

Weekly Bulletin No. 710, Week Commencing Monday 5th March 2018

1. [System Availability - Tuesday 6th and Thursday 8th March](#)
2. [Financial Users Group \(FUG\) - Friday 9th March](#)
3. [Updated expense claim forms \(FD1C staff, FD1A non-staff\)](#)
4. [Off Payroll Worker Briefing Sessions: Thursday 15 March](#)
5. [SAVE THIS DATE - Annual Supplier Exhibition 2018](#)
6. [Monthly Accounting Timetable](#)

1. System Availability - Tuesday 6th and Thursday 8th March

The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Tuesday 6th and Thursday 8th March, this time will be used for system maintenance.

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

2. Financial Users Group (FUG) - Friday 9th March

The next Financial User Group meeting is on Friday 9th March at 9.30 am at the Post-Doctoral Centre, Eddington.

Directions to venue are available [here](#)

We encourage you to use the U bus or cycle but if you need to drive the best option is to use the Madingley Road Park and Ride site, it is then a five minute walk.

The agenda and the previous minutes from the Financial User Group Meeting on 26th January are available from the [Financial User Group website](#).

We look forward to seeing you there.

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

3. Updated expense claim forms (FD1C staff, FD1A non-staff)

New versions of the expense forms provided on the Finance Division web site, and a new Excel version is available of both the staff and non-staff form. The aim is to update the Excel versions in the coming months following feedback from users. Please send feedback to Stephen Kent-Taylor.

The drive to improve the expense claim process will be discussed as part of the item on Shared Services at the Finance User Group meeting on Friday 9th March.

Changes include:

- Line references to help link the lines with coding and receipts;
- Formattig improvements to the Word and PDF versions.

Advantages of the Excel versions:

- Separate tab for additional claim lines (for large claims);
- Conversion of foreign currency claims (with guidance on rates);
- Automatic summing of claims;
- Version check (click on link on form to see if you're using the latest version);

Forms available here:

<https://www.finance.admin.cam.ac.uk/finance-staff/accounts-payable/expense-claims/expense-forms>

Issued by [Stephen Kent-Taylor](#) – Head of Corporate and Research Accounting

4. Off Payroll Worker Briefing Sessions: Thursday 15 March

The session aims to explain procedures and guidelines that the Finance Division are implementing to help departments manage the risk of new government ruling regarding payments for buying in services where not employing someone via CHRIS.

The session will run from 14h30 – 16h00, in Seminar Room 20, Clinical Schools

Please view this [1 minute video](#) which gives an overview of who and what is involved.

For more details and to book a place, please see: <https://www.training.cam.ac.uk/fin/event/2229156>

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

5. SAVE THIS DATE - Annual Supplier Exhibition 2018

University of Cambridge Procurement will be holding its **17th Annual Supplier Exhibition** on **Wednesday 25h April 2018** at the Double-Tree Hilton Hotel. This years' venue is **open from 12 – 4pm**.

This year our theme will be 'Sustainability'. The event will comprise of an exhibition of key contracted suppliers and seminars around this theme. **Invitations will be sent out within the next few weeks**. Please remember **pre-registration** will be essential for attending both the venue and the seminar sessions.

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. We look forward to seeing you.

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

6. 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](#)