

Weekly Bulletin No. 756, Week Commencing Monday 4th February 2019

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1. CUFS and Cognos Availability - Tuesday 5th February

Both CUFS and Cognos will be unavailable during the vulnerable period of 6am to 9am on Tuesday 5th February.

This time will be used for system maintenance.

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

2. Cognos Availability - Thursday 7th February

Cognos will be unavailable during the vulnerable period of 6am to 9am on Thursday 7th February.

This time will be used for system maintenance.

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

3. Webinar - Get to know the Marketplace – 7th February, 15h00

Please ensure that all purchasers or other connected parties in your department are aware of this forthcoming event.

The aim of this webinar is first to explain the purpose and basic functionality of the Marketplace, and then to offer advice and guidance on using it more efficiently to leverage its full functionality. The intended audience is both new and existing purchasers. The webinar will take approximately 1 hour and is open to all. You will be able to watch and listen to the talk from your desk or mobile device, as well as ask questions live via the online channel. To book your place, please see <https://www.training.cam.ac.uk/fin/event/2881254>

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

4. Cognos Refresher – 12th February, 14h00

This course is aimed at users who would like to refresh their Cognos skills. It covers the functionality of Cognos and **not** report output. Content includes setting up your own preferences, folders, home page and scheduling or creating saved parameters for reports. For more details and to book a place, please see: <https://www.training.cam.ac.uk/fin/event/2652205>

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

5. Marketplace Suppliers Update

Sigma/Merck

We have been made aware that communications have been received in departments from Sigma/Merck about new freight and or handling charges effective 1st January 2019.

We have confirmation from the supplier that they should not apply for the University of Cambridge.

In the meantime if you receive invoices with these additional charges please forward a copy to the CUFS helpdesk so that they can be dealt with centrally

Bioline

We have been advised that this supplier is no longer supplying direct. We have removed them from the marketplace and de-activated this supplier for purchasing. The initial guidance is to raise a non -catalogue order to Scientific Lab Supplies (SLS)

Issued by [Janice Sutton](#) - eProcurement Manager

6. Marketplace – E-Invoicing

It is our intention to go live with e-Invoicing with BANNER GROUP LTD from 11 February 2019 on completion of successful testing.

Issued by [Heather Twinn](#) - eProcurement Administrator

7. 2017-18 Internal Audit departmental survey – Fixed Assets

At FUG on 25 January there was a session on recommendations from the 2017-18 departmental survey. As a reminder for all key contacts the general recommendations will be included in the bulletin over five weeks. This week's topic is Fixed Assets.

The Finance Division should

1. Communicate with Departments to encourage the use of a single unique identifier for all fixed assets
2. Ensure that assets such as works of art, museum exhibits or archival material are properly registered
3. Communicate to Departments the importance of ensuring the "fixed asset" box is ticked on CUFS at the point of purchasing.
4. Remind departments that all fixed asset disposals need to be notified to the helpdesk. There is an [online disposal form](#), but alternative forms of notification e.g. email or following the biannual fixed asset review are also accepted.

See [Chapter 16 – Fixed Assets](#) of the Financial Procedures manual for further information or contact the [Fixed Assets helpdesk](#).

Issued by [Lucy Harney](#) - Head of Director's Office

8. Euro Cheques

We refer to the FUG meeting on 12 December 2018 where we advised that as our Euro Cheques are drawn on a UK bank and are not widely accepted in Europe, it was our intention to discontinue issuing them in early 2019.

Please note that we shall cease to routinely print any Euro cheques after this week's run on Friday 8 February 2019. Whilst the facility will still be there to raise a cheque we strongly urge you to use the International Payment Order (IPO) option instead.

If you need to discuss a requirement to print a cheque please email UFS_Cashier@admin.cam.ac.uk and the Cashiers will be happy to review this with you.

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

9. Module Closure Dates for 2019 Year End

Module closure dates for the 2019 year end are detailed below. Further communication surrounding year end workshops and detailed procedures will be issued in due course.

Shared Services submission deadline		Wednesday 7 August
Fixed Asset Returns due		Friday 9 August
Close Internal Trading - Raising (AR)		Friday 9 August
Close AR and AP		Wednesday 14 August
Close Grants		Friday 16 August
General	Final date for GL journals	Thursday 29 August
Ledger	Balances rolled forward (basic/special)	Wed 4/Fri 6 September
Year-end certificates due		Friday 27 September

Issued by [Mike Sinclair](#) - Central & Research Accounting

10. 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](#)