

Weekly Bulletin No. 723, Week Commencing Monday 4th June 2018

1. [System Availability - Thursday 7th June](#)
2. [Marketplace Availability - Thursday 7th June](#)
3. [Financial User Group \(FUG\) - Wednesday 6th June](#)
4. [Finance Training courses](#)
5. [Monthly Accounting Timetable](#)

1. System Availability - Thursday 7th June

The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Thursday 7th June, this time will be used for system maintenance.

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

2. Marketplace Availability - Thursday 7th June

Please be advised of the forthcoming planned maintenance scheduled to take place on the Science Warehouse (Advanced) platform on Thursday 7th June: The Marketplace will be unavailable between 6:30pm to 8:30pm.

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

3. Financial User Group (FUG) - Wednesday 6th June

Here is a reminder for the Financial User Group Meeting on Wednesday 6th June at 9.30 at the [Clifford Allbutt Lecture Theatre](#), Cambridge Biomedical Campus.

Refreshments will be available from 9 am but can not be taken in to the lecture Theatre.

The agenda is available [here](#).

Directions to the [Clifford Allbutt Lecture Theatre](#).

Click here for the map of the [Cambridge Biomedical Campus](#)

The Clifford Allbutt Lecture Theatre is located at the front of the Cambridge Biomedical Campus (Addenbrooke's site), when entering from Hills Road.

By bicycle

Upon entering the site, turn right at the main roundabout and the Lecture Theatre is on the left hand side (opposite the staff car park).

By bus

The Universal bus stops outside Outpatients, on the main drive in towards the hospital building. Leave the bus at the stop outside Outpatients, cross the road and walk towards the front of the site, rather than towards the main entrance to the hospital. The path curves round to the left and the Lecture Theatre is on the left hand side (opposite the staff car park).

We look forward to seeing you there.

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

4. Finance Training courses

VAT and the University
Wed 13 Jun, 09h30

Do you need a simple overview of the basics of VAT and how it applies at the University of Cambridge? For more details and to book a place see <https://www.training.cam.ac.uk/fin/event/2215606>

AP Part 2: Matching, Amending and Foreign Invoices in

Accounts Payable Thu 14 Jun,
09h30

For users of AP who have completed AP Part 1: Learn how to match invoices to purchase orders, add in freight charges and process invoices from other departments. The course also covers international payments including accounting for VAT and foreign currencies, month end procedures and AP Reporting.

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

5. 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](#)