



Running Standard GL Reports in CUFS

All the reports covered in this manual are accessible to all General Ledger (GL) users, regardless of the different responsibility levels granted in the GL module.

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 UFS response times to you and other users.

Running reports in UFS

1. Log into UFS 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 the name of the report that you want to run from the list of values.



Note 1:
Some UAS users (especially in Finance Division) can see other reports in addition to the standard list

Note 2:
*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.*

Note 3:
If in doubt regarding report selection, always choose the CAPSA application.

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 starts processing.

Click **Refresh Data** from time to time until **Phase** = completed.

Once complete, the report prints automatically if 1 copy was selected in the options, or else go to **View Output**, which becomes active.

