Getting started in UFS

Finance Training

Background to the University Finance System

Since August 2000, the University has used a software package called Oracle Financials to maintain its accounts. The system is widely referred to as CUFS (Cambridge University Finance System) or UFS (University Finance System). Throughout this document it will be referred to as UFS.

UFS offers *real time* processing, meaning that you are able to obtain a true picture of a department's financial position at any given time. The system records departmental budgets, money coming in, going out and any commitments to spend.

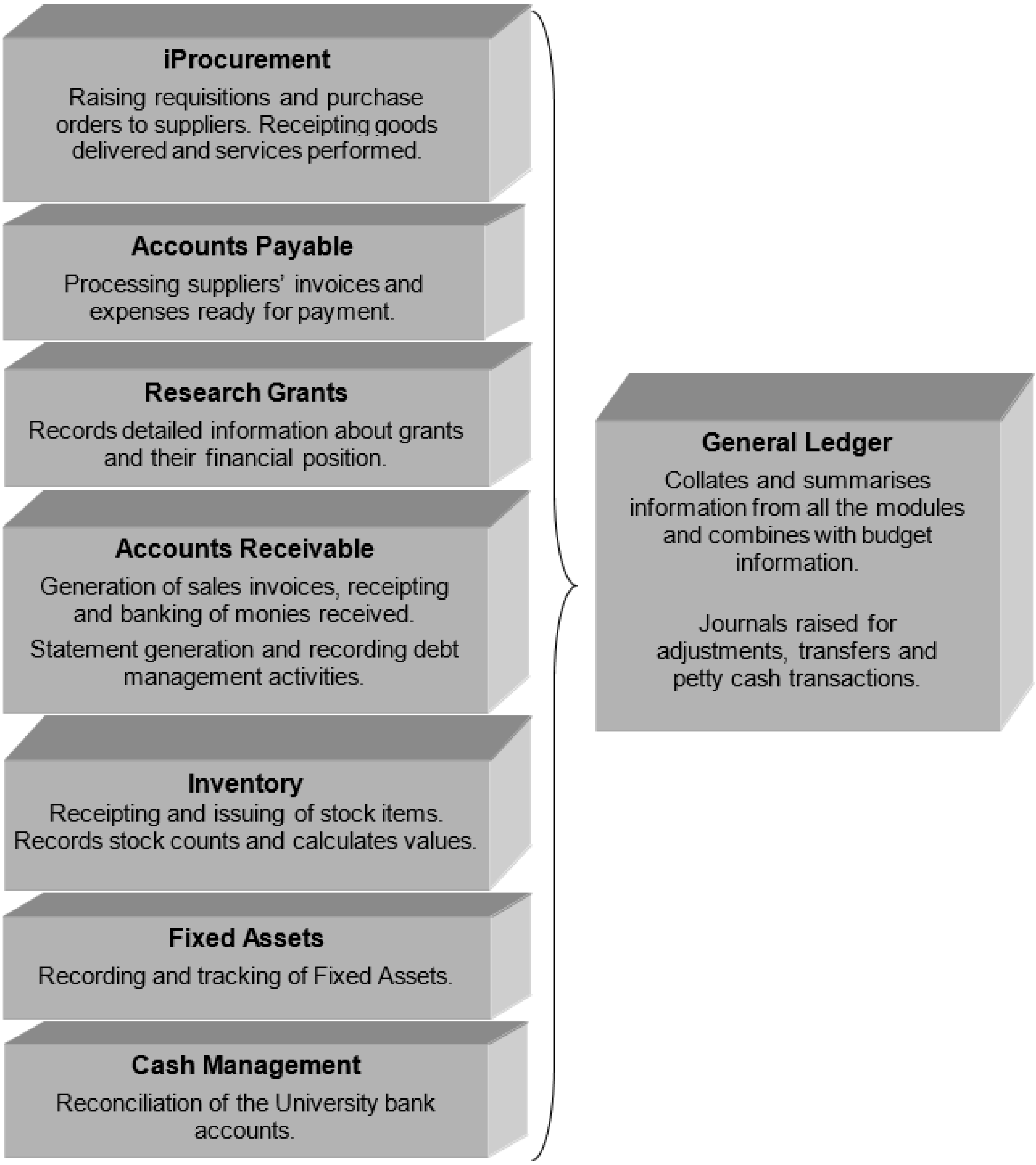
Different tasks can be performed in different areas of the system and each area is known as a module.

The University has the *Live* system of UFS and also a *Play* version. Play is a copy of the live system and is used for training purposes. Delegates can log on and practice without the fear of inputting and amending data on the live system.

Each department has one or more UFS Key Contacts. The Head of Department nominates the key contacts. Key contacts are responsible for all aspects of UFS user accounts in the live system.

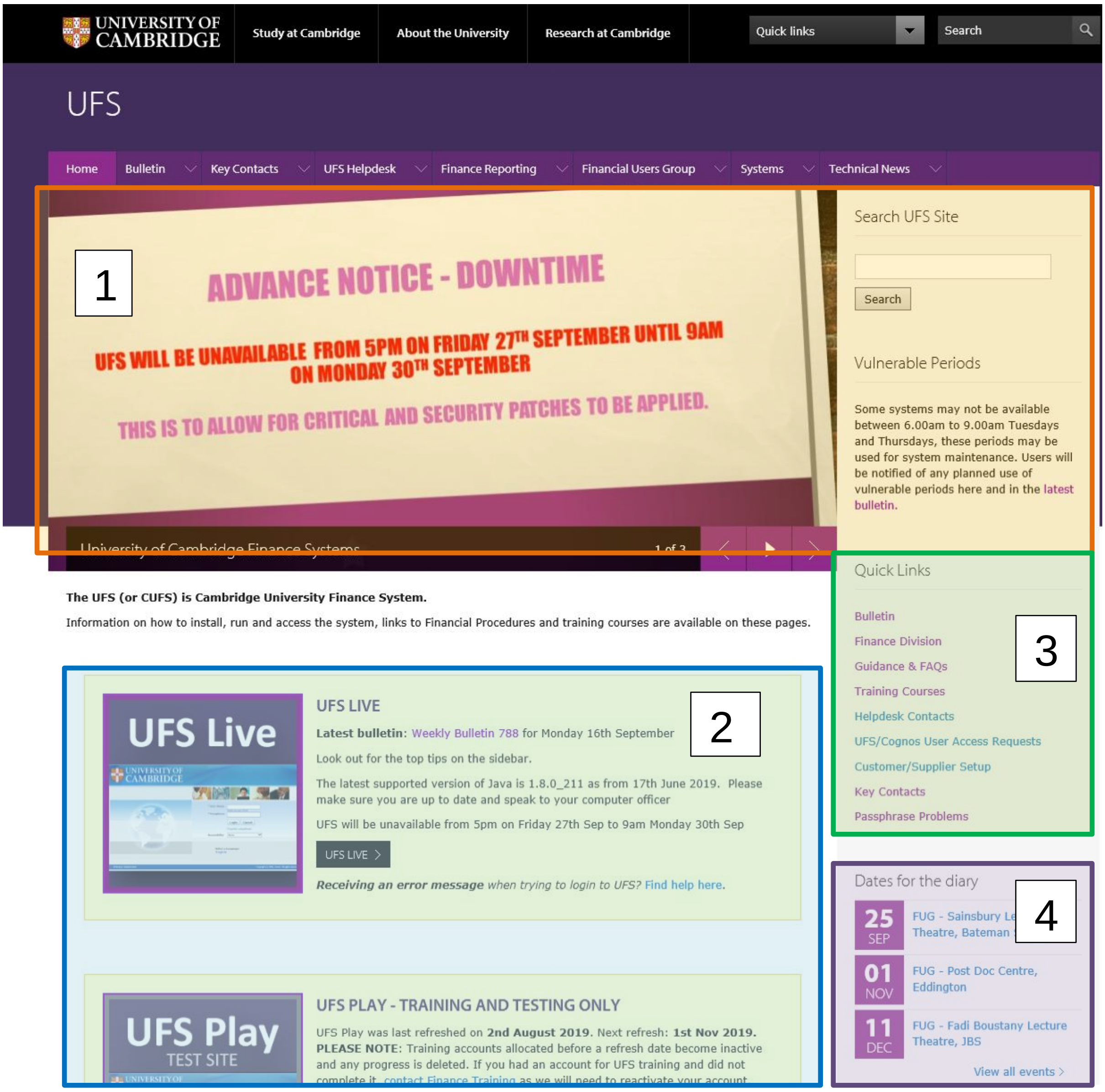
The UFS modules

There are different types of tasks that can be carried out in UFS. These tasks are categorised into various modules. Each module gives you the ability to perform a specific set of tasks.



The UFS homepage

The UFS homepage can be found on the Finance Division site. The URL is http://ufs.admin.cam.ac.uk. and you may want to set up a link on your desktop or add to Favourites in your Browser.



The page is broken into the following blocks:

Area 1: Any current important announcements regarding the system, such as any planned down time or any current technical problems.

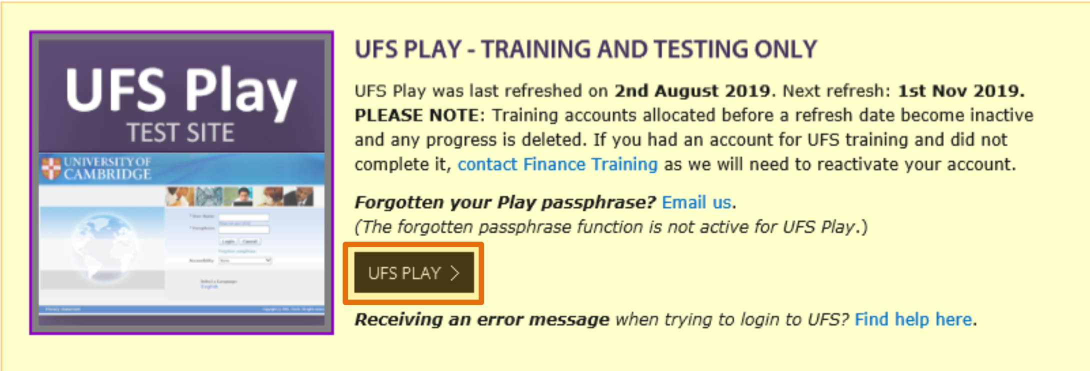
Area 2: Links through to the both the Live and Play systems. You can also access the Cognos Reporting tool *(Not shown in image above)*.

Area 3: Links to the UFS Bulletin, Reference and Training materials, Helpdesk contacts, Access Requests, Supplier Setup and other useful guidance.

Area 4: Finance related upcoming events such as the Financial Users Group meetings

The Play system

The Play system provides a safe environment for learning the various aspects of UFS. It allows you to get a feel of how the system works and lets you practice your skills to improve confidence prior to using the live system.



You can access the *Play* version using the image or the button within the UFS Play section as highlighted above.

Play is refreshed approximately every three months to update the information and keep it as close to the Live system as possible. There may be more frequent refreshes if there are significant changes to the Live system. Currently, when Play is refreshed, all users with a Live UFS access are able to log in to Play using their Live username and passphrase. If you do not have Live access, or obtained access in the period between refreshes, you can request a Play username and passphrase from Finance Training.

It is important to note that the forgotten passphrase functionality does not work in UFS Play so if you have forgotten your passphrase, email Finance Training for help. If you are having any other trouble or seeing error messages when accessing Play, there are links to help you in the panel, including the Finance Training email.

Logging into UFS

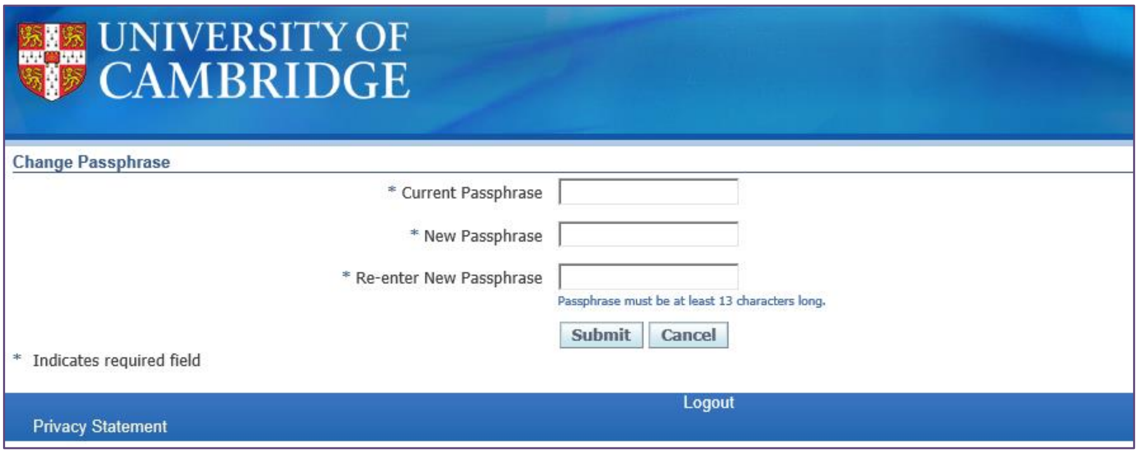
After selecting either the UFS Live or Play link from the UFS homepage, the following screen will display:

To log in to UFS you will need to enter your user name and passphrase. For the Live system, this will have been provided via your key contact for UFS. If you do not yet have a passphrase for the Live system, speak with your key contact to arrange access.

Please note that Finance Training can only provide you with a passphrase for the Play system.

You have six attempts to enter your passphrase before the system locks. It is suggested you use the forgotten passphrase procedure before this happens.

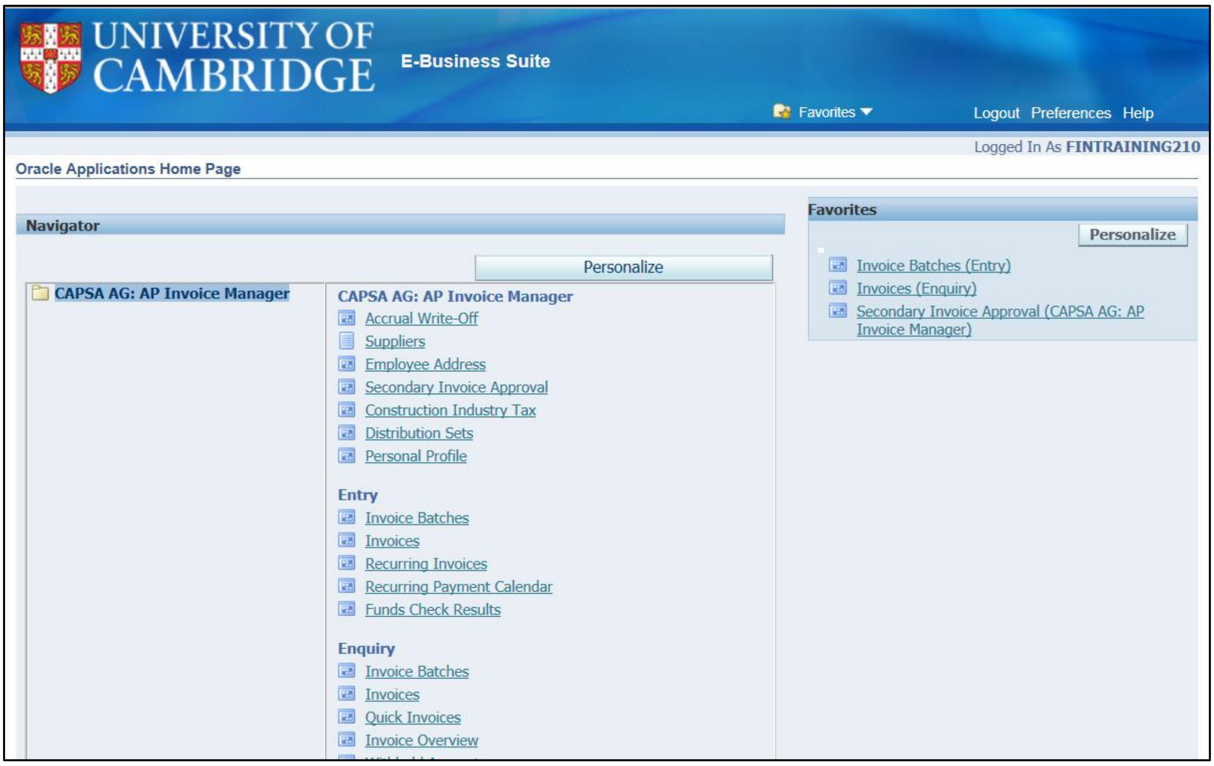
After logging in for the first time, the system will prompt you to change your passphrase for security reasons. Your passphrase must contain at least thirteen characters. Please refer to the UIS webpage for the latest information on choosing a strong passphrase: https://help.uis.cam.ac.uk/service/accounts-passwords. It is suggested that you use four random words, separated by another character.



After changing your passphrase you will be directed to the E-Business Suite homepage.

E-Business Suite homepage

Once you have logged in the E-Business Suite Homepage will appear.



The homepage is split into two main sections:

Navigator and Favorites (note American spelling).

The Navigator section has two columns, Responsibilities and Tasks.

A **responsibility** is having the ability to use a specific area of the system and within each responsibility there are various tasks that can be performed. Your responsibilities on the Live system are designated by your key contact and further information can be found on the UFS homepage. Responsibilities on the Play system are added by Finance Training.

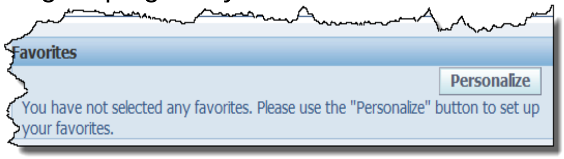
The example above shows the responsibility ***CAPSA AG: AP Invoice Manager****.*
When broken down it means:

CAPSA	*The original name given to the UFS project in 2000*
AG	*Every department in the University has a unique two-letter code. AG represents the Finance Division. Your responsibilities on the Live system will show your department's code.*
AP	*The* ***A****ccounts* ***P****ayable module, where supplier invoices are processed*
Invoice Manager	*The level of access within the module*

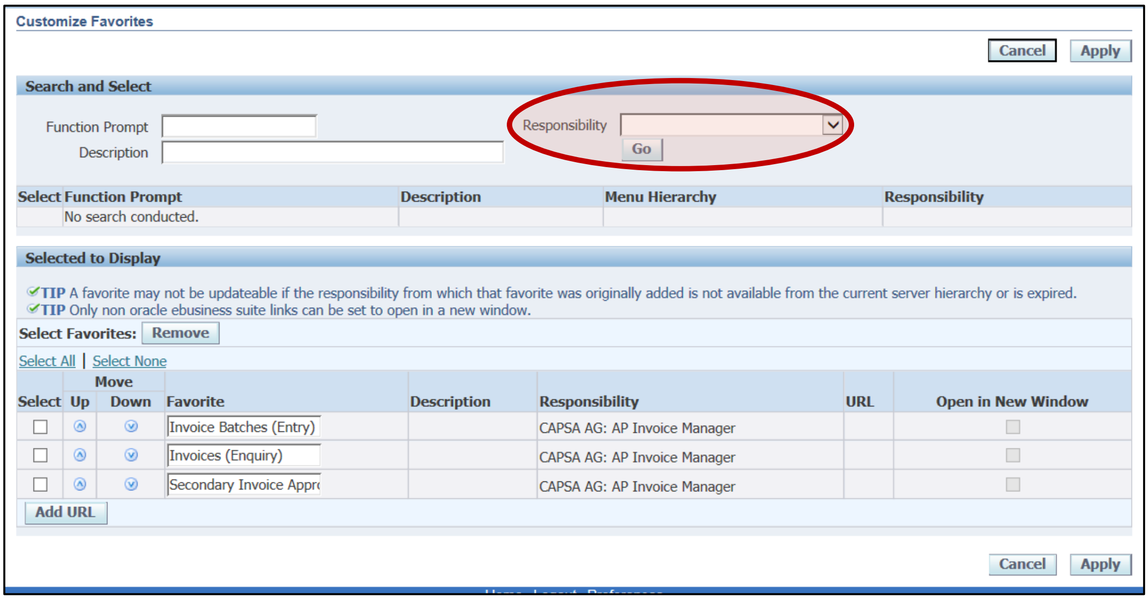
Tasks within a responsibility will appear on the second column when the responsibility name is selected.

Setting up Favorites

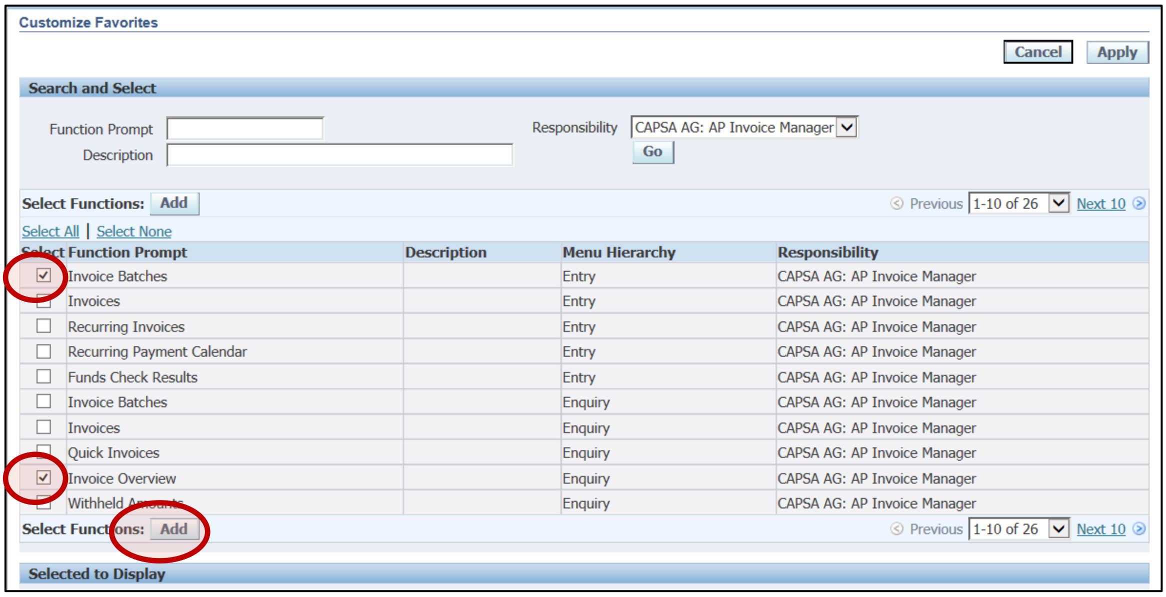
Favourites enables you to create a list of most commonly used tasks, without the need to drill down on a particular responsibility. The following steps guide you through how to set up Favourites.



1. From the E-Business Suite home page, click on **Personalize** in the **Favourites** section of the screen.
2. Click on the **Responsibility** drop down list to select the relevant responsibility and click on the **Go** button.

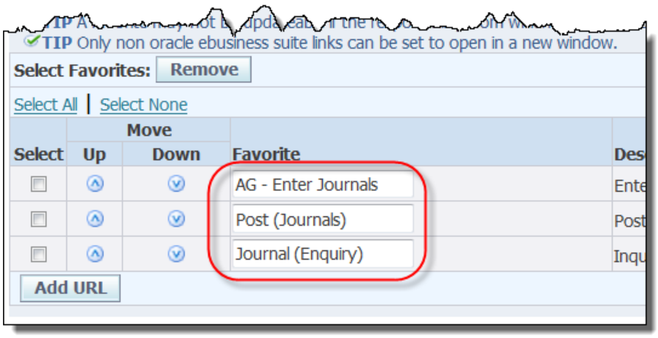


3. The tasks for the selected responsibility will display. **Tick** the boxes adjacent to the tasks that you want to add to your Favourites list and click on the **Add** button.

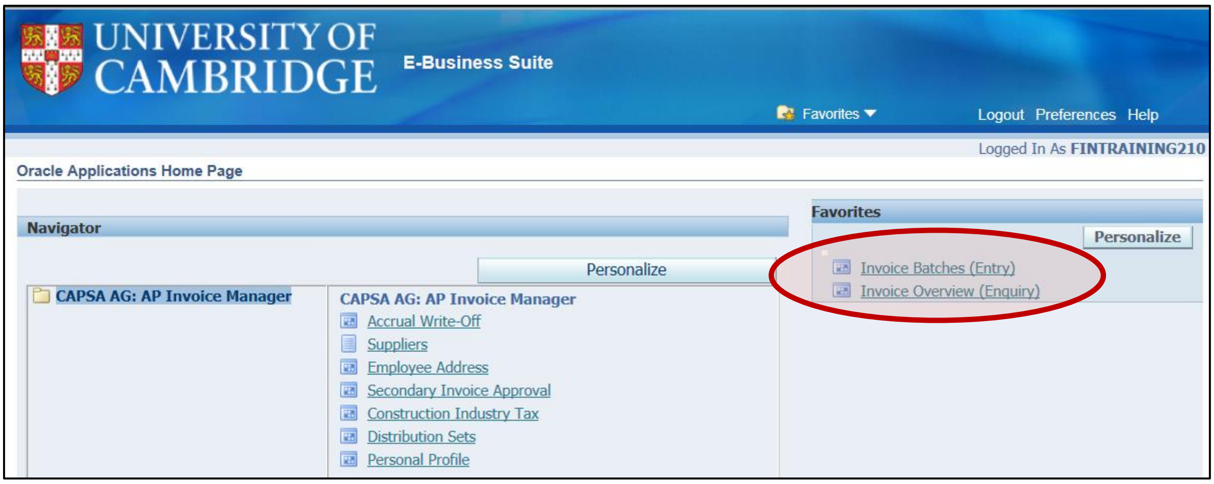


4. The selected tasks will display at the bottom of the screen in the ***Selected to Display*** section.

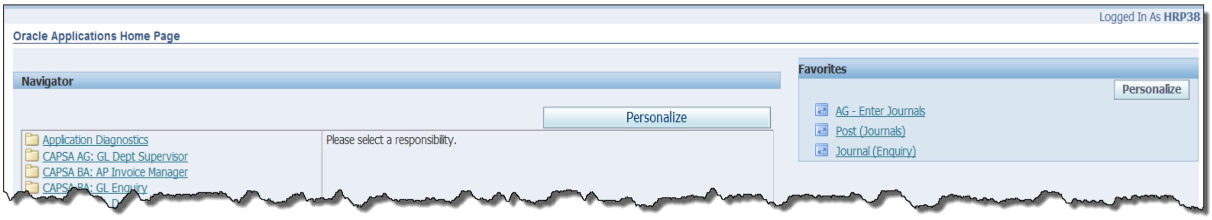
TIP: If you have responsibilities for different departments you can change the name of the favourite at this point to make it easier to identify



5. Click on **Apply** to save the changes.

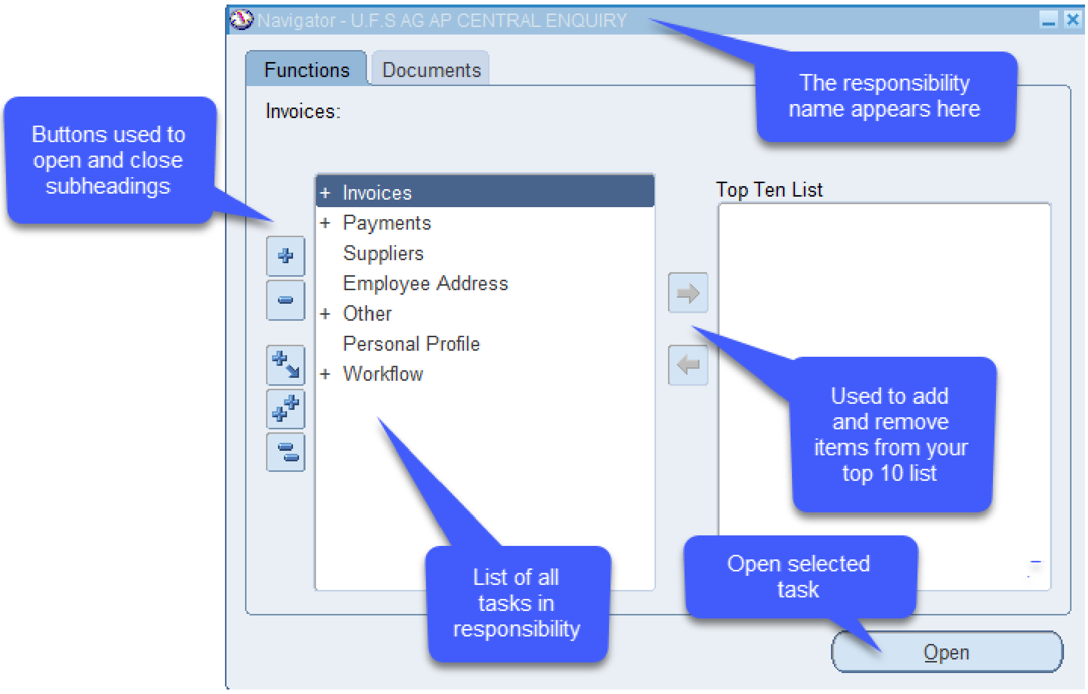


6. Your E-Business Suite home page will display with links to your Favourite tasks at the right hand side.



The Navigator

When you select a responsibility from the E-Business Suite Homepage and click on the relevant task, UFS will load and the relevant form will display. When that form is closed, the Navigator is displayed, as shown below:



The navigator displays all of the tasks within the selected responsibility.

Tasks with a **+** symbol adjacent to them are sub-headings. Each sub-heading contains one or more tasks within it.

To open the subheading and find the required task you will need to do **one of the following**:

- Double-click the heading.
- Click on the heading and click the Open button.
- Click on the heading and press the Enter key on your keyboard.
- Click on the blue **+** icon

Once you have located the task, you can open it in the same way as above, but the most straightforward way is to double-click on the task name.

Setting up a Top Ten List

To save searching for frequently used tasks, you can set up a Top Ten list for each responsibility you have.

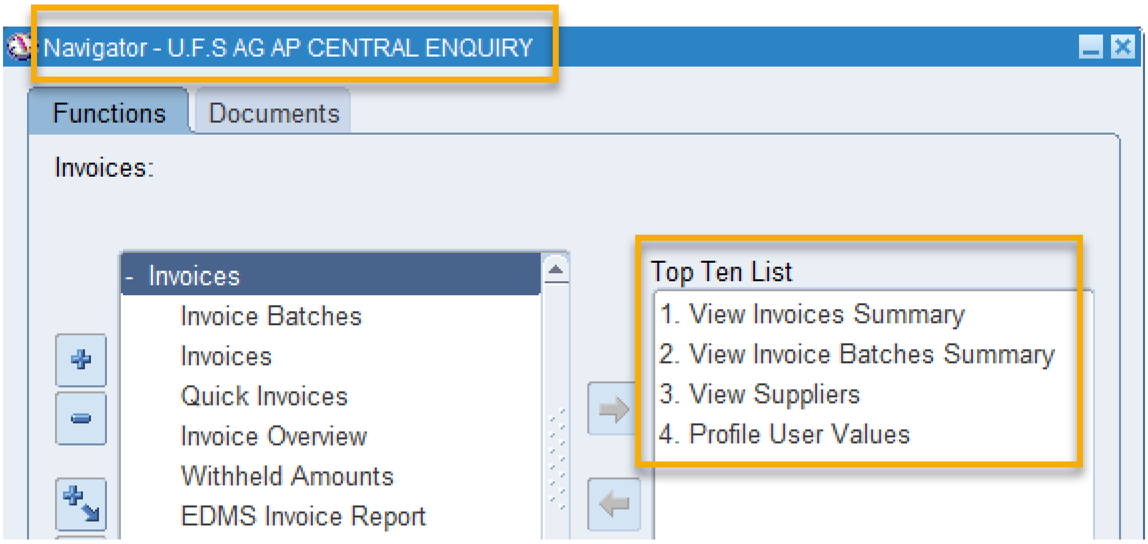
To add a task to the *Top Ten List*, highlight the task and click on the forward arrow button.

To remove a task, highlight the relevant line and click on the back arrow button

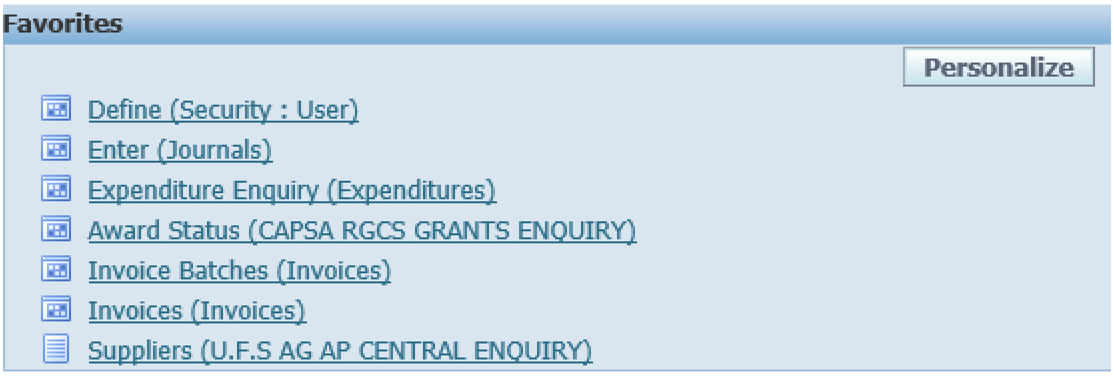
NB: The name of some of the tasks that you select to display in your *Top Ten List* may change but it's the same task.

Double click on the task to open it. The tasks open in what is known as a form in UFS.

The *Top Ten List* is similar to *Favorites* as it contains shortcuts through to tasks that you carry out on a regular basis. The main difference is that with the *Top Ten List* you must select the responsibility in the navigator for the list to appear.

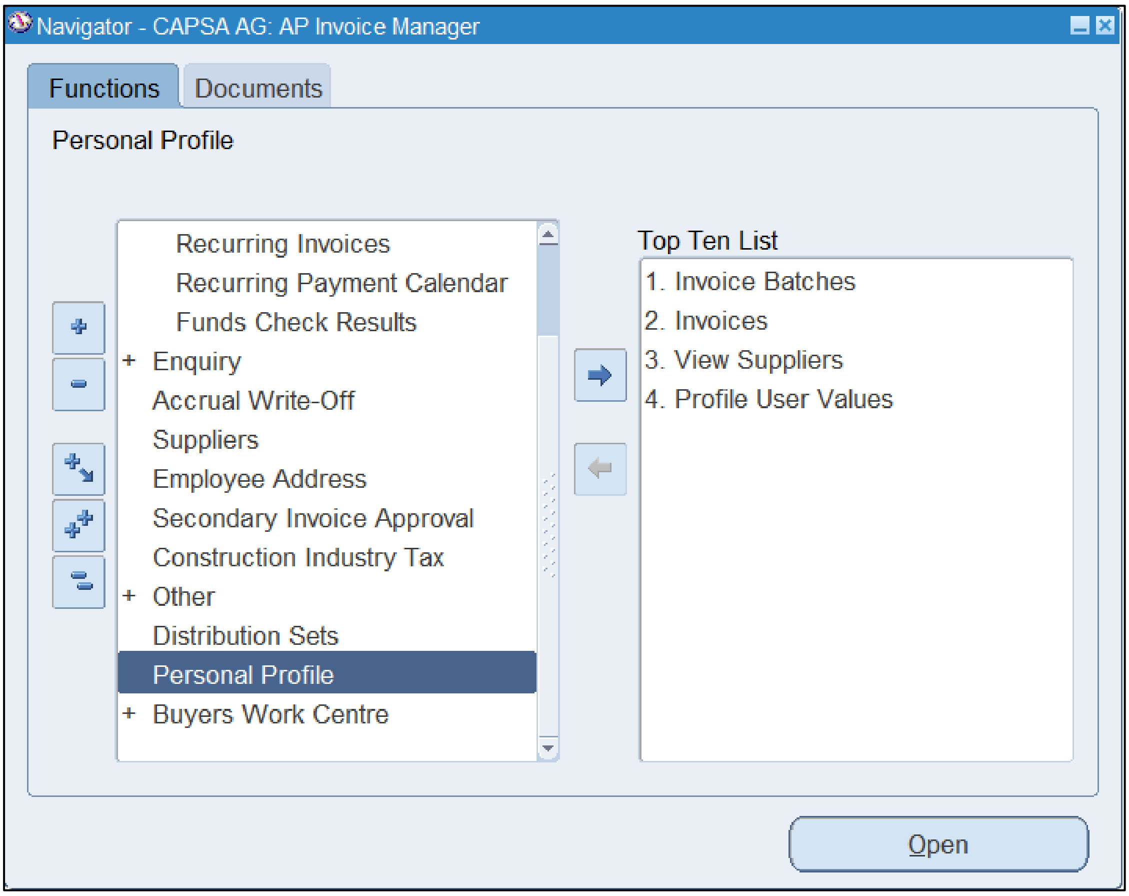


On the E-Business Suite Homepage, *Favorites* can be from a mix of responsibilities and allow you to bypass the navigator and take you straight into the task.



Personal profiles

Personal profiles allow you to change defaults within the system. They are user specific and contain information entered by the user who has signed onto the system. You may find them useful to set up a default account code for iProcurement ordering.



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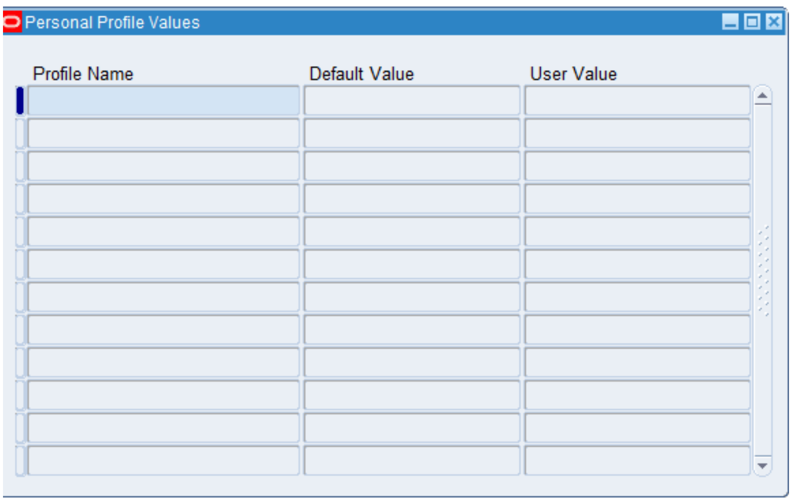
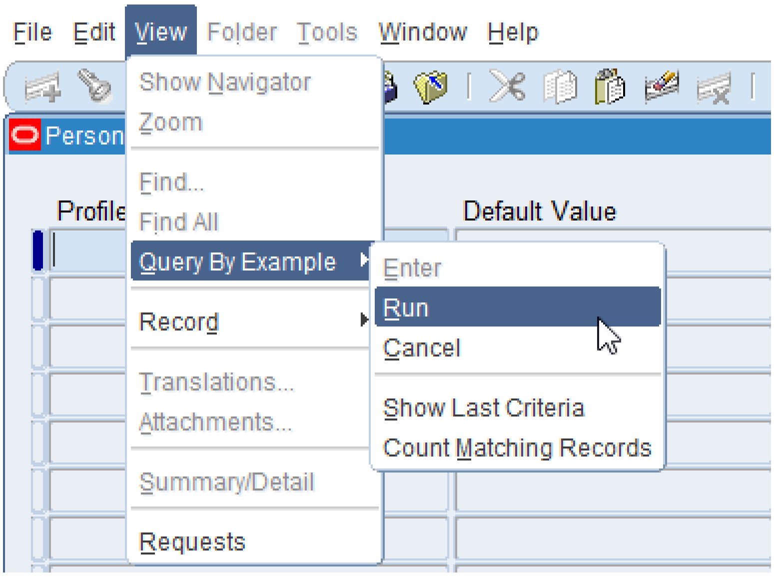
1. Navigate to **Personal Profile** either from your task list on E Business Suite Home page or from Navigator once you have selected a task. A blank screen will appear.
2. Press **F11** on your keyboard or using the view menu select **Query by Example then Enter** to put the screen into query mode, the first line should go blue.



Setting default GL account codes and contact details to appear on orders

Enter CAPSA% in the Profile Name field and then press **ctrl + F11** or using View from the menu, select ***Query by Example then Run***.



This displays the options where you can default in the following fields:

a. **CAPSA GL…** profile names (five in all) can be changed by clicking in the User Value field for the relevant profile name. Enter your own relevant account code segments. Useful within iProcurement.

b. **CAPSA PO…** profile names relate specifically to Purchase Orders. You can enter your fax and telephone number by clicking in the user value and these will appear at the top of your purchase order.

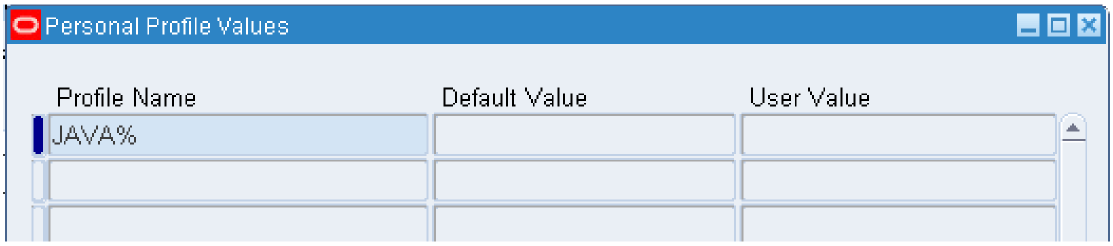
Profile Name	Default Value	User Value
CAPSA GL Cost Centre Default		
CAPSA GL Department Default		
CAPSA GL Entity Default	U	
CAPSA GL Source of Funds Defa		
CAPSA PO Email Address		john.smith@cam.ac.uk
CAPSA PO Fax No.		01223456789
CAPSA PO Queries		
CAPSA PO Telephone No.		01223765432
CAPSA WPM Delivery Finance C	U.AG.AGBA.GAAA.LAAA.(	
CAPSA: Allow WF Creation of PO	Yes	

Save your changes to update your personal profile.

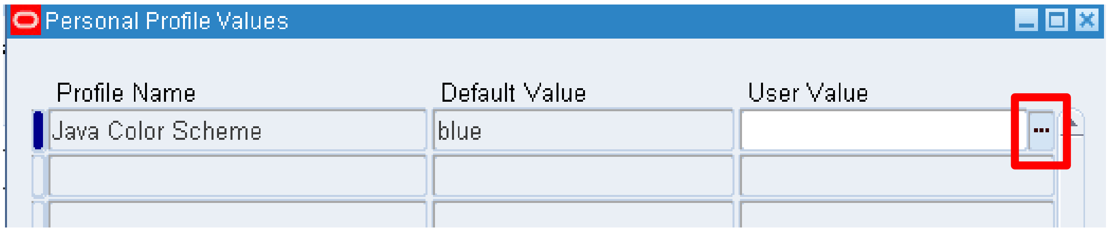
Changing the colour scheme in CUFS

1. On the Personal Profile screen press **F11** (or select **View** > **Query By Example** > **Enter** from the menu) to put the screen into query mode.

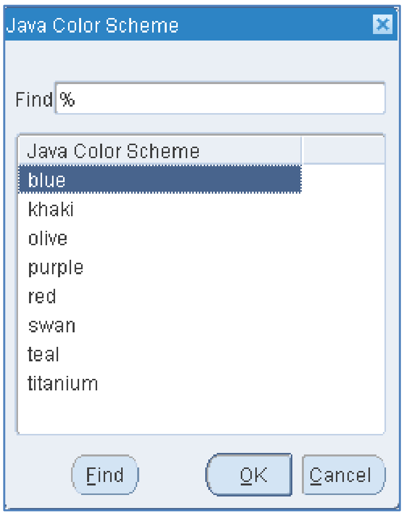
2. Type in **JAVA%** into the first **Profile Name** cell.



3. Now press **Ctrl** + **F11** (or **View** > **Query By Example** > **Run** from the menu) to run the query and pull up the values for this parameter.

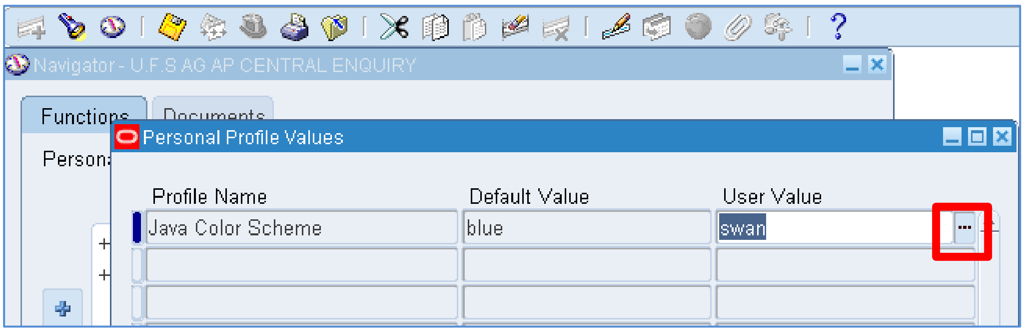


4. Now click into the **User Value** field and then press the **List of Values** button to see the available colour schemes.



Select a colour scheme and press OK (blue is a high-contrast, dark blue scheme, while swan is the light-blue colour CUFS R12 originally launched with.

5. Finally, save your changes (the yellow disc icon). Your new colour scheme will take effect the next time you log into CUFS.



The University Chart of Accounts

The Chart of Accounts detail how expenditure and income is recorded within your department's accounts in the General Ledger. There is a set structure to allow the University to consolidated and report across all departments.

When you wish to buy or make a sale, you will specify where the expenditure or income is to be allocated within your department's Chart of Accounts. This could be coded to a:

(i) departmental budget or funds (also known as a "charge account")
(ii) Research Grant/Project
(iii) combination of the two.

General ledger account codes are made up of six segments:

- Organisation (1 character)
- Department (2 characters)
- Cost Centre (4 characters)
- Source of Funds (4 characters)
- Transaction (4 characters)
- Spare (4 zeros)

They are normally written in a string format e.g. U.AG.AGAA.AAAA.ESBC.0000.

Transactions that relate to Research Grants have their own coding system to record the type of specific information required for reporting to sponsors. However, when the information is transferred into the General Ledger, it is automatically summarised and converted into the above standard format.

Below is a summary of the structure and logic behind each segment of the General Ledger code. Chapter 3 of the Financial Procedures Manual provides more detailed information on each segment.

Organisation Segment

This is used to split transactions by legal entity. Normally this will be **U** for departments within the University of Cambridge.

Department Segment

This is used to define the department or institution processing the transaction, e.g. AG for the Finance Division. The first letter can help to indicate the group to which the department belongs.

Department code range	Area
0	University balance sheet
A-B	Unified Administration Service (UAS)
D	Non-School Institutions (NSI)
E	Other
G	School of Arts & Humanities
J	School of Humanities & Social Sciences

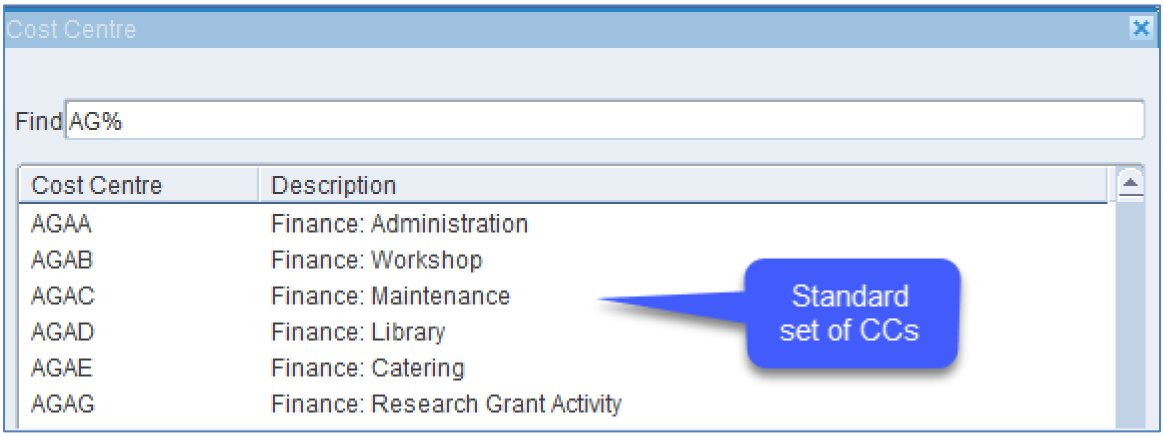
K-M	School of the Physical Sciences
N	School of Technology
P	School of the Biological Sciences
R-S	School of Clinical Medicine
U-X	Various but principally Non-School Institutions (NSI)
W	Investment accounting (central use only)

Cost centres

Cost centres allow departments to organise and group their accounts to reflect their own departmental set up/activities. Expenditure (and income) is then allocated to the appropriate Cost Centre. This enables departments to manually set budgets for each activity and monitor its performance.

The Cost Centre code is comprised of four characters: the first two are normally the department code and the next two identify the particular activity or budget holder.

Each department has been set up with a standard set of Cost Centres covering activities such as administration, workshops, library and research grants. Other Cost Centres specific to the department can be added at the request of the department. An example of some of the Finance Division's codes is given below.



If your department has any **trust funds** then you also use two specific *Cost Centres*:

ZZYA	permanent trust fund capital
ZZYB	spendable trust fund capital

Source of Funds codes

Funding for the University's activities comes from many different sources. The University has a responsibility to its sponsors, donors, and government funders to separate, manage and report (in most cases) on the activities based upon the *Source of Funds*.

The *Source of Funds* code is represented by four characters, which are the same across all departments. Although the list is very long there is a logical structure.

1st Letter	Type
0	Balance sheet
A	Chest
B	Recoverable from external sources
C	Recoverable from internal sources (central use only)
E	General reserves
F	Specific reserves
G	Self-supporting activities
H	Specific donations
I	Specific endowments
J	Specific grants
K	Trust funds
L	Trust funds appropriations
M	Research grants and contracts
P	Building projects
R	General endowments (central use only)
T	Investment account (central use only)
U	Pension funds (central use only)
X	Associated bodies
Z	Depreciation (central use only)

Transaction Codes

Transaction Codes are used to describe the type of expenditure or income e.g. a book or room hire charges. Accurate selection of transaction codes is important for reporting and control purposes. The code consists of four characters. The first identifies the broad transaction category, the next three categorise the transaction in more detail. For example, if you were ordering some box files you would select transaction code ESBC.

This is broken down as follows:

E	Expenditure on Consumables account
S	Stationery and Office Supplies
BC	Box Files

The first character of the transaction code

There are a number of broad categories but the ones you will most commonly use are:

E Consumables expenditure
L Other operating income

The majority of the time you will be selecting a code that relates to either expenditure or sales/fees. There are long lists for each, but as with sources of funds there is a logical sequence behind them and you may find the following paragraphs helpful. These are also available in Chapter 3 of the Financial Procedures manual.

1. Expenditure transactions codes starting with E***

A	Audio-visual and Multimedia
B	Library and Publications
C	Catering Supplies and Services
D	Medical, Surgical and Nursing Supplies and Services
E	Agricultural/Fisheries/Forestry/Horticultural Supplies and Services
F	Furniture, Furnishing & Textiles
H	Cleaning Materials & Equipment, Janitorial supplies
J	Utilities
K	Computer
L	Laboratory & Animal House Supplies and Services
M	Workshop & Maintenance Supplies (Lab and Estates)
P	Printing
Q	Telecommunications, Postal and Mail Room Services
R	Professional & Bought in Services
S	Stationery & Office Supplies
T	Travel & Transport (incl. Vehicle hire and subsistence)
U	Safety & Security
V	Vehicles (Purchase, Lease, Contract Hire)
W	Estates & Buildings
X	Miscellaneous/unclassified

2. Other Operating Income codes starting with L***

L codes can broadly be categorised as:

LA..	Other Services Rendered
LB..	Catering
LC..	Health & Hospital Authorities
LD..	Released from Deferred Capital Grants
LE..	Transfer from Cambridge Assessment
LF..	General Donations
LG..	University Companies
LH..	VAT Rebate
LJ..	Room Hire
LK..	Other
LL..	Discount Taken
LM..	Property Income
LN..	Press & Publications Income
LP..	Pensions Income
LR..	Computer Related Sales

LZA.	Overhead Recovery
LZB.	Labour Recovery
LZD.	Trust Fund Recovery
LZE.	Research Grant Revenue

Spare Code

There is a spare field at the end of the coding string in case the University decides to expand the accounting code structure in the future. The field must be populated with 0000 (four zeros) and is the only choice for this segment.

Coding to Research Grants/Projects

Many departments in the University have their activities funded by research grants. In UFS, research grants are represented by:

The ***award* –** represents the research sponsor
The ***project* –** the activity that the sponsor is funding

In the main, a grant will have a single award and project. However it is worth being aware that one award may fund several projects and in turn one project may be funded by several different awards. The coding structure for Grants and Projects is set out differently to that for the General Ledger codes. The Grants/Projects coding consists of 5 segments: -

- Project
- Task
- Award
- Expenditure Type
- Organisation

Project Code

Linked to an award, the project code represents the project activity and has the department code in the first two characters, i.e. **ZZAG/123** (ZZ being the department code). The other two characters are typically the research grants *AG*. However, this is not always the case, e.g. MRC departments. The number after the */* indicates the particular project within the department*.*

Task

Projects are broken down into separate tasks to make the project easier to manage. Each task has its own unique name. They could be described as *work parcels*.

Award

The award represents the specific funding from the sponsor. Each award is given a unique number and this is issued by the Research Operations Office (ROO). It will start with RG followed by 5 digits. (e.g. RG12345) or G followed by 6 digits.

Expenditure Type

Similar to the Transaction Code, this gives the category and subcategory that the item falls under. These are broad headings such as Travel/Local, Travel/Subsistence, Other Costs/Consumables etc.

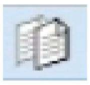
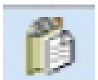
Organisation

Simply your department or sub-department code.

A General Ledger account code will generate automatically from the above information. Do not manually type in a GL code for a grant/project. All Source of Funds will start with a *M*.

The Oracle Toolbar

Navigate to		Returns to the Navigator screen
Zoom		Invokes defined zoom and goes to that form within the system *(Unable to use)*
Save		Saves any pending changes
Print		Prints current screen or print a report (***Do not use***)
Close form		Closes the form (screen) you have open.
Find		Choosing once invokes the query mode; choosing again runs a query.
New Record		Creates a new record or line
Delete Record		Deletes the current record from the database.
Clear Record		Clears all data pertaining to current record in window.
Folder Tools		Displays the Folder tool palette. (Separate guide on folder tools)
Attachments		Opens the Attachments window.
Edit		Opens the Editor window for the current field.
Window Help		Displays general help for the current application.
Responsibilities		Displays other responsibilities (only available within the Navigator Window).
Cut		Cuts the description of the field you are currently clicked in

Copy		Copies the description of the field you are currently clicked in
Paste		Pastes the description you have just cut or copied
Next Step		Updates workflow in the Navigator by advancing to the next step in the process *(Unable to use)*
Transitions		Opens the Translations window *(Unable to use)*

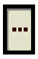
Completing a UFS form

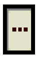
Regardless of which task you need to perform in UFS, there are several common principles that feature throughout. This section will illustrate those principles.

- Information will automatically default in to some fields as soon as the form is opened.

- If you click into a field and it turns yellow, it is a mandatory field and therefore must be completed before you can move on.

- Some forms will have several tabs containing different fields. The tab that is currently selected will be coloured blue.

- If you click into a field and the  icon appears, this signifies that there is a list of values to choose from, which can be accessed by clicking on the three dots or by pressing **Ctrl+L** on your keyboard.

- If you click into a field and the  icon does not appear, this signifies that it is a free text field; meaning that you can type freely to include any appropriate information.

- The **%** symbol acts as a wildcard in UFS when searching for information.

  E.g. if you needed to raise a purchase order to Office Depot to order some stationery, in the supplier field you could enter ***Office%*** *to find all of the University's suppliers beginning with the word* ***Office****.*

- Important messages will appear at the bottom left hand side of the screen, such as confirming that your work has been saved when you click the save icon on the toolbar, or letting you know if you are trying to proceed without completing a mandatory field.

Keyboard Shortcuts

If you prefer to use the keyboard instead of the mouse, some of these keyboard shortcuts will benefit you when navigating around a form.

List of Values	Ctrl L
Save	Ctrl S
Edit	Ctrl E
Exit	F4
Clear Field	F5
Clear Record	F6
Clear Form	F8
Duplicate Field	Shift F5
Duplicate Record	Shift F6
Query Enter	F11
Query Run	Ctrl F11

UFS Jargon Buster

UFS Jargon	Translates to…
AP	Accounts Payable module. Paying supplier invoices.
AR	Accounts Receivable module. Raising sales invoices and accounting for income.
Award	Represents the source of funding.
CAPSA	Name given to set up Oracle in 2000.
Category	Code given to classify goods and services purchased.
Chart of Accounts	University account code structure.
Cost Centre	Reflects each activity within the department.
CRSid	User identity; usually comprised of your initials followed by two to four digits.
(C)UFS	(Cambridge) University Finance System.
Distributions	Process of charging expenditure or allocating income.
Expenditure Type	The category heading used to classify expenditure when coding to a project.
Favourites	Set up on the E-Business Suite Homepage to create shortcuts through to frequently used tasks.
Folder Tools	Allows you to customise the look of some forms.
General Ledger (GL)	Heart of the accounting system that collates information on all processed transactions.
iProc	The iProcurement module for all your purchasing needs
Navigator	Screen that displays all of the tasks available within the selected responsibility.
Personal Profile	Used to store specific defaults such as your telephone and email address
Preferences	Used to change your UFS login passphrase as well as amend your Personal Profile
Project Code	Usually the same as the warrant number
Responsibility	Ability to use a specific area of the system.
Source of Funds	Used to distinguish where funds have originated from.
Task	Splits a project in to manageable “work parcels”. EM uses the building code.

Transaction Code	Describes the type of item that is being purchased or sold.
Top Ten List	List of frequently used tasks that displays on your Navigator screen. It is specific to each responsibility.
UFS	University Finance System.
UOM	Unit of Measure.
Wild card	The % symbol, used to assist when searching for information.

UFS Helpdesk Information

Name	Phone No.	Email Address
Accounts Payable	(7)66888	UFS_AP@admin.cam.ac.uk
UFS General Enquiries	(7)65999	ufsenquiries@admin.cam.ac.uk
Accounts Receivable	(3)32215	UFS_AR@admin.cam.ac.uk
Cash Management	(7)65980	UFS_CM@admin.cam.ac.uk
Finance Reporting	(7)65098	fsg.system.support@admin.cam.ac.uk
Fixed Assets	(7)66780	UFS_FA@admin.cam.ac.uk
Cashiers	(7)66888	UFSCashier@admin.cam.ac.uk
General Ledger Journals/ Codes	(3)39660	UFS_GL@admin.cam.ac.uk
General Ledger reporting	(7)65098	fsg.system.support@admin.cam.ac.uk
Inventory	(7)66780	UFS_INV@admin.cam.ac.uk
iProcurement	(7)65101	UFS_PO@admin.cam.ac.uk
New EXTERNAL customers / amendments	(7) 65872	ARCustomer@admin.cam.ac.uk
New suppliers / amendments	(7) 65097	ufs_suppliers@admin.cam.ac.uk
New user access	(7) 65999	UFS_users@admin.cam.ac.uk
Payroll Enquires	(3)39779	payrollenquiries@admin.cam.ac.uk
Research Grants	(7)64796	ufs_grants@admin.cam.ac.uk
Trust Funds	(7)66946	UFS_TF@admin.cam.ac.uk

Please use the UFS General Enquires for passphrase resets. More information on Research Grants can be found on the ROO website, https://www.research-operations.admin.cam.ac.uk/

Other Finance Training courses

There are a number of Finance Training courses to assist you in getting started with use of UFS and these include:

An Introduction to University Finance **–** An introduction to University Finances and the Finance System (online).

iProcurement: Buyers **–** This course enables users to learn how to request goods/services required for their role using the new purchasing module. This training is mandatory in requesting iProcurement Buyer responsibility.

iProcurement: Requisitioners **–** This course enables users to learn how to request goods/services required for their role using the new purchasing module. This training is mandatory in requesting iProcurement Requisitioner responsibility.

If you prefer face to face training these two iProcurement courses are available as the classroom based ***Getting Started in iProcurement***.

AP Part 1: Getting started in Accounts Payable - This online course will enable end users to understand the basics of accounts payable, including processing basic invoices and expense claims.

AR Part 1: Getting Started in Accounts Receivable **–** The Accounts Receivable (AR) module of the University's Finance System (CUFS) deals with managing customer information and managing income generated from sales and donations.

GL Part 1: Getting Started in the General Ledger **–** This course enables users to learn the basics of how the General Ledger module works, how to run online account enquiries and how to process journals.

Fixed Assets **–** A course for departmental staff who deal with purchasing, monitoring and disposal of fixed assets.

Grants Part 1: Getting Started in Research Grants **–** A short online course that provides a basic introduction to the key features of Research Grants and how they are managed in the University.

For further information on these and other available courses, please refer to the Finance Training webpage.