



# **GCC Plus**

## **Guidance Sheets**

Viewing your purchases and  
contracts

GCCPlus provides a quick way to see all of the purchases your site has made. The contracts report also shows you all the contracts you currently have between your site and GCCPlus as well as all Contracts you have had in the past and all coming up in the future.

Home **Services** Training Communication Resources Setup Basket (2)

Welcome | Alex @ A Sample Academy (0000)

Enter your keywords here and then click an option

Training Resources Services News

★ Featured

# A Year in View

Check out our new 'A Year in View' Planner

News published by GCC Plus

### Upcoming events

March 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

### Featured service

Advisory Teaching Service

### To do list

Remember to checkout  
2 services |

Starting from the home page of your Site, click on **Services** (Green box)

Home Services Training Communication Resources Setup Basket

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**Services | View Providers** T:

Browse services, download a brochure, use the quick buy form or manage your purchases

Search for a service 🔍

**School Management, Employees and Staffing** ⌵

Admissions

Admissions Appeals

Area Finance Office

Communications

Data Collection and Analysis

Free School Meals

**Buy & more options** ⌵

**Buy now** 2016 / 20 Services

- 🛒 Buy available 2017 / 19 services
- 📄 Download a bespoke brochure
- 🔗 Browse available resources

Reporting options

- 🔗 **View latest transactions**
- 🔗 **View current contracts report**
- 🔗 View all management options

From the **Services** home page, under the **Buy & more options** there is the **Reporting options** with two helpful tools:

- **View latest transactions** – despite it’s name, this tool has filters to give you view over all transactions of all items your school has made. This explored [here](#)
- **View current contracts report** – as discussed, this tool can show you all contracts your school holds in the present, future and past. This is explored [here](#)

# View latest Transactions

## Services | Latest transactions

This report shows orders that have been processed and credits / charges

### Report explained

This report contains orders that have been processed. Adjustments (credits and charges) will be shown as separate line items. Orders that are being processed (Open orders) will not be included.

### Want to see more?

**Purchases report**  
Your primary purchase report, including annual contracts, services and training charges

### Filters

**The search results will include transactions that were PURCHASED within the selected date range**  
For example, the search will only include contracts that were purchased in the current financial year (designated period) regardless of when the contract starts.

Purchase date   
 Last 7 days  Last 30 days  Last 12 months  Date range

Item type   
 Contract / Package  Service / Ad-hoc  Products  Training / Event  Adjustment

Provider

**Search** Apply above filters and view results

### Latest transactions

**Export**

## Where are my results?

Simply click the Search button above and we'll go looking...

The page loads faster as you don't need to wait for the default results before starting your own search

This is the **Latest Transactions** report generator which we can set-out to capture a report as we wish. The filters are not especially complex but just to run through how you can use them:

- **Purchase date** can be specified by a selection of past time periods or by Date range if you wish to look back further (note, this date range can only cover 12 months).
- **Item type** means you can specify it to a specific item you are purchasing (contracts as opposed to training). You can also use this to check adjustments such as refunds/ service cancellations.
- **Provider:** you can also drill down the data even further to provider using this drop down box.

Once you are happy with the necessary filters being in place, click **Search** (Green box) to generate the report. You can also then download this report using the **Export** tool (blue box).

# Current Contracts Report

Home Services Training Communication Resources Setup Basket

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Store | Contracts report T:

Contracts Report

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**Filters** ▲

Providers

Type  Rolling contracts  Multi year contracts  Normal contracts

Period \*  Past  Current  Future

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**Search** Apply filters and view results

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**Results** ▲

**Export to Excel**

Provider	Contract	Contract date	Type	Purchase date	Total	View
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This is the **Current Contracts report** generator which we can set-out to capture a report as we wish. The filters are not especially complex but just to run through how you can use them:

- **Provider:** you do not have to select anything here but can be helpful to drill down to specifics
- **Type:** The vast majority of GCCPlus contracts are set up as **Normal Contracts**. The safe thing to do here is just leave all these boxes ticked.
- **Period:** This is fairly self-explanatory but for the sake of clarity: **Past** is defined by expired contracts (based on contract end date); **Current** is defined by contracts you are currently in the midst of; **Future** is defined by contracts you have purchased but that have not yet started based on their contract dates.

Once you are happy with the necessary filters being in place, click **Search** (Green box) to generate the report. You can also then download this report using the **Export** tool (blue box).