

Weekly Bulletin No. 720, Week Commencing Monday 14th May 2018

1. [System Availability - Tuesday 15th May](#)
2. [Request to consolidate low value orders with our Janitorial supplier – A & D Supplies](#)
3. [New Suppliers, Supplier amendments and re-activations – re-submitting rejected or on-hold requests](#)
4. [Investments – Best Practice Guide](#)
5. [Deposit Account – Interest Payment & Emailed Enforced Movement Letters](#)
6. [Finance Training Courses](#)
7. [Monthly Accounting Timetable](#)

1. System Availability - Tuesday 15th May

The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Tuesday 15th May, this time will be used for system maintenance.

Issued by [Lesley Dent](#) - System Administrator

2. Request to consolidate low value orders with our Janitorial supplier – A & D Supplies

As part of our ongoing commitment to reducing supply chain costs and environmental impact, Procurement Services have been working with A & D Supplies reviewing University of Cambridge order values and volumes.

From a review of year to date data, over 75% of our orders were below £30.

In addition, 42% (126) of all orders placed were below £10; 68 of which were valued below £5

Procurement Services would like you to consider your purchase behavior wherever possible; hidden factors such as cost to process, pick, pack, deliver, receipt and invoice high volumes of low value orders inclusive of service has a significant impact on suppliers cost to service ourselves as a customer. Considerations such as our internal cost to purchase as well as the damaging impact on the environment through having to process more packaging and paperwork as well as increased emissions from higher delivery needs are well worth thinking about.

A & D Suppliers will be introducing a carriage charge of £6.95 on orders below £30 with effect from Monday 14th May.

Issued [Heather Ajimi](#) – Facilities Category Manager

3. New Suppliers, Supplier amendments and re-activations – re-submitting rejected or on-hold requests

Instructions on how to re-submit rejected or on-hold requests have been amended and can be found using [this link](#).

Issued by [Heather Twinn](#) - E-Procurement Administrator

4. Investments – Best Practice Guide

A new best practice guide is available [at this link](#), and provides guidance for investing departmental funds into the endowment fund and deposit account.

Issued by [Max Smith](#) - Finance Training

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

Deposit Account

Please note Deposit Account interest has been credited for April 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.

May 2018 Deposit Account Interest

Please ensure deposit movements for May 2018 have been processed by the close of 6th June 2018, and that overdrawn accounts have had funds taken off deposit by this time to avoid delays in crediting May's Interest.

Cambridge University Endowment Fund – Distribution

Distribution April 2018

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

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

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

6. Finance Training Courses

Getting Started in COGNOS Wed 23 May, 14h30

The target audience for this course is *experienced CUFS users* of the Grants and/or General Ledger modules who would like to access the improved functionality of Cognos. Cognos is a reporting tool that utilises data from CUFS to provide users with additional reports and options. This master class is designed to assist existing CUFS users with the reporting tool. It covers running and scheduling reports, setting up folders, and highlights useful tips and shortcuts. It does NOT cover the outputs of individual reports. (Report outputs are covered in Grants 2 or GL 2.) For more details and to book a place, see: <https://www.training.cam.ac.uk/fin/event/2215544>

iProc 2 : Month end processes in the Buyers work centre Thu 24 May, 14h00

This course is for department purchasers who have completed the iProc buyers training (online or face-to-face). iProc 2 covers month-end reporting and processes, iProc housekeeping, and how to personalise and work with the Buyers Work Centre. For more details and to book a place please go to: <https://www.training.cam.ac.uk/fin/event/2215549>

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

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](#)