Weekly Bulletin No. 675, Week Commencing Monday 26th June 2017

1. System Availability Tuesday 27th and Thursday 29th June

The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Tuesday 27th and Thursday 29th June, this time will be used for system maintenance.

Issued by Michelle Bond – Lead Functional Analyst

2. Annual Cash Holdings return Due for 30th June 2017

As preparation for the University's annual audit departments are reminded that they are required to submit a Cash Holding return itemising items such as advances, petty cash and float balances as at 30th June. The return can be downloaded here

Completed forms (including NIL returns) should be returned to the Finance Division by Friday 14 July 2017 marked for the attention of the Cashiers, Ana Fabrega Fernandez and Yunju Kim

Issued by Andrew Weatherley – Manager Accounts Payable, Receivable and Cash Management

3. New department: MRC Cognition & Brain Sciences Unit

The MRC Cognition & Brain Sciences Unit (CBU) will be transferring into the University with effect from the 1st July 2017. Based primarily at 15 Chaucer Road, they will join the School of Clinical Medicine and will become CUFS department code SU. Any departments that are currently trading with the CBU should ensure that all pre-transfer transactions are captured and processed/billed to the existing external MRC unit promptly.

Any new transactions from the 1st July will fall within the University’s internal trading arrangements using:

- Internal supplier number : 385222
- Internal customer number: 234247

Issued by Karen Sheldon - Finance Training

4. Barclays Bank Sidney Street Cambridge Branch – Notification of a change of opening times

We have been advised by Barclays Bank that the Sidney Street branch will be changing their closing times with effect from Monday 24th July 2017.

- Current opening hours are: 09.00 – 17.00
- New opening times from 24 July 2017 will be: 09.00 – 15.00

Other local branches of Barclays are not affected and will welcome you during the following times.

- Cherry Hinton Road is 9.30 to 16.30
- Chesterton Road is 9.00 -17.00
- St Andrew’s Street 9.00 – 17.00

If this change will cause you any difficulties or issues please contact the helpdesk UFS_HelpdeskHub@admin.cam.ac.uk
5. Courses coming up: iProc, Grants, Cognos and AP

**iProcurement Part 1:**
Getting Started in iProcurement

**Tue 4 July 2017**
This face to face course is aimed at new iProcurement users and provides an introduction to using iProcurement for creating requisitions and purchase orders. For more details and to book a place see https://www.training.cam.ac.uk/fin/event/1825560

**iProcurement Part 2:**
Month End processes in the Buyers Work Centre

**Wed 5 July 2017**
If you've completed the iProc P1 course, then this is the course that will build on your knowledge. iProc P2 covers various month-end reports and processes, as well as how to amend tax codes and cancel orders. In addition, you will be shown how to personalise and work with the Buyers Work Centre. For more details and to book a place see: https://www.training.cam.ac.uk/fin/event/1825578

**Grants Part 2:**
Grant reports in Cognos

**Wed 5 July 2017**
There are places available on this course, which will concentrate on how to use the Cognos reporting tool to help manage departmental research grants. For more details and to book a place see: https://www.training.cam.ac.uk/fin/event/1825569

**Getting Started in COGNOS**

**Thu 6 July 2017**
COGNOS is a reporting tool that utilises data from CUFS. This short course is designed to get existing UFS users going with this tool. It covers basics such as running a report successfully as well as a number of useful tips and shortcuts. For more details and to book a place see: https://www.training.cam.ac.uk/fin/event/1825587

**AP Part 2:**
Matching, Amending and Foreign Invoices in Accounts Payable

**Fri 7 July 2017**
This course builds on the knowledge gained in AP Part 1. The delegates will learn how to match invoices to purchase orders, add in freight charges and payments including accounting for VAT and foreign currencies. Delegates will also learn more about month end procedures and AP Reports. For more details and to book a place see: https://www.training.cam.ac.uk/fin/event/2186308

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.

7. Reminder: Year-end seminars this week for the School of Biological Sciences and
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.

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<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>School/Department</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Tue 27 June</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>
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<td></td>
<td>10:00 - 11:00</td>
<td>Clifford Allbutt Lecture theatre</td>
<td>Clinical School</td>
<td>accounts staff only</td>
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<tr>
<td>Wed 28 June</td>
<td>10:30 - 11:30</td>
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<td>Non-Schools/UAS/General</td>
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<tr>
<td>Tue 04 July</td>
<td>11:00 - 12:00</td>
<td>Seminar Room B, 17 Mill Lane</td>
<td>School of Arts &amp; Humanities</td>
<td>accounts staff only</td>
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<tr>
<td>Thu 06 July</td>
<td>10:00 - 11:00</td>
<td>A&amp;H Meeting Room S7, 17 Mill Lane</td>
<td>School of Humanities &amp; Social Sciences</td>
<td>accounts staff only</td>
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<tr>
<td>Mon 10 July</td>
<td>10:00 - 11:00</td>
<td>Mond Seminar Rm, Mond Bldg, New Museums Site</td>
<td>Schools of Technology and Physical Sciences</td>
<td>accounts staff only</td>
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<tr>
<td>Thu 13 July</td>
<td>11:00 - 12:00</td>
<td>Seminar Room E/F, 17 Mill Lane</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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<tr>
<td>Fri 14 July</td>
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<td>Todd Hamied Room, Department of Chemistry</td>
<td>School of Technology and Physical Sciences</td>
<td>accounts staff only</td>
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**Year-end workshop for new users**

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<tr>
<td>Tue 11 July</td>
<td>09:30 - 12:30</td>
<td>Heidelberg Room, Greenwich House</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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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: [https://www.training.cam.ac.uk/fin/event/1876932](https://www.training.cam.ac.uk/fin/event/1876932)

Issued by Christine Rogerson – Finance Training

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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](#)