

Weekly Bulletin No. 717, Week Commencing Monday 23rd April 2018

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1. Marketplace Availability - Monday 23rd April

Please be advised the Marketplace site will be unavailable on Monday 23rd April between 6:30pm and 8:30pm to allow for a scheduled release.

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

2. Reminder: CUFS – Processing of journals and running jobs in the lead up to downtime

CUFS Hardware refresh is taking place and therefore

CUFS will be unavailable to all users between 5pm on Friday 27th April until the morning of Monday 30th April

On Friday 27th April:

Submission of jobs

- You are asked not to submit any jobs in CUFS (run reports, print orders etc) **after 3pm on Friday 27th April**. Any jobs still running at 5pm will be terminated.
- Please ensure that where you have scheduled jobs set to run on or after 27th April, these are cancelled and resubmitted on or after Monday 30th April.
- To view your scheduled reports go to View Requests > Specific Requests > add your CRS ID in the requestor field > Status - Pick scheduled > Find.
- Any incomplete transactions/reports outstanding from 5pm will be deleted

Posting of journals

- Please ensure all journals are entered to CUFS in good time to ensure they are posted **between midday and no later than 3pm on Friday 27th April**
- Any incomplete journals outstanding at 5pm will be deleted

A notice will be issued on Monday 30th April as soon as access is restored.

You will be able to access **Cognos** throughout this period. With effect from Friday 27th April up to and including Monday 30th April Cognos will report as at Thursday 26th April. Normal reporting will resume from Tuesday 1st May (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

3. E-Invoice Suppliers

As part of a project to increase the numbers of suppliers on the marketplace who use e-invoicing within the University, the following suppliers will be activated as e-invoicing suppliers from **23rd April 2018**.

[BIO-TECHNE LTD](#)

339593

[AVOCADO RESEARCH CHEMICALS LTD T/A ALFA AESAR](#)

61459

Paper invoices will therefore no longer be received from these suppliers for MarketPlace orders raised from this date.

FISHER SCIENTIFIC UK LTD	61031
LIFE TECHNOLOGIES LTD (INVITROGEN DIVISION)	61494
NEW ENGLAND BIOLABS (UK) LTD	61711
OFFICE DEPOT	61141
QIAGEN LTD	61917
SCIENTIFIC LABORATORY SUPPLIES LTD	62075
SIGMA-ALDRICH CO LTD	61043
VWR INTERNATIONAL LTD	61614
WOLF LABORATORIES LTD	96455
PROMEGA UK LTD	61903
ACADEMIA LTD	183342
BIOLEGEND UK LTD	326397
CAMBRIDGE BIOSCIENCE LTD	95846
INSIGHT BIOTECHNOLOGY LTD	61303
MILTENYI BIOTEC LTD	61647
BLACKWELL UK LTD TA HEFFERS	61184
STP OFFICE SUPPLIES LTD	378984
PEPROTECH EC LTD	61834
GILSON SCIENTIFIC LTD	285839
GENEFLOW LTD	121051
TAKARABIO EUROPE/CONTECH	201144
STRATECH SCIENTIFIC LTD	62229
STONE COMPUTERS LTD	183579
BIOLINE REAGENTS LTD	60418

For further guidance – please see this reference material on [eInvoicing](#) which provides an array of useful information.

If you should have any queries on the e-invoicing project please contact [Stef James](#).

Issued by [Stef James](#) – Senior Business Analyst



4. Change to IPO bank charge process

As covered at the Financial Users Group on Friday, for payments made **from Tuesday 1st May you will no longer need to raise an AP invoice to record bank charges on International Payment Orders (IPOs)** in CUFS. Instead bank charges will be posted to departments periodically via journal. Initially this recharge process will be run weekly, but will move to monthly once we have the process ironed out.

Departments using Shared Services shouldn't notice a difference in the process they follow. For other departments, since this change hinges on payment date please continue to raise invoices for bank charges as you would now for the next week, and then no longer do so for any IPOs requested from Monday 30th April. The Finance Division will then cancel any outstanding AP invoices for bank charges relating to payments made on or after 1st May.

This change will reduce the number of invoices raised, and should speed up processes, leading to IPO payments being recorded on CUFS more quickly after the payment is made.

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



5. Accounts Payable Internal Invoice Processing

Following the announcement at Financial Users Group on the 21st April.

The Finance Division will now be primary validating all internal trading invoices on a daily basis through the Accounts Payable module. The new procedure will be in place from the 1st May 2018.

This will reduce the timing differences on internal invoices between Accounts Payable and Accounts Receivable. Also this will mean that the internal invoice is accounted for in the General Ledger against the default transaction code more regularly.

Departments are reminded to clear the default transaction on a frequent basis and any disputes that can't be resolved should be referred to the Finance Division.

Issued by [Mike Sinclair](#) – Central and Research Accounting

6. Imperial College London AR invoicing

Several people across the University have received an email from Imperial College London about changes to their Accounts Payable process. If you receive a communication from Imperial College London which talks about PO Flip using Baseware please do not sign up for any option at the moment, please contact Bernie Parsons as we would like to co-ordinate a central response which is the same for all the departments who currently raise invoices to Imperial. Bernadette.parsons@admin.cam.ac.uk or tel: 65872

Issued by [Bernadette Parsons](#) – Shared Services Manager

7. GL Part 1: Getting Started in the General Ledger Friday 4 May 09:30

This introductory course takes delegates through the basics of how the General Ledger module works, with emphasis on account codes, as well as offering practical guidance on running online account enquiries and processing journals. For more details and to book a place, please go to:

<https://www.training.cam.ac.uk/fin/event/2215513>

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

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](#)