
Users and Responsibilities Report (UFS)

The Users and Responsibilities Report (UFS) is available on request from the UFS Enquiries Key Contacts can ask for a report that shows Active Accounts, or both Active and Disabled accounts.

Example: Report showing both Active and Disabled Accounts (disabled account highlighted for this example).

- **Distribution list** = Authorised Key Contacts
- **User Department – AG_Finance**, these are audited centrally but departments can question the access.
- **Position** – this is the Purchasing Position or limit held by the user and will appear against each responsibility that user holds
- **Resp End Date** – forward end date supplied by Key Contact.

Department	Description	Distribution list	Run on				
ZZ	Example Office	JAMES, Mr Jessy	31/05/2019 14:06				
Dept Code	User Name	Full Name	User Department	Responsibility	Position	Resp Start Date	Resp End Date
ZZ	AOB123	BUSINESS, Miss Other	AG Finance	U.F.S AP Enquiry		24-May-18	
ZZ	JJ894	JAMES, Mr Jessy	ZZ Example Office	U.F.S ZZ AR Manager	ZZ.PO Buyer.No Limits	28-Mar-19	
ZZ	JJ894	JAMES, Mr Jessy	ZZ Example Office	U.F.S ZZ iProcurement Buyer	ZZ.PO Buyer.No Limits	07-Aug-18	
ZZ	NK257	KIPPLING, Mr Nice	ZZ Example Office	CAPSA ZZ: AP Invoice Manager		25-May-18	03-Jun-20
ZZ	AWT99	TROTTER, Mr Albert	ZZ Example Office	U.F.S ZZ AR Manager		07-May-08	01-Jan-16

To update Key Contact information please email ufsenquiries@admin.cam.ac.uk

To add, amend or remove access please use the [online form](#) as normal