Weekly Bulletin No. 680, Week Commencing Monday 31st July 2017

1. System Availability Tuesday 1st August

The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Tuesday 1st August, this time will be used for system maintenance.

Issued by Michelle Bond – Lead Functional Analyst


Please be advised that there will be a period of maintenance between 6.30pm and 8.30pm on Thursday 3rd August 2017 to allow for a scheduled release. We apologise for any inconvenience caused.

Issued by Janice Sutton – eProcurement Manager

3. Transferring Costs in Grants Resolved

For those users who administer research grants, the issue with the Tools/Transfer functionality used to transfer staff costs between grants has been resolved and will be available in the live system from 1st August 2017.

AP items should continue to be transferred by amending the invoice in AP.

Issued by Louise Luke – Central and Research Accounting

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

The 2016/2017 financial year ends today the 31st July. Departments are reminded that the Accounts Receivable module will not open for August until Tuesday 8 August 2017. This will allow departmental staff to concentrate on the closing of the July period.

<table>
<thead>
<tr>
<th>Module</th>
<th>Task/deadline</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR</td>
<td>Empty all vending machines etc. and identify all cash, cheques received up to end July</td>
<td>Mon 31 Jul</td>
</tr>
<tr>
<td>INV</td>
<td>Physical stock take for all departments with stores</td>
<td>Mon 31 Jul</td>
</tr>
<tr>
<td>PO</td>
<td>Run and review the Open Purchase Order Report - Excel Version</td>
<td>Tue 1 Aug</td>
</tr>
<tr>
<td>AR</td>
<td>Process all cash, cheque and (if possible) PDQ receipts relating to 2016-17 and run the Receipt Register report(s).</td>
<td>Wed 2 Aug</td>
</tr>
<tr>
<td>AR</td>
<td>Run and review the Unapplied Receipts Register</td>
<td>Wed 2 Aug</td>
</tr>
<tr>
<td>PAY</td>
<td>Final date for UPS input for 2016-17 lecturers’ expenses etc.</td>
<td>Thu 3 Aug</td>
</tr>
<tr>
<td>GL</td>
<td>Balance and post petty cash journal for 2017</td>
<td>Fri 4 Aug</td>
</tr>
<tr>
<td>PO</td>
<td>Action the Open Purchase Order Report - Excel Version</td>
<td>Fri 4 Aug</td>
</tr>
<tr>
<td>INV</td>
<td>Process all Inventory transactions (NB INV closes 5pm)</td>
<td>Mon 7 Aug</td>
</tr>
</tbody>
</table>

All enquiries should be directed by email to the relevant module Helpdesk. The full checklist can be viewed on the Finance Division website.
5. In-house AAT Level 3 and 4 programmes – closing date 4 Aug

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](https://www.training.cam.ac.uk/fin/event/2136576)
- Level 4 [https://www.training.cam.ac.uk/fin/event/2159499](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

Issued by Karen Sheldon - Finance Training

6. GL Part 2: Reporting in the General Ledger, Tuesday 8th August

This course is for staff who manage departmental funds. Learn which General Ledger reports are useful for you, and how to interpret them. For more details and to book a place, please see [https://www.training.cam.ac.uk/fin/event/2229206](https://www.training.cam.ac.uk/fin/event/2229206)

Issued by Christine Rogerson - Finance Training

7. Cambridge University Endowment Fund – Notification of Revaluation & Purchases & Sales

Revaluation as at 30 June 2017

Please note that the Cambridge University Endowment Fund has been revalued as at 30 June 2017.

CUFS has been updated to reflect the new valuation in the July 2017 accounting period. The new Unit value is £54.89 (rounded). The unit value at the end of the previous quarter was £54.45 (rounded) which represents an increase in value of 0.81%.

Purchases & Sales

Unit purchases and sales as at 30 June 2017 will also be processed within the CUFS July 2017 accounting period. Contract Notes for purchases & sales will be despatched in due course.

Queries

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

Issued by Scott Maclaren - Treasury and Investments

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 Bulletin Archive](https://www.training.cam.ac.uk/fin/event/2229206)