

# Weekly Bulletin No. 774, Week Commencing Monday 10th June

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## 1. Java upgrade on Monday 17th June

You may be aware that the University Finance System (UFS) – Oracle Financials, utilises Java to support access to certain functionality. For those who use CUFS it is necessary to upgrade Java to version 1.8.0\_211 to maintain adequate security protocols. If you work within an area that is supported by the University Information Services (UIS) this update will take place on **Monday 17th June** – if you experience any issues in logging on to or using CUFS on or after this date please contact UFS Enquiries: [ufsenquiries@admin.cam.ac.uk](mailto:ufsenquiries@admin.cam.ac.uk) for help.

If you work elsewhere in the University your Computer Officer will manage this transition, if it has not already been actioned. If you experience any problems logging on to CUFS, related to Java, please do speak to your Computer Officer in the first instance.

If you have any queries about this communication please contact FSG System Support: [fsg.system.support@admin.cam.ac.uk](mailto:fsg.system.support@admin.cam.ac.uk)

Issued by [Jo Hall](#) - Head of Financial Systems



## 2. Supplier Update

We have been advised that STP Office Supplies Ltd has changed their trading name to Bluefish Office Products Ltd T/A STP effective 1st June 2019

The central finance team is making the relevant changes to the supplier database, CUFS and Marketplace so no further action is required by users.

Issued by [Janice Sutton](#) - e-Procurement Manager and [Chris Patten](#) - Head of Accounting Services



## 3. Annual Cash Holdings return due for 30th June 2019

As preparation for the University's annual audit departments are reminded that they are required to submit a Cash Holding return itemising items such as advances, petty cash and float balances as at 30th June 2019. The return can be [downloaded here](#)

Completed forms (including NIL returns) should be returned to the Finance Division by Friday 19 July 2019 marked for the attention of the Cashiers either by UMS or by email (PDF) to [UFSCashier@admin.cam.ac.uk](mailto:UFSCashier@admin.cam.ac.uk).

Issued by [Andrew Weatherley](#) – Manager Accounts Payable, Receivable and Cash Management



## 4. Deposit Account – Interest Payment & Emailed Enforced Movement Letters

### **Deposit Account**

Please note Deposit Account interest has been credited for May 2019 in CUFS

### **Enforced Movements**

As part of monthly monitoring the Treasury & Investments team have carried out deposit movements to correct debit balances on Sources of Funds. Affected departments will receive documentation indicating which accounts have been adjusted.

### **Emailed Enforced Movement Letters**

Departments will now receive enforced movement letters via email. If these are being received by the incorrect contact or you have not received a notification you were expecting, please contact Treasury & Investments.

### **June 2019 Deposit Account Interest**

Please ensure deposit movements for June 2019 have been processed by the close of 4th July 2019, and that overdrawn accounts have had funds taken off deposit by this time to avoid delays in crediting June's Interest.

### **Cambridge University Endowment Fund – Distribution**

#### **Distribution May 2019**

Please note that the Cambridge University Endowment Fund (Amalgamated Fund) distribution for May 2019 has been processed in the May 2019 CUFS period at 207.72p per unit per annum.

**Queries:** Any queries should be addressed to Scott Maclaren, Treasury & Investments Finance Division, Ext 64216

Issued by [Scott Maclaren](#) - Treasury & Investments



## 5. Year-end Seminars and a Workshop for New Users

These seminars, organised by the Finance Division, kick off on 18th with the first Non Schools/UAS/General one at Greenwich House. The aim is to provide additional support for the year end. Apart from highlighting changes and areas of concern, they provide an opportunity to address any year-end process issues. Please refer to last week's bulletin (#772) for dates or to

this [item](#) on the year end webpage.

**Year-end instructions** for 2019 are available from the Finance Division website at <https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-11-year-end-instructions>

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



## 6. Finance Training Courses

<b>AR Part 2: Adjustments and set up in Accounts Receivable</b> Tue 18 Jun, 09h30	This course covers how to make corrections to sales invoices and receipts as well as more on foreign currencies and banking procedures. It will also guide you through month-end requirements and a variety of set-up tasks for your department to ensure that you get the most out of the system. For more details and to book a place, please see: <a href="https://www.training.cam.ac.uk/fin/event/2652021">https://www.training.cam.ac.uk/fin/event/2652021</a>
<b>How to Excel 3</b> (for Finance Staff) Wed 19 Jun, 13h00	This is a course for advanced Excel users, and follows on from the other Excel courses. It covers more advanced formulas and macros, using the recorder and VBA tools. It's only for finance staff who have completed both sessions of How to Excel, or have similar knowledge. There is a pre-course task that must be completed. For more details and to book a place, please see: <a href="https://www.training.cam.ac.uk/fin/event/2651935">https://www.training.cam.ac.uk/fin/event/2651935</a>
<b>Cognos Refresher</b> Thu 20 Jun, 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. Content includes setting up your own preferences, folders, home page and scheduling or creating saved parameters for reports. For more details and to book a place, please see: <a href="https://www.training.cam.ac.uk/fin/event/2652349">https://www.training.cam.ac.uk/fin/event/2652349</a>

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



## 7. Webinar: Welcome to Key Travel, Wednesday 12 June, 10h00

This webinar, run by Key Travel (the University's preferred travel supplier), provides a brief overview of the support offered for your travel booking needs, how to get the best out of their *Online Booking Tool* and the possible savings that can be achieved. For more details about this one hour webinar and to book a place, see <https://www.training.cam.ac.uk/fin/event/2913746>.

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



## 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](#)