1. **System Availability: Thursday 16th November**

The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Thursday 16th November, this time will be used for system maintenance.

Issued by Michelle Bond - Lead Functional Analyst

2. **New Functionality: Salary Costs Drilldown**

FSG are pleased to advise that the new functionality of Salary Costs Drilldown is now available in the Grants module for Administrators. This is accessed through the Expenditure Inquiry form and using the toolbar option Reports > Salary Drill Down. This will display the salary costs for that person with basic pay, NI and Apprenticeship levy values.

Issued by Michelle Bond - Lead Functional Analyst

3. **Level 2 AAT Certificate in Bookkeeping programme**

The closing date for applications for the AAT Certificate in Bookkeeping is 5th January.

The in-house programme will start in February 2018 and will run for 4 months. Detailed information and an application form can be found in the briefing pack, which is on our website, the form needs to be printed and signed by the line manager. Each application will be considered individually before an offer of a place is made. Forms should be sent to Margaret Peck in Finance Training. For more details and a briefing pack please see [http://www.finance.admin.cam.ac.uk/training/professional-qualifications/aat/university-programme](http://www.finance.admin.cam.ac.uk/training/professional-qualifications/aat/university-programme)

Issued by Max Smith - Finance Training

4. **Finance Courses – Spaces Available**

- **iProc 2: Month end processes in the Buyers work centre**
  - Thu 16 Nov
  - This course covers the various month-end reports and processes that need to be completed within the iProcurement module. It also shows you how to personalise and work with the Buyers Work Centre. For more details and to book a place, see: [https://www.training.cam.ac.uk/fin/event/2215127](https://www.training.cam.ac.uk/fin/event/2215127)

- **GL Part 2: General Ledger Reporting**
  - Tue 21 Nov
  - Learn about running and interpreting General Ledger reports. Warning signs and typical areas of concern are highlighted. This course would assist staff involved in managing departmental funds. For more details and to book a place see: [https://www.training.cam.ac.uk/fin/event/2215141](https://www.training.cam.ac.uk/fin/event/2215141)

- **Grants Part 2: Grant reports in Cognos**
  - Thu 23 Nov
  - This grants course focusses on using the Cognos reporting tool to help manage departmental research grants. It will take you through a selection of Cognos Grants reports currently available.
  - For more details and to book a place see: [https://www.training.cam.ac.uk/fin/event/2215148](https://www.training.cam.ac.uk/fin/event/2215148)

Issued by Christine Rogerson - Finance Training
5. Trust Fund Managers Guidance

As part of the findings of the Internal Audit Departmental Survey, Departments are reminded about the resources that are available to provide guidance on Trust Fund management responsibilities.

Included on the Finance Division website, is a Trust Fund Managers’ Guide, which provides essential practical information that all fund managers and administrators should be familiar with. The last page of the guide also includes additional practical notes for administrators in supporting their Fund Managers and supplements Chapter 13 of the Financial Procedures Manual.

Departments are encouraged to forward this Trust Fund documentation to all the Fund Managers within their department.

If you have any questions regarding Trust Funds, please do not hesitate in contacting Central and Research Accounting

Issued by Mike Sinclair – Central and Research Accounting

6. Deposit Account – Interest Payment & Emailed Enforced Movement Letters

Deposit Account

Please note Deposit Account interest has been credited for October 2017 in CUFS

Enforced Movements

As part of monthly monitoring the Treasury & Investments team have carried out deposit movements to correct debit balances on Sources of Funds. Affected departments will receive documentation indicating which accounts have been adjusted.

Emailed Enforced Movement Letters

Departments will now receive enforced movement letters via email. If these are being received by the incorrect contact or you have not received a notification you were expecting, please contact Treasury & Investments.

November 2017 Deposit Account Interest

Please ensure deposit movements for November 2017 have been processed by the close of 6th December 2017, and that overdrawn accounts have had funds taken off deposit by this time to avoid delays in crediting November's Interest.

Cambridge University Endowment Fund – Distribution

Distribution October 2017

Please note that the Cambridge University Endowment Fund (Amalgamated Fund) distribution for October 2017 has been processed in the October 2017 CUFS period at 192.56p per unit per annum.

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

Issued by Scott Maclaren – Central and Research Accounting

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