Weekly Bulletin No. 693, Week Commencing Monday 30th October 2017

1. **System Availability: Tuesday 31st October**

   The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Tuesday 31st October, this time will be used for system maintenance.

   Issued by Michelle Bond - Lead Functional Analyst

2. **Marketplace Availability - Thursday 2nd November**

   Please be advised that there will be a period of maintenance between 6.30pm and 8.30pm on Thursday 2nd November 2017 to allow for a scheduled release. The Marketplace will not be available for use during this time.

   Issued by Janice Sutton - eProcurement Manager

3. **Financial Users Group (FUG) Friday 3rd November**

   The next FUG meeting is on Friday 3rd November in the Todd-Hamied Room, Department of Chemistry at 9.30, all are welcome.

   The agenda and papers are available from the Financial Users Group webpage.

   Issued by Michelle Bond - Lead Functional Analyst

4. **E-Invoice Suppliers**

   As part of a project to increase the numbers of suppliers on the marketplace who use e-invoicing within the University, the supplier-WOLF LABORATORIES LTD - 96455- Wolf labs, a laboratory equipment supplier, will be activated as an e-invoicing supplier from 1st November 2017, for orders raised from this date, paper invoices will no longer be received from the supplier. Wolf labs joins the following e-invoice suppliers;

   - FISHER SCIENTIFIC UK LTD 61031
   - LIFE TECHNOLOGIES LTD (INVITROGEN DIVISION) 61494
   - NEW ENGLAND BIOLABS (UK) LTD 61711
   - OFFICE DEPOT 61141
   - QIAGEN LTD 61917
   - SCIENTIFIC LABORATORY SUPPLIES LTD 62075
   - SIGMA-ALDRICH CO LTD 61043
   - VWR INTERNATIONAL LTD 61614

   For further guidance- Please see this reference material on eInvoicing which provides an array of useful information. If you should have any queries on the e-invoicing project please contact Stef James.

   Issued by Stef James – Senior Business Analyst
5. Cambridge University Endowment Fund – Notification of Revaluation & Purchases & Sales

Revaluation as at 30 September 2017

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

CUFS has been updated to reflect the new valuation in the October 2017 accounting period. The new Unit value is £55.82 (rounded). The unit value at the end of the previous quarter was £54.89 (rounded) which represents an increase in value of 1.67%.

Purchases and Sales

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

Queries

Any queries should be addressed to Scott Maclaren, Treasury and Investments, Finance Division, Ext 64216

Issued by Scott Maclaren – Treasury & Investment Accountant

6. iProcurement Part 1: Getting Started, Thursday 9 November

This course is aimed at new iProcurement users. Although it is also available online, this is a chance for those people who prefer face to face training to learn how to create requisitions and purchase orders. Have your queries directly addressed! For more details and to book a place, see https://www.training.cam.ac.uk/fin/event/2215107.

Issued by Christine Rogerson - Finance Training

7. Ariba Network

Bernie Parsons is the designated Cambridge user for the Ariba Network. We use the Ariba network in an Accounts Receivable capacity only; it is an internet portal used to view POs issued to Cambridge and where we need to submit our accounts receivable invoices for companies such as Aviva, Astrazeneca etc. You still need to raise the invoices in CUFS as usual, the portal replaces the need to post the invoice to the customer.

If your department is asked to submit any invoices or accept any POs through the Ariba network please contact Bernie in Credit Control in the first instance (bernadette.parsons@admin.cam.ac.uk or Tel: x65872).

Issued by Bernadette Parsons – Credit Control Manager

8. Invoices to UK Research Councils

This is a reminder that all AR invoices raised by Cambridge to any of the Research Councils (except for Research Grant profile payments) need to be loaded through the iSupplier portal and matched to a valid PO number.

If you would like further information on UKSBS iSupplier, or your department needs user access please contact Bernie in Credit Control (bernadette.parsons@admin.cam.ac.uk Tel: x65872).

Issued by Bernadette Parsons – Credit Control Manager

9. 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