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](mailto:Heather.Twinn@company.com) - 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](mailto:Michelle.Bond@company.com) - 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 (*Closure of extended June month end*)
- **Wed 11 Jul** FA (and Deposits) *Closure of extended June month end*
- **Thu 12 Jul** GL Ensure all journals posted (*Closure of extended June month end*)
- **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](mailto:Helpdesk@company.com)

Issued by [Christine Rogerson](mailto:Christine.Rogerson@company.com) - 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](mailto:Michelle.Bond@company.com) - 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](mailto:Scott.Maclaren@company.com) - Treasury and Investments
6. Finance training courses

**AR Part 2: Adjustments and setup 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](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](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](https://www.training.cam.ac.uk/fin/event/2215739)