

Weekly Bulletin No. 738, Week Commencing Monday 17th September 2018

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1. System Availability - Tuesday 18th September

The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Tuesday 18th September, this time will be used for system maintenance.

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

2. APEX Supplier Database: System downtime during CUFS vulnerable period

To apply a fix to resolve the system generated email issue that some APEX users have experienced, the supplier database will not be available during the CUFS vulnerable period on Tuesday 18th September between 6am – 9am.

We apologise for any inconvenience this may cause.

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

3. APEX Supplier Request and Amend Intermittent email issue

We have been notified that some system generated emails advising of the completion of a new supplier/amendment request, are being sent to the incorrect requester.

The APEX development team are investigating this issue as a matter of urgency. If you do experience this issue, please forward the email to Rebecca.darlow@admin.cam.ac.uk who is monitoring the users that this is affecting and is liaising directly with the APEX development team.

We apologise for the inconvenience whilst this issue is being resolved.

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

4. Advance payment approvals

In looking to expedite processes where possible and in making the most compliant way the easiest, we'd like to advise of the best way to submit requests for advance payments in excess of £10,000 (section 18.4 Fin Regs). Prior to issuing purchase order numbers, requests should be forwarded to procurement.services.enquiries@admin.cam.ac.uk along with all and any supporting document for review and approval.

Supporting documentation or covering email could include any number of the following non-exhaustive list:

- benefits the University would look to enjoy by paying in advance;
- how risk of potential supplier failure will be mitigated – supported by your Head of Department;
- details of fully executed contract the payment relates to;
- dispensation number if applicable;
- purchase order number;
- confirmation of compliance with University Health & Safety requirements if applicable;

- approved supplier number;
- departmental cost code

This inbox is monitored on a regular basis throughout each working day and we would look to respond within three working days of request receipt if supported by the relevant documentation.

Issued by [Emma Grosvenor-Myer](#) - Procurement Administrator

5. Suppliers not requiring to submit an FD3 Form to get Tax Clearance

As notified in the UFS Communication issued on Friday 14th September, from today, Monday 17th of September 2018, clearance from the Tax Team may be obtained for certain suppliers without submitting an FD3:

- Institutions / organisations / charities
- Landlords or accommodation providers
- Catering providers
- Companies with more than 10 employees

The request for tax clearance (or extension of an existing one) of the above suppliers, should be sent to the Tax Team by email to FD3@admin.cam.ac.uk and include the following information:

- Supplier name and CUFS supplier number (if already on the system)
- Company House reference number if applicable
- Supplier's website if any
- Quote and/or document supporting agreed terms of engagement

Based on the information provided the Tax Team will either issue a clearance number, request additional information or ask the department to submit an FD3 form.

Warranties, delivery or freight services that are closely related to the purchase of goods no longer require tax clearance.

A revised FD3 web form will be available next week.

If you have any queries about these, please contact FD3@admin.cam.ac.uk

Issued by [Pilar Lacuna Gran](#) - Tax Assistant

6. Financial User Group (FUG) - Wednesday 19th September

The next FUG meeting is at 9.30 on Wednesday 19th September at the Post-Doctoral Centre, Eddington.

Directions to venue are available [here](#)

We encourage you to use the U bus or cycle but if you need to drive the best option is to use the Madingley Road Park and Ride site, it is then a five minute walk.

The agenda and the previous minutes from the Financial User Group Meetings are available from the [Financial User Group website](#).

We look forward to seeing you there.

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

7. Finance training courses

How to Excel 3
Wed 26 Sep, 09h30

This is a new course for advanced Excel users, and follows on from the other Excel courses. It covers more advanced formulas and macros, using the recorder and VBA tools. This course is only for staff who have completed *both* sessions of *How to Excel*, or similar. For more details and to book a place, see <https://www.training.cam.ac.uk/fin/event/2649593>

Getting Started in Cognos

Thu 27 Sep, 14h30

This master class is designed to assist *existing* CUFS users with the Cognos reporting tool. It covers running and scheduling reports, setting up your personal folders, and highlights useful tips and shortcuts. It does NOT cover the outputs of individual reports which are dealt with in detail in other courses.

For more details and to book a place, see
<https://www.training.cam.ac.uk/fin/event/2649756>

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

8. 2018 Year-end – Last deadline 28 September

Departments are reminded that the **signed** year-end certificate(s) must be returned, via your Finance Manager, by Friday **28** September.

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

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

Deposit Account

Please note Deposit Account interest has been credited for August 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.

September 2018 Deposit Account Interest

Please ensure deposit movements for September 2018 have been processed by the close of 4th October 2018, and that overdrawn accounts have had funds taken off deposit by this time to avoid delays in crediting September's Interest.

Cambridge University Endowment Fund – Distribution

Distribution August 2018

Please note that the Cambridge University Endowment Fund (Amalgamated Fund) distribution for August 2018 has been processed in the August 2018 CUFS period at 207.72p per unit per annum.

Queries: Any queries should be addressed to Scott Maclaren, Treasury & Investments, Finance Division, Ext 64216.

Issued by [Scott Maclaren](#) - Treasury & Investments

10. The University Lookup

Current information is key to many of the University systems and Lookup is one of our critical systems. It takes data from CHRIS (for Staff HR) and the Registry (for Student information) on a daily basis.

Lookup functions as the primary online telephone and email directory for the University. Lookup is dynamically updated by its members, or we hope that it is, so it should be an accurate constantly updated directory.

We are therefore reliant on a great deal of the data being generated and updated by the users themselves. This is particularly relevant in areas where changes impact on the real world (telephone numbers for example) but Lookup also impacts on the Exchange Online world (if you have changed your display name, Exchange will use this as your name in the mailer) and in HEAT (for the same reason).

To access Lookup - <https://www.lookup.cam.ac.uk/> and to update your data go <https://www.lookup.cam.ac.uk/self/>

Issued on behalf of UIS

11. Reminder: Move from use of Passwords to Passphrases in CUFS

As previously advised, the change to passphrase security has now been introduced. As your password expires over the next few months you will be prompted to change to your new passphrase. This must be a minimum of 13 characters but is not case sensitive.

Please use this link to see the [CUFS Passphrase policy](#) for guidance on setting your new passphrase.

The following link will enable users to check the strength of their passphrase - <http://www.passwordmeter.com>

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

12. 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](#)