1. Marketplace Availability Thursday 15th June 2017

Please be advised that there will be a period of downtime for maintenance between 6.30pm and 8.30pm on Thursday 15th June 2017 to allow for a scheduled release. We apologise for any inconvenience caused.

Issued by Janice Sutton – eProcurement Manager


The following catalogues will shortly be available on Marketplace from Rexel UK Ltd and Stearn Electric Co Ltd under the NWUPC White Goods and Associated Products and Services framework.

The products included in the framework are –

<table>
<thead>
<tr>
<th>Products</th>
<th>Product Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refrigeration</td>
<td>Fridges, fridge/freezers, freezers, under counter fridges and freezers, built under fridges, under counter larders, upright larders and freezers, wine cellars and mini bars</td>
</tr>
<tr>
<td>Cookers/Ovens</td>
<td>Cookers, ovens, hoods, chimney extractor hoods, fan ovens, solid plate hobs, ceramic hobs and table top cookers</td>
</tr>
<tr>
<td>Washing Machines</td>
<td>Washing machines, washers/dryers</td>
</tr>
<tr>
<td>Tumble Dryers</td>
<td>Tumble dryers, condenser tumble dryers</td>
</tr>
<tr>
<td>Dishwashers</td>
<td>Dishwashers, built-in dishwashers</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Kettles, toasters, microwaves, grills, microwave grill convection ovens, vacuum cleaners, steam irons, heaters, sandwich toasters, and rice cookers</td>
</tr>
</tbody>
</table>

Contact details for our account managers are –

Rexel UK Ltd, Tom Norris Tel: 07741 291 484
Email: Tom.Norris@rexel.co.uk

Stearn Electric Co Ltd, Chris Hooley Tel: 01525 376798/ 07908 414009
Email: chris.hooley@stearn.co.uk

Issued by Elizabeth Curry – Category Manager

3. Transferring Costs in Grants

For those users who administer research grants, there are currently issues with the Tools/Transfer functionality used to transfer costs between grants. We are currently working to address the issue as a matter of priority.

Costs can still be transferred by grants journal, but the Tools/Transfer method is recommended in many situations, particularly staff cost, as it maintains data links in the background. AP items should continue to be transferred by amending the invoice in AP.

In the meantime, if you need to move costs using Tools/Transfer please contact the Finance Division’s Grants Helpdesk by email:
To aid the communication with the Grant’s Helpdesk, a standard form can be found here to detail the amounts needed to be transferred by the Tools/Transfer functionality.

Issued by Mike Sinclair – Central and Research Accounting

4. Deposit Account – Interest Payment & Emailed Enforced Movement Letters

Deposit Account

Please note Deposit Account interest has been credited for May 2017 in CUFS.

Enforced Movements

As part of monthly monitoring the Treasury & Investments team have carried out deposit movements to correct debit balances on Sources of Funds. Affected departments will receive documentation indicating which accounts have been adjusted.

Emailed Enforced Movement Letters

Departments will now receive enforced movement letters via email. If these are being received by the incorrect contact or you have not received a notification you were expecting, please contact Treasury & Investments.

June 2017 Deposit Account Interest

Please ensure deposit movements for June 2017 have been processed by the close of 6th July 2017, and that overdrawn accounts have had funds taken off deposit by this time to avoid delays in crediting June’s Interest.

Cambridge University Endowment Fund – Distribution

Distribution May 2017

Please note that the Cambridge University Endowment Fund (Amalgamated Fund) distribution for May 2017 has been processed in the May 2017 CUFS period at 178.35p per unit per annum.

Queries

Any queries should be addressed to:
Scott Maclaren
Treasury & Investments
Finance Division
Ext 64216

Issued by Scott Maclaren – Treasury & Investments

5. Cambridge University Endowment Fund – Reminder of Purchases & Sales Deadline

Purchases & Sales as at 30th June 2016

Please note that the deadline for purchase & sale requests for internal departments is 5pm on Monday 19th June. Could all departments make sure requests are received by Treasury & Investments by this time.

Queries

Any queries should be addressed to:
Scott Maclaren
Treasury & Investments
Finance Division
Ext 64216

Issued by Scott Maclaren – Treasury & Investments
6. AR3 course: Customer set-up in AR

Customer set up is usually carried out by central finance, and departments are encouraged to either use either this central service or to consider whether it would be more appropriate to use e-Sales for transactions. However, if a department wishes to maintain this set up themselves, attendance at this master class is compulsory.

AR Part 3: Customer Set-up in Accounts Receivable
Wed 21 Jun

The course covers setting up and amending customers within UFS. For more details and to book a place, see: https://www.training.cam.ac.uk/fin/event/1825796

Issued by Christine Rogerson – Finance Training

7. AAT programmes starting in Sep 2017

The briefing packs and application forms are now available for the University programmes for AAT Level 3 and 4 both of which start in September. For more details and to register your interest please go to https://www.finance.admin.cam.ac.uk/training/professional-qualifications/aat/university-programme

The deadline for all applications is 4th August. If you have any questions please contact Helen Parker (helen.parker@admin.cam.ac.uk)

Issued by Helen Parker – Finance Training

8. First steps in Procurement programme

Applications are now open for the First Steps in Procurement course starting in September. This course is an introduction to procurement and would be beneficial for any staff involved in the purchasing or control of stock. If you are interested please register your interest on the booking system, review the briefing pack and then complete and return the application form https://www.training.cam.ac.uk/fin/event/2081623

The deadline for applications is 6th September. If you have any questions please contact Helen Parker (helen.parker@admin.cam.ac.uk)

Issued by Helen Parker – Finance Training

9. Updated iProcurement user manuals

Finance Training have published updated versions of the iProcurement user manuals to the Finance Division website which reflect recent updates to the system. You may find it useful to bookmark or download the manual for your responsibility.

- Latest iProcurement for REQUISITIONERS manual
- Latest iProcurement for BUYERS manual

As well as the manuals there are many useful standalone guidance documents, FAQs and other reference material on iProcurement and other areas of Finance on our training pages at https://www.finance.admin.cam.ac.uk/training/docs

Issued by Helen Maffin – Finance Training

10. Off Payroll Worker Calculator

The Off Payroll Worker Calculator mentioned in the recent briefings is now available on the Finance Division website. Its aim is to provide departments with an idea of the expected costs when engaging individuals captured by the OPW rules.

Issued by Helen Maffin – Finance Training

11. Reminder: 2017 Year End Instructions

These instructions include:

- detailed instructions for all relevant aspects of the year-end process
- a summary checklist to be used to monitor progress in completing the Department's year end accounts
- a Gantt chart to assist in the overseeing and coordinating of tasks across modules
- a list of all staff contacts to provide advice and assistance

In general, dates have been set to give the same number of working days after the year-end as in 2016, except the Inventory (7 Aug) and Accounts Receivable (16 Aug) modules, which are earlier than last year. Other particular items to note include:

- the final date for return of the Certification by Head of Department has been brought forward to 29 Sep
- the close date of Internal Trading (AR), 11 Aug, has been added
- the close date for the review of Internal Trading invoices (AP), 14 Aug, has been added
- in the General Ledger section, roll forward complete date for 2017 is now 8 Sep, and the amount where accruals or unearned income must be processed/deferred has been set at £10 000

These procedures will also be supported by a number of School-specific, as well as other, seminars. These seminars have been organised to allow for further questions and discussion of the year end processes. For further information please speak to either your Finance Adviser or see the Training website.

Issued by Christine Rogerson – Finance Training

12. Reminder: Year-end seminars and workshops

Following on from the feedback from last year, the Year-end seminars will again be run on a school basis, apart from the two which are open to all interested parties. For the School YE seminars, there will be a short presentation from the Finance Division team and then a session for school specific questions relating to the year-end process. Questions and topics for discussion can be submitted in advance via your School Finance manager.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Department</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue 27 Jun</td>
<td>14:00 - 15:00</td>
<td>Seminar Room B, 17 Mill Lane</td>
<td>School of Biological Sciences</td>
<td>accounts staff only</td>
</tr>
<tr>
<td>Wed 28 Jun</td>
<td>10:00 - 11:00</td>
<td>Clifford Allbutt Lecture theatre</td>
<td>Clinical School</td>
<td>accounts staff only</td>
</tr>
<tr>
<td></td>
<td>10:30 - 11:30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 04 Jul</td>
<td>11:00 - 12:00</td>
<td>Seminar Room B, 17 Mill Lane</td>
<td>Non-Schools/UAS/General</td>
<td></td>
</tr>
<tr>
<td>Thu 06 Jul</td>
<td>10:00 - 11:00</td>
<td>A&amp;H Meeting Room S7, 17 Mill Lane</td>
<td>School of Arts &amp; Humanities</td>
<td>accounts staff only</td>
</tr>
<tr>
<td>Mon 10 Jul</td>
<td>10:00 - 11:00</td>
<td>Mond Seminar Rm, Mond Bldg, New Museums Site</td>
<td>School of Humanities &amp; Social Sciences</td>
<td>accounts staff only</td>
</tr>
<tr>
<td>Thu 13 Jul</td>
<td>10:00 - 11:00</td>
<td>Seminar Room E/F, 17 Mill Lane</td>
<td>Schools of Technology and Physical Sciences</td>
<td>accounts staff only</td>
</tr>
<tr>
<td>Fri 14 Jul</td>
<td>11:00 - 12:00</td>
<td>Todd Hamied Room, Department of Chemistry</td>
<td>General (post FUG)</td>
<td></td>
</tr>
</tbody>
</table>

Year-end workshop for new users

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Department</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue 11 Jul</td>
<td>09:30 - 12:30</td>
<td>Heidelberg Room, Greenwich House</td>
<td>A fuller look at the YE. This course will take delegates through each finance module, highlighting what needs to be actioned and completed. Bookings for this event can be made at:</td>
<td></td>
</tr>
</tbody>
</table>

Issued by Christine Rogerson – Finance Training

13. Monthly Accounting Timetable

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