Weekly Bulletin No. 725, Week Commencing Monday 18th June 2018

1. System Availability - Thursday 21st June

The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Thursday 21st June, this time will be used for system maintenance.

Issued by Michelle Bond - Lead Functional Analyst

2. E-Invoice Suppliers

As part of a project to increase the number of suppliers on the marketplace who use e-invoicing within the University, the following supplier has been activated as an e-invoicing supplier from today, Monday 18th June 2018.

- Starlab UK - 62207

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

For instructions on how to print off a copy of an e-Invoice click here

Below is a list of our e-invoicing suppliers and supplier numbers

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/CLONTECH 201144
STONE COMPUTERS LTD 183579
STRATECH SCIENTIFIC LTD 62229
BIOLINE REAGENTS LTD 60418
ACADEMIA LTD 183342
AVOCADO RESEARCH CHEMICALS LTD T/A ALFA AESAR 61459

For further guidance please see this reference material on eInvoicing which provides an array of useful information.
3. Annual Cash Holdings return due for 30th June 2018

As preparation for the University's annual audit departments are reminded that they are required to submit a Cash Holding return itemising items such as advances, petty cash and float balances as at 30th June 2018. The return can be downloaded here.

Completed forms (including NIL returns) should be returned to the Finance Division by Friday 20 July 2018 marked for the attention of the Cashiers either by UMS or by email (PDF) to UFSCashier@admin.cam.ac.uk.

4. Reminder: Year-end seminars

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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Target audience</th>
<th>Venue</th>
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<tbody>
<tr>
<td>Tue 19 Jun 14h00 – 15h00</td>
<td>School of Biological Sciences accounts staff only</td>
<td>Seminar Room B, 17 Mill Lane</td>
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<tr>
<td>Thu 21 Jun 10h00 – 11h00</td>
<td>School of Humanities and Social Sciences accounts staff only</td>
<td>Mond Seminar Room, Free School Lane</td>
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<tr>
<td>Fri 29 Jun 10h00 – 11h00</td>
<td>School of Technology and Physical Sciences accounts staff only</td>
<td>Lecture Room 5, 8 Mill Lane</td>
</tr>
<tr>
<td>Fri 13 Jul 11h00 – 12h00</td>
<td>General (post FUG)</td>
<td>Todd-Hamied Rm, Chemistry</td>
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Year-end workshop for new users

<table>
<thead>
<tr>
<th>Date</th>
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<th>Venue</th>
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<tbody>
<tr>
<td>Tue 10 Jul 09h30 – 12h30</td>
<td>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: <a href="https://www.training.cam.ac.uk/fin/event/2215867">https://www.training.cam.ac.uk/fin/event/2215867</a> NB Number of places increased but if the course is full, please use the register your interest facility. 19 July has been provisionally reserved and will be opened for bookings if there is interest.</td>
<td>Heidelberg Room Greenwich House</td>
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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.

6. Cognos Refresher Training: Tue 26 Jun, 14h30

This course is aimed at users who would like to refresh their Cognos skills. The functionality of Cognos will be covered, rather than report output. Content covers setting up your preferences, folders, home page and scheduling reports.

For more details and to book a place, see https://www.training.cam.ac.uk/fin/event/2215625
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.