

Weekly Bulletin No. 727, Week Commencing Monday 2nd July 2018

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1. 2018 Year-end checklist - Important tasks/deadlines in the next two weeks

Per the [checklist](#) on page 5 of the Year End procedures manual, departments are reminded of the following:

Tue 10 Jul	AR/AP/GMS/INV/PO	Action all relevant transactions (<i>Closure of extended June month end</i>)
Wed 11 Jul	FA (and Deposits)	<i>Closure of extended June month end</i>
Thu 12 Jul	GL	Ensure all journals posted (<i>Closure of extended June month end</i>)
Thu 12 Jul	FA	Distribution of Fixed Asset register as at 30 Jun to departments
Thu 12 Jul	PAY	Final date for overtime claims input to GL

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

All enquiries should be directed by email to the relevant module [Helpdesk](#)

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

2. Year-end seminar - Friday 13 July

The last seminar for this year end will be held after the FUG meeting, in the Todd-Hamied Room, Chemistry. It is open to all so if you missed your school seminar, this is a chance to catch up.

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3. Finance training courses

GL Part 1: Getting started in the General Ledger
Thu 5 Jul, 09h30

The course objectives are to consolidate your knowledge of the University chart of accounts and to demonstrate how the General Ledger interacts with rest of the finance system. The course also covers how to run online account enquiries and process journals. It is a pre-requisite for GL Part 2, Reporting. For more details and to book a place see <https://www.training.cam.ac.uk/fin/event/2215700>

Grants Part 2: Grant reports in Cognos
Thu 12 Jul, 09:30

There are places available on this course which focusses on how to use the Cognos reporting tool to help manage departmental research grants. You need to request Cognos access and complete the *Introduction to Grants* online course. For more details and to book a place, see <https://www.training.cam.ac.uk/fin/event/2215714>

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4. AAT (Association of Accounting Technicians) programme

These courses provide training in bookkeeping and accounting through AAT qualifications which are recognised worldwide. If you have any questions or are unsure which level is appropriate please contact Helen Parker (helen.parker@admin.cam.ac.uk)

- **Level 2: Foundation Certificate in Bookkeeping**

Taught in-house, this is an introduction to the theory and practice of double-entry bookkeeping and business. The course runs from February 2019 to May 2019.

The deadline for applications is 5 January 2019

- **Level 3: Advanced Diploma in Accounting**

Taught in-house, this consolidates and builds upon the double-entry process that many students will have covered at Level 2 or via the AAT Bookkeeping Certificate. It then introduces some basic costing concepts, explores VAT in more depth, introduces ethical concepts and builds on existing spreadsheet skills. The course will run from September 2018 to June 2019.

The deadline for applications is 10 August 2019

- **Level 4: Professional Diploma in Accounting**

This level consolidates and builds upon the process covered at Level 3. There is more emphasis on analysis. The financial accounting element focuses on published financial statements and the accounting standards, which need to be adhered to when preparing them. Completion of this level and the required work experience will enable the student to apply for full AAT membership. The details of this course (which will be taught by an external provider) are still being finalised, if you are interested please book a provisional place and we will be in touch when the application packs are available.

PLEASE NOTE: In addition to booking a provisional place you will need to complete an application form.

For further details and to book a place, please see our webpage:

<https://www.finance.admin.cam.ac.uk/training/professional-qualifications/aat/university-programme>

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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](#)

[Bulletin Archive](#)