1. Marketplace Availability Thursday 7th September 2017

Please be advised that there will be a period of maintenance between 6.30pm and 8.30pm on Thursday 7th September 2017 to allow for a scheduled update. We apologise for any inconvenience caused.

Issued by Janice Sutton eProcurement Manager

2. 2017 Year-end checklist - Important tasks/deadlines for this week

No particular tasks or deadlines this week, but departments are reminded that within General Ledger:

- Mon 4 Sep: the final ICC (Indirect Cost Contribution) overhead journal will be posted
- Tue 5 Sep: 3rd Interim Departmental Summary Report will be issued
- Thu 7 Sep: final Trust Fund Statement as at 31 July will be distributed
- Fri 8 Sep: year-end income and expenditure totals by sources of funds and cost centre will be rolled forward, in accordance with University policy

All enquiries should be directed by email to the relevant module Helpdesk. The full checklist can be viewed on page 3 of the Year End procedures.

Issued by Karen Sheldon, Finance Training

3. Marketplace - New supplier for Batteries

The following catalogues will be available from today on the Marketplace from ALLBATTERIES UK LTD for Electronic Components, Tools & Fixings, Test & Measurement and Batteries (NUWPC Framework). The new catalogue is only for Batteries.

Issued by Heather Twinn - e-Procurement Administrator

4. First Steps in Procurement - last call for applications

Anyone who is interested in the University's First Steps in Procurement course starting in September are encouraged to register their interest on the booking system and then complete and return the application form https://www.training.cam.ac.uk/fin/event/2081623 by Wednesday 6 September 2017.

This course is an introduction to procurement and would be beneficial for any staff involved in the purchasing or control of stock. If you have any questions please contact Helen Parker helen.parker@admin.cam.ac.uk

Issued by Helen Parker - Finance Training

5. Places still available on Cognos and GL courses next week

Wed 13 Sep   Getting started in Cognos
This master class is designed to get existing CUFS users going with the reporting tool. It covers everything from running a report successfully as well as a number of useful tips and shortcuts. For more information and to book a place please see https://www.training.cam.ac.uk/fin/event/2214991

Thu 14 Sep   GL1: Getting started in the General Ledger module
This course enables users to learn the basics of how the General Ledger module works, how to run online account enquiries and how to
process journals. For more information and to book a place please see https://www.training.cam.ac.uk/fin/event/2214995

Issued by Karen Sheldon - Finance Training

6. 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