

Weekly Bulletin No. 762, Week Commencing Monday 18th March 2019

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1. System Availability - Tuesday 19th March

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

This time will be used for system maintenance.

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



2. Barclays Bank, St Andrew Street - Removal of Drop & Go Facility

We have recently been advised that the Drop & Go facility at the St Andrews Street branch of Barclays Bank is to be removed with effect from 19th March 2019.

Barclays has assured us that we can still pay in at this branch, however this will need to be at the counter.

We recommend that you use the Sidney Street branch which remains our preferred branch, with our own dedicated cashier.

Alternatives would be the Chesterton Road branch or using a security carrier to collect your banking on a regular basis (fees may apply – contact Simon Miller for more details).

Current opening hours for all 3 branches are as follows:

- Sidney Street – 9am-3pm Monday-Friday except Wednesday (10am-3pm)
- St Andrews Street – 9am-5pm Monday-Saturday except Wednesday (10am-5pm)
- Chesterton Road – 9.30am-4.30pm Monday-Friday except Wednesday (10am-4.30pm)

Branch details may be viewed here <https://www.barclays.co.uk/branch-finder/>

If you have any comments regarding the service you receive at any Barclays Branch, please do let me know.

Issued by [Simon Miller](#) – Supervisor, Finance Helpdesk and Cash Management



3. New 'Email Invoice to' on Non-Catalog Purchase Orders

We now have the functionality to add an email address to the Bill-To set up for departments. The advantage of populating this new field with an email address is that when a user checkouts their requisition in iProcurement and selects the relevant Bill-To, the email address will display in the invoice section of the printed purchase order. This is to encourage non-catalog suppliers to email the invoice rather than post it.

For those departments who have a Bill-To of XXSSF (XX being the dept code) populated when checking out of iProc, the 'Email Invoices to' has already been set to financemedschl@admin.cam.ac.uk.

For those departments who still receive and process supplier invoices, if you would like to utilise this functionality, then please arrange for the department key contact to email ufs_helpdeskhub@admin.cam.ac.uk to advise of the email address that is to be used and which Bill-To location it is to be allocated to.

We hope to have this new 'Email Invoice to' data electronically transmitted to Marketplace suppliers by the end of March 2019.

Issued by [Rebecca Darlow](#) – Functional Analyst

4. Payroll - Bank Holiday Deadlines

Please note: the deadlines for the weekly payrolls during forthcoming bank holidays have now been published on the payroll website. Please make a note of these earlier dates to avoid missing payroll runs.

<https://www.finance.admin.cam.ac.uk/payroll/payroll-deadline-dates>

Issued by [Alexsis Dicken](#) – Payroll Section

5. Payroll - Change of Bank Account Details

The CHRIS/21 Change of Bank Account Details form has been updated. Please delete locally saved versions and ensure the new version is used.

<https://www.hr.admin.cam.ac.uk/forms>

Issued by [Alexsis Dicken](#) – Payroll Section

6. Upcoming Finance Training Courses

GL Part 2: Reporting in the General Ledger
Wed 27 Mar, 09h30

The target audience for this course is staff involved in managing departmental funds. This course not only demonstrates how to run GL reports in both UFS and COGNOS, but also which ones to use and how to interpret them. For more details and to book a place, see

<https://www.training.cam.ac.uk/fin/event/2652120>

AR Part 2: Adjustments and set up in Accounts Receivable
Thu 28 Mar, 09h30

This course covers the essentials for keeping your AR accounts in order. In addition to showing you how to make corrections, receipt foreign currencies and run the required month/year-end reports, you will also be shown how to 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/2651951>

Getting Started in COGNOS
Thu 28 Mar, 09h30

Cognos is a reporting tool that utilises data from CUFS to provide users with additional reports and options. This master class is designed to assist existing CUFS users with the reporting tool. It covers how to run and schedule reports, set up folders, and highlights useful tips and shortcuts. It does NOT cover the outputs of individual reports, which are dealt with in detail in other courses. However, if requested, selecting parameters for the new GL reports and saving a report view will be covered. For more details and to book a place, please see

<https://www.training.cam.ac.uk/fin/event/2652200>

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

7. Key Travel Information Session

Key Travel is the University's preferred supplier for travel services and has recently linked up with Booking.com. Last Tuesday 12th March representatives from Key Travel held a well attended workshop at Greenwich House to raise awareness of the benefits of using their Online Booking Tool and to provide a platform for staff to ask questions directly. They also held a webinar on Wednesday 13th March to help users get the best out of their Online Booking Tool and to demonstrate the savings that could be achieved. This webinar is offered by Key Travel on the second Wednesday each month. Please see <https://www.training.cam.ac.uk/fin/event/2915497> for next few dates.

If you were unable to attend either of these sessions, or you have any further questions for Key Travel, please see our Travel Services page on the Procurement Services website. From this website you will be able to find details on how to register as a booker and how to log in to the booking tool, along with useful phone numbers and email addresses. Please see [Travel Services](#)

Issued by [Jen Waterfield](#) - Senior Category Manager Indirects

8. Rexel UK Ltd – Company Structure

Procurement Services have been informed that the following companies have been merged into Rexel UK Ltd:

- Rexel (UK) Ltd T/A Parker Merchanting (s/n 161080)
- Rexel UK Ltd T/A Newey and Eyre (s/n 61717)

Both of these supplier records are in the process of being deactivated. If you have any outstanding Invoices, please process these as soon as possible.

All new purchase orders should be raised to Rexel UK Ltd (supplier number 306939). All address details and supplier contacts remain unchanged.

Issued by [Heather Ajimi](#) - Facilities Category Manager

9. Millipore/Merck Catalogue

An issue has been reported relating to a small number of items in the Millipore catalogue.

Millipore has been rejecting orders via the Advanced Marketplace and requesting users to re-raise them on Merck Chemicals.

It has been identified that the supplier assigned these items to the incorrect catalogue and action is underway to correct and update both catalogues.

Merck apologises for the confusion and inconvenience caused.

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

10. Department Name Change - Physics KN

With effect from 18th March 2019, the following department has been renamed in CUFS

Code	Old Name	New Name
KN	PHYSICS (P&C) POLYMERS AND COLLOIDS	PHYSICS (BSS) BIOLOGICAL & SOFT SYSTEMS

Issued by [David Cook](#) - Central and Research Accounting

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](#)