

# Weekly Bulletin No. 753, Week Commencing Monday 14th January 2019

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## 1. Macro Database

Following the development of the long awaited *How to Excel Part 3* course, which looks at the use of macros, we have created a database of macros. The idea is that people can submit macros that they use and search for macros that others have found useful. Use of macros can save a lot of time, especially for routine tasks. You do NOT need to have attended the Excel 3 course to use the database.

The database is hosted in *Moodle* and you can get access via this link <https://www.vle.cam.ac.uk/course/view.php?id=165262> the enrolment key is **macro**

If the term macro means nothing to you then we have *How to Excel Part 3* courses running throughout the year <https://www.training.cam.ac.uk/fin/course/fin-excel3>

Issued by [Helen Parker](#) - Finance Trainer

## 2. Finance Training Courses

**AR Part 2: Adjustments and set up in Accounts Receivable**  
**Tue 22 Jan, 09h30 – 13h30**

This course covers the essentials for keeping your AR accounts in order. In addition to being shown how to make corrections, receipt foreign currencies and run the required month/year-end reports, learn how you can save time by setting up memo lines, sales persons and receivable activities for your department. For more details and to book a place, see <https://www.training.cam.ac.uk/fin/event/2651943>

**AP Part 2: Matching, Amending and Foreign Invoices in Accounts Payable**  
**Wed 23 Jan, 09h30 – 16h15**

This course builds on the knowledge gained in AP Part 1 and is aimed at departmental staff who process supplier invoices. Delegates will learn how to match invoices to POs, add in freight charges and process invoices from other departments. International payments, including accounting for VAT and foreign currencies, will be covered, as well as month end procedures and AP Reports. For more details and to book a place see <https://www.training.cam.ac.uk/fin/event/2652027>

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

## 3. Key Travel – Hotel Bookings

Our Travel Management Company Key travel have announced they now host booking.com hotels on their portal.

As from today you can book hotels from booking.com directly on Key Travel online and booking.com properties will automatically be added to your search results.

The new integrated content will give access to over a million properties worldwide.

Issued by [Anita Wilson](#) – Category Manager, Procurement Services, Finance Division

## 4. Deposit Account – Interest Payment & Emailed Enforced Movement Letters

### Deposit Account

Please note Deposit Account interest has been credited for December 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.

#### **January 2019 Deposit Account Interest**

Please ensure deposit movements for January 2019 have been processed by the close of 12th February 2019, and that overdrawn accounts have had funds taken off deposit by this time to avoid delays in crediting January's Interest.

#### **Cambridge University Endowment Fund – Distribution**

##### **Distribution December 2018**

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

## **5. Reminder: Office Furniture – Godfrey Syrett**

As issued in a UFS Communication dated Thursday 10th January 2019, the Procurement Services have been informed that the furniture supplier Godfrey Syrett has gone into Administration following a period of unprofitability and a buyout.

As a result they will be removed from FFE2005 NE Office Furniture Agreement and deactivated for Purchasing on CUFS.

Anyone with outstanding orders will be contacted directly by Procurement.

Issue by [Anita Wilson](#) – Category Manager, Procurement Services, Finance Division

## **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](#)