

Weekly Bulletin No. 735, Week Commencing Monday 27th August 2018

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1. System Availability - Thursday 30th August

The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Thursday 30th August, this time will be used for system maintenance.

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



2. 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 27 Aug

Module	Task/Deadline	Date
GL	FYI: Final journal for Jul-18 VAT return impacting departments posted	Tue 28 Aug
GL	FYI: CUEF valuation journal posted and departments notified	Thu 30 Aug
GL	Complete spreadsheets for income and expense accruals	Thu 30 Aug
GL	Ensure expenditure is coded against the same source of funds as related income, and clear deficits	Thu 30 Aug
GL	Final date for sending GL journals for central processing (NB GL closes 5pm)	Thu 30 Aug
AP	Return supplier statement reconciliations to the AP helpdesk	Fri 31 Aug
GL	FYI: Final ICC journal posted	Fri 31 Aug

[Year-end instructions for 2018](#), as well as the 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

3. Deposit Account – Interest Payment & Emailed Enforced Movement Letters

Deposit Account

Please note Deposit Account interest has been credited for July 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.

August 2018 Deposit Account Interest

Please ensure deposit movements for August 2018 have been processed by the close of 14th September 2018, and that overdrawn accounts have had funds taken off deposit by this time to avoid delays in crediting August's Interest.

Cambridge University Endowment Fund – Distribution

Distribution July 2018

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

July 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 [Martin Keall](#) - Treasury and Investments

4. Finance training courses - Autumn kick-off

How to Excel 3 *Tue 4 Sep, 09h30*

This **new** Excel course looks at more advanced formulas and macros. You will use the recorder and VBA tools. This course is only for staff who have completed both earlier parts of How to Excel. For more details and to book a place see <https://www.training.cam.ac.uk/fin/event/2649577>

iProcurement Part 1: Getting Started in iProcurement *Thu 6 Sep, 09h30*

This course provides an introduction to using iProcurement for those people who prefer face to face training. Although it is also available online, this is an opportunity to not only learn how to create requisitions and purchase orders, but also to have your questions and concerns addressed in real time. For more details and to book a place see <https://www.training.cam.ac.uk/fin/event/2649515>

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

5. New! Supplier Search and Request Database: Live date 11th September

A project has been running relating to a new on-line supplier search and request tool to replace the existing supplier database. This is now in the final stages.

Please be aware of the key dates below and advise colleagues accordingly, as the switch to the new tool will affect users of the current supplier database.

Monday 10th September

The current supplier database will be unavailable for new supplier requests, amendments and reactivations.

All current users will have access to a Search Only database

Tuesday 11th September

New supplier Search and Request database will be available from 10.30am

Updated training material will be available

The downtime of the current supplier database is to enable all the data to be transferred across to the new database so that the history and all supporting documentation is maintained, all pending requests will be copied over too, this task cannot be completed whilst users still have access to the database.

The training team are in the process of updating all the relevant training material and links to the new documents will be issued in the next bulletin.

If you have any queries relating to the new supplier search and Request tool, please contact Becky on Rebecca.darlow@admin.cam.ac.uk

Issued by [Becky Darlow](#) - Functional Analyst

6. 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](#)