

Weekly Bulletin No. 719, Week Commencing Monday 7th May 2018

1. [Marketplace Availability - Evening of Wednesday 9th May 2018](#)
2. [Marketplace News Homepage Update - Morning of Wednesday 9th May 2018](#)
3. [System Availability - Thursday 10th May](#)
4. [UPS System Issues](#)
5. [GL Part 2 - Reporting in the General Ledger Wednesday 16 May, 09h30](#)
6. [Year-end seminars and workshop](#)
7. [Carbon Reduction Commitment \(CRC\) levy charges from August 2017 to April 2018](#)
8. [Monthly Accounting Timetable](#)

1. Marketplace Availability: Evening of Wednesday 9th May 2018

Please be advised of the forthcoming planned maintenance scheduled to take place on the **evening of Wednesday 9th May** between 6:30pm to 8:30pm.

The Marketplace will be unavailable to users during this time period

Issued [Janice Sutton](#) – eProcurement Manager

2. Marketplace News Homepage Update: Morning of Wednesday 9th May 2018

Further to CUFS bulletin notice of 16th April, the homepage for the Marketplace will be changing on 9th May.

The main change is the appearance of the Marketplace first homepage and for the user the location of the Dell, Insight, XMA and Academia and Heffers/Blackwells punch-outs and the Oligo ordering button on the webpage.

Please familiarise yourselves with the visible changes [here](#):

Issued [Janice Sutton](#) – eProcurement Manager

3. System Availability - Thursday 10th May

The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Thursday 10th May, this time will be used for system maintenance.

Issued by [Lesley Dent](#) - System Administrator

4. UPS System Issues

There have been several issues with the UPS system in the last week which have resulted in the system not returning values when using the search functions.

Broadly, if the search function is used UPS should return values, even if it is not the details of the individual being searched for. If no details are returned in the search fields please check with the CHRIS Helpdesk to make sure the system is running correctly. They will then be able to log any issues and advise when the system will be available again.

Issued by [Alexisis Dicken](#) – Payroll Section

5. GL Part 2: Reporting in the General Ledger Wednesday 16 May, 09h30

This course is aimed at staff who are involved in managing departmental funds. Delegates are guided through running General Ledger reports from Cognos and CUFS. In addition, assistance is given to interpreting the reports. For more details, and to book a place: <https://www.training.cam.ac.uk/fin/event/2215533>

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

6. Year-end seminars and workshop

An early notification of the proposed YE seminar dates for diarising. No booking is required **except** for the new user workshop. There are two general sessions, the rest are school specific. Questions and topics for discussion can be submitted in advance via your School Finance advisor.

Date	Target audience	Venue
Wed 13 Jun 09h30 – 10h30	Clinical School <i>accounts staff only</i>	CAB Lecture Theatre, Clifford Allbutt Bldg, Clinical Schools
Thu 14 Jun 11h00 -12h30	School of Arts and Humanities <i>accounts staff only</i> <i>Includes Accounts forum</i>	Rm S7, 17 Mill Lane
Mon 18 Jun 10h30 – 11h30	Non schools / UAS/General	Seminar Room B, 17 Mill Lane
Tue 19 Jun 14h00 – 15h00	School of Biological Sciences <i>accounts staff only</i>	Seminar Room B, 17 Mill Lane
Thu 21 Jun 10h00 – 11h00	School of Humanities and Social Sciences	Meeting room A 17 Mill Lane
Fri 29 Jun 10h00 – 11h00	School of Technology and Physical Sciences <i>accounts staff only</i> <i>Will be followed by Accounts Forum</i>	Lecture Room 5 8 Mill Lane
Fri 13 Jul 11h00 – 12h00	General (post FUG)	Todd-Hamied Rm, Chemistry

Year-end workshop for new users

	A fuller look at the year-end requirements. This workshop runs through each finance module, highlighting what needs to be actioned and completed.	
Tue 10 Jul 09h30 – 12h30	Bookings for this event can be made at: https://www.training.cam.ac.uk/fin/event/2215867 . If the course is full, please use the <i>register your interest</i> facility, as another session(s) will be set up if there are sufficient numbers.	Heidelberg Room Greenwich House

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

7. Carbon Reduction Commitment (CRC) levy charges from August 2017 to April 2018

The Carbon Reduction Commitment (CRC) levy charges from August 2017 to April 2018 have been posted into Departmental accounts in the Apr-18 period, using the transaction code EJFA.

These charges have been calculated using the levy price of 1.4p / kWh.

Any queries should be addressed to [Central and Research Accounting](#).

Issued by [David Cook](#) – Central and Research Accounting

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](#)