

Weekly Bulletin No. 758, Week Commencing Monday 18th February 2019

1. [System Availability - Tuesday 19th February](#)
2. [Suppliers in administration or declared bankrupt](#)
3. [Webinar - Get to know the Marketplace – 21 February, 15h00](#)
4. [iProcurement Part 2: Month End processes in the Buyers Work Centre](#)
5. [2017-18 Internal Audit departmental survey – procurement and purchasing](#)
6. [Deposit Account – Interest Payment & Emailed Enforced Movement Letters](#)
7. [Monthly Accounting Timetable](#)

1. System Availability - Tuesday 19th February

The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Tuesday 19th February.

This time will be used for system maintenance.

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

2. Suppliers in administration or declared bankrupt

If, during the course of your work, you become aware of a supplier who has entered into administration or has been declared bankrupt, could we ask you to notify procurement so we can assist in circulating the information to other users across the University and help, where possible, with alternate supplier suggestions. The easiest and most consistent way to reach us is through procurement.services.enquiries@admin.cam.ac.uk

Issued by [Helen Wain](#) - Head of Procurement

3. Webinar - Get to know the Marketplace – 21 February, 15h00

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

There is still time to sign up for this webinar. This is an opportunity for all department purchasers to increase their knowledge of the Marketplace and to ensure they are leveraging its full functionality. 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. iProcurement Part 2: Month End processes in the Buyers Work Centre

If you've completed the iProcurement 1 or the online buyers course, then this course is the next step. Learn how to manage the month end processes, and pick up tips on using the Buyers work centre more effectively. For more details and to book a place, see <https://www.training.cam.ac.uk/fin/event/2652280>.

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

5. 2017-18 Internal Audit departmental survey – procurement and purchasing

At FUG 25th January 2019, there was a session on recommendations from the 2017 – 2018 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 procurement and purchasing.

The Finance Division should continue to

1. remind Departments to hold all supplier contracts in an appropriately designated and secure location
2. communicate to Departments the need for authorisation in advance of instructions being sent to suppliers, this should take the form of approved purchase orders sent to suppliers ahead of supply or action to deliver works or services, to prevent invoice queries that will delay

3. communicate with Departments to ensure all staff who need to raise POs are given appropriate access and training to be able to do so
4. remind Departments to consider Marketplace and/or the preferred supplier listing before the procurement of goods and services elsewhere

Training resources to assist in the above can be found here [Purchasing courses for requisitioners, buyers, approvers and all](#)

To assist with identifying preferred suppliers and where agreed contractual terms exist; [University of Cambridge online supplier database](#)

For additional information see [Sections B,C, F, G, schedules 1 & 2](#) of the Financial Regulations and [Chapter 4 – Procurement Procedures](#) of the Financial Procedures manual, or contact [CUFS help desk](#).

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

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

Deposit Account

Please note Deposit Account interest has been credited for January 2019 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.

February 2019 Deposit Account Interest

Please ensure deposit movements for February 2019 have been processed by the close of 6th March 2019, and that overdrawn accounts have had funds taken off deposit by this time to avoid delays in crediting February's Interest.

Cambridge University Endowment Fund – Distribution

Distribution January 2019

Please note that the Cambridge University Endowment Fund (Amalgamated Fund) distribution for January 2019 has been processed in the January 2019 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

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](#)