### 1. 2017 Year-end checklist – Important tasks/deadlines for this week

Remember the July GL period is still open and if you want transactions to be reflected in the 2016/17 year, you must use the JUL-17 GL period in the General Ledger, Accounts Receivable and Accounts Payable. In Grants/Projects, you must use an expenditure item date of 31-Jul-17 or earlier.

<table>
<thead>
<tr>
<th>Module</th>
<th>Task/deadline</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>INV</td>
<td>Process all Inventory transactions (NB INV closes 5pm)</td>
<td>Mon 7 Aug</td>
</tr>
<tr>
<td>AR</td>
<td>Raise and dispatch 2016-17 internal trading AR invoices</td>
<td>Fri 11 Aug</td>
</tr>
<tr>
<td>FA</td>
<td>Return the Departmental Fixed Asset Register to the Fixed Asset helpdesk with details of any amendments</td>
<td>Fri 11 Aug</td>
</tr>
</tbody>
</table>

All enquiries should be directed by email to the relevant module [Helpdesk](mailto:). The full checklist can be viewed on page 3 of the Year End procedures.

Issued by [Christine Rogerson](mailto:) - Finance Training

### 2. 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 the 7 July for pre-year end checking - can be a useful document on which to base the verification exercise.

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](mailto:).

Issued by [Mike Sinclair](mailto:) – Central and Research Accounting

### 3. 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](mailto:) – Central and Research Accounting

### 4. Update - 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 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 in June 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 the development work that has taken place in July.

A range of changes have been made to the format of the PO, including the re-introduction of the site prefix, fixing the population of the instruction box and formatting changes to make better use of white space.

Testing will be carried out on the new PO format on 16th August, the new PO format will go live shortly after successful testing has taken place, an update will be circulated accordingly.

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

Issued by Stef James – Senior Business Analyst

5. 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.

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

Issued by Mike Sinclair – Central and Research Accounting

6. Getting Started in COGNOS Tue 15 Aug

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. For more details and to book a place see: https://www.training.cam.ac.uk/fin/event/2214975

Issued by Christine Rogerson - Finance Training

7. First Steps in Procurement

Applications are now open for the First Steps in Procurement course starting in September. This course is an introduction to procurement and would be beneficial for any staff involved in the purchasing or control of stock. If you are interested please register your interest on the booking system and then complete and return the application form https://www.training.cam.ac.uk/fin/event/2081623

The deadline for applications is Wednesday 6 September 2017. If you have any questions please contact Helen Parker helen.parker@admin.cam.ac.uk

Issued by Helen Parker - Finance Training

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