Cost Centre Categorisation User Guide

Finance Training

Table of contents

Process overview

Process Start

↓

Download spreadsheet from CUFS via ADI

↓

Add filters and use filters to select required data

↓

Add 'Owner' and/or 'Category' details to spreadsheet

↓

Upload spreadsheet back to CUFS

↓

Validation errors? —YES→ Resolve validation errors

NO

↓

Run reports and review details uploaded

↓

Changes needed? —YES→ Repeat process by downloading and updating again

No

↓

Process End

Accessing the application and downloading the 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 ufs_glj@admin.cam.ac.uk

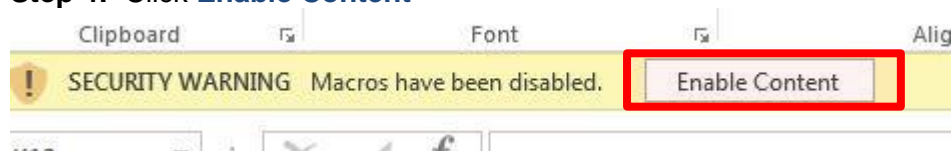**Step 1**: From the homepage, select your **GL Dept. Supervisor** responsibility – e.g.

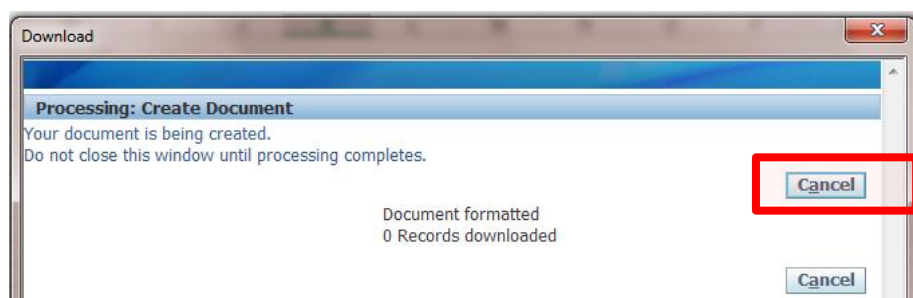**Step 2:** Then, select the '**Cost Centre Categories'** option

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

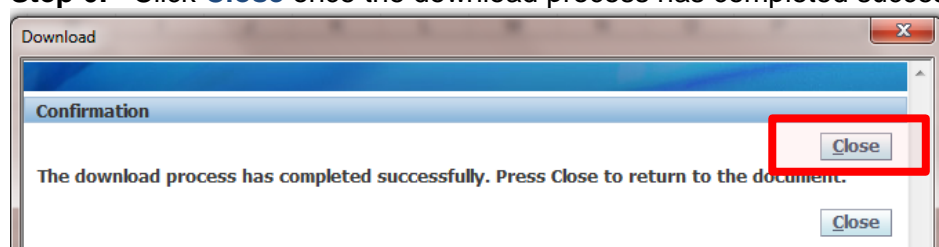
Step 4: Click **Enable Content**

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

DO NOT Press Cancel

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

The spreadsheet should now open – as per example below:

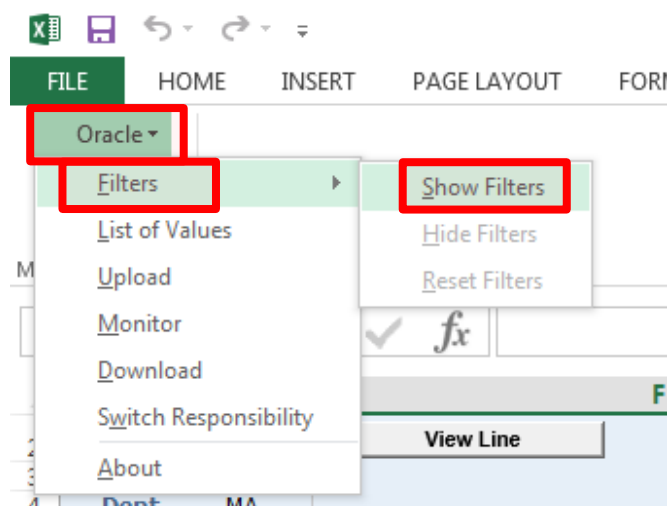|	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	T
2					View Line														
3		Upl	Il	ID	Entity	Dept	CC	Cost Centre Description	SoF	Source of Funds Description	Last Active	Cat?	Owner	Category 1	Category 2	Category 3	Category 4		Messages
4								Please do not modify the data in the columns below				Y | N		Maintain Owner and Categories					
889		8	##	U		AG	AGQZ	Redeployed Funds	ADAB	Accumulated Balances: Stipends &	2007	?							
890		8	##	U		AG	AGQZ	Redeployed Funds	ANBS	Finance Division - Bank Charges - S	2008	?							
891		8	##	U		AG	AGTA	ABC Programme	*ALL*	N/A	2018	Y	KS311	AAT					
892		8	##	U		AG	AGTA	ABC Programme	0000	Balance Sheet Default	2018	?							
893		8	##	U		AG	AGTA	ABC Programme	AAAA	Chest Non Payroll	2018	?							
894		8	##	U		AG	AGTA	ABC Programme	ADAA	Accumulated Balances	2009	?							
895		8	##	U		AG	AGTA	ABC Programme	DPUO	04/118 25/UNALL Training - Dept	2005	?							
896		8	##	U		AG	AGTA	ABC Programme	GAAA	External Trading	2018	?							
897		8	##	U		AG	AGTA	ABC Programme	GAAB	Internal Trading	2018	?							
898		8	##	U		AG	AGTB	AAT Level 3	*ALL*	N/A	2018	Y	KS311	AAT					
899		8	##	U		AG	AGTB	AAT Level 3	0000	Balance Sheet Default	2018	?							
900		8	##	U		AG	AGTB	AAT Level 3	AAAA	Chest Non Payroll	2018	?							
901		8	##	U		AG	AGTB	AAT Level 3	DPUO	04/118 25/UNALL Training - Dept	2005	?							
902		8	##	U		AG	AGTB	AAT Level 3	GAAA	External Trading	2018	?							
903		8	##	U		AG	AGTB	AAT Level 3	GAAB	Internal Trading	2018	?							
904		8	##	U		AG	AGTC	AAT Level 4	*ALL*	N/A	2018	Y	KS311	AAT					
905		8	##	U		AG	AGTC	AAT Level 4	0000	Balance Sheet Default	2012	?							
906		8	##	U		AG	AGTC	AAT Level 4	AAAA	Chest Non Payroll	2018	?							
907		8	##	U		AG	AGTC	AAT Level 4	ANBM	Special Expenditure:CPPD	2005	?							
908		8	##	U		AG	AGTC	AAT Level 4	DPUO	04/118 25/UNALL Training - Dept	2006	?							
909		8	##	U		AG	AGTC	AAT Level 4	GAAA	External Trading	2018	?							
910		8	##	U		AG	AGTC	AAT Level 4	GAAB	Internal Trading	2018	?							
911		8	##	U		AG	AGTC	AAT Level 4	GAAC	VAT Reclaimable - External Trading	2008	?							
912		8	##	U		AG	AGTD	Finance Division Development	*ALL*	N/A	2018	Y	KS311	PROF STUDIES					
913		8	##	U		AG	AGTD	Finance Division Development	0000	Balance Sheet Default	2016	?							
914		8	##	U		AG	AGTD	Finance Division Development	AAAA	Chest Non Payroll	2018	?							

Adding filters

Introduction:
Once you have downloaded the spreadsheet, 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

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

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

Using the filters

Introduction
Once you have added filters 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.

Tips
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)**

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 (or Cost Centre / SOF combinations) 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 **wish to actively manage** 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 **do not wish to actively manage** 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 fail validation if you attempt to upload data (i.e. either an 'Owner' or some 'Category' info) to a row which still has a 'N' in the 'Cat?' column. Details on how to resolve such validation errors are provided here.

- If you try to upload data (i.e. either an 'Owner' or some 'Category' 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 download the spreadsheet from CUFS, the system will have automatically changed the '?' to 'Y' – as it will assume that you wish to actively manage the row.

- The spreadsheet will allow you to enter values other than those listed previously, but will fail validation if you attempt to upload them.

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 first name 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.

Step 2: Search for the relevant individual - either via their CRSid *(if known)* – or via their name, then press '**Go**'

(NOTE: the % symbol acts as a wildcard search)

Step 3: Choose the relevant individual from the list of results, by selecting the radio button and pressing '**Select**'

If the required individual is not listed in the results, you can repeat the 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:

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 fail validation at the point of uploading the spreadsheet back to CUFS.

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 **up to four** 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.

U	II	Enti	Dep	CC	Cost Centre Desc	SoF	Source of	Last Activ	Cat?	Owne	Category 1	Category 2	Category 3	Category 4		Messages
R	7(##	U	AG	AGBG	Training	*ALL*	N/A	2018	Y	KS311	TEAM	ADMIN				
R	8: ##	U	AG	AGTA	ABC Programme	*ALL*	N/A	2018	Y	KS311	TRAINING	AAT				
R	8: ##	U	AG	AGTB	AAT Level 3	*ALL*	N/A	2018	Y	KS311	TRAINING	AAT				
R	8: ##	U	AG	AGTC	AAT Level 4	*ALL*	N/A	2018	Y	KS311	TRAINING	AAT				
R	8: ##	U	AG	AGTD	Finance Division Devel	*ALL*	N/A	2018	Y	KS311	TRAINING	PROF STUDIES				
R	8: ##	U	AG	AGTE	CIPS Level 2	*ALL*	N/A	2018	Y	KS311	TRAINING	CIPS				
R	8: ##	U	AG	AGTF	CIPS Level 3	*ALL*	N/A	2016	Y	KS311	CIPS	CIPS				

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.

U	II	Enti	Dep	CC	Cost Centre Desc	SoF	Source of	Last Activ	Cat?	Owne	Category 1	Category 2	Category 3	Category 4		Messages
R	8: ##	U	AG	AGTB	AAT Level 3	*ALL*	N/A	2018	Y	KS311	TRAINING	AAT	LEVEL 3			
	8: ##	U	AG	AGTB	AAT Level 3	0000	Balance Shee	2018	?							
	8: ##	U	AG	AGTB	AAT Level 3	AAAA	Chest Non Pa	2018	?							
	8: ##	U	AG	AGTB	AAT Level 3	DPUO	04/118 25/U	2005	?							
	8: ##	U	AG	AGTB	AAT Level 3	GAAA	External Trad	2018	?							
	8: ##	U	AG	AGTB	AAT Level 3	GAAB	Internal Trad	2018	?							

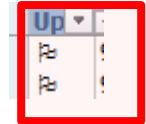NOTE: This 'ALL' option also works for the assignment of 'Owner' information.

To update existing category information, simply make your changes in the spreadsheet and upload an updated version.
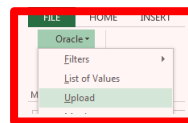
Uploading the spreadsheet

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 reporting.

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

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**

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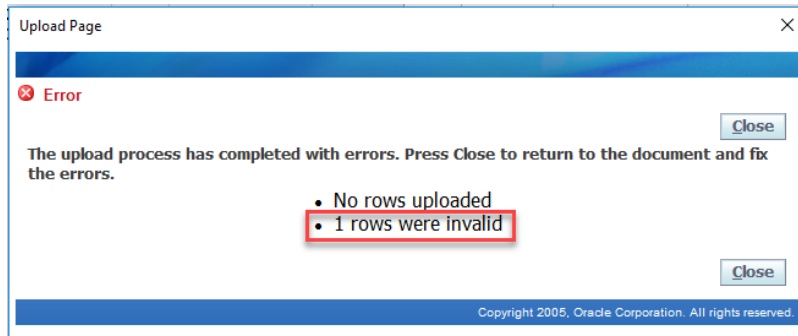
The data has now been loaded back to CUFS and is available to run reports upon.

If validation has failed, follow the instructions provided overleaf.

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 describing the reason for failure so that you can make changes.

1 rows has failed validation in this example.

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.

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 later in the document.

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

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

Validation error messages

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

Validation rules

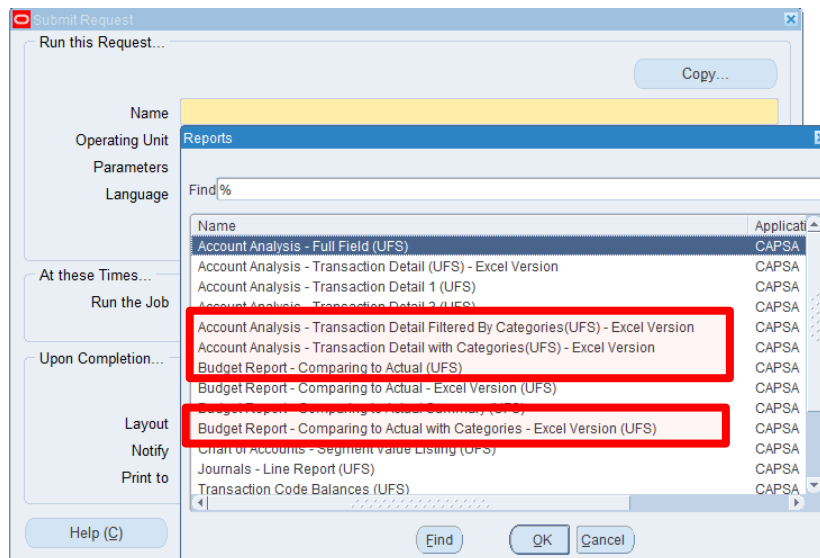| Validation rules	Message displayed	Additional notes
Data has been entered into the Owner and/or category columns, but the 'Cat?' flag is set to 'N'. For successful upload, the 'Cat?' flag must be set to 'Y'.	Please set active flag to N or remove owner and category info	User can either modify the flag 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'.

Running reports

Introduction

The Cost Centre categorisations can be utilised in all three flexible parameter reports within Cognos.

Although, only a small number of CUFS reports incorporating this additional 'Owner' and/or 'Category' information have been made available.

Examples of the CUFS reports 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.

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 downloading, updating and uploading the spreadsheet again.