# Weekly Bulletin No. 722, Week Commencing Monday 28th May 2018

## 1. Barclaycard

Following feedback from departments we have been working on a series of improvements to the Barclaycard billing and invoicing process.

***Immediate change:***

We are moving to an end of month billing cycle with Barclaycard effective from 31 May 2018. Statements were issued on 11 May and cardholders will receive a further statement dated 31 May.

The statement dated 31 May 2018 will be processed in CUFS by the Finance Division as quickly as possible but this is unlikely to before AP closes for May-18.  Statements dated 30 June and 31 July will be posted in the Jun-18 and Jul-18 period respectively due to the additional processing days for these months.

Going forward we are looking for a solution to ensure the consolidated statement is processed in CUFS in the matching GL period. This change should help reduce time pressure at year end.

***Forthcoming change:***

Effective from the statement dated 30 June the default source of funds will change from AAAA (Chest non pay) to AZZY (Transactions pending transfer). This will help departments to identify balances outside of other Chest activity. Departments need to amend any templates they use for GL and Grants journals.Default cost centre and transaction code remain unchanged.

Source of funds AZZY should be cleared at year end with any balance remaining relating to items awaiting credit or in dispute only. Any balance will roll forward on the same source of funds (AZZY). This change should make rolled-forward balances relating to Barclaycards easier to identify.

***Potential future improvement:***

We are investigating whether we can enter the bill at card level rather than department level (i.e. one AP line per card, rather than one AP line per department). Further communication will be sent when this has been assessed.

Issued by Chris Patten - Head of Accounting Services

## 2. Finance Leavers Checklist – a new Best Practice Guide for Key Contacts

In response to the question "*What do I need to do when someone leaves?"*  this new Guide includes a checklist of things to remember when someone leaves. It is available to download from the Finance Division website at **https://www.finance.admin.cam.ac.uk/files/bpg7_leavers.pdf**

Issued by Karen Sheldon - Finance Training

## 3. 2018 Year End Instructions

Year-end instructions for 2018 are now available from the Finance Division website at https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-11-year-end-instructions

These instructions include:

- detailed instructions for all relevant aspects of the year-end process
- a summary checklist to be used to monitor progress in completing the department's year end accounts
- a Gantt chart to assist in the overseeing and coordinating of tasks across modules
- a list of all staff contacts to provide advice and assistance

Modules have been set to give the same number of working days after the year-end as in 2017. However, the June month-end dates have been extended by four working days to enable those with transactional responsibilities to focus on getting their accounts as up-to-date as possible at this point. For further details of significant changes please refer to the Key Notes.

To provide additional support, a number of school-specific, as well as general, seminars have been organised. Apart from highlighting changes and areas of concern, these seminars are an opportunity for you to address any issues with year-end processes. For dates, please refer to the relevant section under Chapter 11 of Financial Procedures.

Issued by Christine Rogerson - Finance Training

# 4. Finance Training courses

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| **Getting Started in COGNOS**<br>*Wed 6 June, 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/2576038 ***The pre-requisite for this course is possession of Cognos access.*** |
| **iProcurement Part 1: Getting Started in iProcurement**<br>*Thu 7 June, 09h30* | This course is aimed at new iProcurement users and provides an introduction to using CUFS for creating requisitions and purchase orders. Please note that this course is face-to-face, and is offered ***instead o***f the online course.  For more details and to book a place see: https://www.training.cam.ac.uk/fin/event/1825430 |

Issued by Christine Rogerson - Finance Training

# 5. Monthly Accounting Timetable

To view the status of the monthly process including the month end close dates please use the following link: Accounting Timetable

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