

Weekly Bulletin No. 729, Week Commencing Monday 16th July 2018

1. [System Availability - Tuesday 17th July](#)
2. [CUFS Reports - Default parameters for Transaction Code Balances](#)
3. [2018 Year-end checklist - Important tasks/deadlines for this week](#)
4. [Deposit Account - Interest Payment & Emailed Enforced Movement Letters](#)
5. [AAT \(Association of Accounting Technicians\) programme](#)
6. [Finance training courses](#)
7. [Monthly Accounting Timetable](#)

1. System Availability - Tuesday 17th July

The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Tuesday 17th July, this time will be used for system maintenance.

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

2. CUFS Reports - Default parameters for Transaction Code Balances

From Monday 16th July, three Transaction Code Balances reports in CUFS will default in the most commonly used parameters. The three reports are:

- Transaction Code Balances Alternative (UFS)
- Transaction Code Balances Excel (UFS)
- Transaction Code Balances (UFS)

The defaulted parameters are used in over 99% of all instances of these reports being run and are:

- Balance Type: Actual
- Currency Type: Entered
- Currency: GBP

Users can still overwrite these parameters with other values if required.

Issued by [Paul Humphreys](#) - Functional Analyst

3. 2018 Year-end checklist - Important tasks/deadlines for this week

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

Fri 20 Jul	AR	Return Cash Holding Confirmation form(All petty cash balances, till floats and advance balances held as at 30 Jun)
------------	----	---

[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

4. Deposit Account - Interest Payment & Emailed Enforced Movement Letters

Deposit Account

Please note Deposit Account interest has been credited for June 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.

July 2018 Deposit Account Interest

Please ensure deposit movements for July 2018 have been processed by the close of 20th August 2018, and that overdrawn accounts have had funds taken off deposit by this time to avoid delays in crediting July's Interest.

Cambridge University Endowment Fund

Distribution June 2018

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

5. 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 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 2018

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.

All the details are on our webpage:

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

Issued by [Helen Parker](#) - Finance Training

6. Finance training courses

Grants Part 4: Administration of Grants in CUFS

Tue 24 Jul, 09h30

This course covers not only the essential Grants month end processes such as timesheets input and suspense account clearance but, also guides you through how to correct grant transactions and rectify funds check failures.

For more details and to book a place, please go to <https://www.training.cam.ac.uk/fin/event/2215748>

Getting Started in COGNOS
Thu 26 Jul, 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.) ***The pre-requisite for this course is possession of Cognos access*** For more details and to book a place please go to:
<https://www.training.cam.ac.uk/fin/event/2215753>

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](#)