1. **System Availability: Tuesday 21st November**

The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Tuesday 21st November, this time will be used for system maintenance.

Issued by Michelle Bond - Lead Functional Analyst

2. **Marketplace availability: Thursday 23rd November 2017**

Please be advised that there will be a period of maintenance between 6.30pm and 8.30pm on Thursday 23rd November 2017 to allow for a planned scheduled release.

Issued by Janice Sutton - eProcurement Manager

3. **Grants 4 course: Administration of Grants in CUFS**

Do you need to clear suspense accounts or transfer expenditure in the Grants module? This course on Thu 30 Nov covers the day to day and month end transactions that need to be completed using a variety of tools in CUFS.

For more details and to book online, [https://www.training.cam.ac.uk/fin/event/2215154](https://www.training.cam.ac.uk/fin/event/2215154).

Issued by Christine Rogerson - Finance Training

4. **Help shape your compliance training**

Finance Training is looking for volunteers to explore our proposed new Bribery Act online course before its release in the new year. We are looking for people to access the course during December, evaluate the content and feedback any observations/opinions. Please contact helen.maffin@admin.cam.ac.uk to take part.

Issued by Helen Maffin - Finance Training

5. **First Steps in Procurement deadline - Thursday 23rd November**

This course will be beneficial for any staff involved in the purchasing or control of stock. It will introduce the techniques necessary to streamline ordering, supplier sourcing and management of the physical stock and is an excellent introduction to the study of procurement. Anyone interested will need to register interest and complete an application form [https://www.finance.admin.cam.ac.uk/training/professional-qualification/cips/first-steps-procurement](https://www.finance.admin.cam.ac.uk/training/professional-qualification/cips/first-steps-procurement)

Issued by Helen Parker - Finance Training

6. **Off Payroll Worker Briefing – new date**

A new date of Tue 5 Dec 14:00 -15:30, is now available for this briefing. Suitable for anyone who is involved in buying in services (and where not employing someone via CHRIS), the session will explain the procedures and guidelines that have been implemented since the
April 2017 legislation change regarding off payroll workers. For more details and to book online please go to https://www.training.cam.ac.uk/fin/event/2228069.

Issued by Karen Sheldon - Finance Training

7. 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