

## **'Adding Owners and Categories to GL' – Frequently Asked Questions (FAQs)**

### **1. What is the purpose of this enhancement?**

The purpose of this enhancement is to allow additional reference information to be uploaded to the General Ledger (GL) – so that it can be made available via reporting.

Although the Source of Funds (SOF) and Transaction Codes in the General Ledger have specific meanings that are common across the University and lend themselves to supporting reporting and analysis, there is no such consistency when it comes to Cost Centre codes. As a result, finance staff in many Departments spend a significant amount of time and effort adding additional categorisation at a local level (*typically via complex spreadsheets that rely on lookups in order to aggregate information in various ways*) to support their management information requirements. By including the capability to assign additional reference information to a Cost Centre (*or combination of Cost Centre & SOF*), it is believed that we can significantly reduce the amount of time spent on managing this information in local spreadsheets – and instead make far greater use of the reporting and analysis tools already available.

### **2. What type of information can be uploaded?**

There are two types of reference information that can be uploaded – as follows:

- **Cost Centre 'Owner'**. Just one owner should be assigned. Identification of each owner is via their CRSid.
- **Cost Centre 'Categories'**. Up to 4 categories can be assigned.

### **3. How is this information updated?**

Data is updated via Oracle Application Desktop Integrator (*more commonly known as ADI*) – which is basically a means of updating information in Oracle using Microsoft Excel – which is far more efficient than entering data directly into the system via the user interface.

### **4. Who is able to perform this task?**

This task will be restricted to key individuals only – typically those in a departmental Finance or Administration role. Access will only be provided to those with 'CAPSA GL DEPT SUPERVISOR' responsibility on CUFS.

### **5. What if there are multiple people in my department who can perform this task?**

If more than one individual is able to update this information for a department, it is suggested that you come to an agreement locally as to how to approach this – otherwise you might encounter a situation where someone else is overwriting information that you have already loaded.

## 6. When can I start using this feature?

This feature is being rolled out in a controlled manner during 'Phase 3' of the Finance Information Delivery Framework Project. Initially, only those who participated in the testing phase, plus a handful of others as proposed by their School Finance Manager will be allowed to participate. Other departments will be added throughout early 2017.

If you would like to be considered as one of the earlier adopters of this capability, please contact your School Finance Manager to discuss further.

## 7. How does this impact the Chart of Accounts?

This doesn't adversely impact the Chart of Accounts in any way, as the additional information sits alongside the existing Cost Centre & Source of Funds values and doesn't replace it.

## 8. Do I have to complete for all of my Cost Centres?

No. You can opt to assign Owners / Categories to as many (*or as few*) Cost Centres as you wish. The solution includes a flag for you decide which Cost Centres you wish to manage in this way – so that you can filter out any records which are of no interest.

## 9. Do I have to complete all fields?

No. Usage is totally optional, so you could opt to only add an 'Owner', or to only add 'Categories' (*up to a maximum of 4*). Or – any combination of Owner and Categories.

How this capability is used is entirely up to you, but it is strongly recommended that you consider how you wish to use the information before you start.

## 10. Do I have to use the same information across all Sources of Funds for a Cost Centre?

No. The solution allows you the flexibility to assign information at the overall Cost Centre level (*which will apply to all Sources of Funds associated with that Cost Centre*), or, you can opt to assign information for a particular Source of Funds and Cost Centre combination. You can also use both options together – for example:

- You could allocate an Owner & Categories at the \*ALL\* level – which assigns this information to all Sources of Funds across that Cost Centre.
- Then, for a selected Source of Funds within the Cost Centre, you could allocate different values. This will over-ride the values entered at the \*ALL\* level for the selected Source of Funds only.

## 11. Can I update the information again once it's been uploaded?

Yes. Updating your information is very straightforward – you just need to download the template again, make the required changes and re-upload it.

## 12. What should I do if I've made a mistake?

If you make a mistake, simply upload updated information in order to over-write the entries that were incorrect.

### **13. Do I need to save the upload spreadsheet for re-use at a later date?**

No. It is recommended that you do not save the upload spreadsheet locally, and instead download a new version from CUFS every time. This will ensure that you are always working with the most up to date information as held in the CUFS system.

### **14. How often can I update my information?**

You can update your information as often as you like. Please consider the impact that making frequent changes might have on reporting however.

### **15. How soon will my uploaded information be available to reporting?**

Information uploaded to CUFS will be available immediately. Any changes will not be reflected in Cognos until the next day however – as these are reliant on the overnight datamart refresh.

### **16. What reports are available right now?**

Just three CUFS reports will be available initially – as follows:

- **“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.
- **“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.
- **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.

Changes to Cognos reporting, as well as additional CUFS reports will be made in line with ongoing user feedback. These additional fields are already available in the datamart for those able to write their own reports, and the reporting team can build them in to any existing Cognos reports upon request.

### **17. Who do I contact if I have any issues?**

If you have issues with either accessing or using this capability, please contact the GL Helpdesk based within the Finance Division at: [ufs\\_glj@admin.cam.ac.uk](mailto:ufs_glj@admin.cam.ac.uk)

### **18. Where can I find a user guide?**

A basic user guide is available on the FIDF Project website.

## **19. Will these FAQs be updated?**

Yes. We will review feedback received on a regular basis, and will re-issue the FAQs if it is deemed appropriate. If you wish to suggest additions to these FAQs, please send an email to the project mailbox at: [Finance\\_Information\\_Delivery\\_Project@uis.cam.ac.uk](mailto:Finance_Information_Delivery_Project@uis.cam.ac.uk)