Weekly Bulletin No. 654, Week Commencing Monday 30th January 2017

1. Marketplace Routine Maintenance - Thursday 2nd February

Please be advised that there will be a period of maintenance time between 6.30pm and 8.30pm on Thursday 2nd February 2017 to allow for a scheduled software release.

Marketplace will be off-line during this time. We apologise for any inconvenience caused.

Issued by Janice Sutton - eProcurement Manager

2. Payroll - Amending Bank Account Details

Following a review of internal controls/procedures, with immediate effect we are no longer able to accept changes to bank account details by email.

Staff and students wishing to amend their details should complete a CHRIS/21 form and send it to payroll via UMS. Forms with electronic signatures will not be accepted.

Issued by Alexsis Dicken - Payroll Manager

3. Self-employment status

Tax Clearance Numbers (TCN) are issued for a specific contract/ assignment / piece of work etc. For the sake of clarity and good order, from the 1st February 2017 all new approvals will include an expiry date. The ‘supplier’ on CUFS will also have an ‘end date’ to reflect the limit of tenure, please ensure invoices are processed in a timely manner.

If circumstance change with regards to the use of the supplier, please contact the Tax Team for guidance and advice.

Further guidance relating to the engagement of self-employed individuals is provided in chapter 5a of the Finance Procedures manual.

Issued by Spencer Moore - Tax Manager

4. January Month End - Half Year Accounts

The accounts for the first half of the financial year are important in ongoing financial management, whether at University, School or Department level. They are used in monitoring performance and compliance in key areas such as: spending against budget; balances on trust funds and donation accounts; income levels; internal trading; the rate of recovery of indirect costs and progress on construction projects.

As in previous years we are asking departments to review their accounts in January, and bring them as up to date as possible. In particular departments should:

- Re-allocate items of expenditure to research grants, donation accounts and trust funds as appropriate, where they have been provisionally coded to Chest or other sources of funds - this should be done by amending the Accounts Payable distribution where possible, otherwise by raising a General Ledger journal;
- Bring income up to date by raising external trading invoices and invoices for B source of funds recharges etc;
- Claim unallocated BACS receipts;
- Process suppliers' invoices for January purchases and raise accruals for any significant purchases not yet invoiced;
- Clear suspense accounts (eg Grants, internal trading, credit card);

In order to give departments more time to review their accounts to January 2017 and process transactions the CUFS modules will remain
open 4 days longer than normal.

**7 working days - Thursday 9th February**
- Accounts Payable
- Accounts Receivable
- Inventory
- Grants
- Purchasing

**8 working days - Friday 10th February**
- Last day for placing funds on deposit
- Fixed Assets

**9 working days - Monday 13th February**
- General Ledger

All modules will close at 5pm on the stated days.

Issued by **Lucy Harney** - Reporting Section

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**5. Marketplace: New punchout Suppliers for Apple products**

We are pleased to announce that XMA and Insight punchout links are now live to enable users to configure and order custom Apple computer products via the Marketplace.

Issued by **Janice Sutton** - eProcurement Manager

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**6. CUFS Downtime Reminder – Sunday 19th February**

As part of the essential maintenance of the infrastructure that underpins CUFS there is an ongoing exercise to move to a new storage area network. To complete this exercise CUFS will need to be taken off line for one day.

This downtime is planned to take place on **Sunday 19th February** to minimise any impact on end users.

A reminder will be issued nearer the time.

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

Issued by **Jo Hall** - Head of Financial Systems

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**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](#)