Weekly Bulletin No. 698, Week Commencing Monday 4th December 2017

1. System Availability: Thursday 7th December

The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Thursday 7th December, this time will be used for system maintenance.

Issued by Michelle Bond - Lead Functional Analyst

2. Review of Historic Tax Clearance Numbers

Since late 2016 the employment status review process (known internally as FD3) has been revised so that when service providers are given a Tax Clearance Number (to enable invoices to be settled via accounts payable) the TCN may be limited to a specific period of time e.g. 3 months. This change was necessary because the employment status is dependent upon a number of factors and if these change over time then the employment status might change too.

As time limits were only introduced in 2016 there are a number of suppliers that currently have a valid TCN even though they may only have been assessed once or not been assessed for a long time. This is a risk for the University because some contractors might no longer qualify as self-employed owing to changes in the type, duration or volume of work being undertaken.

To mitigate the risk, self-employed service providers that obtained a TCN before the change in process will need to have their TCNs reviewed under the new arrangements. Departments who use suppliers with an old TCN will be contacted shortly and provided with details of TCNs which will be cancelled unless a new FD3 application is submitted for review within an advised timescale. The review work will be overseen by Oonagh Bourne in Finance Division, who can be contacted on 65983 if you have any immediate questions.

Issued by Robin Uttin - Assistant Director of Finance (Financial Operations)

3. UPS Claim Forms

Please note: the UPS1, 2 and 3 claim forms have been updated on the HR Forms Bank. Please delete any locally saved copies and use the new versions going forward.

Issued by Alexis Dicken - Payroll

4. Finance User Group (FUG) - Wednesday 13th December

The next FUG meeting is on Wednesday 13th December in the Todd-Hamied Room, Department of Chemistry at 9.30, with guest speaker Helen Wain, Head of Procurement.

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

Issued by Michelle Bond - Lead Functional Analyst

5. Accounts Payable – Invoices on Hold

As an action resulting from the audit report, we have been asked to remind departments they should be regularly running the ‘Invoice on Hold Report’ and taking the appropriate action to clear outstanding invoices by month end.

Issued by Max Smith - Finance Training

6. eInvoices – Release Quantity Holds

An automated email will be sent to department for eInvoices received from the supplier where the goods have not been receipted on UFS. Departments should verify the delivery and update UFS accordingly, this will then automatically release the hold.

Issued by Max Smith - Finance Training

7. Finance Training places available

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<tr>
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<tr>
<td>Off Payroll Worker Briefing Session</td>
<td>Tue 5 Dec</td>
<td>14.00 – 15.30</td>
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<tr>
<td>Cognos Refresher</td>
<td>Wed 6 Dec</td>
<td>14h30 – 16h00</td>
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<td>Grants Part 3: Viewing Grants in CUFS</td>
<td>Thu 14 Dec</td>
<td>09h30 – 13h00</td>
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This session explains the procedures and guidelines that have been implemented at the university to manage the risk of the April 2017 government rules regarding off payroll workers. The target audience is anyone who is involved in buying in services (where not employing via CHRIS). For more details and to book online, see: https://www.training.cam.ac.uk/fin/event/2228069

Renew your acquaintance with Cognos. The focus of this course is on the functionality and flexibility of Cognos, rather than report outputs. Content covers scheduling reports and setting up preferences, folders and a home page. For more details and to book a place, see: https://www.training.cam.ac.uk/fin/event/2215168

This course aims to provide an understanding of the Grants module in CUFS, its language and interactions with the rest of the finance system. The course will cover viewing individual set up of projects and awards, checking budgets, performing on-line queries and running CUFS reports. For more details and to book a place, see: https://www.training.cam.ac.uk/fin/event/2215185

Issued by Christine Rogerson - 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

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