

Weekly Bulletin No. 718, Week Commencing Monday 30th April 2018

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1. Weekly and UPS deadlines

Please note the amended deadline dates for the Weekly and UPS, due to the bank holiday:

UPS – closes 5pm Wednesday 2nd May

Weekly – closes 5pm Thursday 3rd May

Issued [Alexsis Dicken](#) – Payroll Section

2. Change to IPO bank charge process

A reminder (following the note in last week's bulletin and discussion at the Financial Users Group), 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.

The bank charges will be posted to the same location in GL/Grants as the invoice. (If we're able to combine more than one invoice into a single payment the process looks for the largest invoice.) The journal description should enable you to identify the invoice the charge relates to.

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 (i.e. from now on)**. 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

3. Training - Getting Started in the General Ledger and Administration of Grants

Getting Started in the General Ledger (GL Part 1): 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>

Administration of Grants in CUFS (Grants Part 4): Wednesday 9 May 09h30

This hands on course covers the essential Grants day-to-day and month end processes such as capturing timesheet information, clearing the suspense account, correcting grant transactions and resolving funds check failures. For more details and to book a place, please go to: <https://www.training.cam.ac.uk/fin/event/2229766>

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

4. Marketplace News: Homepage update 9th May

Further to CUFS bulletin notice of 16th April, the homepage for the Marketplace will be changing on 9th May.

The main change is the appearance of the Marketplace first homepage and for the user the location of the Dell, Insight, XMA and

Academia and Heffers punch-outs and the Oligo ordering button on the webpage.

Please familiarise yourselves with the [visible changes here](#):

Issued by [Janice Sutton](#) – eProcurement Manager

5. Cambridge University Endowment Fund – Notification of Revaluation & Purchases & Sales

Revaluation as at 31 March 2018

Please note that the Cambridge University Endowment Fund has been revalued as at 31 March 2018.

CUFS has been updated to reflect the new valuation in the April 2018 accounting period. The new Unit value is £55.03 (rounded). The unit value at the end of the previous quarter was £56.55 (rounded) which represents a decrease in value of 2.69%.

Purchases & Sales

Unit purchases and sales as at 31 March 2018 will also be processed within the CUFS April 2018 accounting period. Contract Notes for purchases & sales will be despatched in due course.

Next Quarter

Could all non-Trust Fund purchase and sale request be sent to treasury@admin.cam.ac.uk. The deadline for the requests to be received is the 18th June 2018.

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

Issued by [Scott Maclaren](#) – Treasury & Investments

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](#)