

From: UFS Communications
Sent: 15 April 2020 16:53
Subject: COVID-19 Finance Departmental Guidance Issue 16
Attachments: AP BACS information and Cheques (Depts) v1.docx

Dear All

Please find today's round up of news from the Finance Division. Key Contacts are asked to share with staff in their areas.

- [Finance User Group - Friday 17th April at 10am \(please note the changed time\)](#)
- [Procurement – reminder re deliveries to home addresses](#)
- [AP: Procedures for converting cheque payments to BACS payments](#)
- [CUFS vulnerable period – Thursday 16th April](#)
- [Technical update](#)

This information is also available from the [Finance Division website](#). However, if you have any additional queries please do continue to contact the Help Desk on 01223 (7)65999 or at UFS_enquiries@admin.cam.ac.uk

COVID-19
FINANCE DEPARTMENTAL GUIDANCE – ISSUE 16
15th April 2020

Finance User Group - Friday 17th April at 10am (please note the changed time)

Due to the unprecedented times, we will hold the meeting via Microsoft Teams. Please use the link below to join the meeting on the 17th April. Please use the links below for the agenda for guidance on how to setup Teams if you have not done so already.

- [Join FUG Meeting](#) using Microsoft Teams
- [FUG Agenda](#)

This meeting will be up to one hour long and the majority of the time allocated will be for questions and answers. Please submit any questions / topics you may want covering prior to

the meeting, to enable us to manage these effectively, by emailing michelle.bond@admin.cam.ac.uk . We look forward to seeing you in Teams and answering any questions you may have.

Procurement – a reminder re deliveries to home addresses

When raising purchase orders for the delivery of items to alternative or home addresses users are reminded of the need to be careful and to please check beforehand that the supplier can accommodate this and **only raise non-catalogue orders** that detail the alternative address (please see [previous guidance](#)). It is frustrating for suppliers, especially during these difficult times, to arrive at University buildings to find that they are closed . Not only does this mean that they are unable make the delivery but the associated increased handling is resulting in increased demands on their own workforce.

AP: Procedures for converting cheque payments to BACS payments

As previously advised no further cheques runs will be produced given the issues of producing, posting, receiving and banking of them. Instead the Finance Division will manage the process of paying all supplier types by BACS. Attached are the procedures relating to:

- Setting up new and existing trade suppliers for BACS payments
- Setting up new and existing individuals and students so we can pay them by BACS
- What to do if a payee has not received or, is unable to bank , their previously issued cheque

These procedures are especially relevant to departments who are not currently using Shared Services for their processing.

CUFS vulnerable period – Thursday 16th April

The CUFS system will be unavailable during the vulnerable period of 6am to 9.30am on Thursday 16th April. This time will be used for system maintenance.

Technical update

- Firefox Quantum ESR 68.x on macOS Catalina is now certified with EBS 12.2 and 12.1
- Oracle E-Business Suite Release 12 (12.2.4 or higher and 12.1.3) is now certified with the Mozilla Firefox Quantum Extended Support Release (ESR) 68 browser on macOS Catalina (10.15).

See the [Guidelines for Supported Browsers](#) for more details

Sent to UFS Email Distribution Group and the UFS Key Contacts email Group

* For All queries regarding this UFS communication or if you have a problem with the format please email UFS_enquiries@admin.cam.ac.uk