

Weekly Bulletin No. 704, Week Commencing Monday 22nd January 2018

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1.Barclays Bank – Sort Code * 20-17-68 *

The University's current Barclay's Bank Sort Code 20-17-19 and IBAN have now changed the new sort code **20-17-68** is now in operation. There will be no changes to account numbers.

Payments received from our customers / students / suppliers / donors etc using the old sort code will continue to work for 3 years, so whilst we need to ensure our details are updated promptly we are not at immediate risk of missing out on receiving payments.

Cheques issued to our suppliers / students / customers etc will still be honoured by the bank.

CUFS documents, eg sales invoices, statements, dunning letters etc have been updated with the new bank details.

New 'Paying-in books' are being distributed to departments today via the UMS . Any completely unused paying-in books with the old sort code should be destroyed once you have received the new one. Part used books should be retained as part of the document retention policy – clearly marked do not use. <https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-20-compliance-issues-and-procedures/retention>

A communication to organisations/individuals that pay us regularly is being dispatched this week, if you would like any of your customers to receive this document, please let us know.

Further background information regarding this change, as a result of new rules put in place by the government , may be found here. <https://www.home.barclays/about-barclays/ring-fencing-explained.html> if you have any queries please let us know.

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

2.Marketplace Availability - Thursday 25th January

Please be advised the site will be unavailable on Thursday 25th January between 6:30pm and 8:30pm to allow for scheduled maintenance.

During this time the Marketplace will not be available.

We apologise for any inconvenience caused.

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

3.Finance User Group - Friday 26th January

The next [Finance User Group](#) is on Friday 26th January at the Department of Chemistry. This is an open group and everyone is welcome.

For more information please contact [Michelle Bond](#), papers are available [here](#).

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

4.Upcoming CUFS Courses

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

For users of AP who have completed AP Part 1, an opportunity to increase your skills. 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. Month end procedures and AP Reports are also included.

For more details and to book a place see:

<https://www.training.cam.ac.uk/fin/event/2215330>

**Grants Part 3:
Viewing Grants in CUFS**
Thu 1 Feb am

Develop your understanding of the Grants module in CUFS. The course covers 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/2231017>

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

5. Accountants Update – 23rd February

The next Accountants Update is on 23 February 13:30 – 15:00 to be held in the Sainsbury Laboratory Auditorium. Our external auditors PricewaterhouseCoopers will be coming in to give an update on accounting issues and developments that are relevant to the University Group. This event is open to qualified and part qualified accountants from across the University group. Qualified staff can use this towards their annual CPD . Please book on using the link <https://www.training.cam.ac.uk/fin/event/2445367>

(NB, the event is not suitable for AAT students, the AAT network meeting is being held on 5 February, there are a few places available for this <https://www.training.cam.ac.uk/fin/event/2161448>)

Issued by [Helen Parker](#) - Finance Training

6. Reminder 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

7. Reminder - 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) regarding Java queries.

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

8. SAVE THIS DATE - Annual Procurement Exhibition 2018

University of Cambridge Procurement will be holding its **17th Annual Procurement Exhibition** on **Wednesday 25th April 2018** at the Double-Tree Hilton Hotel.

This year our theme will be 'Sustainability'. The event will comprise of an exhibition of key contracted suppliers and seminars around this theme.

We would like to welcome those of you who are connected or have responsibility for sourcing, buying or receiving goods, works and services to come along on the day. Invites will be sent to departments within the next two weeks. We look forward to seeing you.

Issued by [Rosa Fusiello](#) – Procurement Administrator

9. 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](#)