

# User Guide

# **BD15-06 Finance Information Delivery Framework**

# Adding Owner and Categorisation to General Ledger

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Version	0.6	Date Created	16/09/2016					
Status	DRAFT	Approved by						
Date Last Updated	20/12/2016	Date Approved						
Document Location	R:Information Delivery Framework							



#### **Document Control Details**

### Amendment History

Version	Status	Date	Author(s)	Summary of Changes
0.1	Initial Draft	16/09/2016	Merv Jones	Initial draft
0.2	Second Draft	12/10/2016	Merv Jones	Updated to include new features
0.3	Third Draft	17/10/2016	Merv Jones	Updated screenshots and environment details
0.4	Fourth Draft	17/10/2016	Merv Jones	Updated following SI review
0.5	Fifth Draft	19/12/2016	Merv Jones	Validation messages updated
0.6	Sixth Draft	20/12/2016	Merv Jones	Updated following PH & SI review

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#### Glossary of Terms

Terms	Meaning
CUFS	Cambridge University Finance System. (Oracle Financials)
GL	General Ledger
UIS	University Information Services



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### 1 <u>Document Introduction</u>

This user guide has been written to support users with the addition of Owner and/or Category information to the General Ledger.

Whilst we have attempted to create a solution which is both efficient and intuitive, as this is a new process which is not familiar to users, it is likely that you will need to follow these instructions for a short while until you become familiar with the process. It is unlikely that the instructions will need to be referred to an ongoing basis however once users are familiar with the process.

**Important note:** Any information uploaded through this process is not user specific and will apply across the whole department code. On this basis, great care needs to be taken so that users do not unwittingly over-write or delete each other's information.

### 2 <u>User Guide Contents</u>

The guide is broken into a number of sections – as shown below.

Process overview

Accessing the Application

Downloading spreadsheet

Adding filters

Using filters

Adding / Updating Owner information

Adding / Updating Category information

Uploading spreadsheet

Validation failure

**Running Reports** 



### 3 <u>Process overview</u>





### 4 Accessing the Application and downloading spreadsheet

**Introduction:** Unless you have used ADI before, there is a chance that you will need to amend some of your browser and/or MS Excel settings before you will be able to use this capability.

In the event that you experience issues with using ADI, please contact the Finance GL Helpdesk at <u>ufs\_glj@admin.cam.ac.uk</u>

Step 1: From the homepage, select your GL Dept Supervisor responsibility – e.g.

CAPSA MA: GL Dept Supervisor

Step 2: Then, select the 'Cost Centre Categories' option



#### Step 3: Click Save, then click Open

		-			
Do you want to open or save WebADI.xls (357 KB) from ufsdev.admin.cam.ac.uk?	Open	Save	•	Cancel	×

#### Step 4: Click Enable Content





**Step 5:** Wait a few moments while the spreadsheet is being generated. <u>DO NOT</u> press Cancel at this stage. This might result in partial completion of the process.



Step 6: Click Close once the download process has completed successfully.

Download	×
	<b>^</b>
Confirmation	
	Close
The download process has completed successfully. Press Close to return to the do	ocument.
	Close

#### The spreadsheet should now open – as per example below:

A	BCD	Е	F	G		н	I	J	к	L	м	Ν	0	Р	Q	R
2	View Li	ine														
3	Upl II ID E	intity (	ept (	C	Cost Centre Description		SoF	Source of Funds Description	Last Activ	e Cat?	Owner	Category 1	Category 2	Category 3	Category 4	
4	Please d	lo not ma	dify the	data in tl	he columns below					YIN		Maintain Owner and	Categories			
5	5 ## U	J N	1A M	1A2A			*ALL*	N/A		N						
6	5 ## L	N N	1A M	1A2B			*ALL*	N/A		N						
7	6 ## L	N N	1A M	1444	Chemistry: Administration		*ALL*	N/A	20	L7 Y	RAM85	CAT 1	CAT 2	CAT 3		
8	54## L	N N	1A M	1444	Chemistry: Administration		0000	Balance Sheet Default	20	10 ?						
9	54## L	J N	1A M	1444	Chemistry: Administration		AAAA	Chest Non Payroll	20	17 Y	EC416					
10	54 ## L	JN	IA M	1444	Chemistry: Administration		ADAA	Accumulated Balances	200	01 ?						
11	54 ## U	JN	IA M	1444	Chemistry: Administration		AHAA	Annual Equipment		2						
12	54 ## U	JN	IA M	1444	Chemistry: Administration		AHAH	Grant from RMC for Project Costs		?						
13	54 ## U	J N	IA P	1444	Chemistry: Administration		ANBH	School of Physical Sciences Reserve	20	10 ?						
14	54 ## U	JN	IA P	1444	Chemistry: Administration		ANFA	School Strategic Reserve	20	13 ?						
15	54 ## U		IA P	1444	Chemistry: Administration		CACA	Marks & Spencer Farm Animal Health Fund (1AAP021227) AA25		2						
16	54 ## L		IA P	1444	Chemistry: Administration		DAJR	Annual Equipment Grant		2						
1/	54 ## L		IA P	1444	Chemistry: Administration		EDAA	Departments Share of Research Overheads	200	2 ?						
10	54 ## 0			IAAA	Chemistry: Administration		EFGT	Chemistry Donations	20.	14 <u>r</u>						
19	54 ## 0		IA P	1444	Chemistry: Administration		EFJC	Donations - British Council		- E						
20	51 ## 0			AAA	Chemistry: Administration		ELLL	Fec Departmental Overneads Research - Pooled	20.							
21	54 ## 0			1444	Chemistry: Administration		GAAA	External Irading	20							
22	51 ## 0			1444	Chemistry: Administration		GAAD	Internal Frading	20.	14 <u>1</u>						
25	5. ## 0			1444	Chemistry: Administration		LAAS	Appropriations in Aid - Ernest Oppennemer Pund	handaha Dar	44						
24	5. ## 0			1444	Chemistry: Administration		LINO	Appropriations in Aid - Geoffrey Moorhouse Glosofi Professorship of C	nemistry Pur							
23	5. ## 0			1444	Chemistry: Administration		LJAQ	Appropriations in Aid - Herchel Smith Laboratory of Medicinal Chemist	20	u r						
20	5.44				Chemistry: Administration		ТАЛА	Analogy and Council - NERC VAT Non-Recoverable	200	25						
27	5 ## 0	1			Chemistry: Administration		SALL S	Amagamateu Funu	200							
20	5.00	1			Chemistry: Workshop		ALL .	N/A Release Chart Default	20.	u r						
20	5 44 1				Chemistry: Workshop		0000	Chart New Deven	20						-	
21	5 ** 1			AAR	Chemistry: Workshop		4044	Accumulated Balancer	20	10 2					-	
32	5 44 1			AAAB	Chemistry: Workshop		EDRE	Excess Income Research - ELLCommission EC Euroded VAT Non-Recov	200	19 2						
33	5 ## 1			AAAB	Chemistry: Workshop		GAAB	Internal Trading	20	3 2						
34	5 ## 1			AAAB	Chemistry: Workshop		MACB	Pacearch - El Covernment / El Commission VAT Non-Pacoverable	20	18 2						
35	5 ## 1			AAAC	Chemistry: Maintenance		*411 *	N/A	20	7 2						
36	5 ## 1			AAC	Chemistry: Maintenance		0000	Chest Non Payrol	20	7 2						
37	5 ## 1			AAC	Chemistry: Maintenance		ACAA	Chest Wages	20	7 2						
38	5 ## 1			AAD	Chemistry: Library		*411*	N/A	20	2						
39	5 ## 1	I N	IA N	AAD	Chemistry: Library		0000	Chest Non Payrol		2						
40	5 ## 1	I N	IA N	AAF	Chemistry: Catering		*411*	N/A		2						
41	5 ## 1	I N	IA N	AAF	Oracle Inventory Account		*ALL *	N/A	20	17 2						•
4		Shee+							: 141							
		succt.		G												



### 5 <u>Adding filters</u>

**Introduction:** Once you have <u>downloaded the spreadsheet</u>, you might wish to add filters in order to reduce the number of visible rows and make the spreadsheet easier to manipulate.

This can be achieved as follows:

#### Step 1: Select the ADD-INS menu option at the top of the screen

x 🛛 📮	5.0.7									I
FILE	HOME IN	SERT	PAGE LAYOUT	FORMULA	AS DATA	REVIEW	V VIEW	DEVELC	PER	ADD-INS
Paste	6 Cut ≧ Copy  ▼ ≸ Format Painter	Tahon B I	na • 9	• A A • A •		≫ €= #=	🛱 Wrap Text	enter 🔻	Gene \$ •	ral ▼ %

#### Step 2: Select Oracle > Filters > Show Filters



This will add filters to all columns – so that you can now filter the data as required.

N23 🔻 : 🗙	$\checkmark f_x$									~
A B C D E F	G	н	J	к	L M	N	0	Р	Q	R 🔺
2 3 U - II - Enti - Dep - 5 5 ## U MA	CC Cost Centre Description	- SoF *ALL*	<ul> <li>Source of Funds Description</li> <li>N/A</li> </ul>	- Last Activ	Cat? - Owner N	- Category 1	<ul> <li>Category 2</li> </ul>	<ul> <li>Category 3</li> </ul>	<ul> <li>Category 4</li> </ul>	* *
7 6 ## U MA 8 5 ## U MA 9 5 ## U MA 10 5 ## U MA	MAAA Chemistry: Administration MAAA Chemistry: Administration MAAA Chemistry: Administration MAAA Chemistry: Administration	*ALL* 70000 AAAA ADAA	N/A Balance Sheet Default Chest Non Payroll Accumulated Balances	2017 2010 2010 2017 2001	Y RAM85 Y EC416	CAT 1	CAT 2	CAT 3		



### 6 <u>Using the filters</u>

**Introduction:** Once you have <u>added filters</u> to your spreadsheet, you will be able to filter the data as you require. This uses standard Microsoft Excel functionality that all users will be familiar with, so how to use a filter in Excel requires no further explanation.

As well as being able to filter on things like Cost Centre and/or Source of Funds, one of the features of the spreadsheet that you might find very useful however is the 'Last Active' column (Column K)

													/								
- 4	ABC	DE	F	G		н	1			J	_	K P	L	M	N		0	P	Q		R 🔺
2	\	/iew Line																			
3	U	II - Enti	- Dep	- CC -	Cost Centre Description		- SoF	Source of Funds Descript	tion			Last Activ - Ca	-	Owner	Category 1	- Catego	ory 2	Category 3	- Category 4	-	-
5	5	## U	MA	MA2A			*ALL*	N/A	A.	Sort Smallest to Largest		N									
6	5	## U	MA	MA2B			*ALL*	N/A	2.4												
7	6	## U	MA	MAAA	Chemistry: Administration		*ALL*	N/A	Â↓	Sort Largest to Smallest		Y		RAM85	CAT 1	CAT 2		CAT 3			
8	54	## U	MA	MAAA	Chemistry: Administration		0000	Balance Sheet Default		Sort by Color		. ?									
9	54	## U	MA	MAAA	Chemistry: Administration		AAAA	Chest Non Payroll		3013 by Color		Y		EC416							
10	5-	## U	MA	MAAA	Chemistry: Administration		ADAA	Accumulated Balances	Π.	Clear Filter From "Last Activ	ive"	?									
11	5-	## U	MA	MAAA	Chemistry: Administration		AHAA	Annual Equipment				?									
12	5-	## U	MA	MAAA	Chemistry: Administration		AHAH	Grant from RMC for Project 0	¢	Filter by Color		* *									
13	5-	## U	MA	MAAA	Chemistry: Administration		ANBH	School of Physical Sciences R	1	Number Filters					-						
14	54	## U	MA	MAAA	Chemistry: Administration		ANFA	School Strategic Reserve				?									
15	54	## U	MA	MAAA	Chemistry: Administration		CACA	Marks & Spencer Farm Anima		Search		2 ?									
16	54	## U	MA	MAAA	Chemistry: Administration		DAJR	Annual Equipment Grant				2									
1/	54	## U	MA	MAAA	Chemistry: Administration		EDAA	Departments Share of Resea		2009		- E									
18	54	## U	MA	MAAA	Chemistry: Administration		EFGY	Chemistry Donations		2010		1									
19	54	## U	MA	MAAA	Chemistry: Administration		EFJC	Donations - British Council		2011		2									
20	54	## U	MA	MAAA	Cnemistry: Administration		EZZZ	HEC Departmental Overhead	1	2012		2									
21	54	## U	MA	MAAA	Cnemistry: Administration		GAAA	External trading		2013		?									
22	54	## U	MA	MAAA	Chemistry: Administration		GAAB	Internal Trading		2014											
23	5.	## 0	MA	MAAA	Chemistry: Administration		LAAS	Appropriations in Aid - Ernes		2015											

This column is populated with the financial year in which that row was last used (*Note: 2017 relates to FY 16/17, 2016 to FY 15/16 etc.*) – and can be used to reduce the data set by allowing easy identification of records which are of no interest from an ownership and/or categorisation perspective. For "Cost Centre Level" rows the date that appears in this field is the most recent year for any related cost centre and source of funds combination.

It is suggested that this information is used in conjunction with **Column L** (Cat?) – which is designed to help you record which rows you wish to manage. All rows will have '?' in this column when you first download the spreadsheet. The purpose of this feature is to help you to identify which Cost Centres (or combinations of Cost Centres and Sources of Funds) you wish to actively manage via this process. Valid entries for this column are as follows:

Value	Purpose
?	This is the default value and is what will be presented when you first download the spreadsheet – or when a new value appears in the spreadsheet for the very first time. This can be used to flag new Cost Centre codes <i>(or Cost Centre / SOF combinations)</i> which were previously not used – so that you can decide whether or not you wish to add owners / categories to them by changing to either 'Y' or 'N'
Y	This should be used if you have decided that you <b>wish to actively manage</b> the owner / categories for that row. (Filtering on Y will then only display those you wish to actively manage)
N	This should be used if you have decided that you <b><u>do not wish to actively manage</u></b> the owner / categories for that row.
!	Cost centres where the description has changed since the data was last changed in the spreadsheet.

It is suggested that each time you download the spreadsheet you filter on '?' and '!' – to see what new codes / combinations have been added or changed so that you can decide how to deal with them.



It is also suggested that having made the decision to flag records as 'N' in order to exclude them, users should filter these records out each time the data is downloaded from CUFS.

#### **Additional notes**

- Use of this column is not mandatory, but you will <u>fail validation</u> if you attempt to upload data (i.e. either an <u>'Owner'</u> or some <u>'Category'</u> info) to a row which still has a 'N' in the 'Cat?' column. Details on how to resolve such validation errors are provided <u>here</u>.
- If you try to <u>upload data</u> (i.e. either an <u>'Owner'</u> or some <u>'Category'</u> info) to a row which has a '?' in the 'Cat?' column, the data will be uploaded so long as all other validation checks are passed. The next time that you <u>download the spreadsheet</u> from CUFS, the system will have automatically changed the '?' to 'Y' as it will assume that you wish to actively manage the row.
- NOTE: The spreadsheet will allow you to enter values other than those listed previously, but will <u>fail validation</u> if you attempt to upload them.



## 7 Adding / Updating Owner information

**Introduction:** This process allows you to add an 'Owner' to a Cost Centre *(or combination of Cost Centre and Source of Funds).* Owners are recorded by their CRSid – as opposed to their firstname and surname on the basis that:

- CRSids are unique, whereas names might not be
- CRSids can be used to support Raven authentication in future

**Step 1:** Double-click on the '**Owner**' cell (column M) in the spreadsheet. This will open a pop-up – as shown below.

				_		
ł	Searc	h and Select Own	er			
1	Sear	ch			1	Step 2: Search for the relevant
	Select then butto Searce	t a filter item in the press the Go button. n. ch by name V %i crsid name	Search By list and enter reduction criteria in the text field, To see a list of all items, clear the text field and proce the Go rvin	??	Di Y ?	individual - either via their CRSid <i>(if known)</i> – or via their name, then press 'Go' (NOTE: the % symbol acts as a
I	Results	s table c <u>ontains 8 ite</u>	ms.			wildcard search)
I	Selec	t Item Select	<u>C</u> ancel	2	2	
I	Select	t crsid	name	2	2	
I	0	ACI20	Dr Andrew Irvine	2	2	Step 3: Choose the relevant
I	0	EAI23	Mrs Liz Irvine	2	2	individual from the list of results, by
I	0	GI226	Dr Greg Irving	2	2	selecting the radio button and
I	0	IA319	Dr Irving Aye		2	pressing 'Select'
	0	JAGI2	Mr Joseph Irvin	?	2	
	0	KAI22	Dr Karen-Amanda Irvine	2	2	If the required individual is not listed
	۲	SI288	Mr Simon Irvin	1	Y	in the results, you can repeat the
	0	CH 125	thre Gussen In line		V	search with different criteria.

NOTE: This list is linked to the CHRIS (HR) system, so only individuals listed in the HR system are available for selection. Individuals (such as temporary staff or contractors) who are not listed on the HR system cannot be added as Owners.

You have now added an Owner to your row – as below:

	A B		E	F	G		н	1	J	ĸ	L	M	
Т				1									
-	U	•	· Ent ·	Den 🔻	CC 🔻	Cost Centre Description		SoF -	Source of Funds Description	Last Activ	Cat? •	Owner	
T		1:##	# U	JP	JPAD	Land Economy: Library		*ALL*	N/A	2013	?		-
1	Þ	1:##	# U	JP	JPAD	Land Economy: Library		AAAA	Chest Non Payroll	2013	?	SI288	

To update an existing Owner value, simply double-click in the relevant cell and repeat this process.

TIP: If you wish to assign an Owner to multiple rows, you can use the copy and paste function rather than have to follow this process each time. (*Or select 'ALL' in Column I to assign to all SOFs for that Cost Centre*). You can also enter the CRSid directly into the cell rather than selecting from the list, but be aware that this field is case sensitive and requires upper case letters to be used – otherwise you will <u>fail validation</u> at the point of <u>uploading the spreadsheet</u> back to CUFS.



## 8 Adding / Updating Category information

**Introduction:** This process allows you to add free text 'Category' values to a Cost Centre *(or combination of Cost Centre and Source of Funds).* The solution provides for <u>up to 4</u> categories to be added – and departments can decide to use as many or as few as they require.

NOTE: Up to 100 characters per category can be entered, and there are no restrictions on the characters (*i.e. letters, numbers or symbols*) than can be used.

**Step 1:** Enter *(or copy and paste)* the required values into the spreadsheet for all rows that you wish to add category values to.

A	BCD	E F	G		Н І	J		K	L	м	N	0	Р	Q	R		
2	View Li	ine															
3	U~ · I · E	int ~ Dep	- CC	Cost Centre Description	~ SoF ~	Source of Funds Description	-	Last Activ-4	Cat? ~ Ov	/ner	Category 1	Category 2	Category 3	Category 4	-	Messages	
174	1≥ 5+## L	J MA	MABA	Chemistry General	AAAA	Chest Non Payroll		2017	Y AR	S28	Dummy Cat 1	Dummy Cat 2	Dummy Cat 3	Dummy Cat 4			
175	P≥ 5+## L	J MA	MABA	Chemistry General	AAAD	Chest Equipment		2017	Y AR	S28	Dummy Cat 1	Dummy Cat 2	Dummy Cat 3	Dummy Cat 4			
177	Po 5+## L	J MA	MABA	Chemistry General	ABAA	Chest Stipends		2017	Y AR	S28	Dummy Cat 1	Dummy Cat 2	Dummy Cat 3	Dummy Cat 4			
180	Po 5+## L	J MA	MABA	Chemistry General	ABAD	Savings Accruing for Unpaid Leave of Absence		2017	Y AR	S28	Dummy Cat 1	Dummy Cat 2	Dummy Cat 3	Dummy Cat 4			
183	54## L	J MA	MABA	Chemistry General	ACAA	Chest Wages		2017	?								
194	54## L	J MA	MABA	Chemistry General	AHAW	Grant from Researcher Development Fund		2017	2							•	
219	5-## L	J MA	MABA	Chemistry General	EDAA	Departments Share of Research Overheads		2017	2								

In the event that you wish to allocate Category(ies) at the top Cost Centre level, you can select the 'ALL' option – as shown below. This will assign your values to all Sources of Funds associated with that Cost Centre without having to enter each row individually.

						0												
	Α	в	DE	F	G		н	I	J		К	L	м	N	0	P	Q	R
2			View Line				_											
3			I - Ent	- Der	CC 1	Cost Centre Description	- S	ioF 🕆 S	Source Funds Description	- 1	Last Activ 😁	Cat? -	Owner	<ul> <li>Category 1</li> </ul>	Category 2	<ul> <li>Category 3</li> </ul>	Category 4	* *
7		2 6	5 ## U	MA	MAAA	Chemistry: Administration	*	ALL* N	V/A		2017	?	ARS28	Dummy Cat 1	Dummy Cat 2	Dummy Cat 3	Dummy Cat 4	
8		5	9 ## U	MA	MAAA	Chemistry: Administration			eet Default		2010	?						
9		8 5	5 ## U	MA	MAAA	Chemistry: Administration	A	AAA C	Chest Non Payroll		2017	?						
10		5	5 ## U	MA	MAAA	Chemistry: Administration	A	DAA A	Accumulated Balances		2001	?						
11		5	5 ## U	MA	MAAA	Chemistry: Administration	A	HAA A	Annual Equipment			?						
12		5	5 ## U	MA	MAAA	Chemistry: Administration	A	HAH G	Grant from RMC for Project Costs			?						
13		5	5 ## U	MA	MAAA	Chemistry: Administration	A	NBH S	School of Physical Sciences Reserve		2010	?						
14		5	5 ## U	MA	MAAA	Chemistry: Administration	A	NFA S	School Strategic Reserve		2013	?						
15		5	5 ## U	MA	MAAA	Chemistry: Administration	C	ACA M	Marks & Spencer Farm Animal Health Fund (1AAP021227)	AA25		?						
16		5	5 ## U	MA	MAAA	Chemistry: Administration	D	AJR A	Annual Equipment Grant			?						
17		5	5 ## U	MA	MAAA	Chemistry: Administration	E	DAA D	Departments Share of Research Overheads		2002	?						
18		5	5 ## U	MA	MAAA	Chemistry: Administration	E	FGY C	Chemistry Donations		2014	?						
19		5	5 ## U	MA	MAAA	Chemistry: Administration	E	FJC D	Donations - British Council			?						
20		5	5 ## U	MA	MAAA	Chemistry: Administration	E	ZZZ F	EC Departmental Overheads Research - Pooled		2016	?						
21		8 5	5 ## U	MA	MAAA	Chemistry: Administration	G	AAA E	External Trading		2017	?			7			
22		5	5 ## U	MA	MAAA	Chemistry: Administration	G	AAB Ir	internal Trading		2014	?			_			
23		5	9 ## U	MA	MAAA	Chemistry: Administration	L	AAS A	Appropriations in Aid - Ernest Oppenheimer Fund			?						
24		5	5 ## U	MA	MAAA	Chemistry: Administration	u	FFD A	Appropriations in Aid - Geoffrey Moorhouse Gibson Professo	orship of	f Chemistry Fi	?						
20						the second second second			<ul> <li>A set of the state of the state</li></ul>	1.01								

NOTE: This 'ALL' option also works for the assignment of 'Owner' information.

To update existing category information, simply make your changes in the spreadsheet and <u>upload</u> an updated version.



### 9 Uploading the spreadsheet

**Introduction:** Once you have made the required changes to the spreadsheet *(i.e. adding or updating the 'Cat?' status, 'Owner', or 'Category' values)*, you need to upload the spreadsheet so that these values are added back into CUFS and can be used in <u>reporting</u>.

**Step 1:** Check your details <u>before upload</u> to make sure they are correct. (You can still change them later if you <u>fail validation</u>)

FILE HOME

List of Values

INSERT

Step 2: Make sure that all of the rows you wish to upload have a flag in Column B.



Step 3: Select Oracle > Upload from the top menu

Step 4: Select the Upload Parameters

Upload Page		<b>X</b>
	Close	Upload
Upload Parameters		
Rows to Upload	○ All Rows ● Flagged Rows	
Commit Rows	Validate Before Upload Validate Before Upload Upload Automatically Submit Import Import will be automatically submitted on successful completion of the upload All Rows Each Row	
	Close	Upload

#### **Recommended Upload Parameters**

We recommend that you set the upload parameters as per the example to the left - so that the process completes quickly; entries are validated, and the upload is automatically submitted upon completion.

Step 5: Press Upload. (or Close, if you decide not to upload after all)

If validation is passed, you will see the following screen. You will also notice a green smiley face at the right hand side. Press '**Close**' to return to the spreadsheet.

	▼ :  ×  ✓ Jx SI288	
	A B C D E F	Unload Dage M N O
2	View Header View Line	upod raje
3	Entity U	
4	Dept MA	
5		Confirmation
6	Up - I - CC - Cost Centre Description	Class Category 3 - Category 4 - Me
10	98 ## MAAA Chemistry: Administration	Dummy Value 3 Dummy Value 4 😅
11	91 ## MAAA Chemistry: Administration	The upload process has complete succession, ress close to recorme the document.
12	91 ## MAAA Chemistry: Administration	Dummy Value 3 Dummy Value 4
13	91 ## MAAA Chemistry: Administration	3 rows successfully uploaded.
14	98 ## MAAA Chemistry: Administration	The importer ran successfully.
15	9( ## MAAA Chemistry: Administration	
16	91 ## MAAA Chemistry: Administration	
17	91 ## MAAA Chemistry: Administration	Close
18	98 ## MAAA Chemistry: Administration	
19	9( ## MAAA Chemistry: Administration	Copyright 2005, Oracle Corporation. All rights reserved.
20	91 ## MAAA Chemistry: Administration	
21	91 ## MAAA Chemistry: Administration	
22	91 ## MAAA Chemistry: Administration	
23	91 ## MAAA Chemistry: Administration	

The data has now been loaded back to CUFS and is available to <u>run reports</u> upon.

If validation has failed, follow the instructions provided here



## 10 Validation Failure

**Introduction:** If validation has failed as part of the upload process, the system will flag this and will tell you how many rows have failed – as well as also describe the reason for failure so that you can make changes.



**Step 1:** Press '**Close**' on the Upload Page. This will return you to the spreadsheet, and highlight which row(s) have failed validation by displaying a red sad face icon.

The 'messages' column on the right hand side next to the red sad face will also tell you why validation has failed.

•	Owner 💌	Category 1	Category 2	Category 3	Category 4		Messages	*
	si288 SI288 SI288	more_than_one_h	undred_characters_	entered_more_tha	n_one_hundred_cha	8	Enter a valid Owner. Enter a valid Category 1.	

Step 2: Investigate the reasons for failure and make changes to the spreadsheet as required.

NOTE: A full breakdown of the validation messages that you are likely to encounter and the actions required to resolve them are provided <u>here</u>.

**Step 3:** Upload the spreadsheet again. In the event of further validation failure, simply repeat this process until validation is passed.



### 11 Validation messages and actions required

This section provided further information on the validation rules; the messages which will be displayed, and the actions that are required

#### **Single Column Validation**

Column Heading	Validation Rules	Message Displayed	Additional Notes
Cat?	The field must contain either 'Y' or 'N' for row to be uploaded.	Categorised Flag must be Y or N	
Owner	Must be a valid owner as per the HR system, and must also be entered in upper case if manually entered	Enter a valid Owner	
Category 1 – 4	Data entered must not exceed 100 characters	Enter a valid Category (1-4).	Data is converted to uppercase during the upload process

### **Single Column Validation**

Validation Rules	Message Displayed	Additional Notes
Data has been entered into the Owner and/or category columns, but the 'Cat?' flag is set to 'N'. For successful upload, the 'Cat?' flag must be set to 'Y'.	Please set active flag to N or remove owner and category info	User can either modify the flag and change to 'Y', or can clear down the data. The reason for this is that we don't want to allow reporting on data where the flag is set to 'N'.



### 12 <u>Running Reports</u>

**Introduction:** Only a small number of reports incorporating this additional 'Owner' and/or 'Category' information have been made available initially. Further reports will be added in line with user feedback.

Examples of the reports initially available are provided below:

- 1. "Account Analysis Transaction Detail Filtered By Categories (UFS) Excel Version" This is a new variant of the existing "Account Analysis - Transaction Detail (UFS) – Excel Version", which allows the user to filter on Owner and/or Category values instead of the Chart of Accounts.
- 2. "Account Analysis Transaction Detail with Categories (UFS) Excel Version". This is another new variant of the existing "Account Analysis Transaction Detail (UFS) Excel Version". It has the same selection parameters as the existing report, but the output also includes the new 'Owner' and 'Category' fields.
- 3. Budget Report Comparing to Actual with Categories Excel Version (UFS). This is another new variant of the existing "Budget Report Comparing to Actual Excel Version (UFS)". It has the same selection parameters as the existing report, but the output also includes the new 'Owner' and 'Category' fields.

These reports are accessed in the exact same way as other General Ledger CUFS reports, and will be found in the reports menu – as below.

O Submit Request		×
Run this Request	Copy	
Name		
Operating Unit	Reports	×
Parameters		
Language	Find %	
At these Times Run the Job Upon Completion	Name           Account Analysis - Full Field (UFS)           Account Analysis - Transaction Detail (UFS) - Excel Version           Account Analysis - Transaction Detail 1 (UFS)           Budget Report - Comparing to Actual - Excel Version (UFS)           Budget Report - Comparing to Actual - Excel Version (UFS)	Applicati CAPSA CAPSA CAPSA CAPSA CAPSA CAPSA CAPSA CAPSA
Layout	Budget Report - Comparing to Actual with Categories - Excel Version (UFS)	CAPSA
Notify		CAPSA
Print to	Journals - Line Report (UFS) Transaction Code Balances (UFS) ∢ ↓	CAPSA CAPSA
Help ( <u>C</u> )	(Eind) QK Qancel	

If, having run a report you realise that you need to make further changes to either Owner or Category information, simply repeat the process by <u>downloading</u>, <u>updating</u> and <u>uploading</u> the spreadsheet again.