1. Marketplace: Routine Maintenance

Please be advised that the Marketplace will be unavailable between 6.30pm and 8.30pm on Thursday 9th March 2017 to allow for scheduled maintenance.

We apologise for any inconvenience caused.

Issued by Heather Twinn - Procurement Services

2. Finance User Group Meeting (FUG) - Wednesday 8th March

The next Finance User Group Meeting on Wednesday 8th March at 9.30 am. 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.

Please note that the meeting is at the Isaac Newton Institute for Mathematical Sciences, Clarkson Road, CB3 0EH. (Click here for directions).

We look forward to seeing you there.

Issued by Lesley Dent - System Administrator

3. LYRECO (Medically Exempt Purchases)

We are experiencing a significant number of e-invoices which are being held in our Interface due to VAT rate variances. The issue is that Purchase orders (usually for stationery items) are being raised with a VAT rate of medically exempt (Med0%) but sometimes the items do not qualify, so the supplier is issuing them with the SR20% VAT rate.

In order to avoid this happening, please review the Medically Exempt Purchases link below to ensure you are using the correct rate when raising Purchase orders:

Medically Exempt purchases

Issued by Andrew Weatherley - Manager Accounts Payable, Receivable and Cash Management

4. 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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