

# Weekly Bulletin No. 712, Week Commencing Monday 19th March 2018

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## 1. CUFS Potential Disruption To Concurrent Request Processing

Users may experience a brief delay in processing of requests and reports in UFS at at 3pm on Friday 23rd March, and in the morning of Monday 26th March, and may see a warning saying there are no active managers.

The delay is expected to take no more than 10 minutes, and your requests will complete as normal after this time, there is no need to submit the request again.

This is as a result of essential maintenance work being carried out by our UIS colleagues.

We apologise for any inconvenience caused, and thank you for your patience.

Issued by [Paul Humphreys](#) – Functional Analyst

## 2. Reminder - Cognos Datamart Weekend Updates

The Cognos datamarts will not be updated over the weekends of 17th / 18th March and 24th / 25th March.

On Monday 19th March Cognos will be as at 3:30 pm on Friday 16th March. On Monday 26th March Cognos will be as at close of business on Thursday 22nd March. Between these dates the datamarts will update as normal.

This is to allow for essential maintenance to be carried out by our UIS colleagues.

Issued by [Paul Humphreys](#) – Functional Analyst

## 3. Cambridge University Endowment Fund – Reminder of Purchases & Sales Deadline

### Purchases & Sales as at 31st March 2018

Please note that the deadline for purchase & sale requests for internal departments is 5pm on Monday 19th March. Could all departments make sure requests are received by Treasury & Investments by this time. Requests should be sent to [treasury@admin.cam.ac.uk](mailto:treasury@admin.cam.ac.uk)

**Queries:** Any queries should be addressed to: [treasury@admin.cam.ac.uk](mailto:treasury@admin.cam.ac.uk), Scott Maclaren, Ext 64216.

Issued by [Scott Maclaren](#) - Treasury and Investment Accountant

## 4. Changes to review process to Trade Supplier set up

Following on from communication at FUG meeting 9th March and communication guidance sent out to all current supplier database users, effective 26th March 2018, departments will be expected to provide Companies House screenshot and VAT number evidence to support their online trade supplier requests.

Any questions or requests for further information contact: [CPO.suppliers@admin.cam.ac.uk](mailto:CPO.suppliers@admin.cam.ac.uk)

Issued by [Janice Sutton](#) - eProcurement Manager

## 5. iProcurement: Use of SHIP-TO addresses

We would like to remind all iProcurement users that when selecting a *SHIP-TO* address at checkout, they must only use codes that match that of the responsibility they are working in (i.e. *AG* for Finance Division must only pick addresses with codes starting *AG*). Using a code outside of the current responsibility will result in problems later in the process, such as receipting. If you need to use an address outside of your responsibility's list, your Departmental Key Contact must contact the UFS helpdesk on [UFS\\_PO@admin.cam.ac.uk](mailto:UFS_PO@admin.cam.ac.uk) with the details so the address can be added as an option.

Posted by [Helen Maffin](#) - 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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