

# Weekly Bulletin No. 763, Week Commencing Monday 25th March 2019

1. [System Availability - Tuesday 26th March](#)
2. [March Month End](#)
3. [Amendments To The Payment Run Schedule](#)
4. [Finance Training Courses – Places Available](#)
5. [How Can Organisations Tender For Work Across The University](#)
6. [Departmental Address Changes](#)
7. [Internal Trading – Invoice emailing – Attachments](#)
8. [Monthly Accounting Timetable](#)

## 1. System Availability - Tuesday 26th March

The CUFS system will be unavailable during the vulnerable period of 6am to 9am on System Availability - Tuesday 26th March.

This time will be used for system maintenance.

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

## 2. March Month End

A reminder to departments that March month end has been extended by 2 workings days. The module close dates are detailed below and all modules close at 5pm.

	<b>Working Day 3</b> (AP, AR, GMS, INV, PO, BUDGET FROZEN)	<b>Working Day 4</b> (Deposits and FA)	<b>Working Day 5</b> (GL)
Mar-19	Fri 5 Apr 19	Mon 8 Apr 19	Tue 9 Apr 19<

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

## 3. Amendments to the Payment Run Schedule

Please note the following changes to the Payment Runs for the forthcoming Bank Holidays.

### **EASTER BANK HOLIDAY Friday 19th April and Monday 22nd April**

#### **Cheque Payments**

- Supplier Payment Run – Wednesday 17th April as usual
- Dollar & Payalone Runs – Thursday 18th April (instead of Friday 19th April)

#### **BACs Payments**

- Supplier Payment Run – Completed on Wednesday 17th April as usual for payment on Tuesday 23rd April (instead of Monday 22nd April)
- Priority Payment Run – Completed Thursday 18th April as usual for payment on Wednesday 24th April (instead of Monday 22nd April)

### **MAY BANK HOLIDAY Monday 6th May**

Bacs payments will be completed as usual for payment on Tuesday 7th May (instead of Monday 6th May)

### **MAY BANK HOLIDAY Monday 27th May**

Bacs payments will be completed as usual for payment on Tuesday 28th May (instead of Monday 27th May)

**Due to the tight schedule of the above payment runs please ensure that all invoices/expense claims you wish to be paid are processed and approved and all copies of over £10k invoices are sent to AP by the aforementioned times.**

If you have any queries or require any further assistance please do not hesitate to contact the Accounts Payable Team on the usual helpdesk number (66888) or email [ufs\\_ap@admin.cam.ac.uk](mailto:ufs_ap@admin.cam.ac.uk)

Issued by [Susanna Wilson](#) – Accounts Payable Supervisor

## 4. Finance Training Courses – Places Available

### ***Getting Started in COGNOS*** **Thu 28 Mar, 14h00**

Designed to assist existing CUFS users with the Cognos reporting tool, this master class 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>

### ***Managing the Budget - Part 2*** **Wed 3 April, 09h30**

This is a practical course which looks at the techniques and systems within the University that can be used for budgeting. This session is an ideal follow on from *Managing the Budget Part 1* and/or for staff who already 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. For more details and to book a place, please see: <https://www.training.cam.ac.uk/fin/event/2729676>

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

## 5. How Can Organisations Tender For Work Across The University

We are regularly asked how can organisations – micro, small, medium or large; start up or established; social venture or a publicly listed company – tender or bid for opportunities to supply goods, works or services across the broader University.

The answer is to register on the University electronic tendering system ‘InTend’ this free of charge, free to use platform can be accessed here: <https://in-tendhost.co.uk/universityofcambridge>

This system allows organisations to register themselves for potential opportunities, submit expressions of interest as well as appropriately download tender documents and upload bids – not just for University of Cambridge but other ‘In-Tend’ users too. The system is easy to navigate and new registrants will be asked to complete, **in full**, four areas – 1) company details; 2) confirm compliance with Modern Slavery Act 2015; 3) determine which business classification is core to their offering (coded in line with the chart of accounts structure) and 4) what type of category their organisation falls within – both by number of employees and/or ownership structure. Registration on the platform ‘In-Tend’ does not guarantee inclusion in University procurement activities nor does it mean the organisation is registered as a supplier to the University.

Once registered, as opportunities to supply arise organisations that meet the selection criteria - which may, for example include listing under certain ‘business classifications’ and/or of a certain ownership structure - will receive further information to enable them to determine if they would like to be considered for inclusion in the tendering activity.

The above information is freely available to the public on the University website but we thought it might be useful to bring it to your attention, so please feel free to pass this on to your local suppliers, friends and contacts if they are not already registered.

For completeness, we would draw your attention to the fact that the University of Cambridge is not a public body within the meaning of the Public Contracts Regulations 2015 (Directive 2014/24/EU) and is not subject to the European procurement legislation. Where the University advertises contracts in the Official Journal of the European Union, it does so on a voluntary basis and does not undertake any obligation to comply with the procurement legislation. The University reserves its rights in full to adapt or step outside the procedures in the procurement legislation as the University considers necessary.

The above information can be found on the procurement website via <https://www.admin.cam.ac.uk/offices/purchasing/suppliers/new/becoming.html>

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

## 6. Departmental Address Changes

With effect immediately the following departmental address have changed in CUFS:

<b>Department Code</b>	<b>Department Name</b>	<b>New Address</b>
SA	CIMR Administration	CIMR Administration Keith Peters Building (Prev Wellcome Trust/MRC Building) Cambridge Biomedical Campus Hills Road CAMBRIDGE CB2 0XY
SB	CIMR Haematology	CIMR Administration Keith Peters Building (Prev Wellcome Trust/MRC Building) Cambridge Biomedical Campus Hills Road CAMBRIDGE CB2 0XY
SC	CIMR Medicine	CIMR Medicine Keith Peters Building (Prev Wellcome Trust/MRC Building) Cambridge Biomedical Campus Hills Road CAMBRIDGE CB2 0XY
SD	CIMR Clinical Neurosciences	CIMR Clinical Neurosciences Keith Peters Building (Prev Wellcome Trust/MRC Building) Cambridge Biomedical Campus Hills Road CAMBRIDGE CB2 0XY
SE	CIMR Medical Genetics	CIMR Medical Genetics Keith Peters Building (Prev Wellcome Trust/MRC Building) Cambridge Biomedical Campus Hills Road CAMBRIDGE CB2 0XY
SG	CIMR Clinical Biochemistry	CIMR Clinical Biochemistry Keith Peters Building (Prev Wellcome Trust/MRC Building) Cambridge Biomedical Campus Hills Road CAMBRIDGE CB2 0XY
SH	CIMR Pathology	CIMR Pathology Keith Peters Building (Prev Wellcome Trust/MRC Building) Cambridge Biomedical Campus Hills Road CAMBRIDGE CB2 0XY
SM	MRC Mitochondrial Biology Unit	MRC MITOCHONDRIAL BIOLOGY UNIT Keith Peters Building (Prev Wellcome Trust/MRC Building) Cambridge Biomedical Campus Hills Road CAMBRIDGE CB2 0XY

The name of the building for addresses of these departments have been updated as the Kieth Peters Building.  
 During his time as Regius Professor of Physic (1987–2005), Sir Keith was instrumental in the construction of the building itself, in setting up CIMR, and in negotiating for the MRC MBU (under its previous name of the Dunn Nutrition Unit) to occupy space within the building. This naming is in recognition of his influence in growing the School of Clinical Medicine, and in laying the foundations for the research-intensive School it is today.  
<http://www.admin.cam.ac.uk/reporter/2018-19/weekly/6526/section1.shtml#heading2-5>

Department Code	Department Name	New Address
AB	Student Registry: Student Funding	Student Registry: Student Funding University of Cambridge Student Services Centre Bene't Street New Museums Site Cambridge CB2 3PT
AC	Student Registry: Operations	Student Registry: Operations University of Cambridge Student Services Centre Bene't Street New Museums Site Cambridge CB2 3PT
AT	Cambridge Admissions Office	Cambridge Admissions Office University of Cambridge Student Services Centre Bene't Street New Museums Site Cambridge CB2 3PT
AW	Disability Resource Centre	Disability Resource Centre University of Cambridge Student Services Centre Bene't Street New Museums Site Cambridge CB2 3PT
DD	Careers Service	Careers Service University of Cambridge Student Services Centre Bene't Street New Museums Site Cambridge CB2 3PT
XD	Student Counselling Service	University Counselling Service University of Cambridge Student Services Centre Bene't Street New Museums Site Cambridge CB2 3PT

A number of departments have moved from their original location into the new Student Services Centre on the New Museums Site.

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



## 7. Internal Trading – Invoice emailing – Attachments

Further to the positive feedback and discussion at the last FUG, we recognised this new process does not allow for the attachment of cost breakdowns / additional information to the Internal Trading Invoice. For TES invoices this breakdown is now included within the invoice narrative, this is not always possible for more complex charging. Whilst it would be ideal if we could perform the action within CUFS, at this time it is not possible.

As a way of mitigating some of the issue, it was agreed to provide a schedule of departmental email addresses. These email address can

used to send a breakdown of charges to substantiate the charge.

The link below provides the necessary contact information. <https://www.finance.admin.cam.ac.uk/departmental-contacts> There is also a webpage covering Internal Trading FAQ's <https://www.finance.admin.cam.ac.uk/training/docs/cufs-faqs/internal-trading-faqs>

Issued by [Chris Patten](#) - Head of Accounting Services

## 8. 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](#)