

Weekly Bulletin No. 764, Week Commencing Monday 1st April 2019

1. [Cognos Availability - Tuesday 2nd April](#)
2. [Fraud Awareness](#)
3. [Brexit Planning](#)
4. [Supplier Database -Top Tips](#)
5. [Training - AP Part 2: Matching, Amending and Foreign Invoices Tuesday, 9th April, 09h30](#)
6. [Office Furniture - Amaryllis Ltd](#)
7. [Reminder: March Month End](#)
8. [Reminder: Amendments To The Payment Run Schedule](#)
9. [Monthly Accounting Timetable](#)

1. Cognos Availability - Tuesday 2nd April

Cognos will be unavailable during the vulnerable period of 6am to 9am on Tuesday 2nd April.

This time will be used for system maintenance.

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

2. Fraud Awareness

We have seen a significant increase in Spam, Phishing and Trojan emails being sent to departments. There is nothing particularly new, just the increased volumes. The main email type to look out for are those with an 'invoice attachment' or link, as it is this attachment / link that causes the damage once opened. The other type are emails from a 'colleague' instructing the recipient to make an urgent payment.

Our colleagues in UIS are continually monitoring and blocking email senders and malicious websites to protect us, but your vigilance is essential.

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

3. Brexit Planning

The Finance Division are working planning for all eventualities and a working group has been meeting regularly. Further guidance to Brexit will be issued as and when required.

In the meantime, Departments that are receipt of EU Funds are being asked by the Research Operations Office to take necessary steps to keep the grant expenditure up to date in advance of the UK leaving the EU.

The actions that require attention are:

- Ensure all relevant expenditure is posted to EC grants e.g. invoices and PI time;
- Relevant documents are completed and available e.g. timesheets;
- Outstanding queries are clarified;
- Pending amendments are finalised.

This will enable the Research Operations Office to plan and implement any transition agreements as efficiently as possible.

Departments are also reminded to make sure that all receipting of goods is done in a timely manner and open purchases orders are regularly reviewed for accuracy.

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

4. Supplier Database: Top Tips

When searching:

- to check whether a particular supplier already exists, don't forget to **untick** the *Preferred Supplier* filter and insert a wildcard (%) at the start of the *Supplier Name* field to ensure that all results including your search text are returned.

- for an *employee* then you can use the filters from the *actions* list to narrow down the search. Simply enter **Type = Employee** in the *column*, *operator* and *expression* fields.

All this and more is explained in the recording of the webinar which ran on 1 March 2019, available from <https://www.finance.admin.cam.ac.uk/training/training-and-support/webinar-series>. The webinar aims to clarify the department's responsibilities when setting up new suppliers on the database and requesting amendments on existing records. The [Key Contacts Guide to the Supplier Database](#) has also been updated.

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

5. AP Part 2: Matching, Amending and Foreign Invoices, Tuesday 9th April, 09h30

This course builds on the knowledge gained in AP Part 1. Delegates learn how to match invoices to purchase orders, add in freight charges and process invoices from other departments. The course also covers international payments including accounting for VAT and foreign currencies, month end procedures and AP Reporting. For more details and to book a place see: <https://www.training.cam.ac.uk/fin/event/2652057>

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

6. Office Furniture – Amaryllis Ltd

Procurement Services have been informed today that the furniture supplier, Amaryllis Ltd., has gone into liquidation.

As a result they will be deactivated for Purchasing on CUFS.

Anyone with outstanding orders will be contacted directly by Procurement.

Issued by [Murray Papworth](#) - Procurement

7. Reminder: 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.

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

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

8. Reminder: 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 – Completed on Wednesday 17th April as usual for payment on Tuesday 23rd April (instead of Monday 22nd April)
- 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 – Completed Thursday 18th April as usual for payment on Wednesday 24th April (instead of Monday 22nd April)

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

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

9. Monthly Accounting Timetable

To view the [status of the monthly process](#) including the month end close dates please use the following link: [Accounting Timetable](#)

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