

# Weekly Bulletin No. 703, Week Commencing Monday 15th January 2018

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## 1. Marketplace Availability

Please be advised that there will be a period of maintenance between 6.30pm and 8.30pm on Thursday 18th January 2018 to allow for a scheduled release. During this time the Marketplace will not be available.

We apologise for any inconvenience caused.

Issued by [Heather Twinn](#) - eProcurement Administrator



## 2. Java Update

Following extensive testing, the recommended version of the java desktop client for CUFS will increase to 1.8.0\_151

**With effect from Monday 5th Feb 2018 the minimum supported version of Java for CUFS will increase to version 1.8.0\_151 as CUFS starts to utilise Java Web Start.**

Please note: users based within the UAS have their desktop client maintained centrally from 22nd January

More information, including Java downloads, will be issued in the next couple of weeks.

Computer Officers or the departments IT Support should contact the UIS Service Desk ([servicedesk@uis.cam.ac.uk](mailto:servicedesk@uis.cam.ac.uk)) regarding Java queries.

Issued by [Michelle Bond](#) - Lead Functional Analyst



## 3. Barclays Bank Branch Opening Hours

We have been advised by Barclays Bank PLC their opening hours have been adjusted slightly on a Wednesday to allow for staff training.

The revised opening hours for our preferred branch, Sidney Street is Monday to Friday 9.00 to 3.00pm except for 10am on Wednesday.

Other Cambridge branches vary slightly, these may be viewed here <https://www.barclays.co.uk/branch-finder/>

If you have any comments regarding the service you receive at any Barclays Branch, please do let me know.

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



## 4. Finance Training – Places Still Available

**Grants Part 2 :  
Grant reports in Cognos  
Tue 23 Jan am**

The focus of this course is to help manage departmental research grants using the Cognos suite of reports.

For more details and to book a place see:

<https://www.training.cam.ac.uk/fin/event/2215313>

**iProcurement Part 2: Month  
End processes in the Buyers  
Work Centre**  
Thu 25 Jan am

Need to know how to personalise and work with the Buyers Work Centre?  
For users who have completed the iProc P1 course, this course takes you  
through various month-end reports and processes, as well as how to amend  
tax codes and cancel orders. For more details and to book a place see:  
<https://www.training.cam.ac.uk/fin/event/2215321>

**AP Part 2:  
Matching, Amending and  
Foreign Invoices in Accounts  
Payable**  
Tue 30 Jan am

This course builds on the knowledge gained in AP Part 1. The delegates will  
learn how to match invoices to purchase orders, add in freight charges and  
process invoices from other departments. The course also covers  
international payments including accounting for VAT and foreign currencies.  
Delegates will also learn more about month end procedures and AP Reports.  
For more details and to book a place see:  
<https://www.training.cam.ac.uk/fin/event/2215330>

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



## 5. CUFS Downtime 2nd to 5th February

As announced previously at the Finance User Group meetings and in separate email communications, the CUFS Patching project to apply critical and security patches to bring CUFS up to date is nearing conclusion. There are a couple of key points that you will need to be aware of over the coming weeks:

**CUFS will be unavailable to all users from 5pm on Friday 2nd February until the morning of Monday 5th February**

Please ensure that where you have scheduled jobs set to run on, or after, 2nd February, that these are cancelled and resubmitted on, or after, Monday 5th February

**Friday 2nd February @ 5pm - Users will lose access to CUFS**

- All processing must be completed before 5pm
- All reports (scheduled and unscheduled) must be run to complete before 5pm
- Any incomplete transactions/reports outstanding from 5pm will be deleted

A notice will be issued on Monday 5th February as soon as access is restored.

Users will be able to access **Cognos** throughout this period. Cognos will report as at Thursday 1st February. Normal reporting will resume from Tuesday 6th February (reporting on the prior day activities).

Should you have any queries about this project please contact [Michelle Bond](#)

Issued by [Michelle Bond](#) – Lead Functional Analyst



## 6. Bank Sort Code Reminder

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

## **7. Deposit Account – Interest Payment & Emailed Enforced Movement Letters**

### **Deposit Account – Interest Payment & Emailed Enforced Movement Letters**

#### **Deposit Account**

Please note Deposit Account interest has been credited for December 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.

#### **January 2018 Deposit Account Interest**

Please ensure deposit movements for January 2018 have been processed by the close of 12th February 2018, and that overdrawn accounts have had funds taken off deposit by this time to avoid delays in crediting January's Interest.

## **Cambridge University Endowment Fund – Distribution**

### **Distribution December 2017**

Please note that the Cambridge University Endowment Fund (Amalgamated Fund) distribution for December 2017 has been processed in the December 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

## **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](#)

[Bulletin Archive](#)