

Reports on UPS

- On [Home](#) page select Payments by Department from the **Reports** menu



UNIVERSITY OF CAMBRIDGE University Payments System

Payees & Payments Authorisation **Reports** Alexsis Dicken

Home

Payments by Department

Useful Links

University Payment System (UPS) Information
Human Resources Forms and Templates
Finance Division: Payroll

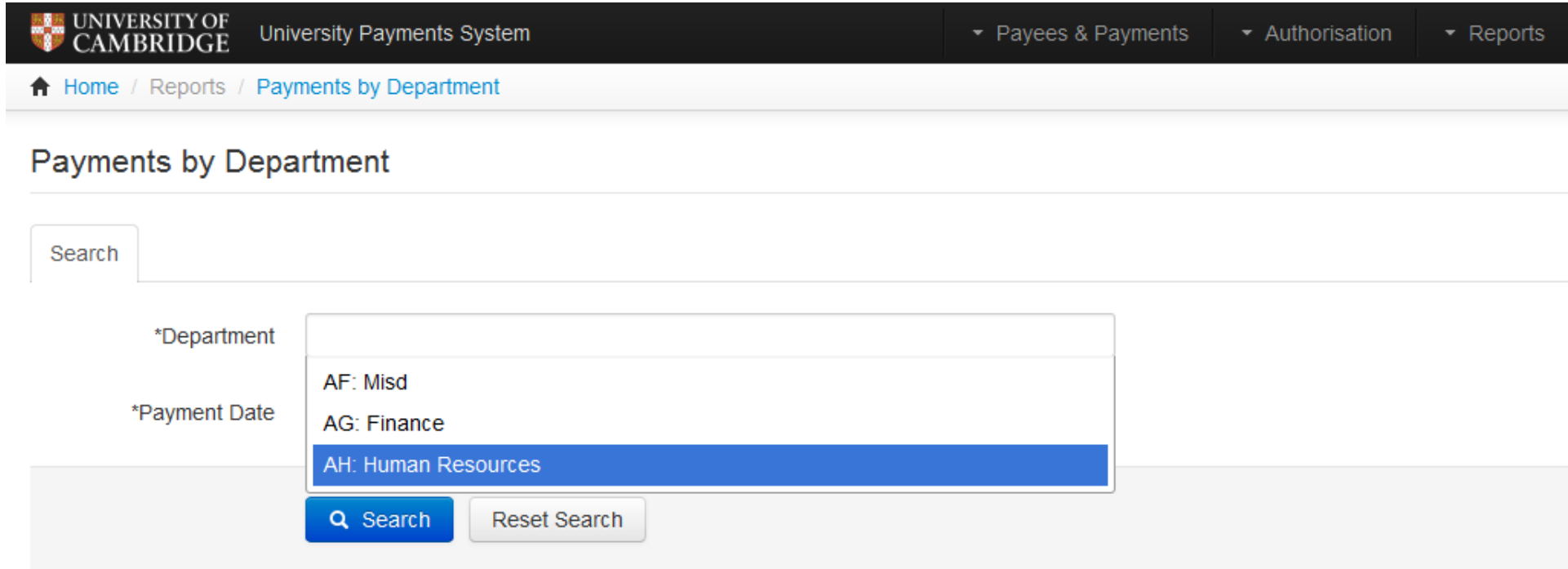
Upcoming Payment Dates

Cut Off Date	Payment Date
01/11/2012	10/11/2012
15/11/2012	24/11/2012
29/11/2012	08/12/2012

Payment Authorisation

Pending Requests	0
Rejections	0
Pending Authorisations	0

- Click in the **Department** field to see your list of reportable departments



UNIVERSITY OF CAMBRIDGE University Payments System

▼ Payees & Payments ▼ Authorisation ▼ Reports

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Payments by Department

Search

*Department

*Payment Date

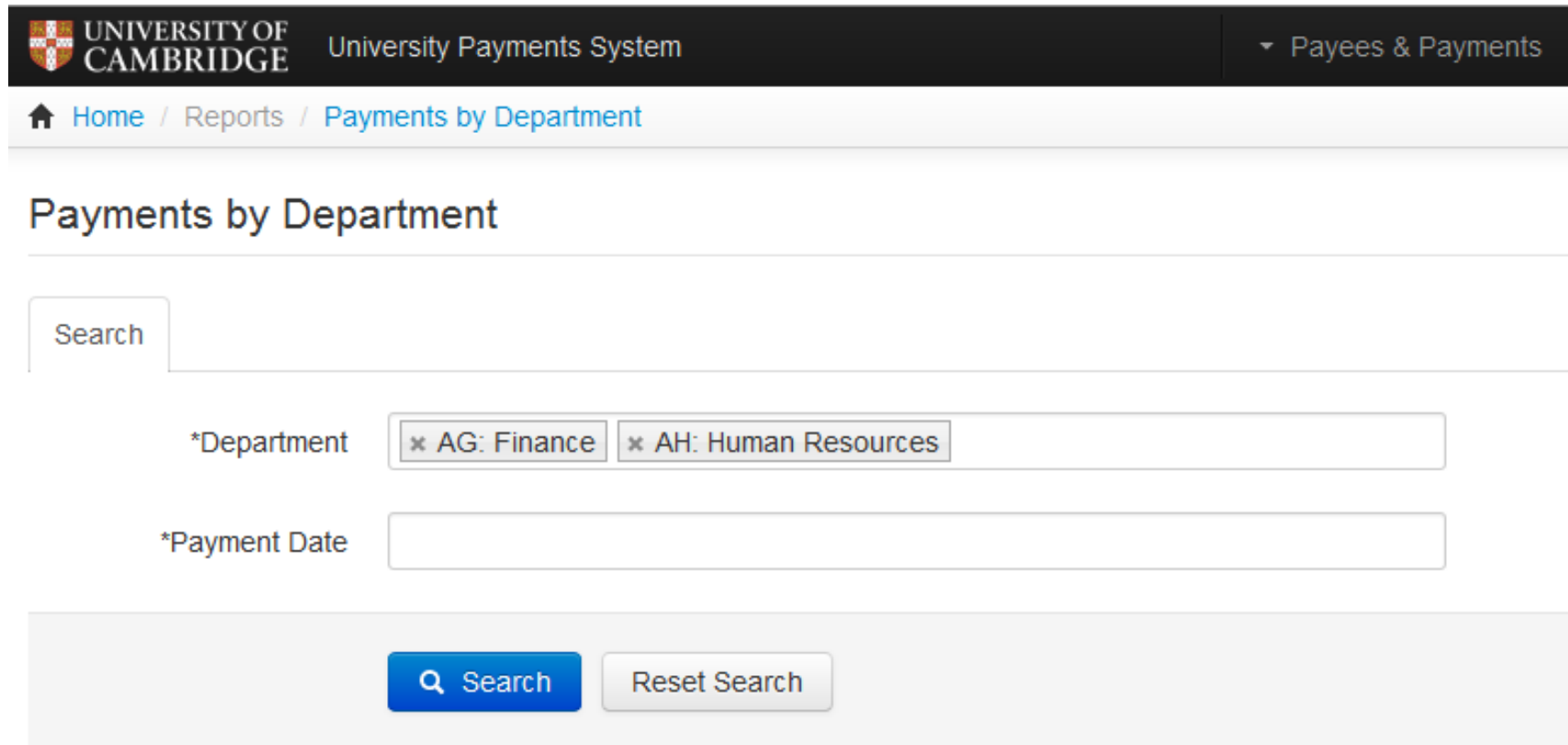
AF: Misd

AG: Finance

AH: Human Resources

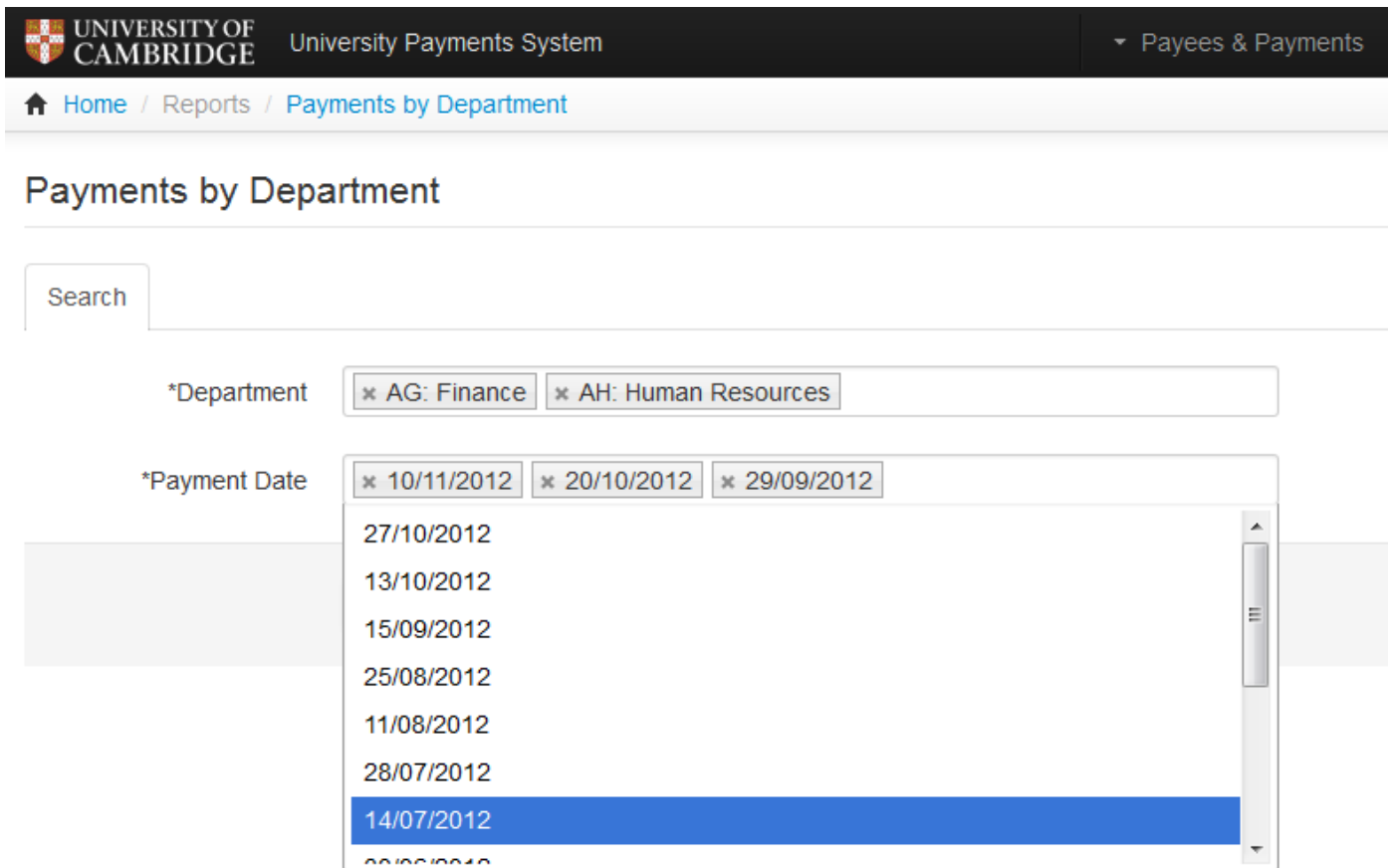
Search Reset Search

- You can repeat the department selection if you have access to more than one



The screenshot shows the 'University Payments System' interface. At the top, there is a navigation bar with the University of Cambridge logo, the text 'University Payments System', and a dropdown menu for 'Payees & Payments'. Below this is a breadcrumb trail: 'Home / Reports / Payments by Department'. The main heading is 'Payments by Department'. There is a search input field with the placeholder text 'Search'. Below the search field, there are two filter fields: '*Department' and '*Payment Date'. The '*Department' field contains two selected items: 'x AG: Finance' and 'x AH: Human Resources'. The '*Payment Date' field is empty. At the bottom of the form, there are two buttons: a blue 'Search' button and a grey 'Reset Search' button.

- Select one or more **Payment Dates** by clicking in the field and selecting from the dropdown list



UNIVERSITY OF CAMBRIDGE University Payments System Payees & Payments

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Payments by Department

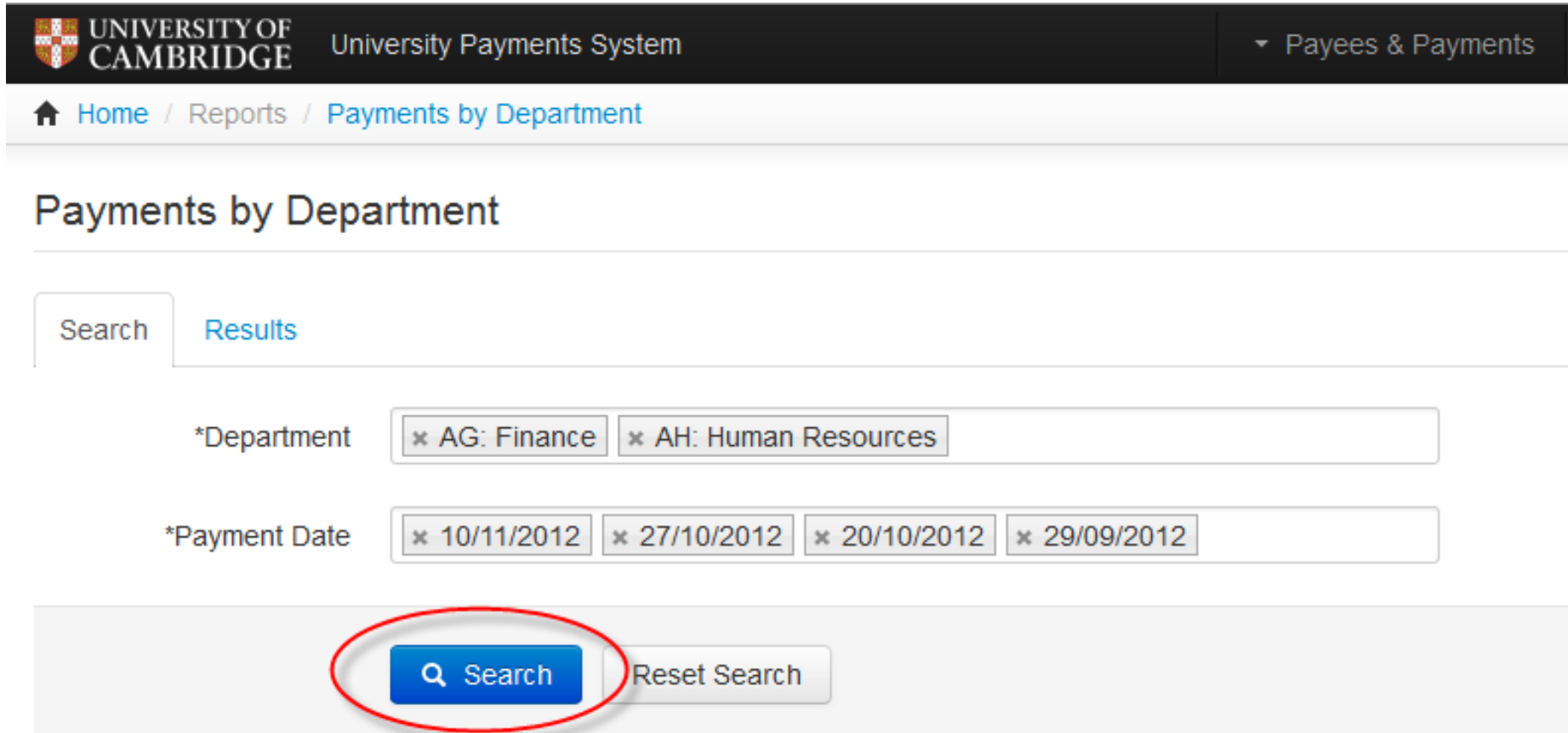
Search

*Department

*Payment Date

- 27/10/2012
- 13/10/2012
- 15/09/2012
- 25/08/2012
- 11/08/2012
- 28/07/2012
- 14/07/2012**
- 09/07/2012

- Click  to return payments for the selected Departments/Payment Dates



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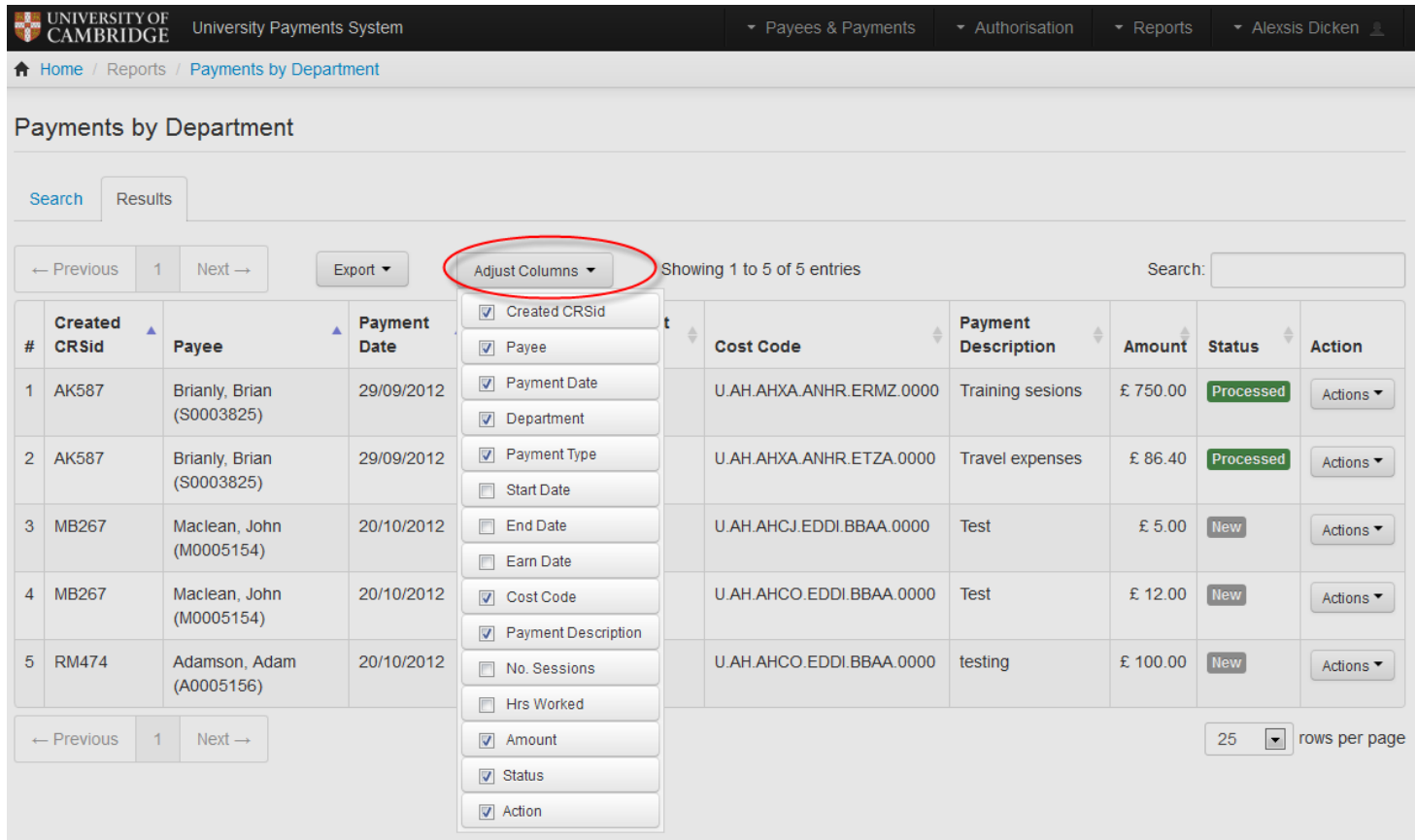
Payments by Department

Search Results

*Department

*Payment Date

- There are several actions available within the returned results set
 - Use the Adjust Columns ▾ button to add or remove data



The screenshot shows the 'University Payments System' interface. The main heading is 'Payments by Department'. Below this, there are navigation links for 'Search' and 'Results'. A table displays payment entries with columns for '#', 'Created CRSid', 'Payee', 'Payment Date', 'Cost Code', 'Payment Description', 'Amount', 'Status', and 'Action'. The 'Adjust Columns' dropdown menu is open, showing a list of fields that can be included or excluded from the table view. The 'Created CRSid' column is highlighted in the table header.

#	Created CRSid	Payee	Payment Date	Cost Code	Payment Description	Amount	Status	Action
1	AK587	Brianly, Brian (S0003825)	29/09/2012	U.AH.AHXA.ANHR.ERMZ.0000	Training sessions	£ 750.00	Processed	Actions ▾
2	AK587	Brianly, Brian (S0003825)	29/09/2012	U.AH.AHXA.ANHR.ETZA.0000	Travel expenses	£ 86.40	Processed	Actions ▾
3	MB267	Maclean, John (M0005154)	20/10/2012	U.AH.AHCJ.EDDI.BBAA.0000	Test	£ 5.00	New	Actions ▾
4	MB267	Maclean, John (M0005154)	20/10/2012	U.AH.AHCO.EDDI.BBAA.0000	Test	£ 12.00	New	Actions ▾
5	RM474	Adamson, Adam (A0005156)	20/10/2012	U.AH.AHCO.EDDI.BBAA.0000	testing	£ 100.00	New	Actions ▾

- Use the **Search** field to drill down within your result

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 Payees & Payments | Authorisation | Reports | Alexis Dicken

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Payments by Department

Search
Results

← Previous
1
Next →

Export ▼
Adjust Columns ▼
Showing 1 to 3 of 3 entries (filtering from 5)


Search: U.AH.AHC

#	Created CRSid	Payee	Payment Date	Department	Payment Type	Cost Code	Payment Description	Amount	Status	Action
1	MB267	Maclean, John (M0005154)	20/10/2012	AH	WA01	U.AH.AHCJ.EDDI.BBAA.0000	Test	£ 5.00	New	Actions ▼
2	MB267	Maclean, John (M0005154)	20/10/2012	AH	WA01	U.AH.AHCO.EDDI.BBAA.0000	Test	£ 12.00	New	Actions ▼
3	RM474	Adamson, Adam (A0005156)	20/10/2012	AH	WA02	U.AH.AHCO.EDDI.BBAA.0000	testing	£ 100.00	New	Actions ▼

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Next →

25
rows per page

- You can create a report for an **individual** by entering their Person Reference into the Search box


UNIVERSITY OF CAMBRIDGE University Payments System

 Payees & Payments | Authorisation | Reports | Administration | Mary Beynon

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Payments by Department

Search Results


← Previous | 1 | Next →
Export
Adjust Columns
Showing 1 to 3 of 3 entries (filtering from 2,909)


Search: S0005152

#	Created CRSid	Payee	Payment Date	Department	Payment Type	Cost Code	Payment Description	Amount	Status	Action
1	MB267	Smith, Mark (S0005152)	20/10/2012	AB	SE01	U.AB.ABBA.ANBO.BHAA.0000	Lecture	£ 150.00	New	Actions
2	MB267	Smith, Mark (S0005152)	20/10/2012	AB	SE02	U.AB.ABBA.ANBO.BHAA.0000	Exams	£ 175.00	New	Actions
3	MB267	Smith, Mark (S0005152)	20/10/2012	AB	SE05	U.AB.ABBA.ANBO.ETZA.0000	Train	£ 45.80	New	Actions

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25 rows per page

- Use the  button to save the results to your preferred format

 UNIVERSITY OF CAMBRIDGE

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Payments by Department

Search Results

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Next →

Export
Adjust Columns

Showing 1 to 5 of 5 entries

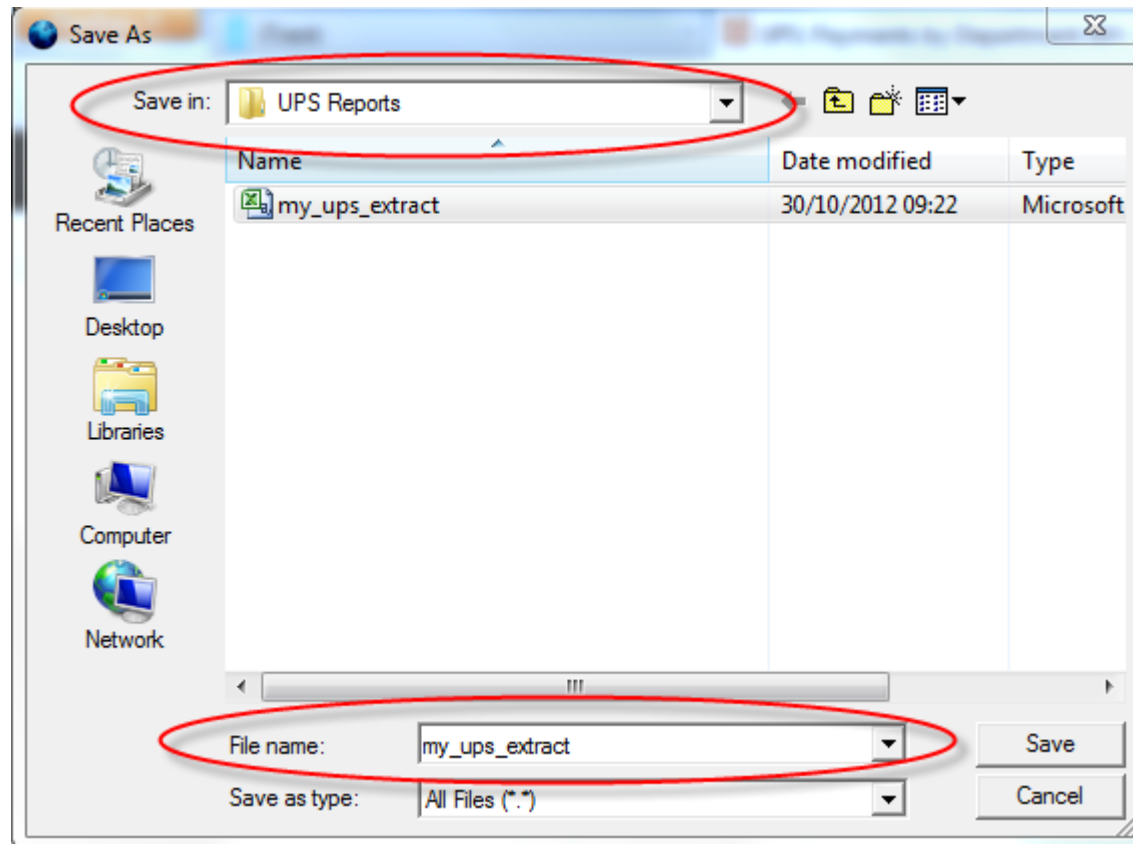
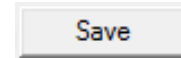
Search:

#	Created CRSid	Payee	Payment Type	Cost Code	Payment Description	Amount	Status	Action
1	AK587	Brianly, Brian (S0008825)	SE04	U.AH.AHXA.ANHR.ERMZ.0000	Training sesions	£ 750.00	Processed	Actions
2	AK587	Brianly, Brian (S0008825)	SE05	U.AH.AHXA.ANHR.ETZA.0000	Travel expenses	£ 86.40	Processed	Actions
3	MB267	Maclean, John (M0005154)	WA01	U.AH.AHCJ.EDDI.BBAA.0000	Test	£ 5.00	New	Actions
4	MB267	Maclean, John (M0005154)	WA01	U.AH.AHCO.EDDI.BBAA.0000	Test	£ 12.00	New	Actions
5	RM474	Adamson, Adam (A0005156)	WA02	U.AH.AHCO.EDDI.BBAA.0000	testing	£ 100.00	New	Actions

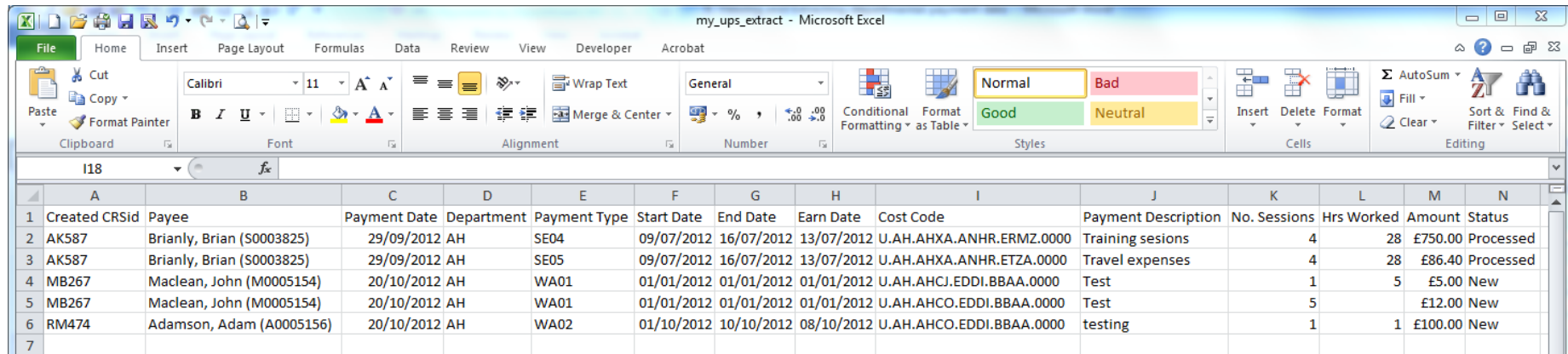
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25 rows per page

- For Excel & PDF exports, choose a save location and File name then click



- Open the saved file (example shows Excel)



The screenshot shows a Microsoft Excel spreadsheet titled 'my_ups_extract'. The spreadsheet contains a table with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Created CRSid	Payee	Payment Date	Department	Payment Type	Start Date	End Date	Earn Date	Cost Code	Payment Description	No. Sessions	Hrs Worked	Amount	Status
2	AK587	Brianly, Brian (S0003825)	29/09/2012	AH	SE04	09/07/2012	16/07/2012	13/07/2012	U.AH.AHXA.ANHR.ERMZ.0000	Training sesions	4	28	£750.00	Processed
3	AK587	Brianly, Brian (S0003825)	29/09/2012	AH	SE05	09/07/2012	16/07/2012	13/07/2012	U.AH.AHXA.ANHR.ETZA.0000	Travel expenses	4	28	£86.40	Processed
4	MB267	Maclean, John (M0005154)	20/10/2012	AH	WA01	01/01/2012	01/01/2012	01/01/2012	U.AH.AHCJ.EDDI.BBAA.0000	Test	1	5	£5.00	New
5	MB267	Maclean, John (M0005154)	20/10/2012	AH	WA01	01/01/2012	01/01/2012	01/01/2012	U.AH.AHCO.EDDI.BBAA.0000	Test	5		£12.00	New
6	RM474	Adamson, Adam (A0005156)	20/10/2012	AH	WA02	01/10/2012	10/10/2012	08/10/2012	U.AH.AHCO.EDDI.BBAA.0000	testing	1	1	£100.00	New
7														