Weekly Bulletin No. 711, Week Commencing Monday 12th March 2018

1. Marketplace - Thursday 15th March

Please be advised that there will be a period of maintenance between 6.30pm and 8.30pm on Thursday 15th March 2018 to allow for a scheduled release. During this period the site is not guaranteed to be available.

Issued by Heather Twinn – eProcurement Administrator

2. Cognos Datamart Weekend Updates

The Cognos datamarts will not be updated over the weekends of 17th / 18th March and 24th / 25th March.

This means that Cognos will remain as at close of business on Thursday 15th March until the morning of Tuesday 20th March, and will remain as at close of business on Thursday 22nd March until the morning of Tuesday 27th March. Between these dates the datamarts will update as normal.

This is to allow for essential maintenance to be carried out by our UIS colleagues.

Issued by Paul Humphreys – Functional Analyst

3. Off Payroll Worker Briefing Sessions: Thursday 15 March

Venue: Clinical School, Seminar Room 20

Time: 14h30

The session will explain procedures and guidelines that the Finance Division have implemented to help departments manage the risk of new government ruling regarding payments to individuals and companies which may come under the expanded Off Payroll Worker rules.

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

Posted by Helen Parker - Finance Training

4. Grants Part 2 Grant reports in Cognos: Thursday 22nd March

There are places available on this course, which concentrates on how to use the Cognos reporting tool to help manage departmental research grants. The aim is to cover reports which give a summary/overview of your grants before exploring those which allow a more detailed view. Also included are reports which list which grants are due to close and when.

Issued by Christine Rogerson - Finance Training

5. Deposit Account – Interest Payment & Emailed Enforced Movement Letters

Deposit Account

Please note Deposit Account interest has been credited for February 2018 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.

March 2018 Deposit Account Interest

Please ensure deposit movements for February 2018 have been processed by the close of 5th April 2018, and that overdrawn accounts have had funds taken off deposit by this time to avoid delays in crediting March’s Interest.

Cambridge University Endowment Fund – Distribution

Distribution February 2018

Please note that the Cambridge University Endowment Fund (Amalgamated Fund) distribution for February 2018 has been processed in the February 2018 CUFS period at 192.56p per unit per annum.

Queries Any queries should be addressed to, Scott Maclaren, Treasury and Investments, Finance Division, Ext 64216

Issued by Scott Maclaren, Treasury and Investments

6. Advance notice - extended June month end close dates

We are proposing to extend the month end closure dates for June in order to give departments an additional four processing days (as we do for January) with an emphasis on getting accounts as up to date as possible. The expectation is that more transactions can be processed in June and hence some of the late rush for July close can be avoided.

The proposal is as follows:

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<thead>
<tr>
<th>Original (as published)</th>
<th>Revised</th>
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<tbody>
<tr>
<td>WD3 (AR, AP, Grants, Inventory, Purchasing)</td>
<td>Tue 10 July</td>
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<tr>
<td>WD4 (Deposits and FA)</td>
<td>Wed 11 July</td>
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<td>WD5 (GL)</td>
<td>Thu 12 July</td>
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<td>Wed 4 July</td>
<td>Thu 5 July</td>
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<td>Fri 6 July</td>
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If you have any queries or concerns please contact Helen Turner or Lucy Harney.

Issued by Lucy Harney – Financial Reporting

7. 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