

Weekly Bulletin No. 731, Week Commencing Monday 30th July 2018

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1. System Availability - Thursday 2nd August

The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Thursday 2nd August, this time will be used for system maintenance.

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

2. Marketplace Availability - Thursday 2nd August

Please be advised of the forthcoming planned maintenance scheduled to take place on the evening of Thursday 2nd August between 6:30pm to 8:30pm. The Marketplace will be unavailable to users during this time period.

Issued by [Heather Twinn](#) - e-Procurement Administrator

3. New Departments in CUFS

The following new departments are being set up in CUFS for use from 1 August 2018 onwards:

From 1 Aug

<i>Code</i>	<i>Name</i>	<i>Notes</i>
		New UAS department created for activities undertaken in the Chief Financial Officer's Office
AV	CFO Office	Customer number - 237936
		Supplier number - 402709
VS	SPS Affiliated Libraries	Libraries imbedded within Departments/Faculties in the School of Physical Sciences now affiliated with the University Library. Initially only the Physics Library transfers. All internal invoices for supplies to the Physics Department Library should be invoiced to department VS from 1 August 2018
		Customer number - 237990
		Supplier number - 403388

Issued by [Lucy Harney](#)

4. 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:

w/c 30 Jul

<i>Module</i>	<i>Task/deadline</i>	<i>Date</i>
AR	Empty all vending machines etc. and identify all cash, cheques received up to end July	Tue 31 Jul
INV	Physical stock take for all departments with stores	Tue 31 Jul
PO	Run and review the Open Purchase Order Report - Excel Version	Wed 1 Aug

AR	Process all cash, cheque and (if possible) PDQ receipts relating to 2017-18 and run the Receipt Register report(s).	Wed 1 Aug
AR	Run and review the Unapplied Receipts Register	Wed 1 Aug
GL	Indirect Cost Contribution (ICC) journal (Version 1) posted [No action required from departments]	Wed 1 Aug
FYI	Interim Summary Report 1 sent out to departments [No action required from departments]	Thu 2 Aug
PAY	Final date for UPS input for 2017-18 lecturers expenses etc.	Thu 2 Aug
GL	Appropriations in aid posted [No action required from departments]	Fri 3 Aug
GL	Trust fund overheads posted [No action required from departments]	Fri 3 Aug

[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

5. Fixed Assets - Review and Physical Verification - Reminder

As part of departmental year end procedures, physical verification of assets should take place as at 31 July 2018. Each asset should be located so that its existence within the department can be substantiated.

The Fixed Assets report - which was circulated to departments on the 12 July for pre-year end checking - can be a useful document on which to base the verification exercise.

This review report should be returned to the Fixed Assets team in Finance Division by **10 August** and any amendments, including additions or disposals, will be processed to ensure the departmental Fixed Asset Register is accurate at 31 July.

Please note that assets acquired in July-18 will not appear on this document.

If you have any queries on the above please do not hesitate to contact Fixed Assets on 66780 or email UFS_FA@admin.cam.ac.uk

Issued by [David Cook](#) - Central and Research Accounting

6. Modern Slavery Act (2015): Management of Suppliers (New and Current)

University of Cambridge has a legal obligation, which it takes very seriously, in ensuring compliance to all relevant legislation and as you may have seen in the Reporter last week Council have approved the latest Modern Slavery Act (MSA) compliance statement.
<https://www.admin.cam.ac.uk/reporter/2017-18/weekly/6516>

As part of the University's supplier approval process you will need to have confirmed that the subject of your request is compliant with the Act in a manner which is auditable. You are not required to validate the supplier response, but you will need to be able to demonstrate if necessary that you have asked the supplier about their compliance with the Act and received a response. A simple email to the subject of your request such as "can you confirm in writing you are compliant with the provisions of the Modern Slavery Act (2015)?" is sufficient and their response to it will enable you to move forward with your request.

On September 6th 2018, the new supplier request form will launch and includes a mandatory question on the MSA. This advance notice will assist you currently as well as prepare you and your departments for what is to come.

For current suppliers, we have an ongoing engagement programme in place, through Procurement Services, to ensure our current supplier base is compliant with the Act.

Finance Division are looking to provide an on-line training programme to help those who are unfamiliar with the Act and need or want to know more.

The legal services team recently updated all contract templates to include GDPR requirements and are currently working on MSA clauses for inclusion too.

Issued by [Helen Wain](#) - Head of Procurement

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](#)