Weekly Bulletin No. 688, Week Commencing Monday 25th September 2017

1. Marketplace Availability

Please be advised that there will be a period of maintenance between 6.30pm and 8.30pm on Thursday 28th September 2017 to allow for a scheduled release. During this time the Marketplace will not be available.

We apologise for any inconvenience caused.

Issued by Janice Sutton - eProcurement Manager

2. Finance User Group (FUG) - Wednesday 27th September

The next Finance User Group meeting is at 9.30 on Wednesday 27th September, Department of Chemistry

The agenda will soon be available from Finance User Group Papers

Everyone is welcome and we look forward to seeing you there.

Issued by Michelle Bond - Lead Functional Analyst

3. 2017 Year-end checklist - Important deadline for this week

w/c 25 Sep

<table>
<thead>
<tr>
<th>Module</th>
<th>Task/deadline</th>
<th>Date</th>
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<tbody>
<tr>
<td>ALL DEPTS</td>
<td>Return signed year-end certificate(s) via Finance Manager.</td>
<td>Fri 29 Sep</td>
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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 Christine Rogerson - Finance Training

4. Marketplace - Brosche Direct

With effect from 30 September Brosch Direct will no-longer be a Marketplace supplier as they have decided to terminate their contract with Science Warehouse; it will still be possible to place non-catalogue orders.

Issued by Fern McCall - Senior Category Manager/Deputy Head of Procurement

5. AAT Alumni Event - Cyber Security

Across the university and associated bodies we have many members of staff who have previously studied AAT or are currently studying. We have set up an alumni group specifically for these AAT qualified/part qualified staff as a way to maintain the connection and to support their continued development. The next meeting with the focus on cyber security is on 11 October and there are still a few places left.

Protecting the University's assets, intellectual property and information against cyber security threats is a complex, evolving task. Cyber-attacks can result in data loss, reputational damage, fines and other types of financial loss. To help protect the University against these
risks, University Information Services (UIS) is overseeing a major programme to improve cyber security levels across the University. Kieren Lovell, is the Head of the University's Computer Emergency Response Team and will speak about how we manage our security in the University and what steps we can take to protect ourselves.

Please book a place using the link https://www.training.cam.ac.uk/fin/event/2161448

Issued by Helen Parker - 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

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