Weekly Bulletin No. 699, Week Commencing Monday 11th December 2017

1. System Availability: Tuesday 12th December

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

Issued by Michelle Bond - Lead Functional Analyst

2. CUFS Patching Project and changes to Java requirements

As announced previously at the Financial User Group meetings a project is now underway to apply critical security patches to bring CUFS up to date and to address some outstanding issues. Much of this work will take place in the background and will be invisible to CUFS Users. However there are a couple of key points that you will need to be aware of over the coming months:

Java changes from Monday 5th February 2018

The latest version of Java now tested and supported for use with CUFS will move to version 1.8.0_151 with effect from Monday 5th February.

Please be aware that this does not mean you have to upgrade the version of Java you currently work on, but you are strongly recommended to do so at a time suitable to you and your Department. A separate communication will be issued to your Computer Officer to advise on this shortly

Future impacts

- Testing of interfaces to and from CUFS will commence towards the end of December and early January – a separate communication will be issued to those responsible for such interfaces to arrange suitable times for this to take place.

- End User Testing of the patching will take place during week commencing 2nd January 2018. Taking the lessons learned from previous patching projects this testing will be managed within Central Finance to minimise the impact on Departments as much as possible.

- The project will complete with CUFS downtime over the weekend and the system will be unavailable from 5pm Friday 2nd February to Monday 5th February 2018. Access will be restored on the morning of Monday 5th February.

Should you have any queries about this project please contact Michelle.Bond@admin.cam.ac.uk

Issued by Michelle Bond - Lead Functional Analyst

3. 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 suppliers-PROMEGA UK LTD supplier 61903 and ACADEMIA LTD supplier 183342, will be activated as e-invoicing suppliers from 11th December 2017. Paper invoices will therefore no longer be received from these suppliers for MarketPlace orders raised from this date. PROMEGA and ACADEMIA join the following e-invoice suppliers;
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

4. Cambridge University Endowment Fund – Reminder of Purchases & Sales
Deadline

Purchases & Sales as at 31st September 2017

Please note that the deadline for purchase & sale requests for internal departments is 5pm on Friday 15th December. 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 & Investments

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

Deposit Account

Please note Deposit Account interest has been credited for November 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.

December 2017 Deposit Account Interest

Please ensure deposit movements for December 2017 have been processed by the close of 5th January 2018, and that overdrawn accounts have had funds taken off deposit by this time to avoid delays in crediting December’s Interest.

Cambridge University Endowment Fund – Distribution

Distribution November 2017

Please note that the Cambridge University Endowment Fund (Amalgamated Fund) distribution for November 2017 has been processed in the November 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 - Treasury & Investments

6. Accounts Payable - End of Year Payment Runs 2017
Please refer to the table at the link below for the Christmas Payment Run dates for 2017

**End of Year Timetable December 2017**

If you have any queries please contact the Accounts Payable Helpdesk on 66888 or email UFS_AP@admin.cam.ac.uk.

Issued by Andrew Weatherley – Manager Accounts Payable, Receivable and Cash Management.

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### 7. Payroll Deadlines

The payroll website and the UPS system have now been updated to include dates for 2018. Departments are reminded to always refer to the payroll web page for up to date information regarding closure dates and to note earlier deadlines near to bank holidays. The payroll website can be found here [https://www.finance.admin.cam.ac.uk/payroll](https://www.finance.admin.cam.ac.uk/payroll)

Issued by Alexis Dicken – Payroll Section

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### 8. Supplier deliveries in run up to Christmas 2017 / New year 2018

Some suppliers and couriers will be shut or running a reduced service over the Christmas period and any orders placed after 20th December 2017 may not be delivered until Tuesday 2nd January 2018

In upcoming weeks it is anticipated that there will be a significant increase in the volume of orders received and processed by their warehouses:

We therefore suggest you place your orders in good time:
- For UK stocked consumable / perishable orders by end of day on Tuesday 19th December 2017 or
- For USA/ European or orders where there is a lead time by end of day on Thursday 14th December 2017

We recommend that you liaise directly with your key business critical suppliers regarding your departmental opening times for accepting deliveries over the festive period.

Wishing you a festive holiday season and New Year

Issued by Heather Twinn – Procurement Services

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### 9. Raising invoices and credit notes: segregation of duties

As with other processes, we recommend departments look to implement segregation of duties/approval processes around raising invoices and credit notes. This can be achieved by having all invoices/credits raised only by users with the AR User responsibility, and then approved by a different user with the AR Manager or AR Supervisor responsibility.

We understand that not all departments are large enough to implement such a process. In these cases departments should look to implement processes to achieve similar assurance over invoices and credits. This could, for example, be by having a formal review of a report of all invoices and credits raised each month by someone who is not involved in the process.

Credit notes should only be used to correct errors and genuine changes in circumstance where the customer no longer owes money. If, after other avenues have been exhausted, a customer won’t or can’t pay a debt the invoice should be written off using the standard procedure and authorisation.

As with GL and grant journals please remember to keep back up paperwork to demonstrate why an invoice/credit was raised and evidence approvals.

Issued by Stephen Kent-Taylor - Head of Corporate and Research Accounting.

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### 10. MISCO UK Ltd

As advised by Procurement Services in October 2017, MISCO UK LTD had been put into administration and their catalogue had been withdrawn from the Marketplace.

We are trying to resolve any last outstanding invoice issues so if you receive any supplier statements from the administrators please forward these to UFS_AP@admin.cam.ac.uk.
11. Places available How to Excel

| How to Excel | Wed 13 & 20 Dec 09:30 - 13:00 |

This course is aimed at anyone who would like to develop their spreadsheet skills. You will be able to both practice using your existing spreadsheet skills and develop more advanced skills within the context of UFS data. The course runs over two sessions and participants will need to attend both of these sessions. For more details and to book a place, see https://www.training.cam.ac.uk/fin/event/2236666

Issued by Christine Rogerson - Finance Training

12. Testers required for new course

We are still looking for volunteers to evaluate the content and feedback any observations/opinions on our proposed new Anti-Bribery & Corruption online course before its release in the new year. Please contact helen.maffin@admin.cam.ac.uk to take part.

Issued by Karen Sheldon - Finance Training

13. Applications for Level 2 AAT Certificate in Bookkeeping

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

Issued by Max Smith - Finance Training

14. 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