Weekly Bulletin No. 656, Week Commencing Monday 13th February 2017

1. Update to Account Analysis Excel Report

Following on from recent issues users have been experiencing with the Account Analysis - Transaction Detail - Excel Version (UFS) report in CUFS, a new version of this report has been released.

It is expected that the new version will normally run more quickly than the previous version, and not encounter the delays that could cause the previous version to run for an excessively long time.

We have also taken the opportunity to update the output, with the new version including a summary information tab, having a smaller size when saved, and removing the compatibility warning some users encountered.

Issued by Paul Humphreys - Functional Analyst

2. New online AP course for Clinical School Departments

An online course has been developed for new starters in departments whose Account Payable (AP) transactions are processed by the Clinical School Accounts Team. The course provides guidance on who does what and explains to users how to carry out their departmental processes. Completion of this 90 minute course is a mandatory requirement for the allocation of the responsibility UFS xx AP Shared Services.

For more information and to access the course please see https://www.training.cam.ac.uk/fin/event/2074048

Issued by Karen Sheldon - Finance Training

3. COGNOS - Report Updates

The following report has been released:

Budget to Actual (including Plan and Cost Centre Category with Conditional Column Display)

This report is available from:-
Cognos > Public Folders > LIVE > School > Departmental (Shared) Reports > GL Reporting > Other Reports

The report includes the same information and parameters as the Departmental Budget to Actual report, with the additional option to show and allow a choice of ‘Plan’ or ‘Allocation’ budget where applicable, and show and allow analysis by Cost Centre category for those in the current pilot.

Issued by Hazel Pettit - Reporting Manager (Development)

4. 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
5. 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.