Weekly Bulletin No. 686, Week Commencing Monday 11th September 2017

1. System Availability: Tuesday 12th September
The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Tuesday 12th September, this time will be used for system maintenance.

Issued by Michelle Bond - Lead Functional Analyst

2. Marketplace Availability: Thursday 14th September 2017
Please be advised that there will be a period of maintenance between 6.30pm and 8.30pm on Thursday 14th September 2017 to allow for a scheduled release. We apologise for any inconvenience caused.

Issued by Janice Sutton - eProcurement Manager

3. New Purchase Order format LIVE from Tuesday 12th September
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.

A post go live review of the new PO format was completed in June by way of a questionnaire. The information collated from this questionnaire has been used to inform the development work that has taken place in July.

The changes made to the format of the PO include the re-introduction of the site prefix, the population of the instruction box and a general change to format to make better use of white space.

Testing has been successfully completed and the new PO format will go live on Tuesday 12th September.

Please circulate this email as necessary to those involved in purchasing within your institution.

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

Issued by Stef James - Senior Business Analyst

4. Cambridge University Endowment Fund - Reminder of Purchases & Sales Deadline
Purchases & Sales as at 30th September 2017
Please note that the deadline for purchases and sale requests for internal departments is 5pm on Monday 18th September. Could all departments make sure requests are received by Treasury & Investments by this time.

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

Issued by Scott Maclaren - Treasury and Investments
5. Supplier Deactivations to re-commence

The regular process to deactivate suppliers that meet the criteria agreed by FUG, will re-commence this week. The criteria for deactivation is as follows: A payment has not been made for 18 months, there are no outstanding invoices or credit notes, the supplier is over 3 months old and has not been reactivated in the last 3 months and a purchase order has not been raised in the last 12 months

Issued by Michelle Bond - Lead Functional Analyst

6. Places still available on Finance training courses

Wed 13 Sep Getting started in Cognos
COGNS is a reporting tool that utilises data from CUFS. This master class is designed to get existing UFS users familiar with this tool. It covers how to run reports, as well as providing a number of useful tips and shortcuts. For more details and to book a place see https://www.training.cam.ac.uk/fin/event/2214991

Tue 19 Sep Grants 2: Grant reports in COGNOS
This course concentrates on managing departmental research grants using Cognos reports. For further information and to book a place see https://www.training.cam.ac.uk/fin/event/2215009

Wed 20 Sep AP Part 2: Matching, Amending and Foreign Invoices in Accounts Payable
This course builds on the knowledge gained in AP Part 1 and is aimed at departmental staff who process supplier invoices. Delegates will learn how to match invoices to POs, add in freight charges and process invoices from other departments. International payments, including accounting for VAT and foreign currencies, will be covered, as well as month end procedures and AP Reports, see https://www.training.cam.ac.uk/fin/event/2215015

Thu 21 Sep General Ledger Part 2: Reporting in the General Ledger
Following on from GL Part 1, this course demonstrates how to run and interpret General Ledger reports in order to manage departmental funds. For more details and to book a place, please see https://www.training.cam.ac.uk/fin/event/2215026

Issued by Christine Rogerson - Finance Training

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