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

- 1. Online Course AP1: Getting started in Accounts Payable
- 2. Finance Training Courses
- 3. Applications for Level 2 AAT Certificate in Bookkeeping
- 4. Cambridge University Endowment Fund Reminder of Purchases & Sales Deadline
- 5. <u>Deposit Account Interest Payment & Emailed Enforced Movement Letters</u>
- 6. Reminder: Accounts Payable End of Year Payment Runs 2018
- 7. Monthly Accounting Timetable

### 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 b	by <u>H</u> e	elen B	ailey,	Finance	Training
----------	---------------	--------	--------	---------	----------

#### 2. Finance Training Courses

Grants Part 4: Administration of Grants in

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

Increase your knowledge around both the theory and practice of budgeting in the Tue 18 Dec, 09h30

Managing the Budget - Part 1 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

For iProc buyers who have completed iProc 1 and need to know more than the basics. This iProc 2: Month end processes in the Buyers work 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: centre

https://www.training.cam.ac.uk/fin/event/2650068 Tue 18 Dec, 14h00

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.

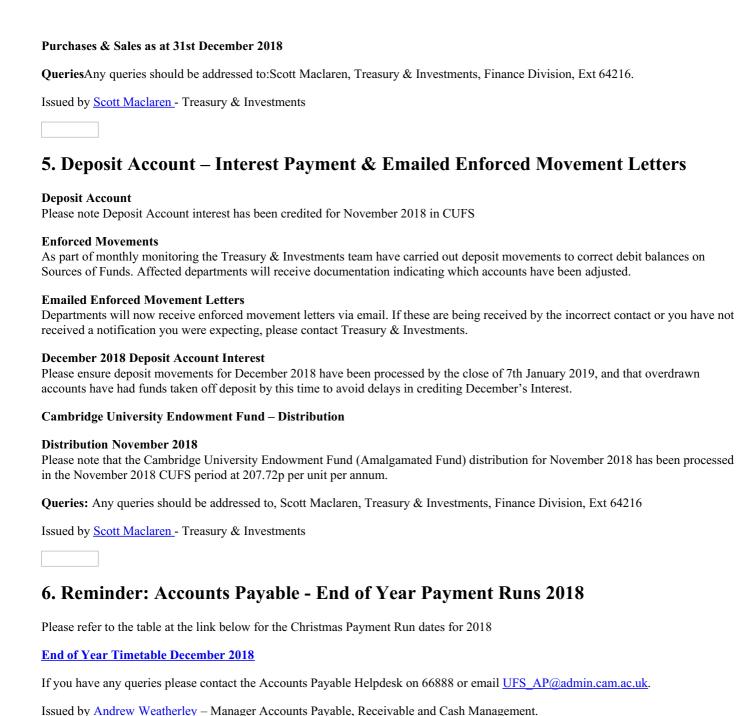
For more details and a briefing pack please see <a href="http://www.finance.admin.cam.ac.uk/training/professional-qualifications/aat/university-">http://www.finance.admin.cam.ac.uk/training/professional-qualifications/aat/university-</a> programme

Issued by Max Smith – Finance Training	18
--	----

## 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.



To view the status of the monthly process including the month end close dates please use the following link: Accounting Timetable

7. Monthly Accounting Timetable

**Bulletin Archive**