Weekly Bulletin No. 677, Week Commencing Monday 10th July 2017

1. System Availability Tuesday 11th and Thursday 13th July 2017

The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Tuesday 11th and Thursday 13th July, this time will be used for system maintenance.

Issued by Michelle Bond – Lead Functional Analyst

2. Finance User Group (FUG) - Friday 14th July

The next Finance User Group meeting is at 9.30 on Friday 14th July, Department of Chemistry

The agenda is available here FUG Agenda Friday 14th July

Everyone is welcome and we look forward to seeing you there.

Issued by Michelle Bond – Lead Functional Analyst

3. Decommissioning Discoverer - Friday 14th July

As of 5pm on Friday 14th July the reporting tool Discoverer will no longer be available.

An evaluation of the reports in Discoverer was completed and a list of Discoverer reports, and the replacement reports available in Cognos (the admin reporting system), or on CUFS is available here

Please use the following link for more information about Cognos

- Cognos webpage

If you have any queries regarding the decommissioning of Discoverer, or access to Cognos, please contact the Financial Systems Group

Issued by Lesley Dent – System Administrator

4. 2017 Year-end checklist – Important tasks/deadlines for this week

Per the checklist on page 3 of the Year End procedures (https://www.finance.admin.cam.ac.uk/sites/www.finance.admin.cam.ac.uk/files/fpm_ye_2017_v1.1.pdf), departments are reminded of the following:

<table>
<thead>
<tr>
<th>Module</th>
<th>Task/deadline</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>PAY</td>
<td>Final date for overtime claims input to GL</td>
<td>Wed 12 Jul</td>
</tr>
<tr>
<td>PAY</td>
<td>Final review departmental monthly payroll - ensure correct account codes</td>
<td>Wed 12 Jul</td>
</tr>
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</table>
Establish all petty cash balances, till floats and advance balances held as at 30 Jun and return Cash Holding Confirmation form Fri 14 Jul

All enquiries should be directed by email to the relevant module Helpdesk (link to http://ufs.admin.cam.ac.uk/help/)
Issuer: Christine Rogerson - Finance Training

5. Remaining Year-end seminars this week

Please note that the TIME for the GENERAL seminar post FUG has been moved FORWARD TO 10.30.
This follows the decision to end the FUG meeting early to accommodate the UAS open meeting which starts at 11.30.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu 13 July</td>
<td>10:00</td>
<td>Seminar Room E/F, 17 Mill Lane</td>
<td>Schools of Technology and Physical Sciences accounts staff only</td>
</tr>
<tr>
<td></td>
<td>11:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 14 July</td>
<td>10.30</td>
<td>Todd Hamied Room, Department of Chemistry</td>
<td>General (post FUG) This event follows on after the FUG meeting and is open to all.</td>
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Last Year-end workshop for new users

Wed 12 July
1pm - 4.30
Edmonton Rm, Greenwich House

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/2187278
Issuer: Christine Rogerson - Finance Training

6. Cognos course for previous Discoverer users

This course offers a basic introduction to Cognos Query Studio. The target audience is limited to Discoverer users needing to use this Cognos tool due to Discoverer decommissioning.

COGNOS Query Studio for Discoverer Users

Wed 19 Jul

For further details and to book on course:
https://www.training.cam.ac.uk/fin/event/2192823
Issuer: Christine Rogerson - Finance Training

7. CUFS - Report Update

The CUFS General Ledger report Transaction Code Balances (UFS) - Exportable has now been renamed to Transaction Code Balances (UFS) - Excel.

The new version of the report provides the same information, with the same layout and ordering, but now has an Excel output instead of the previous text version.

Some commonly used parameters have also been defaulted in when running this report.

If you have any queries please contact the Financial Systems Group
Issuer: Paul Humphreys - Functional Analyst

8. Fixed Assets - Review and Physical Verification - Reminder

As part of departmental year end procedures, physical verification of assets should take place as at 31 July 2017. Each asset should be located so that its existence within the department can be substantiated.

The Fixed Assets report - which was circulated to departments on 7 July for pre-year end checking - can be a useful document on which
This review report should be returned to the Fixed Assets team in Finance Division by **11 August** and any amendments, including additions or disposals, will be processed to ensure the departmental Fixed Asset Register is accurate at 31 July. Please note that assets acquired in July-17 will not appear on this document.

If you have any queries on the above please do not hesitate to contact Fixed Assets on 66780 or email **UFS_FA@admin.cam.ac.uk**

Issued by **Mike Sinclair** – Central and Research Accounting

### 9. 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

### 10. Deposit Account – Interest Payment & Emailed Enforced Movement Letters

**Deposit Account**

Please note Deposit Account interest has been credited for June 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.

**July 2017 Deposit Account Interest**

Please ensure deposit movements for July 2017 have been processed by the close of 21st August 2017, and that overdrawn accounts have had funds taken off deposit by this time to avoid delays in crediting July’s Interest.

**Cambridge University Endowment Fund – Distribution**

**Distribution June 2017**

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

**Queries**

Any queries should be addressed to: Scott Maclaren, Treasury and Investments, Finance Division, Ext 64216.

Issued by **Angelica Alagia** Treasury and Investments

### 11. International Payment Orders – Paper Copies of Payment Confirmations
In an effort to reduce the administrative effort of sending out International Payments (IPOs) paper payment confirmations, now averaging 880 per month in 2017, we recently surveyed a selection of departments on whether these paper confirmations were used or required, in particular as we have greatly improved the time to enter the payment details onto CUFS so that departments can look up when an invoice has been paid.

The overall response to the survey was that generally those departments were happy not to receive a paper copies however a few departments did state that they use their copy for various reasons and would like some form of notification that an IPO has been paid. We have therefore developed a system to email IPO payment confirmations to each department and you would then have the option to print a copy yourselves if required. This process is more efficient and less time consuming given the volumes of IPO’s we deal with.

From the week commencing 17 July 2017 we will no longer issue paper copies, but on each Monday we shall issue an email to departments for payments made over the previous week, the first email will be on Monday 24th July 2017 for payments made during the week 17th – 21st July 2017.

If you would like us to email you these payment confirmations please urgently send us an email contact, (preferably generic) to ‘ufs_cashier’, in order for us to set your department up on our burst list. If at a later date you decide that you no longer wish to receive these emails you can simply email us and we shall remove you from our list.

Any queries relating to the above should be referred directly to Ana Fabrega Fernandez, email: Ana.FabregaFernandez@admin.cam.ac.uk or Yunju Kim, email: Yunju.Kim@admin.cam.ac.uk

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

12. 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