

Weekly Bulletin No. 759, Week Commencing Monday 25th February 2019

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1. System Availability - Tuesday 26th and Thursday 28th February

The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Tuesday 26th and Thursday 28th February.

This time will be used for system maintenance.

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

2. Cognos Availability - Tuesday 26th February

Cognos will be unavailable during the vulnerable period of 6am to 9am on Tuesday 26th February.

This time will be used for system maintenance.

Issued by [Paul Humphreys](#) - Functional Analyst

3. Bursting of Internal Trading Invoices from Tuesday 26th Feb

We are implementing a change to CUFS that will mean when you raise an AR invoice to another department you will no longer need to print the PDF copy of the invoice and physically forward it to the receiving department. Instead, an overnight process will pick up all Internal Trading invoices and credit memos posted in Accounts Receivable that day, create a PDF version of each and email them out to a nominated contact in the receiving department. This change will take effect for any invoices or credit memos raised on or after Tuesday 26th February. A separate email will be received for each individual invoice/credit memo issued to a department.

Detailed guidance is available for supplying departments on [Raising an Invoice to another Department](#) and for receiving departments on [Processing an Invoice from another Department](#). Alternatively, please contact the [AR Helpdesk](#) if you have any queries or if you need to make a change to the nominated contact in your department to receive these burst invoices.

Issued by [Karen Sheldon](#) - Finance Training

4. Accounts Receivable - SAP Ariba Standard Account Communication - AstraZeneca MedImmune

Several users have received an email inviting them to register for a free Ariba account to make doing business with MedImmune & Astrazeneca easier. Please do not register your department on Ariba via this email, the University already has an Ariba account which is centrally managed by Bernie Parsons, so please contact her in the first instance if you need to issue invoices to any company through the Ariba network portal: bernadette.parsons@admin.cam.ac.uk tel: 65872

Issued by [Bernadette Parsons](#) - Shared Services Manager

5. USS Pension contribution changes from Monday 1st April 2019

USS members will be aware that employee pension contributions will be increasing from 8% to 8.8% with effect from Monday 1st April 2019. At the same date USS employer pension contributions will be increasing from 18% to 19.5% and departments will see this increased cost in the salary figures from April 2019 onwards.

Issued by [Lucy Harney](#) on behalf of [Chris Patten](#) - Head of Accounting Services,

6. 2017-18 Internal Audit departmental survey – procurement and purchasing

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

The Finance Division should remind departments

1. To ensure that an appropriate independent review process is implemented with regard to credit card expenditure reconciliation and journals.
2. Of the need for regular monitoring of expenses from a cost monitoring and accuracy perspective

See [Chapter 5b – Expenses and benefits](#) and [Chapter 6 – Non-pay expenditure](#) of the Financial Procedures manual for further information or contact your Finance Adviser.

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

7. Webinar - Supplier Database Friday 1st March 12h00

This webinar aims to introduce users to the functionality of the Supplier Database as a tool to both search for and set up suppliers. The webinar will focus on the department's role in the supplier setup process. The webinar will take approximately 1 hour and is open to all. You will be able to watch and listen to the webinar from your desk or mobile device, and ask questions live via the online channel. For more details and to book a place, see <https://www.training.cam.ac.uk/fin/event/2908997>

Issued by [Max Smith](#) - Finance training

8. Webinar - Marketplace recording

If you were unable to attend the Marketplace webinar last week, the link to the recording is available at <https://www.finance.admin.cam.ac.uk/training/training-and-support/webinar-series>.

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

9. Key Travel information sessions

Key Travel is the University's preferred supplier for travel services and has recently linked up with *Booking.com*. They are offering the following information sessions.

Workshop at Greenwich House, Tuesday 12th March, 11h00

Key Travel will be running this classroom session for anyone who books travel for themselves or others, or will be doing so in the future. The aim of the workshop is to raise awareness of the benefits of using our travel management company and to provide a platform for staff to ask questions directly. For more details and to book a place, see <https://www.training.cam.ac.uk/fin/event/2915497>

Webinar, Wednesday 13th March, 10h00

Alternatively, this webinar is a great opportunity to find out more about how Key Travel can support you with your travel booking needs, how you can get the best out of their *Online Booking Tool* and the savings you could achieve. For more details and to book a place, see <https://www.training.cam.ac.uk/fin/event/2913462>.

This webinar is offered by Key Travel on the second Wednesday each month. See <https://www.training.cam.ac.uk/fin/course/fin-web-kytrvl> for next few dates.

Issued by [Karen Sheldon](#) - Finance training

10. Finance Training courses coming up

iProcurement Part 2 : Month end processes in the Buyers work centre
Thu 28 Feb, 14h00

This course covers the various month-end reports and processes that need to be completed within the iProcurement module. Included in the course content is personalisation of the *Buyers Work Centre*, and how to use it more efficiently. For more details and to book a place please go to: <https://www.training.cam.ac.uk/fin/event/2652280>

iProcurement Part 1: Getting Started in iProcurement
Tue 05 Mar, 09h30

This course provides an introduction to using iProcurement. Although also offered online, this alternative is for those new purchasers who prefer face to face learning. The content covers creating requisitions and purchase orders. For more details and to book a place, see: <https://www.training.cam.ac.uk/fin/event/2651767>

Managing the Budget - Part 2
Thu 07 Mar, 09h30

This session is an ideal follow on from Managing the Budget Part 1 and for those who have a good working knowledge of budgeting principles and want to develop skills in using the University budgeting tools. The course covers how to make a financial plan, prepare it for upload to the finance system and monitor progress against the plan. It is a practical course which will look at the techniques and systems within the University that can be used for budgeting. For more details and to book a place, please see:

<https://www.training.cam.ac.uk/fin/event/2729676>

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

11. 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](#)