

Weekly Bulletin No. 724, Week Commencing Monday 11th June 2018

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1. System Availability - Tuesday 12th June

The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Tuesday 12th June, this time will be used for system maintenance.

Issued by [Michelle Bond](#) - Lead Functional Analyst



2. AP reminder Discard Line functionality

When amending an accounts payable record in CUFS, users are reminded that the discard lines button should only be used when amending/correcting a line matched to a purchase order which:

- was matched in error; or
- which needs the matched price amending.

Any other corrections should be done manually by entering a second line to bring the balance back to zero and then a third line to process correctly. Guidance for [amending both matched](#) and [non-matched AP invoices](#) can be found on the Finance Division webpage.

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



3. Deposit Account Interest Payment & Emailed Enforced Movement Letters

Deposit Account

Please note Deposit Account interest has been

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.

June 2018 Deposit Account Interest

Please ensure deposit movements for June 2018 have been processed by the close of 12th July 2018, and that overdrawn accounts have had funds taken off deposit by this time to avoid delays in crediting June's Interest.

Cambridge University Endowment Fund Distribution

Distribution May 2018

Please note that the Cambridge University Endowment Fund (Amalgamated Fund) distribution for May 2018 has been processed in the May 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

4. Cambridge University Endowment Fund Reminder of Purchases & Sales Deadline for 2018 Year end

Departments are reminded that any CUEF unit purchases or sales for the quarter as at 30th June 2018 need to be requested by Monday 18 June.

Queries: Any queries should be addressed to treasury@admin.cam.ac.uk, Scott Maclaren Ext 64216

Issued by [Scott Maclaren](#) - Treasury and Investments

5. 2018 Year-end instructions

[Year-end instructions for 2018](#), as well as the complete manual, are available from the Finance Division Policies and Procedures webpage, see Chapter 11.

Issued by [Christine Rogerson](#) Finance Training

6. Reminder: Year-end seminars and workshops

No booking required. There will be a short presentation from the Finance Division team and then a session for questions relating to the year-end process.

Date	Target audience	Venue
Wed 13 Jun 09h30 - 10h30	Clinical School <i>accounts staff only</i>	CAB Lecture Theatre, Clifford Allbutt Bldg, Clinical Schools
Thu 14 Jun 11h00 -12h30	School of Arts and Humanities <i>accounts staff only</i> <i>Includes Accounts forum</i>	Rm S7, 17 Mill Lane
Mon 18 Jun 10h30 11h30	Non schools / UAS/General	Seminar Room B, 17 Mill Lane
Tue 19 Jun 14h00 15h00	School of Biological Sciences <i>accounts staff only</i>	Seminar Room B, 17 Mill Lane
Thu 21 Jun 10h00 11h00	School of Humanities and Social Sciences <i>NB Change of venue</i>	<i>Mond Seminar Room, Free School Lane</i>
Fri 29 Jun 10h00 11h00	School of Technology and Physical Sciences <i>accounts staff only</i> <i>Will be followed by Accounts Forum</i>	Lecture Room 5 8 Mill Lane
Fri 13 Jul 11h00 12h00	General (post FUG)	Todd-Hamied Rm, Chemistry

Year-end workshop for new users

	A fuller look at the year-end requirements. This workshop runs through each finance module, highlighting what needs to be actioned and completed. Bookings for this event can be made at: https://www.training.cam.ac.uk/fin/event/2215867 <i>NB Number of places increased</i> but if the course is full, please use the <i>register your interest</i> facility. 19 July has been provisionally reserved and will be opened for bookings if there is interest.	
Tue 10 Jul 09h30 12h30		Heidelberg Room Greenwich House

Issued by [Christine Rogerson](#) Finance Training

7. AP Part 2: Matching, Amending and Foreign Invoices, Thu 14 Jun, 09h30

For users of AP who have completed AP Part 1: Learn how to match invoices to purchase orders, add in freight charges and process invoices from other departments. The course also covers international payments including accounting for VAT and foreign currencies, month end procedures and AP Reporting.

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](#)

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