

Payment Claims Report

A report is available for managers to check claims which have been authorised or paid. Managers are able to select their full team or an individual employee.

- Select the **Reports** link from the Oracle Applications Home Page.

The screenshot shows the Oracle Discoverer Viewer interface. At the top, it says 'ORACLE Discoverer Viewer Business Intelligence'. Below that is a 'Connect >' link and a 'Worksheet List' title. A search bar is present with a dropdown menu set to 'All Workbooks' and a 'Go' button. Below the search bar is a 'Result List' section with a 'Refresh' button and 'Expand All' / 'Collapse All' links. A table lists various reports with columns for 'Focus Name', 'Description', 'Owner', and 'Last Modified'. The 'Payment Claims Report' is highlighted in blue. At the bottom of the table is another 'Refresh' button. The footer contains copyright information and links for 'Preferences', 'Exit', and 'Help'.

Focus Name	Description	Owner	Last Modified
Discoverer Workbooks			
All Absences Report		REPDEV	Friday 02 November 2012 16:48:11 BST
Assignment and Salary Detail Report		SYSADMIN	Monday 27 June 2011 11:19:40 BST
Leavers Report		SYSADMIN	Wednesday 22 June 2011 17:50:36 BST
New Starter Report		SYSADMIN	Wednesday 22 June 2011 17:51:52 BST
Payment Claims Report		REPDEV	Monday 28 October 2013 17:55:31 BST
Payment Claims Report			
Planned Absences Report		SYSADMIN	Wednesday 22 June 2011 17:53:08 BST
Qualification Details Report		SYSADMIN	Monday 01 August 2011 17:01:01 BST
Sickness Absences Report (R010)		REPDEV	Thursday 06 June 2013 13:46:26 BST
Sickness Management - Triggers & Long Term (R030)		REPDEV	Tuesday 10 September 2013 13:46:16 BST
Vacant Positions Report		SYSADMIN	Wednesday 22 June 2011 17:57:12 BST

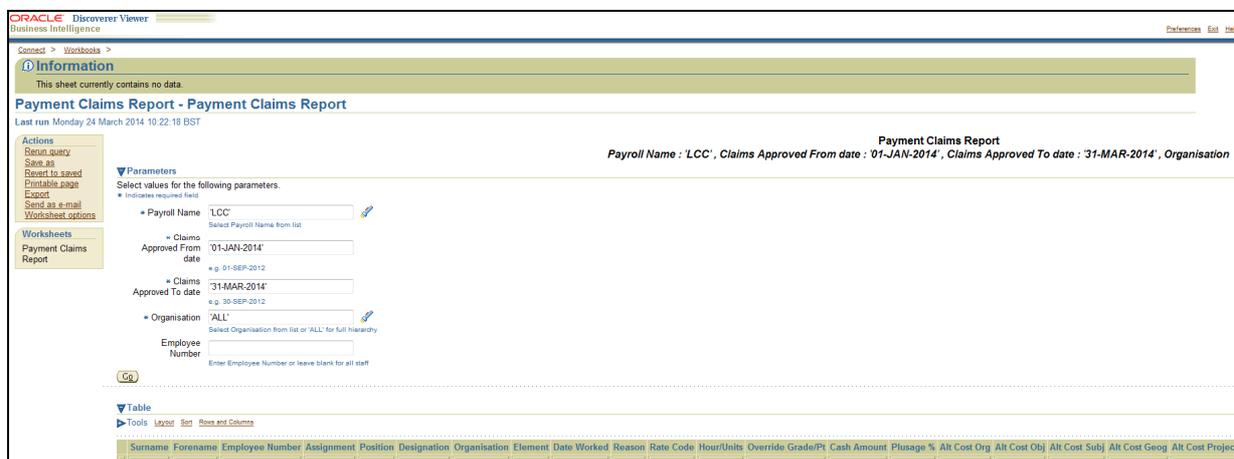
- Click on the + next to Payment claims Report to open the link.
- Reports Available – select the **Payment Claims Report** link.

The screenshot shows the Oracle Discoverer Viewer interface for the 'Payment Claims Report - Payment Claims Report'. It displays the 'Parameters Needed' section with a list of required fields. The 'Worksheets' section on the left shows 'Payment Claims Report' selected. The 'Parameters Needed' section includes:

- * Payroll Name: 'LCC' (with a dropdown arrow and a note 'Select Payroll Name from list')
- * Claims Approved From date: '01-JAN-2014' (with a note 'e.g. 01-SEP-2012')
- * Claims Approved To date: '31-MAR-2014' (with a note 'e.g. 30-SEP-2012')
- * Organisation: 'ALL' (with a dropdown arrow and a note 'Select Organisation from list or 'ALL' for full hierarchy')
- Employee Number: (with a note 'Enter Employee Number or leave blank for all staff')

 A 'Go' button is at the bottom of the form.

- **Payroll:** - This will default to **LCC**.
- **Claims Approved From Date:** - Enter the date you wish to view the claims from in the format DD-MMM-YYYY (e.g. 01-SEP-2014).
- **Claims Approved To Date:** - Enter the date you wish to view the claims until the format DD-MMM-YYYY.
- **Organisation:** - 'ALL' will display all establishments within your hierarchy. If you have several establishments within your hierarchy, use the torch to select the establishments you wish to search under.
- **Employee:** - Optionally select an employee name to view their claims only. Leave blank to view the claims for all employees within your hierarchy.
- Click the **Go** button.



- The report will be displayed at the bottom of the screen.
 - Scroll down and across to see the full details.
- Click the Export link in the Actions column to export the data into an Excel spreadsheet.
 - Click on the down arrow to select Export Type
 - Select Excel Workbook.
 - Click on Export.
 - Click on 'Click to View or Save'.
 - When the pop up window appears choose to Open or Save to your computer.
 - Click 'Open' to view in Excel.