecting to datasource*'; this is the report running and looking for the different repots and spreadsheets you have saved. Once the update is complete, the words '*Ready*' will show in the bottom left hand corner

Up-to-Date as of: 06/08/21
Version 1.2

sustainable thriving achieving
East Dunbartonshire Council
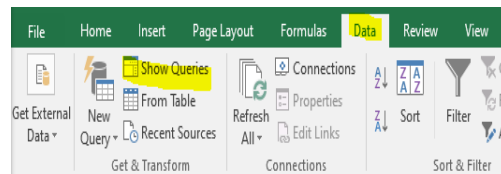www.eastdunbarton.gov.uk

 = (when running report)

 = (when update is complete)

11. From the main toolbar at the top, click **Data > Show Queries**


12. The screen below will appear on the right hand side of the spreadsheet. If a **warning triangle** appears against any of the reports like in the screenshot below, then there has been an **error** in the process with that particular report. Please contact the **Finance** team letting them know what reports have a warning triangle against them,
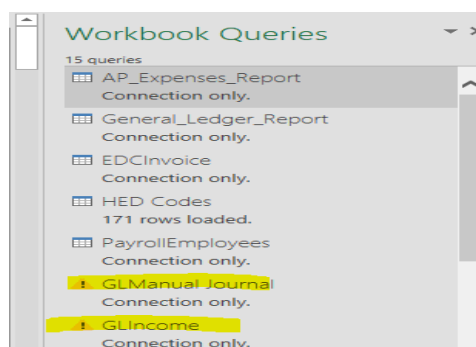
13. If there is **no warning triangles** like shown below, then the report has **updated successfully**. Click the **x** at the top right hand corner of the box to close the screen.
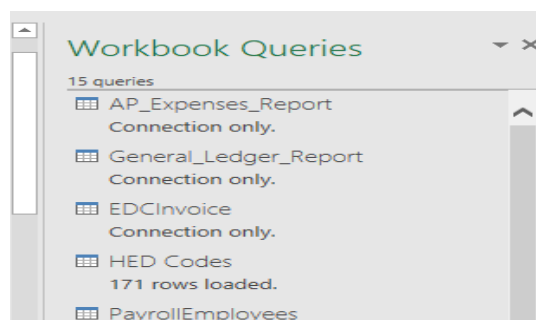
14. Click on the **Final Results All** tab. Go to the bottom of column **Q** called **Account Balance**. Click on the first blank cell in that column and then select the **Autosum** icon to total all the figures in that column together. (The Autosum icon can be found under the Home Tab on the banner at the top)
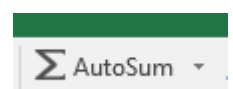
Check that the total at the bottom of column Q matches **column G cell 3** on the **Summary** Tab. If it does not then contact **Finance**

15. Click on **Save as** to save the new report. ***Please Note*** you do not want to just click **Save** and save over the original document

Using the Oracle Detail Report – Tips and Useful Information

The detail report has two tabs at the bottom prepared with additional information:

- **Payroll pivots:** provides information about Teachers, APT&C and Ancillary
- **Non-pay pivots**: provides more detailed invoice information, including all invoices processed and information on any incoming journals

- Alternatively, to get more information from the Pivot Table on the Summary tab, **double click** on the **amount** (ie if against *Income* it shows (£227.36) then click on the **actual figure**)

Category	Count	Account Balance
Payroll	2817	£1,971,343.73
Purchase Invoices	485	£52,565.43
Receiving	80	£0.01
MANUAL JOURNAL	146	(£7,734.22)
INCOME	3	(£227.36)

- This will open another tab on the spreadsheet and show the **details** of the **individual amounts** making up this total. This can be done for any figure on the pivot table to give a full detailed breakdown and is especially useful for your **purchase invoices**.

Cost Centre	Subjective	Education Code	Source	Category	Name	Job Number and Description	Entry Item	Date	Account Balance	Description
EC080	267777	000000	REVENUES	INCOME	INCOME GBP	ERET 080760 10/12/2020		44175	-227.36	
EC080	267777	000000	REVENUES	INCOME	INCOME GBP	ERET 080760 09/12/2020		44180	-227.36	
EC080	267777	000000	REVENUES	INCOME	INCOME GBP	ERET 080760 10/12/2020		44181	227.36	

- **Final Results all Tab** provides all information that is held in the spreadsheet. This can be filtered to put together any information you may be looking for that has been entered within the spreadsheet