

Weekly Bulletin No. 716, Week Commencing Monday 16th April 2018

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1. Marketplace Availability - Thursday 19th and Monday 23rd April

The Marketplace platform will be unavailable between 6.30pm and 8.30pm on Thursday 19th April 2018 and Monday 23rd April to allow for scheduled releases

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

2. Financial User Group (FUG)- Friday 20th April

The next [Financial User Group Meeting](#) is on Friday 20th April at 9.30 am in the Sainsbury Laboratory, Bateman Street.

Refreshments will be available from 9 am but cannot be taken in to the theatre.

Directions: The entrance to SLCU is located at 47 Bateman Street and shares a driveway with St Marys Art Centre. Head up the driveway and press the button on the black gates to call reception, who will let you onto our site. Once through the gate, turn left up the second driveway and the lab will appear on your right hand side. There are bike sheds next to the main building, but no parking besides two disabled spaces.

- [Click here for map](#)
- [Click here to download the agenda.](#)

This is an open meeting and we look forward to seeing you there.

Issued by [Michelle Bond](#) – Lead Functional Analyst

3. Marketplace Update

Science Warehouse, our Marketplace provider has recently been acquired by Advanced. Science Warehouse is currently going through a swift transition to adopt the Advanced name and branding.

The main change for the University effective from mid May is that the landing page (after clicking on the Marketplace link in CUFS) will be different. Look out for further information and communications in forthcoming weeks.

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

4. CUFS Downtime from 5pm Friday 27th April to Monday 30th April 2018

As announced previously at the Financial User Group meetings a project is nearing completion to change the CUFS hardware.

The project will complete with CUFS downtime and the system will be unavailable from 5pm Friday 27th April to Monday 30th April 2018. Access will be restored on the morning of Monday 30th April.

Further communications will be issued nearer the time.

Should you have any queries about this project please contact Michelle.Bond@admin.cam.ac.uk

Issued by [Michelle Bond](#) – Lead Functional Analyst

5. Finance Training Courses

AR Part 2: Adjustments and set up in Accounts Receivable

Tue 24 Apr, 09h30

This course covers the essentials for keeping your AR accounts in order. In addition to showing you how to make corrections, receipt foreign currencies and run month/year-end reports, you will be shown how to save time by setting up memo lines, sales persons and receivable activities for your department. For more details and to book a place, see: <https://www.training.cam.ac.uk/fin/event/2215855>

Cognos Refresher

Tue 24 Apr, 14h30

This course is aimed at those who would like to sharpen up rusty Cognos skills. It showcases the functionality and flexibility of Cognos, and covers setting up preferences, home pages and folders. Also included is scheduling reports to be emailed to yourself or a colleague on a regular basis. *Report outputs are **not** part of this course.* For more details and to book a place see:

<https://www.training.cam.ac.uk/fin/event/2215490>

Grants Part 3: Viewing Grants in CUFS

Wed 25 Apr, 13h00

This course aims to provide an understanding of the Grants module in CUFS, its language and interactions with the rest of the finance system. The course covers viewing individual set up of projects and awards, checking budgets, performing on-line queries and running CUFS reports. For more details and to book a place, see:

<https://www.training.cam.ac.uk/fin/event/2229528>

Issued by [Christine Rogerson](#) – Finance Training

6. Deposit Account – Interest Payment & Emailed Enforced Movement Letters

Deposit Account

Please note Deposit Account interest has been credited for March 2018 in CUFS

Enforced Movements

As part of monthly monitoring the Treasury & Investments team have carried out deposit movements to correct debit balances on Sources of Funds. Affected departments will receive documentation indicating which accounts have been adjusted.

Emailed Enforced Movement Letters

Departments will now receive enforced movement letters via email. If these are being received by the incorrect contact or you have not received a notification you were expecting, please contact Treasury & Investments.

April 2018 Deposit Account Interest

Please ensure deposit movements for April 2018 have been processed by the close of 4th May 2018, and that overdrawn accounts have had funds taken off deposit by this time to avoid delays in crediting April's Interest.

Cambridge University Endowment Fund – Distribution

Distribution March 2018

Please note that the Cambridge University Endowment Fund (Amalgamated Fund) distribution for March 2018 has been processed in the March 2018 CUFS period at 192.56p per unit per annum.

Queries: Any queries should be addressed to: Scott Maclaren, Treasur & Investments, Finance Division, Ext 64216

Issued by [Scott Maclaren](#) – Treasur & Investments

7. iProcurement: Marketplace time-out tip

If you're one of the users experiencing frustration when timed-out whilst ordering on Science Warehouse, please don't forget the CUFS *saved basket* functionality.

Once you have added items to a basket, before checking supplier websites, answering the phone or being led away from task in hand, click on *View basket*. Then select *Add this basket to a saved basket*. Once you have named and saved the new basket, the items you

have already selected will be listed and you can add new items as required, before checking out. This is a quick way to retrieve items if you get timed out without having to go through the whole search again.

For full details on this functionality, please refer to the *Training website > Documentation & FAQs > iProcurement > Marketplace Favourite Products and Saved Baskets*: https://www.finance.admin.cam.ac.uk/files/iproc_mp_fvsb.pdf or <http://sms.cam.ac.uk/media/1845941> for movie guide.

Issued by [Helen Maffin](#) - Finance Training

8. 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](#)