

Weekly Bulletin No. 775, Week Commencing Monday 17th June

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1. Java upgrade on Monday 17th June

As previously issued, 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 has taken place **TODAY** – if you experience any issues in logging on to or using CUFS please contact UFS Enquiries: 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

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



2. Cambridge University Endowment Fund – Reminder of Purchases & Sales Deadline

Purchases & Sales as at 30th June 2019

Please note that the deadline for purchase & sale requests for internal departments is 5pm on Monday 17th June. Could all departments make sure requests are received by Treasury & Investments by this time.

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

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



3. Travel Insurance Changes

With effect from the 1st August 2019 Chubb will take over from RSA as the University's travel insurance provider. The level of coverage provided will be very similar, however the main differences are:

- Excess for baggage, money, cancellation, curtailment and rearrangement costs will increase from £50 to £100;
- Accidental loss or damage to mobile phones, devices or laptops will be excluded;
- Cover for longer trips made by persons aged 75 and over (was previously 80) may be available on application and completion of a medical questionnaire.

Trips will be covered as follows:

- All trips finishing on or before 31 July are covered by RSA under the existing policy.
- All trips starting on or after 1 August will be covered by Chubb.
- Trips starting before 1 August and finishing on or before 31 August will be covered by RSA as an extension of the existing policy.
- Trips starting before 1 August and finishing on or after 1 September will be automatically migrated from RSA to Chubb on 1 August.

Travellers do not need to re-register already declared trips. The migration will be done automatically by the University Insurance Section and Chubb. Chubb will notify travellers of the changes. There is no special action required on travellers' behalf.

- RSA trips should be declared on the University's systems as usual, at <https://www.insurance.admin.cam.ac.uk/travel-insurance/application-process>.
- Chubb trips can continue to be declared on the University's systems as usual or – from 1 July when it goes live – on Chubb's own web portal.

Further information, updated FAQs and the link to Chubb's own web portal will be made available via the [Insurance website](#) shortly.

Issued by [Adrienne Walters](#) - Insurance Advisor



4. System Availability - Tuesday 18th June

The CUFS system and will be unavailable during the vulnerable period of 6am to 9am on Tuesday 18th June.

This time will be used for system maintenance.

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



5. UFS Audit Dead Line -Wednesday 19th June

The Users and Responsibilities audit reports have been issued to all department [Key Contacts](#).

We would like to thank all the Key Contacts that have completed the audit.

For those departments that have not replied, the deadline for returns is **Wednesday 19th June**.

The UFS audit is a requirement of our external auditors and is to ensure that the appropriate level of access is assigned to UFS users.

Issued by [Lesley Dent](#)- System Administrator



6. Marketplace Unavailable evening of 20th June 2019

Please be advised of the forthcoming planned maintenance scheduled to take place on the Marketplace on **Thursday 20th June 2019** from 18:30 to 20:30.

Please ensure that all transactions on Marketplace are completed ahead of this time. Advanced apologises for any inconvenience this may cause.

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



7. Cromwell Tools Marketplace Disconnection

It has been decided to disconnect the Marketplace connection with Cromwell Tools, while they undertake a catalogue review. The disconnection will come into effect from Friday 21st June.

Orders can still be placed with Cromwell Tools via the usual non-catalogue route.

If you have any questions please contact procurement.services.enquiries@admin.cam.ac.uk

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



8. Finance Training Courses

How to Excel 3 (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: https://www.training.cam.ac.uk/fin/event/2651935
Cognos Refresher 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: https://www.training.cam.ac.uk/fin/event/2652349
AP Part 2: Matching, Amending and Foreign Invoices	This course builds on the knowledge gained in AP Part 1 and is aimed at departmental staff who process supplier invoices. Delegates will learn

<i>in Accounts Payable</i> Wed 26 Jun, 09h30	how to match invoices to POs, add in freight charges and process invoices from other departments. International payments, including accounting for VAT and foreign currencies, will be covered, as well as month end procedures and AP Reports. For more details and to book a place see: https://www.training.cam.ac.uk/fin/event/2652067
Grants Part 4: Administration of Grants in CUFS Thu 27 Jun, 09h30	This course covers not only the essential Grants month end processes such as timesheets input and suspense account clearance but, also guides you through how to correct grant transactions and rectify funds check failures. For more details and to book a place, please see: https://www.training.cam.ac.uk/fin/event/2652267

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



9. Year End Seminars

Event	Date	Location	Contact
Non schools / UAS/General	Tue 18 Jun, 12h00	Cairo, GH	Catherine Bentham & Elizabeta Moss
Technology and Physical Sciences	Tue 18 Jun, 14h00	Seminar Room B 17 Mill Lane<	Dan Greenfield & Joel Brand
Biological Sciences	Wed 19 Jun, 14h00	Seminar Room B, 17 Mill Lane	Adam Durrant
Arts and Humanities	Thu 20 Jun, 10h30	Rm S7, 17 Mill Lane<	Lin Cheng
Humanities and Social Sciences	Fri 21 Jun, 10h00	Seminar Room, Mond Bldg Free School Lane	Deana Robinson

The aim of these seminars, organised by the Finance Division, 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 contact the relevant school if you are unable to attend your own school event.

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



10. 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](#)