Weekly Bulletin No. 694, Week Commencing Monday 6th November 2017

1. System Availability: Tuesday 7th November
The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Tuesday 7th November, this time will be used for system maintenance.
Issued by Michelle Bond - Lead Functional Analyst

2. Finance Training: Forthcoming Courses

   iProc Part 1: Getting Started in iProcurement
   Thu 09 Nov
   This face to face course is aimed at new users and provides an introduction to using iProcurement for creating requisitions and purchase orders. For more details and to book a place see https://www.training.cam.ac.uk/fin/event/2215107

   GL Part 1: Getting started in the General Ledger
   Tue 14 Nov
   Learn the basics of how the General Ledger works and interacts with rest of the finance system. Consolidate your knowledge of the University chart of accounts. The course also covers how to run online account enquiries and process journals. For more details and to book a place see https://www.training.cam.ac.uk/fin/event/2215116

   iProc Part 2: Month End processes in the Buyers Work Centre
   Thu 16 Nov
   Completed the iProc P1 course? Build on your knowledge with iProc P2. This course takes you through various month-end reports and processes. It also shows you how to amend tax codes, cancel orders, and work with/personalise the Buyers Work Centre. For more details and to book a place see https://www.training.cam.ac.uk/fin/event/2215127

Issued by Christine Rogerson - Finance Training

3. Carbon Reduction Commitment (CRC) levy charges from August 2017 to October 2017
The Carbon Reduction Commitment (CRC) levy charges from August 2017 to October 2017 have been posted into Departmental accounts in the Oct-17 period, using the transaction code EJFA.
These charges have been calculated using the levy price of 1.4p / kWh.
Any queries should be addressed to Central and Research Accounting.
Issued by David Cook - Central and Research Accounting.

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, has been activated as an eInvoicing 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
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. Monthly Accounting Timetable

To view the status of the monthly process including the month end close dates please use the following link: Accounting Timetable
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