1. Personal Service Companies and Off payroll worker legislation

From April 2017 new rules will apply to payments made to contractors providing services via a limited company a Personal Services Company. Currently the contractor is responsible for determining whether PAYE and National Insurance are due and the University does not need to check this and can simply pay invoices presented.

As from 6th April 2017 the responsibility to determine the employment status (for tax purposes) of these contractors will transfer to the University and if the individuals providing the services meet the new criteria then the University will need to deduct PAYE and National Insurance from payments.

As a result changes will need to be made to current FD3, Accounts Payable and UPS processes. To determine what these changes are and how they will be implemented a multi-functional working group has been established. The working group has also been tasked with providing detailed guidance that will be circulated as soon as possible in the New Year.

It is important that you consider the implications of this change as it may be relevant to arrangements you are currently negotiating or have already agreed. If you require any immediate help or guidance please contact the Taxation team on selfemploymentstatus@admin.cam.ac.uk

Issued by Spencer Moore - Acting Head of Tax

2. Accountants Annual Update – 18 Jan

Qualified and part qualified staff are invited to our annual accountants update on 18 January 2017 (8 Mill Lane, Lecture room 2) at 14:30. Our external auditors PricewaterhouseCoopers will be coming in to give an update on accounting issues and developments that are relevant to the University Group. There will also be University specific updates from Paul Light (Head of Reporting) and Spencer Moore (Acting Head of Tax/International and Corporate Tax Manager). Qualified staff can use this towards their annual CPD. Please book in for this event at http://www.training.cam.ac.uk/fin/event/2011715

Issued by Helen Parker - Finance Training

3. AAT Level 2 Certificate in Bookkeeping course – closing date 5 Jan

The in-house programme will start in February 2017 and will run for 4 months. Detailed information and an application form can be found in the briefing pack, which is on our website, the form needs to be printed and signed by the line manager. Each application will be considered individually before an offer of a place is made. Forms should be sent to Helen Parker, Finance Training. For more details and a briefing pack please see http://www.finance.admin.cam.ac.uk/training/professional-qualifications/aat/university-programme

Issued by Helen Parker - Finance Training

4. January courses : iProcurement, AR and Cognos

iProc Part 1: Getting Started in iProcurement
10 Jan

This course is aimed at new iProcurement users and provides an introduction to using iProcurement for creating requisitions and purchase orders.

For more information and to book a place please go to: https://www.training.cam.ac.uk/fin/event/1825270
With the introduction of e-Sales, and the centralising of setting up customers in Accounts Receivable, there is little need for departments to set up or amend customers in AR. This central service is designed to reduce the administrative burden on the departments, eliminate customer duplication, ensure consistent set up and identify situations where credit checks might be required or where eSales (WPM) would be a better alternative to conventional invoicing.

For more information and to book a place please go to: https://www.training.cam.ac.uk/fin/event/1829097

COGNOS is a reporting tool that utilises data from CUFS to provide users with additional reports and options. This master class is designed to get existing CUFS users going with the reporting tool. It covers everything from running a report successfully as well as a number of useful tips and shortcuts.

Getting Started in COGNOS
25 Jan

For more information and to book a place please go to: https://www.training.cam.ac.uk/fin/event/1825297

Pleasingure that all current and prospective iProcurement users are made aware that the ‘Main Store’ and its search on the iProcurement homepage is not the correct method for everyday finding and buying of items.

There has been a recent rise in incidences of iProcurement trainees using the Main Store search to locate items. If items are found using this listing and added to a requisition this results in lines with a value of £0 and no supplier which will never be fulfilled. Users must first enter the Marketplace (click on either the image of Clare bridge or the text link to launch the Marketplace page) then search and buy from there, or order via the Non-Catalog Request link below the Receiving tab if necessary.

Whilst we investigate as to whether this ‘Main Store’ can be removed or hidden please can you remind all users to use the ‘University of Cambridge Marketplace’ instead.

Issued by Helen Maffin - Finance Training

6. CUFS Patching Project and changes to Java requirements

As announced previously at the Finance User Group meetings and in separate email communication a project is now underway to apply critical security and application patches to bring CUFS up to date and to address some outstanding issues. Much of this work will take place in the background and will be invisible to CUFS Users. However there are a couple of key points that you will need to be aware of over the coming months:

Immediate impact - Java changes from Tuesday 13th December

The latest version of Java now tested and supported for use with CUFS will move to version 1.8.0_111 with effect from Tuesday 13th December.

Please be aware that this does not mean you have to upgrade the version of Java you currently work on, but you are strongly recommended to do so at a time suitable to you and your Department. A separate communication will be issued by UIS to your Computer Officer to advise on this shortly.

Future impacts

- Testing of interfaces to and from CUFS will commence towards the end of December and early January - a separate communication has been issued to those responsible for such interfaces to arrange suitable times for this to take place.

- End User Testing of the patching will take place during week commencing 27th February 2017. Taking the lessons learned from previous patching projects this testing will be managed within Central Finance to minimise the impact on Departments as much as possible.

- The project will complete with CUFS downtime over the Easter Bank Holiday (Friday 14th to Monday 17th April 2017) when CUFS will not be accessible. Access will be restored on the morning of Tuesday 18th April.

Should you have any queries about this project please contact Jo Hall: jo.hall@admin.cam.ac.uk

Issued by Jo Hall - Head of Financial Systems
7. Monthly Accounting Timetable

To view the status of the monthly process including the month end close dates please use the following link: Accounting Timetable Bulletin Archive