Weekly Bulletin No. 674, Week Commencing Monday 19th June 2017

- System Availability Thursday 22nd June
- Off-Payroll Worker Claim Form
- Transferring Costs in Grants
- Cambridge University Endowment Fund – Reminder of Purchases & Sales Deadline
- Apprenticeships: Nurturing Talent roadshows
- Reminder, 2017 Year End Instructions
- Reminder: Year-end seminars and workshops (extra date added)
- Monthly Accounting Timetable

1. System Availability Thursday 22nd June

The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Thursday 22nd June, this time will be used for system maintenance.

Issued by Michelle Bond – Lead Functional Analyst

2. Off-Payroll Worker Claim Form

The Off-Payroll Worker claim form has been updated on the CHRIS forms bank. Please delete any locally saved versions and use the new version going forward.

Issued by Alexsis Dicken – Payroll

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: ufs_grants@admin.cam.ac.uk or phone: (7)64796 and they will complete this action on your behalf.

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. 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
5. Apprenticeships: Nurturing Talent roadshows

With effect from 6 May, large organisations now pay 0.5% of overall salary bill, which together with a 10% top up from government can be used towards the cost of apprenticeship training. Moving away from the traditional view of apprenticeships offered to 16-18 year olds, apprenticeships are now offered at all ages and levels from entry level to post graduate qualifications. This presents a great opportunity to provide relevant work based training opportunities for new and existing staff that will meet the future needs of the University.

PPD are hosting a number of roadshows during June aimed at departmental administrators and managers across the University to provide more information about the opportunities that the Apprenticeship Levy presents for your department, with a question and answer session included. To book your place on the roadshow please click on the relevant link below:

**28 June 2017**
2:30 – 3:30pm  
Clinical School - room to be confirmed  
Bookings at [https://www.training.cam.ac.uk/cppd/event/2154719](https://www.training.cam.ac.uk/cppd/event/2154719)

**6 July 2017**
9:15-10:15 am  
West Cambridge - Dept Applied Maths & Theoretical Physics, Meeting Rm 5  
Bookings at [https://www.training.cam.ac.uk/cppd/event/2154767](https://www.training.cam.ac.uk/cppd/event/2154767)

For more information please contact Sue Pandey, Head of Learning and Development, PPD on (7)65654 or at sp221@cam.ac.uk

Issued by Karen Sheldon – Finance Training

6. 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

7. Reminder: Year-end seminars and workshops (extra date added)

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.

**Tue 27 Jun**
14:00 - 15:00  
Seminar Room B,  
17 Mill Lane  
School of Biological Sciences  
accounts staff only

**Wed 28 Jun**
10:00 - 11:00  
Clifford Allbutt Lecture theatre  
Clinical School  
accounts staff only
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<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Department</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Tue 04 Jul</td>
<td>10:30 - 11:30</td>
<td>Seminar Room B, 17 Mill Lane</td>
<td>Non-Schools/UAS/General</td>
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<tr>
<td>Thu 06 Jul</td>
<td>11:00 - 12:00</td>
<td>A&amp;H Meeting Room S7, 17 Mill Lane</td>
<td>School of Arts &amp; Humanities</td>
<td>accounts staff only</td>
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<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>
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<tr>
<td>Thu 13 Jul</td>
<td>11:00 - 12:00</td>
<td>Seminar Room E/F, 17 Mill Lane</td>
<td>Schools of Technology and Physical Sciences</td>
<td>accounts staff only</td>
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<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>This event follows on after the FUG meeting and is open to all.</td>
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Year-end workshop for new users

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<th>Notes</th>
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<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: <a href="https://www.training.cam.ac.uk/fin/event/1876932">https://www.training.cam.ac.uk/fin/event/1876932</a></td>
<td></td>
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<tr>
<td>Wed 12 Jul</td>
<td>10:00 - 11:00</td>
<td>Edmonton Rm, Greenwich House</td>
<td>Issued by Christine Rogerson – Finance Training</td>
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8. Monthly Accounting Timetable

To view the status of the monthly process including the month end close dates please use the following link: [Accounting Timetable](https://www.training.cam.ac.uk/fin/event/1876932)

[Bulletin Archive](https://www.training.cam.ac.uk/fin/event/1876932)