

Weekly Bulletin No. 767, Week Commencing Monday 22nd April 2019

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1. CUFS AR Invoices for Homerton College #5675

We have received a notification from Homerton College that all invoices should now be submitted with a valid Purchase Order number electronically to HOMinvoices@homerton.cam.ac.uk. The new purchase order number will be in a 10 digit alpha numeric format i.e. HOM0000001. Any invoices submitted without a valid Purchase Order number will take longer to process and pay.

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

2. Financial Users Group - Friday 26th April

The next Financial Users Group (FUG) will be held at 9.30 am on Friday 26th April the Wolfson Lecture Theatre, Chemistry.

The FUG is open to all administrators and accounts staff in the University, and is of great value in good communications and the spread of good practice.

The agenda is available to [download here](#)

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

3. Trust Fund Managers Guidance

As part of the findings of the Internal Audit Departmental Survey, Departments are reminded about the resources that are available to provide guidance on Trust Fund management responsibilities.

Included on the Finance Division website, is a [Trust Fund Managers' Guide](#), which provides essential practical information that all fund managers and administrators should be familiar with. The last page of the guide also includes additional practical notes for administrators in supporting their Fund Managers and supplements [Chapter 13](#) of the Financial Procedures Manual.

Departments are encouraged to forward this Trust Fund documentation to all the Fund Managers within their department. If you have any questions regarding Trust Funds, please do not hesitate in contacting [Central and Research Accounting](#)

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

4. Insurance Website – Notice of Change

The Finance Division's Insurance website is being updated on Wednesday, 24 April. The new address is www.insurance.admin.cam.ac.uk and will be live as soon as the update is complete.

Any links and/or bookmarks to the former site (admin.cam.ac.uk/office/insurance) will be *invalid*. Redirects are being put in place to the new site if an old link is used. However we strongly advise people to check any personal bookmarks they have and update them. This is particularly important if you rely on saved links to *documents* based on the original site. Please ensure these are accessed via links on the new site to guarantee you have the latest versions.

Please could you pass this information on to anyone you think may need to be made aware of this, especially those who have responsibility for maintaining your webpages, documentation etc. Once the new site is live, you may need to check and update any bookmarks, templates or other communications that you have or share which may feature links to existing Insurance content.

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

5. CHRIS/22 New Starter Form

The CHRIS/22 form has been updated on the [forms bank](#) and now includes questions relating to the new Post Graduate Student Loan. Please ensure this new version is used with immediate effect and destroy any old versions of the form you may hold.

Issued by [Alexsis Dicken](#) - Payroll

6. P11d Returns 2018/19

The deadline for P11d returns passed on the 12th April. Please ensure returns are made to the payroll section urgently if you have not done so already, even if you have a nil return.

Issued by [Alexsis Dicken](#) - Payroll

7. Finance Training Courses

Cognos Refresher
Mon 29 Apr, 14h00

This course is aimed at users who would like to refresh their Cognos skills. It covers the functionality of Cognos and **not** report output. There is no strict format and delegates can request specific topics to be covered, such as setting up own preferences, folders, home page and report scheduling or creating saved parameters for reports. For more details and to book a place, please see: <https://www.training.cam.ac.uk/fin/event/2652211>

iProcurement Part 2: Month End processes in the Buyers Work Centre
Tue 30 Apr, 14h00

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/2652289>

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

8. Conference Organisers And Delegates

It has been highlighted over the past weeks that conference speakers are being targeted by telephone by a company called Business Travel Management. They are accessing public information on speakers from University or other websites and gaining contact details through search engines. They are purporting to be involved with arranging accommodation for delegates attending conferences and events at the University. We are lead to believe the company makes false and fraudulent claims about the conference, designed to obtain credit card information from delegates for hotel reservations. Please be aware this is a scam and extreme caution should be exercised by delegates when being contacted by this company.

A 'Google search' will identify a number of search results of other institutions who have experienced difficulties.

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

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](#)

[Bulletin Archive](#)