

Weekly Bulletin No. 750, Week Commencing Monday 10th December 2018

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1. Online Course - AP1: Getting started in Accounts Payable

Please be advised that the above online course has been refreshed. The updated version will be available this week. The course is for those wishing to learn the basics of Accounts Payable including processing basic invoices and expense claims, and for accounts staff in departments who do not use the Shared Services team to process their invoices. For more details see:

<https://www.training.cam.ac.uk/fin/course/fin-ap1>

Issued by [Helen Bailey](#), Finance Training

2. Finance Training Courses

Grants Part 4:

Administration of Grants in CUFS

Tue 18 Dec, 09h30

The purpose of this course is to guide grants administration staff through essential CUFS processes. These include clearing suspense accounts (including credit card transactions), resolving fund check failures, inputting timesheet information and correcting other grant transactions. For more details and to book a place, see:

<https://www.training.cam.ac.uk/fin/event/2650032>

Managing the Budget - Part 1

Tue 18 Dec, 09h30

Increase your knowledge around both the theory and practice of budgeting in the University. This half day course covers interpreting departmental budget reports and understanding the causes of over/under spends. For more details and to book a place, see

<https://www.training.cam.ac.uk/fin/event/2649821>

iProc 2: Month end processes in the Buyers work centre

Tue 18 Dec, 14h00

For iProc buyers who have completed iProc 1 and need to know more than the basics. This course covers iProc month-end reporting and processes. It also includes how to personalise and work with the Buyers Work Centre. For more details and to book a place, see:

<https://www.training.cam.ac.uk/fin/event/2650068>

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

3. Applications for Level 2 AAT Certificate in Bookkeeping

The closing date for applications for the AAT Certificate in Bookkeeping is 4th January.

The in-house programme will start in February 2019 and will run for 4 months. Detailed information and an application form can be found in the briefing pack, which is on the finance training webpage. The form needs to be printed and signed by your line manager. Each application will be considered individually before an offer of a place is made. Forms should be sent to [George Broadhurst](#) in Finance Training.

For more details and a briefing pack please see <http://www.finance.admin.cam.ac.uk/training/professional-qualifications/aat/university-programme>

Issued by [Max Smith](#) – Finance Training

4. Cambridge University Endowment Fund – Reminder of Purchases & Sales Deadline

Purchases & Sales as at 31st December 2018

Please note that the deadline for purchase & sale requests for internal departments is 5pm on Friday 14th December. Could all departments make sure requests are received by Treasury & Investments by this time.

Purchases & Sales as at 31st December 2018

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

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

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

Deposit Account

Please note Deposit Account interest has been credited for November 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.

December 2018 Deposit Account Interest

Please ensure deposit movements for December 2018 have been processed by the close of 7th January 2019, and that overdrawn accounts have had funds taken off deposit by this time to avoid delays in crediting December's Interest.

Cambridge University Endowment Fund – Distribution

Distribution November 2018

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

6. Reminder: Accounts Payable - End of Year Payment Runs 2018

Please refer to the table at the link below for the Christmas Payment Run dates for 2018

[End of Year Timetable December 2018](#)

If you have any queries please contact the Accounts Payable Helpdesk on 66888 or email UFS_AP@admin.cam.ac.uk.

Issued by [Andrew Weatherley](#) – Manager Accounts Payable, Receivable and Cash Management.

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](#)