Weekly Bulletin No. 678, Week Commencing Monday 17th July 2017

1. System Availability Thursday 27th July

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

Issued by Michelle Bond – Lead Functional Analyst

2. 2017 Year-end checklist – Important tasks/deadlines for this week

No particular tasks or deadlines this week, but departments should be proactively running Open PO, Invoices on Hold (AP), Incomplete Invoice (AR), Unapplied Receipts Registers/Reports, as well as checking and clearing incomplete requisitions and the Grants Suspense account.

All Fixed Asset registers as at 30 June 2017 have been sent out to Departments.

All enquiries should be directed by email to the relevant module Helpdesk at http://ufs.admin.cam.ac.uk/help/

Issued by Christine Rogerson, Finance Training

3. Internal Trading Accounts Receivable Invoices for July 2017

We would like to remind all departments to please ensure that all July 2017 Accounts Receivable Internal Trading Invoices are issued as soon as possible in August in order for the receiving departments to manage the Accounts Payable side of the transaction and meet the Year-end deadlines as per FPM11.

The Last day to issue Internal Trading invoices is Friday 11 August but the receiving department must raise any issues on the Accounts Payable side by the close of business on Monday 14 August to try to resolve disputes before the close of AP on Wednesday 16th.

If you do issue Internal Trading invoices near to the cut-off date of 11 August, we would suggest that you email a PDF copy to the receiving department to give them enough time to review and manage the Accounts Payable side.

If you have any queries please contact either the Accounts Receivable Helpdesk 32215 or email UFS_AR@admin.cam.ac.uk or the Accounts Payable Helpdesk on 66888 or email UFS_AP@admin.cam.ac.uk.

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

4. Cognos course for previous Discoverer users

**COGNS Query Studio for Discoverer Users**
*Wed 19 Jul*

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. For further details and to book on course: https://www.training.cam.ac.uk/fin/event/2192823

**Cognos Refresher for Discoverer Users**
*Tue 25 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 further details and to book on course: https://www.training.cam.ac.uk/fin/event/2186833

Issued by Christine Rogerson - Finance Training
5. Extra CPD session for accountants

Due to popular demand we have scheduled an additional CPD session for accountants across the University. This will be University specific and will focus on tax issues.

Date: 27 September 2017  
Time: 13:30 - 15:00  
Venue: Mill Lane Lecture Theatre 2

To book a place please go to https://www.training.cam.ac.uk/event/2213318

Please feel free to pass this information to any of your colleagues who are qualified or currently studying. Unfortunately it is not appropriate for AAT students or members (but they have their own networking and CPD sessions, if they don't get the details about these please ask them to contact Helen Parker on x66627 or at Helen.Parker@admin.cam.ac.uk).

Issued by Helen Parker Finance Training

6. Month End Timetable for 2017-18

Module closure dates are now available for 2017-18

Issued by Lucy Harney – Financial Reporting

7. 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