



User Guide

BD15-06 Finance Information Delivery Framework

Adding Owner and Categorisation to General Ledger

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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 Document Introduction

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 User Guide Contents

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

[Process overview](#)

[Accessing the Application](#)

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[Adding / Updating Category information](#)

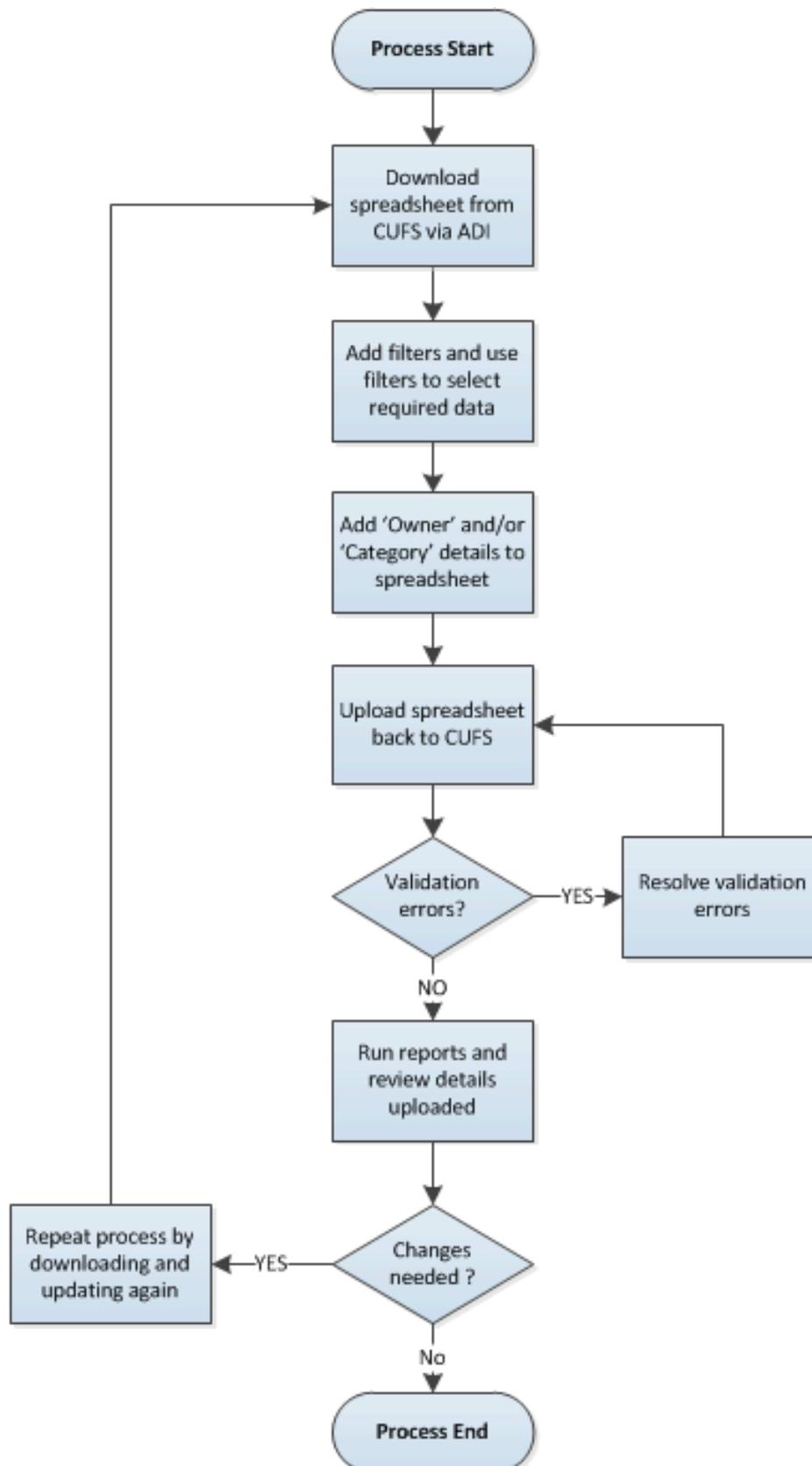
[Uploading spreadsheet](#)

[Validation failure](#)

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3 Process overview

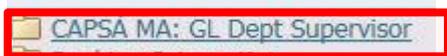


4 Accessing the Application and downloading spreadsheet

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 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**

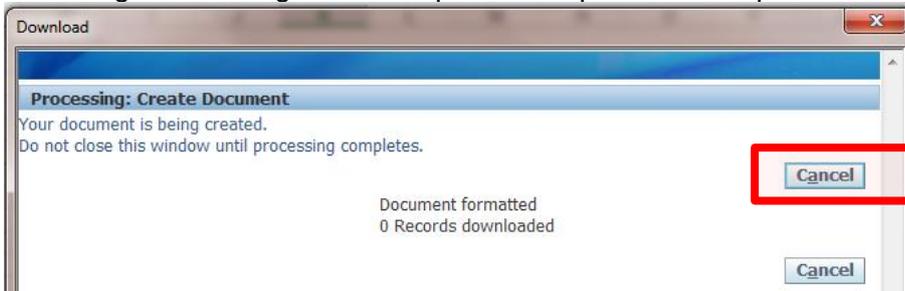


Step 4: Click **Enable Content**



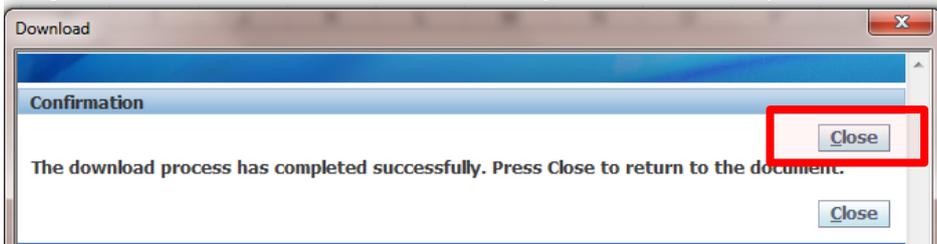


Step 5: Wait a few moments while the spreadsheet is being generated. **DO NOT press Cancel** at this stage. This might result in partial completion of the process.



DO NOT Press Cancel

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



The spreadsheet should now open – as per example below:

View Line	Upl ID	Entity	Dept	CC	Cost Centre Description	SoF	Source of Funds Description	Last Active	Cat? Y/N	Owner	Category 1 Main:an:Owner and Categories	Category 2	Category 3	Category 4
5	5 ## U	MA	MA2A			*ALL*	N/A		N					
6	5 ## U	MA	MA2B			*ALL*	N/A		N					
7	6 ## U	MA	MAAA		Chemistry: Administration	*ALL*	N/A	2017 Y		RAM85	CAT 1	CAT 2	CAT 3	
8	5 ## U	MA	MAAA		Chemistry: Administration	0000	Balance Sheet Default	2010 ?						
9	5 ## U	MA	MAAA		Chemistry: Administration	AAAA	Chest Non Payroll	2017 Y		EC416				
10	5 ## U	MA	MAAA		Chemistry: Administration	ADAA	Accumulated Balances	2001 ?						
11	5 ## U	MA	MAAA		Chemistry: Administration	AHAA	Annual Equipment	?						
12	5 ## U	MA	MAAA		Chemistry: Administration	AH4H	Grant from RMC for Project Costs	?						
13	5 ## U	MA	MAAA		Chemistry: Administration	ANEH	School of Physical Sciences Reserve	2010 ?						
14	5 ## U	MA	MAAA		Chemistry: Administration	ANFA	School Strategic Reserve	2013 ?						
15	5 ## U	MA	MAAA		Chemistry: Administration	CACA	Marks & Spencer Farm Animal Health Fund (1AAP021227)	AA25 ?						
16	5 ## U	MA	MAAA		Chemistry: Administration	DARJ	Annual Equipment Grant	?						
17	5 ## U	MA	MAAA		Chemistry: Administration	EDAA	Departments Share of Research Overheads	2002 ?						
18	5 ## U	MA	MAAA		Chemistry: Administration	EF0Y	Chemistry Donations	2014 ?						
19	5 ## U	MA	MAAA		Chemistry: Administration	EF3C	Donations - British Council	?						
20	5 ## U	MA	MAAA		Chemistry: Administration	EZZZ	FEC Departmental Overheads Research - Pooled	2016 ?						
21	5 ## U	MA	MAAA		Chemistry: Administration	GAAA	External Trading	2017 ?						
22	5 ## U	MA	MAAA		Chemistry: Administration	GAB4	Internal Trading	2014 ?						
23	5 ## U	MA	MAAA		Chemistry: Administration	LAAS	Appropriations in Aid - Ernest Oppenheimer Fund	?						
24	5 ## U	MA	MAAA		Chemistry: Administration	LFDD	Appropriations in Aid - Geoffrey Moorhouse Gibson Professorship of Chemistry Fund	?						
25	5 ## U	MA	MAAA		Chemistry: Administration	LJAQ	Appropriations in Aid - Herchel Smith Laboratory of Medicinal Chemist	2011 ?						
26	5 ## U	MA	MAAA		Chemistry: Administration	MAH8	Research - Research Council - NERC VAT Non-Recoverable	2002 ?						
27	5 ## U	MA	MAAA		Chemistry: Administration	TAAA	Amalgamated Fund	?						
28	5 ## U	MA	MAAB		Chemistry: Workshop	*ALL*	N/A	2013 ?						
29	5 ## U	MA	MAAB		Chemistry: Workshop	0000	Balance Sheet Default	?						
30	5 ## U	MA	MAAB		Chemistry: Workshop	AAAA	Chest Non Payroll	2012 ?						
31	5 ## U	MA	MAAB		Chemistry: Workshop	ADAA	Accumulated Balances	2009 ?						
32	5 ## U	MA	MAAB		Chemistry: Workshop	ED0F	Excess Income Research - EU Commission EC Funded VAT Non-Recov	2008 ?						
33	5 ## U	MA	MAAB		Chemistry: Workshop	GAB4	Internal Trading	2013 ?						
34	5 ## U	MA	MAAB		Chemistry: Workshop	MACB	Research - EU Government / EU Commission VAT Non-Recoverable	2008 ?						
35	5 ## U	MA	MAAC		Chemistry: Maintenance	*ALL*	N/A	2017 ?						
36	5 ## U	MA	MAAC		Chemistry: Maintenance	AAAA	Chest Non Payroll	2007 ?						
37	5 ## U	MA	MAAC		Chemistry: Maintenance	ACAA	Chest Wages	2017 ?						
38	5 ## U	MA	MAAD		Chemistry: Library	*ALL*	N/A	?						
39	5 ## U	MA	MAAD		Chemistry: Library	AAAA	Chest Non Payroll	?						
40	5 ## U	MA	MAAE		Chemistry: Catering	*ALL*	N/A	?						
41	5 ## U	MA	MAAF		Orade Inventory Account	*ALL*	N/A	2017 ?						

5 Adding filters

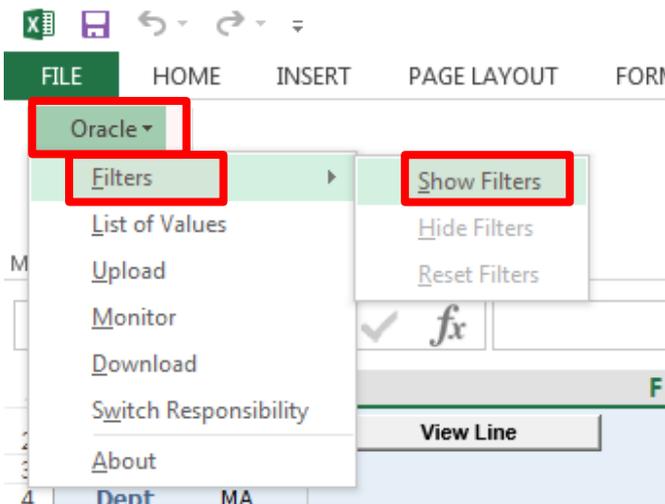
Introduction: Once you have [downloaded the spreadsheet](#), you might wish to add filters in order to reduce the number of visible rows and make the spreadsheet easier to manipulate.

This can be achieved as follows:

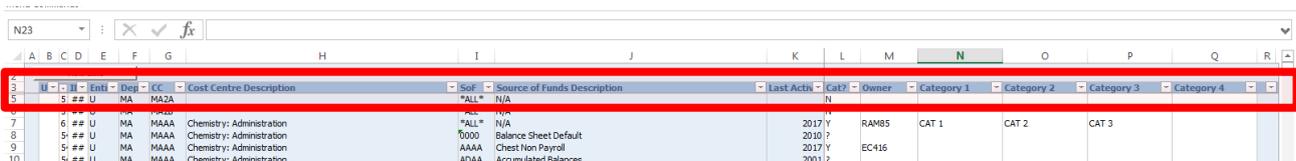
Step 1: Select the **ADD-INS** menu option at the top of the screen



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



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



The image shows a screenshot of an Excel spreadsheet with filters applied to all columns. A red box highlights the filter arrows in the header row. The spreadsheet data is as follows:

	U	U	Entit	Dept	CC	Cost Centre Description	Soft	Source of Funds Description	Last Actn	Cat?	Owner	Category 1	Category 2	Category 3	Category 4
5	5	#	U	MA	MA2A		*ALL*	N/A							
6	5	#	U	MA	MA2A		*ALL*	N/A							
7	6	#	U	MA	MAAA	Chemistry: Administration	*ALL*	N/A	2017 Y		RAM85	CAT 1	CAT 2	CAT 3	
8	5	#	U	MA	MAAA	Chemistry: Administration	0000	Balance Sheet Default	2010 ?						
9	5	#	U	MA	MAAA	Chemistry: Administration	MAAA	Chest Non Payroll	2017 Y		EC416				
10	5	#	U	MA	MAAA	Chemistry: Administration	ADAA	Accumulated Balances	2001 ?						



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

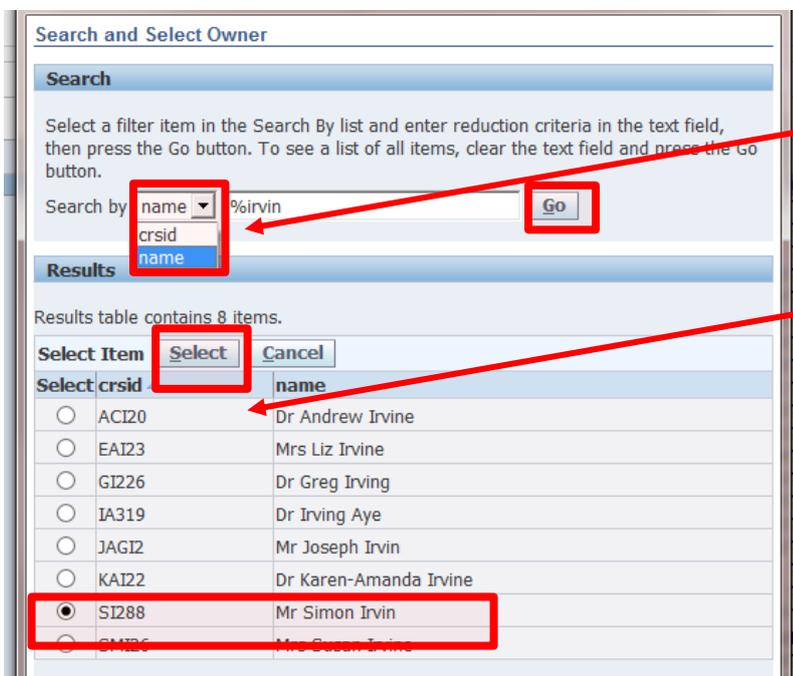
- Use of this column is not mandatory, but you will [fail validation](#) if you attempt to upload data (i.e. either an ['Owner'](#) or some ['Category'](#) info) to a row which still has a 'N' in the 'Cat?' column. Details on how to resolve such validation errors are provided [here](#).
- If you try 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.
- NOTE: The spreadsheet will allow you to enter values other than those listed previously, but will [fail validation](#) 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.



Search and Select Owner

Search

Select a filter item in the Search By list and enter reduction criteria in the text field, then press the Go button. To see a list of all items, clear the text field and press the Go button.

Search by name %irvin Go

Results

Results table contains 8 items.

Select Item Select Cancel

Select	crsid	name
<input type="radio"/>	ACI20	Dr Andrew Irvine
<input type="radio"/>	EAI23	Mrs Liz Irvine
<input type="radio"/>	GI226	Dr Greg Irving
<input type="radio"/>	IA319	Dr Irving Aye
<input type="radio"/>	JAGI2	Mr Joseph Irvin
<input type="radio"/>	KAI22	Dr Karen-Amanda Irvine
<input checked="" type="radio"/>	SI288	Mr Simon Irvin
<input type="radio"/>	SMIBC	Mrs Susan Irvine

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:

U	Ent	Dep	CC	Cost Centre Description	SoF	Source of Funds Description	Last Acti	Cat?	Owner
1.##	U	JP	JPAD	Land Economy: Library	*ALL*	N/A	2013	?	
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 [fail validation](#) at the point of [uploading the spreadsheet](#) 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 up to 4 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.

View Line	CC	Cost Centre Description	SoF	Source of Funds Description	Last Act	Cat2	Owner	Category 1	Category 2	Category 3	Category 4	Messages
174	5 ## U MA	MABA Chemistry General	AAAA	Chest Non Payroll	2017 ?	ARS28		Dummy Cat 1	Dummy Cat 2	Dummy Cat 3	Dummy Cat 4	
175	5 ## U MA	MABA Chemistry General	AAAD	Chest Equipment	2017 ?	ARS28		Dummy Cat 1	Dummy Cat 2	Dummy Cat 3	Dummy Cat 4	
177	5 ## U MA	MABA Chemistry General	ABAA	Chest Stipends	2017 ?	ARS28		Dummy Cat 1	Dummy Cat 2	Dummy Cat 3	Dummy Cat 4	
180	5 ## U MA	MABA Chemistry General	ABAD	Savings Accruing for Unpaid Leave of Absence	2017 ?	ARS28		Dummy Cat 1	Dummy Cat 2	Dummy Cat 3	Dummy Cat 4	
183	5 ## U MA	MABA Chemistry General	ACAA	Chest Wages	2017 ?							
194	5 ## U MA	MABA Chemistry General	AHAI	Grant from Researcher Development Fund	2017 ?							
219	5 ## U MA	MABA Chemistry General	EDAA	Departments Share of Research Overheads	2017 ?							

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.

View Line	CC	Cost Centre Description	SoF	Source	Funds Description	Last Act	Cat2	Owner	Category 1	Category 2	Category 3	Category 4
7	6 ## U MA	MAAA Chemistry: Administration	*ALL*	N/A	Test Default	2017 ?		ARS28	Dummy Cat 1	Dummy Cat 2	Dummy Cat 3	Dummy Cat 4
8	5 ## U MA	MAAA Chemistry: Administration	AAAA		Chest Non Payroll	2017 ?						
9	5 ## U MA	MAAA Chemistry: Administration	ADAA		Accumulated Balances	2001 ?						
10	5 ## U MA	MAAA Chemistry: Administration	AHAA		Annual Equipment	?						
11	5 ## U MA	MAAA Chemistry: Administration	AHAI		Grant from RMC for Project Costs	?						
12	5 ## U MA	MAAA Chemistry: Administration	ANBH		School of Physical Sciences Reserve	2010 ?						
13	5 ## U MA	MAAA Chemistry: Administration	ANFA		School Strategic Reserve	2013 ?						
14	5 ## U MA	MAAA Chemistry: Administration	CACA		Marks & Spencer Farm Animal Health Fund (1AAP021227)	AA25						
15	5 ## U MA	MAAA Chemistry: Administration	DAJR		Annual Equipment Grant	?						
16	5 ## U MA	MAAA Chemistry: Administration	EDAA		Departments Share of Research Overheads	2002 ?						
17	5 ## U MA	MAAA Chemistry: Administration	EFJG		Chemistry Donations	2014 ?						
18	5 ## U MA	MAAA Chemistry: Administration	EFJC		Donations - British Council	?						
19	5 ## U MA	MAAA Chemistry: Administration	EZZZ		FEC Departmental Overheads Research - Pooled	2016 ?						
20	5 ## U MA	MAAA Chemistry: Administration	GAAA		External Trading	2017 ?						
21	5 ## U MA	MAAA Chemistry: Administration	GAAB		Internal Trading	2014 ?						
22	5 ## U MA	MAAA Chemistry: Administration	LAAS		Appropriations in Aid - Ernest Oppenheimer Fund	?						
23	5 ## U MA	MAAA Chemistry: Administration	LFDD		Appropriations in Aid - Geoffrey Moorhouse Gibson Professorship of Chemistry	?						
24	5 ## U MA	MAAA Chemistry: Administration				?						

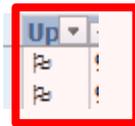
NOTE: This 'ALL' option also works for the assignment of 'Owner' information.

To update existing category information, simply make your changes in the spreadsheet and [upload](#) an updated version.

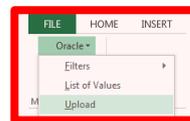
9 Uploading the spreadsheet

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 [reporting](#).

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

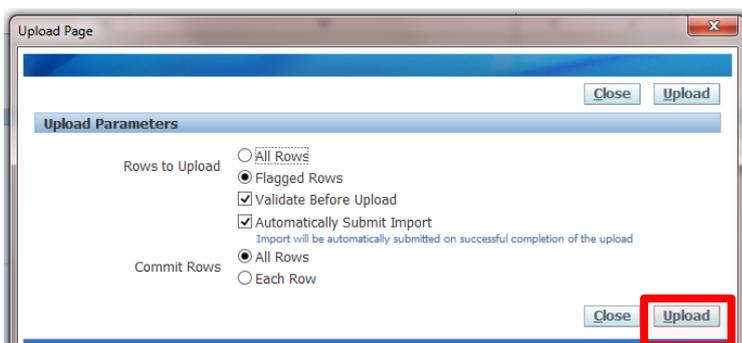


Step 2: Make sure that all of the rows you wish to upload have a **flag** in Column B.



Step 3: Select **Oracle > Upload** from the top menu

Step 4: Select the **Upload Parameters**

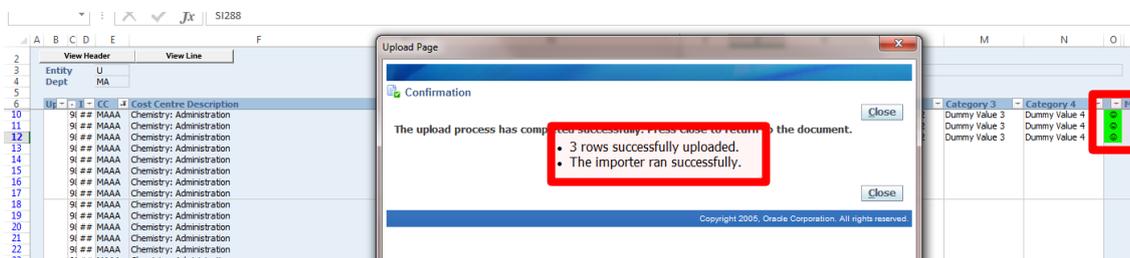


Recommended Upload Parameters

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.

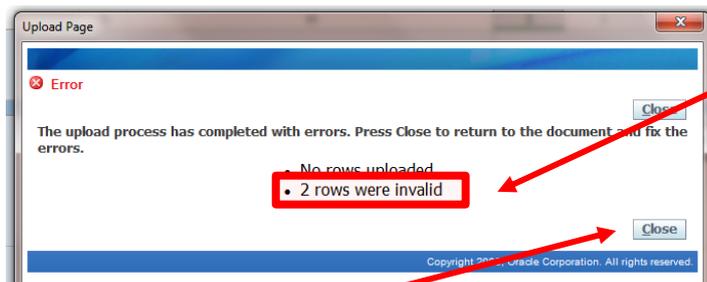


The data has now been loaded back to CUFS and is available to [run reports](#) upon.

If validation has failed, follow the instructions [provided 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.



2 rows have 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.

Owner	Category 1	Category 2	Category 3	Category 4	Messages
SI288	more_than_one_hundred_characters_entered_more_than_one_hundred_characters				Enter a valid Owner. Enter a valid Category 1.
SI288					
SI288					

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 [here](#).

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'.

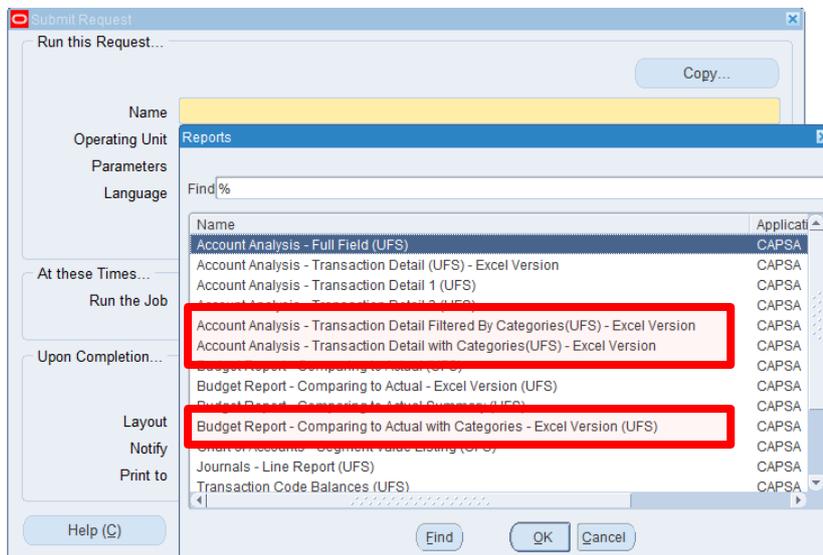
12 Running Reports

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.



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.