Running Standard GL Reports in CUFS

Parameters

- Each report has parameter choices to help tailor the data to the various information requirements across departments. The reports are accessible to all GL responsibilities.
- All the reports are built on the University Financial System (UFS) security rules and so data output is restricted to the allowable code combinations related to each user’s department responsibilities.

Sorting

- It is recognised that departments will wish to view General ledger transactions and balances in different sorting and subtotal combinations. In some circumstances the cost centre will be the primary “segment” for a report; in others the balance on each source of funds will be paramount.
- All the reports prompt the user to fill in a set of parameters which include account code ranges and accounting periods/dates.
- It is also sensible to limit the amount of data retrieved (be as specific with account code ranges as possible). In large departments, specifying all code combinations can result in reports of hundreds of pages and could slow down the CUFS response times to you and other users.

Owners and Categorisation

New functionality is being rolled out to enable departments to attribute additional information to cost centres and cost centre/source of funds combinations. This will include the ability to add:

- the name of the local account/cost centre ‘owner’
- Up to four different category labels to a cost centre (or cost centre/source of funds combination). This will allow departments to group and analyse their existing accounts themselves,

  *E.g. to attribute individual cost centres for courses together into one category, and then also further categorise them by themes or years.*
1. Log into CUFS and select a General Ledger responsibility

2. Navigate: Reports → Standard

3. Choose to submit a Single Request and click OK.

4. Place your cursor into the Request Name box and select from the list of values the name of the report that you want to run.

Note:
Some UAS users (especially in Finance Division) can see reports in addition to the standard list.

The online Oracle Help library is not modified to describe these bespoke University General Ledger reports and so these guidance notes are the prime reference source.
5. Parameter screens will vary depending on the report you wish to run. Enter the parameters to define the elements of the report such as: dates, codes and page breaks.

   - Enter the values in the required parameter fields and choose OK.
   - Enter parameters based on information needed.
   - Your parameter values will then be displayed in the Parameters field.

6. Use the **Options** button to confirm printer setting and copies = 0
7. Press the **Submit** button and the report will start processing. Click **Refresh Data** from time to time until **Phase** = completed. Once complete it will print automatically if 1 copy was selected in the options, or else go to **View Output**, which will become active.