Weekly Bulletin No. 676, Week Commencing Monday 3rd July 2017

1. System Availability Thursday 6th July 2017

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

Issued by Michelle Bond – Lead Functional Analyst

2. Marketplace Availability evening of Thursday 6th July 2017

Please be advised that there will be a period of maintenance between 6.30pm and 8.30pm on Thursday 6th July 2017 to allow for a scheduled maintenance.

We apologise for any inconvenience caused.

Issued by Janice Sutton – eProcurement Manager

3. 2017 Year-end checklist – Important tasks/deadlines for this week

As per the checklist of the Year End procedures, departments are reminded of the following:

<table>
<thead>
<tr>
<th>w/c 3 Jul</th>
<th>Module</th>
<th>Task/deadline</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAY</td>
<td>Final date for new staff contracts to be with HR</td>
<td>Wed 5 Jul</td>
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Year-end instructions for 2017 are now available from the Finance Division [https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-11-year-end-instructions](https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-11-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

Issued by Christine Rogerson -Finance Training

4. Year-end seminars this week for the Non-Schools/UAS/General and School of Arts & Humanities

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.

10:30 - 11:30

**Tue 04 July**

**Seminar Room B, 17 Mill Lane**

Non-Schools/UAS/General
5. Cognos courses this month

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 everything from running a report successfully as well as a number of useful tips and shortcuts.

**Getting Started in COGNOS**
Thu 6 July 2017
For more details and to book a place see: [https://www.training.cam.ac.uk/fin/event/1825587](https://www.training.cam.ac.uk/fin/event/1825587)

**Cognos Refresher for Discoverer Users**
Wed 12 July
Due to the decommissioning of the Discoverer reporting tool, a number of Cognos reports have either been adapted or specially written to bridge the gap. This course is aimed at users who would like to refresh their Cognos skills. The functionality of Cognos will be covered, rather than report output. However, differences between Discoverer and the new Cognos reports will be highlighted. For more details contact Christine Rogerson.

Issued by Christine Rogerson – Finance Training

6. Department Grants Suspense Accounts

As part of the year end procedures, reviewing and clearing expenditure posted to suspense grants is required to be carried out.

Central and Research Accounting will be sending out a notification to key contacts of current balances on suspense accounts this week.

Any unresolved items in suspense grants which relate to July 2017 or earlier will be transferred to a departmental overhead GL account (EDAA.FAAE) on 18 August prior to final processing and closure of the grants module. Affected departments will be sent details of the journal.

Issued by Mike Sinclair– Central and Research Accounting

7. EC Goods Invoice supplied to the Finance Division

The Finance Division have been reviewing the Intrastat return (recording goods purchased from the EU) process and the effect on Departments.

As part of this review, we would therefore like to ask Departments, that you do not scan copies of your invoices (to the “EC Goods Invoices” mailbox) on receipt into your department.
We will still require copy invoices and Central and Research Accounting will send a notification of the invoice requirements. We will aim to send our invoice request out as soon as possible after the Accounts Payable module has shut for the month end.

If you have any queries or concerns about this, please do not hesitate to contact me.

Issued by Mike Sinclair - Central and Research Accounting

8. Post implementation review of the new portrait Purchase Order (PO)

A request to amend the layout and format of the purchase order produced by CUFS was approved by the Finance User Group last year and progressed to live use from Easter 2017. This immediately raised a number of queries and as a result it was agreed a that a post go live review should be carried out as soon as possible.

The post go live review of the new PO format was completed last month by way of a questionnaire and individual follow up (where applicable). The questionnaire was issued to 861 individuals who use the purchasing module in CUFS. 245 responses were recorded. The information collated from this questionnaire and follow up questioning has been used to inform development work over the summer months.

Two main recommendations were identified;

- Re-introduce site prefix numbers before the purchase order number
- Arrange the PO Format so that more information can be contained on a single page

These two recommendations amongst others, such as ensuring the instruction box populates in all relevant instances, will be completed as high priority items and are now in progress. You will be kept informed of progress.

If you have any queries about this work please contact Stefanie James

Issued by Stef James – Senior Business Analyst

9. 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

10. 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