

Weekly Bulletin No. 728, Week Commencing Monday 9th July 2018

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1. Marketplace Availability - Monday 9th July

Please be advised of the forthcoming planned maintenance scheduled to take place on the evening of Monday 9th July between 6:30pm to 8:30pm. The Marketplace will be unavailable to users during this time period.

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

2. System Availability - Thursday 12th July

The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Thursday 12th July, this time will be used for system maintenance.

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

3. 2018 Year-end checklist - Important tasks/deadlines for this week

Per the [checklist](#) on page 5 of the Year End procedures manual, departments are reminded of the following:

Tue 10 Jul	AR/AP/GMS/INV/PO	Action all relevant transactions (<i>Closure of extended June month end</i>)
Wed 11 Jul	FA (and Deposits)	<i>Closure of extended June month end</i>
Thu 12 Jul	GL	Ensure all journals posted (<i>Closure of extended June month end</i>)
Thu 12 Jul	FA	Distribution of Fixed Asset register as at 30 Jun to departments
Thu 12 Jul	PAY	Final date for overtime claims input to GL

[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

4. Reminder for FUG and Year-end seminar - Friday 13 July

The Financial User Group will take place on Friday 13 July followed by the final year end seminar for this year end, in the Todd-Hamied Room, Chemistry at 9.30am, and is open to all. The latest agenda can be found [here](#)

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

5. Deposit Account - June 2018 Deposit Account Movements

Please ensure deposit movements for June 2018 have been processed by the close of 11th July 2018 and not the 12th July as was incorrectly stated in Bulletin 724 (Monday 11th June)

Queries Any queries should be addressed to Scott Maclaren, Treasury and Investments, Finance Division, Ext 64216

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

6. Finance training courses

AR Part 2: Adjustments and set up in Accounts Receivable
Wed 18 Jul, 09h30

This course covers how to make corrections to sales invoices and receipts as well as more on foreign currencies and banking procedures. It will also guide you through month-end requirements and a variety of set-up tasks for your department to ensure that you get the most out of the system.

For more details and to book a place, please go to
<https://www.training.cam.ac.uk/fin/event/2231050>

iProc 2 : Month end processes in the Buyers work centre
Thu 19 Jul, 14h00

This course covers month-end reporting and processes that need to be completed within the iProcurement module. (Very pertinent to financial year end.) It will also show you how to personalise and work with the Buyers Work Centre. For more details and to book a place please go to:

<https://www.training.cam.ac.uk/fin/event/2215739>

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