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 standard 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.
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. 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 or 1.

7. Press the **Submit** button and your report will start processing. Once complete it will print automatically if you selected 1 copy in the options.