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. Barclays Bank - Chesterton Road branch - Temporary Closure

We have been advised by Barclays that the counter service at Barclays Chesterton Road, Cambridge branch will be unavailable between 12th August 2017 and 28th August 2017 (scheduled reopening is 29th August), due to refurbishment to support the expansion of the existing Eagle Lab.

Barclays have apologised for any inconvenience this may cause you. The University’s usual branches at Sidney Street and St Andrew’s Street are open as usual.

Please let me know if you have any issues.

Issued by Chris Patten – Head of Accounting Services

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

No tasks or deadlines on schedule this week, but departments should be proactively running their Open PO report, Invoices on Hold (AP) report, Invoice Register (AP), Incomplete Invoice register (AR), Unapplied Receipts Register report (AR), as well as checking and clearing incomplete requisitions and the Grants Suspense account(s), if applicable.

All enquiries should be directed by email to the relevant module Helpdesk. The full checklist of the Year End procedures is available at https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-11-year-end-instructions-31-july-2016/year-end
5. FAQs and presentations from Year-end seminars and new users workshops

The presentations and FAQs from the seminars and the New Users workshop are available for reference

- YE presentations
- YE FAQs

6. Cognos refresher course for Discoverer users Tue 25 July

On 14 July, the Discoverer reporting tool was decommissioned. 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. For more details and to book a place please go to https://www.training.cam.ac.uk/fin/event/2186833

7. University AAT Levels 3 and 4 programmes – deadline 4 August

The briefing packs and application forms are now available for the University AAT Level 3 and Level 4 programmes starting in September. If you are interested please register your interest on the booking system and then complete and return the application form:

Level 3 https://www.training.cam.ac.uk/fin/event/2136576
Level 4 https://www.training.cam.ac.uk/fin/event/2159499

The deadline for applications is Friday 4 August 2017. If you have any questions please contact Finance Training at Finance.Training@admin.cam.ac.uk

8. 2017-18 Finance Training programme available

The public training programme for CUFS and other finance related courses for the next financial year is now published and open for bookings. To view the timetable please go to https://www.training.cam.ac.uk/fin/event-timetable

The programme sees the reinstatement of the popular How To Excel and VAT in the University courses and regular sessions for Off-Payroll Workers.

Karen Sheldon - Finance Training

9. Month End Timetable for 2017-18

Module closure dates are now available for 2017-18

Issued by Lucy Harney - Financial Reporting

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