

Weekly Bulletin No. 726, Week Commencing Monday 25th June 2018

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1. System Availability - Thursday 28th June

The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Thursday 28th June, this time will be used for system maintenance.

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

2. Marketplace Availability: Evening of Monday 25th June 2018

Please be advised of the forthcoming planned maintenance scheduled to take place on the evening of Monday 25th June 2018 between 6:30pm to 8:30pm.

The Marketplace will be unavailable to users during this time period.

Issued by [Heather Twinn](#) - e-Procurement Administrator

3. BOC - CO2 Shortages

Following on from Friday's email to our purchasing key contacts, BOC have been in contact with individual departments across the University regarding a current CO2 supply shortage in Northern Europe, as the shortage may start to impact all lines of CO2 products.

BOC have advised end users to review contingency plans due to the current supply shortage.

Jaime Dickinson, Research Account Manager at BOC has provided his mobile number in the event you or your colleagues may need to take specialist advice or guidance. Other suppliers can be contacted through your usual channels.

Contact details: Jaime Dickinson, Research Account Manager, Mobile: 07748111441.

Please feel free to circulate this information to colleagues who may not be registered on the purchasing key contacts or purchase working groups distribution lists.

If you would like to be added to the Purchasing Key Contacts or Purchase Working groups distribution lists please let us know via procurement.services.enquires@admin.cam.ac.uk.

List of [purchasing working groups](#)

Issued by [Helen Wain](#) - Head of Procurement, Procurement Services

4. Year-end seminars

No booking required. There will be a short presentation from the Finance Division team and then a session for questions relating to the year-end process.

Date	Target audience	Venue
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. Bookings for this event can be made at: <https://www.training.cam.ac.uk/fin/event/2215867> **NB** Heidelberg Room
Tue 10 Jul 09h30 – 12h30
Number of places increased but if the course is full, please use the *register your interest* facility. 19 July has been provisionally reserved and will be opened for bookings if there is sufficient interest. Greenwich House

[Year-end instructions for 2018](#), as well as complete manual, are available from the Finance Division Policies and Procedures webpage, see Chapter 11.

All enquiries should be directed by email to the relevant module [Helpdesk](#)

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

5. Finance Training courses

iProcurement Part 1: Getting Started in iProcurement
Tue 3 Jul, 09h30
This course provides an introduction to using iProcurement. Although it is also available online, this is a chance to learn how to create requisitions and purchase orders for those people who prefer face to face training. iProc **buyers** must attend **both** sessions. For more details and to book a place see <https://www.training.cam.ac.uk/fin/event/2215691>

GL Part 1: Getting started in the General Ledger
Thu 5 Jul, 09h30
Learn the basics of how the General Ledger works and interacts with rest of the finance system. Consolidate your knowledge of the University chart of accounts. The course also covers how to run online account enquiries and process journals. It is a pre-requisite for GL Part 2, Reporting. For more details and to book a place see <https://www.training.cam.ac.uk/fin/event/2215700>

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

6. Updated FPM7 - Cash and Banking

Chapter 7 of the Financial Procedures Manual in relation to Cash and Banking have been updated to reflect changes in the following areas:

- University Cashier – IPO bank charges now emailed to departments
- Debit and Credit Cards – charges for use or specification of a minimum spend no longer allowed
- Petty Cash – can now be used to reimburse local bus fares
- Bank accounts for staff and visiting Scholars from outside the UK – change of requirements from Barclays .

The Finance Division web pages have been updated accordingly see <https://www.finance.admin.cam.ac.uk/chapter-7-cash-and-banking-procedures>

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](#)