



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

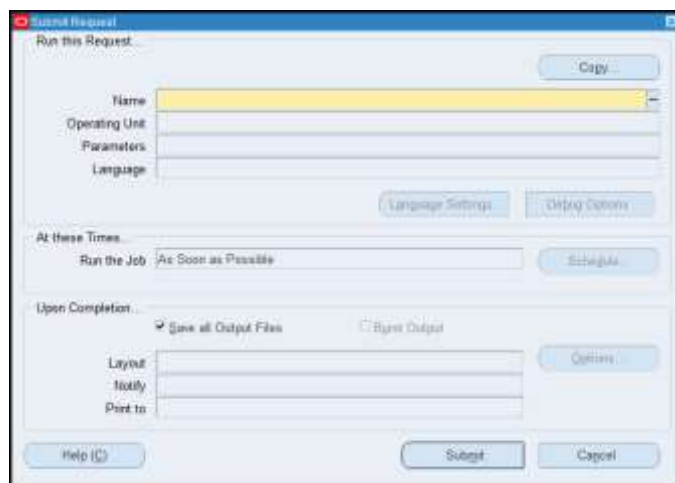
1. Log into UFS and select a General Ledger responsibility
2. Navigate : **Reports → Standard**
3. Choose to submit a **Single Request** and click **OK**.
4. Place your cursor into the **Request Name** box and select the name of the report that you want to run from the list of values.

Note

Some UAS users (especially in Finance Division) can see other 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.

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. Printing of hardcopies is not encouraged and no printers are linked to CUFS.

7. Press the **Submit** button and the report starts processing. You will need to use the **Refresh Data** button from time to time until **Phase** = completed.

8. Once complete, go to **View Output**, which becomes active.

| Request ID | Name | Parent | Phase | Status | Parameters |
|------------|----------------------------|--------|-----------|---------|------------------------------|
| 21333966 | Budget Report - Comparing | | Pending | Standby | 101, 2, AUG-17, AUG-17, 1, U |
| 21307910 | Account Analysis - Transac | | Completed | Normal | AG, 2, 101, AUG-17, AUG-17, |

Finding and monitoring standard reports in UFS

You can monitor your concurrent requests via the Requests window, which displays once the report is running. If your request has not yet started running, you can access the screen via **GL responsibility > Requests > View > Find**. From the **request screen**, reports can be viewed or cancelled and new reports submitted. Report details and outputs are also available.

The UFS GL reports available are:

- **Budget to Actual**
- **Transaction Code Balances**
- **Trial Balance**



- **Account Analysis**
- **Chart of Accounts**

Reporting tools/functions

Use **Tools >Managers** to see where you are in the printer queue or **Reprint** to ask for a reprint of the report.

| Request ID | Name | Parent | Phase | Status | Parameters |
|------------|---------------------------|--------|-----------|--------|-----------------------------|
| 24414928 | GMS: Award Status Report | | Completed | Normal | RG79460, PD_Plant Sciences |
| 24414909 | GMS: Actual Expenditure E | | Completed | Normal | 1003771, 2424283, 01-AUG-20 |

It may be possible to cancel a **pending** request by clicking this button

Can be used instead of toolbar option above

To see why a report has completed in error

- Move your cursor to the record that represents the request you want to examine in detail.
- Each record shows you the request ID, request name, phase and status of the request, as well as the parameters used by the request.

Report information

1. From the **Request screen**, click the **View Details** button.
2. The **Schedule** button updates the reports scheduling program if your request meets all of the following criteria:
 - You made the initial request
 - The request has not yet run
 - The program does not prevent request updates



More information on UFS functions

Copying a previously run report in order to update some of the parameters

- Select **Submit a New Request** and choose the **Copy** button to take advantage of previously entered request submissions
- Either search for a particular report name or click on **Find** to retrieve all your recent requests.
- Choose the report you would like to copy and click **OK**
- Select the parameters flexfield and amend as required

Checking where the report is in the printer queue

- From the **Request** screen tool bar, select **Tools, Managers** to view your request's position within each available concurrent manager's queue.

Completed in error

- From the **Request** screen, select **Diagnostics** to display information about when the request completed. If it did not complete, you will receive a message explaining why.

| Colour of Status Field | Description |
|------------------------|---|
| Red | The request has completed with a status of ERROR |
| Yellow | The request has either completed with a status of WARNING or is currently INACTIVE. This usually indicates that the report ran overnight. |
| Green | The request is PENDING or RUNNING. |
| White | The request has completed with a status of NORMAL. |