

# Weekly Bulletin No. 705, Week Commencing Monday 29th January 2018

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

As previously announced at the Finance User Group meetings, in separate email communications and the bulletin, 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

## 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 the Java download is available on the [Technical Web pages](#) and browser specific information can be found on the [Java Technical Page](#).

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. January Month End - Half Year Accounts

The accounts for the first half of the financial year are important in ongoing financial management, whether at University, School or Department level. They are used in monitoring performance and compliance in key areas such as: spending against budget; balances on trust funds and donation accounts; income levels; internal trading; the rate of recovery of indirect costs and progress on construction projects.

As in previous years we are asking departments to review their accounts in January, and bring them as up to date as possible. In particular departments should:

- Re-allocate items of expenditure to research grants, donation accounts and trust funds as appropriate, where they have been provisionally coded to Chest or other sources of funds - this should be done by amending the Accounts Payable distribution where

possible, otherwise by raising a General Ledger journal;

- Bring income up to date by raising external trading invoices and invoices for B source of funds recharges etc;
- Claim unallocated BACS receipts;
- Process suppliers' invoices for January purchases and raise accruals for any significant purchases not yet invoiced;
- Clear suspense accounts (eg Grants, internal trading, credit card);

In order to give departments more time to review their accounts to January 2018 and process transactions the CUFS modules will remain open 4 days longer than normal.

#### **7 working days - Friday 9th February**

- Accounts Payable
- Accounts Receivable
- Inventory
- Grants
- Purchasing

#### **8 working days – Monday 12th February**

- Last day for placing funds on deposit
- Fixed Assets

#### **9 working days - Tuesday 13th February**

- General Ledger

All modules will close at 5pm on the stated days.

Issued by [Lucy Harney](#) - Reporting Section

## **4. Getting Started in iProcurement – Thu 8 Feb**

This face to face course is aimed at departmental purchasing staff (both buyers and requisitioners). It provides an introduction to using iProcurement for creating requisitions and purchase orders and is an alternative to the online option. For more details and to book a place see <https://www.training.cam.ac.uk/fin/event/2215341>

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](#)