

Weekly Bulletin No. 734, Week Commencing Monday 20th August 2018

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1. System Availability - Tuesday 21st August

The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Tuesday 21st August, this time will be used for system maintenance.

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

2. Marketplace Availability Thursday evening 23rd August

Please be advised of the forthcoming planned maintenance scheduled to take place on the Marketplace after hours on Thursday 23rd August 2018. Marketplace will not be available from 6:30pm to 8:30pm

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

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:

w/c 20 Aug

Module	Task/Deadline	Date
GL	Last date for funds on deposit movement	Mon 20 Aug
GL	FYI: CUEF distribution and deposit interest posted	Tue 21 Aug
FYI	Interim Summary Reports emailed to departments (interim report 2)	Wed 22 Aug
FYI	2nd interim trust fund statement sent out to departments	Wed 22 Aug
FA	Ensure that July <i>not tracked</i> additions are included. Refer FA exception spreadsheet	Wed 22 Aug
FA	Fixed Assets closes 5 pm	Fri 24 Aug
GL	Clear any trust fund deficits based on a review of 2nd interim statements	Fri 24 Aug

[Year-end instructions for 2018](#), as well as the 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. Marketplace: Supplier Update TRIPLE RED

Please be advised that Triple Red trading name has changed its name to **Avidity Science Ltd** and this will be reflected on CUFS and Marketplace

The Triple Red products will be available under the trading name of Avidity Science Ltd supplier no: 404868

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

5. Move from use of Passwords to Passphrases in CUFS

There is a drive for the use of passwords to become more secure within the University. Work has been initiated by Financial Systems Operations Group (FSOG) to address this in CUFS under the wider remit of Cyber Security.

As per communications at previous Financial User Groups work is nearing completion on the change from 'password' to 'passphrase'. This will introduce the stronger access security to CUFS. Further communication and guidance will be issued in the next couple of weeks as these changes are introduced. Links will also be provided for users to check the strength of their passphrase.

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

6. Monthly Accounting Timetable

To view the [status of the monthly process](#) including the month end close dates please use the following link: [Accounting Timetable](#)

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