

Weekly Bulletin No. 702, Week Commencing Monday 8th January 2018

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1. Barclays Bank – Sort Code

As a result of new rules put in place by the government all major banks are having to review their current structure and make appropriate changes to ensure they are compliant. Part of Barclays' restructuring has resulted in a change to our sort code following the separation of their retail and corporate banking activities. <https://www.home.barclays/about-barclays/ring-fencing-explained.html>

The University's current sort code 20-17-19 and IBAN will change over the weekend of 20th – 21st January 2018 and a new sort code will be issued on Friday 19th January 2018. There will be no changes to account numbers. Note that payments made to the University using the old sort code will continue to work for a period of time after the change, so whilst we need to ensure our details are updated promptly we are not at immediate risk of missing out on receiving payments.

Engagement has taken place with Barclays early in the migration process and a working group has been created with collaboration between Finance Division and UIS to ensure that internal system impacts and processes are addressed well in advance of the changeover to ensure a smooth transition.

An order has been placed with Barclays for new paying-in books. These will be distributed to departments as close as possible after the changeover date. Any unused paying-in books with the old sort code can be destroyed once you have received the new one.

A communication to be issued to organisations/individuals that pay us regularly is currently being drafted.

Further updates will be provided over the forthcoming weeks, in the meantime if you have any queries please raise them.

Issued by [Heather Davis](#) - Treasury and Investments, and [Chris Patten](#) - Head of Accounting Services



2. International Payment Orders (IPO's) Bank Charges

Please be advised that with immediate effect Barclays standard GBP bank charge for IPO payments has changed to £4.70 (down from £5.00).

Euro and USD rates remain as previously advised in bulletin 700 (18th Dec 2017), the schedule is as follows:

- GBP standard rate - £4.70
- GBP (SEPA next day) - £2.00
- Euro (SEPA next day) - €2.23
- Euro standard rate - €5.24 (Euro payments outside Europe)
- US Dollar \$6.15

Please ensure that the new rates are used for all IPO requests accordingly.

If you have any queries please email UFS_Cashier@admin.cam.ac.uk

Issued by [Simon Miller](#) - Supervisor, Cash Management & Finance Helpdesk



3. Accepting Payments by Credit / Debit card- no surcharge

With changes in legislation coming into force 13th January 2018, departments should stop making additional charges to accept credit card payments nor should there be a minimum spend for card transactions.

In reality most departments do not charge 'customers' additional fees for making payments by Credit / Debit card, American Express etc, so the impact for the University is minimal.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/664065/payment-surcharges-guidance.pdf

Issued by [Chris Patten](#) - Head of Accounting Services

4. Finance Training Courses

**AR Part 3: Customer Set-up in
Accounts Receivable
Tue 16 Jan am**

Customer set up is usually carried out by central finance, and departments are encouraged to either use e-Sales, or to use the central service. However, if a department wishes to maintain this set up themselves, attendance at this master class is compulsory. The course covers setting up and amending customers within UFS. For more details and to book a place, see <https://www.training.cam.ac.uk/fin/event/2215220>

**Getting Started in COGNOS
Tue 16 Jan pm**

COGNOS is a reporting tool that utilises data from CUFS. This short course is designed to get existing UFS users going with this tool. It covers the basics of running reports, as well as a number of useful tips and shortcuts. It does not cover report outputs. For more details and to book a place see: <https://www.training.cam.ac.uk/fin/event/2215226>

**Off Payroll Worker Briefing
Session
Wed 17 Jan am**

For anyone who is involved in buying in services (where not employing via CHRIS), this session will explain the procedures and guidelines that have been implemented to manage the risk of the April 2017 government rules regarding off payroll workers. For more details and to book online, <https://www.training.cam.ac.uk/fin/event/2215297>

**GL Part 2: Reporting in the
General Ledger
Thu 18 Jan am**

Responsible for managing departmental funds? Learn how to run and interpret General Ledger reports. NB Must have completed GL Pt 1. For more details and to book a place, please go to: <https://www.training.cam.ac.uk/fin/event/2215303>

Issued by [Christine Rogerson](#) - Finance Training

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 Bulletin Archive](#)