

# Weekly Bulletin No. 737, Week Commencing Monday 10th September 2018

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## 1. System Availability - Tuesday 11th and Thursday 13th September

The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Tuesday 11th and Thursday 13th September, this time will be used for system maintenance.

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

## 2. Marketplace unavailable on the evening of Thursday 13th September

Please be advised the Marketplace site will be unavailable on Thursday 13th September between 6:30pm and 8:30pm to allow for a scheduled release.

We apologise for any inconvenience this may cause.

Issued by [Heather Twinn](#) - eProcurement Administrator

## 3. Move from use of Passwords to Passphrases in CUFS

As previously advised in Bulletin 734, Monday 20th August, Finance Systems Group are pleased to advise that the change to passphrase security has now been introduced. As your password expires over the next few months you will be prompted to change to your new passphrase. This must be a minimum of 13 characters but is not case sensitive.

Please use this link to see the [CUFS Passphrase policy](#) for guidance on setting your new passphrase.

The following link will enable users to check the strength of their passphrase - <http://www.passwordmeter.com>

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

## 4. New Online Supplier Database

The current on-line supplier search and request tool is no longer available for requesting a new supplier to be set up or an existing supplier to be amended or reactivated as it is being replaced with a new database with effect from the 11th September.

During the downtime of the current system, and until the new system is available, a [search facility](#) only tool of the current supplier database is available for 10th September 2018.

A complete copy of the existing database and any pending requests will be copied over to the new database today. The new Online Search and Search and Request supplier database will be available to all existing users on Tuesday 11th September.

A communication will be issued to confirm the availability of the new database.

The new database provides many benefits, including the following:

- Instant update on CUFS once a new supplier request has been completed and processed by the central supplier team
- Once an existing supplier amendment has been made in CUFS by the central supplier team, the on-line supplier database will be updated within an hour with the amended information

- Flexible ways of searching and personalising screens and reports

To support the use of the new Supplier database, all relevant training material will be available [here](#).

If you have any queries relating to the new supplier search and Request tool, please contact Becky on [Rebecca.darlow@admin.cam.ac.uk](mailto:Rebecca.darlow@admin.cam.ac.uk).

Issued by [Becky Darlow](#) - Functional Analyst

## 5. Deposit Account Movements – August 2018

Please ensure Deposit Account movements for August 18 have been processed by the close of Thursday 13th September. Not Friday 14th September as advised in [Bulletin 735](#)

Any queries should be addressed to: Scott Maclaren, Treasury & Investments, Finance Division. Ext 64216.

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

## 6. Cambridge University Endowment Fund – Reminder of Purchases & Sales Deadline

Purchases & Sales as at 30th September 2018

Please note that the deadline for purchase & sale requests for internal departments is 5pm on Monday 17th September. Could all departments make sure requests are received by Treasury & Investments by this time.

Any queries should be addressed to: Scott Maclaren, Treasury & Investments, Finance Division. Ext 64216.

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

## 7. Finance training courses

**Grants Part 2 :**  
Grant reports in Cognos  
*Wed 19 Sep, 13h00*

Manage your departmental research grants using the Cognos reporting tool. Grants reports are divided into three main sections: summary reports covering the big picture of projects' financial information, detailed reports which include PO/Invoice numbers, and reports on grants due to close. For more details and to book a place, see <https://www.training.cam.ac.uk/fin/event/2649695>

**GL Part 2:**  
Reporting in the General Ledger  
*Thu 20 Sep, 09h30*

This course covers the standard General Ledger reports required for monitoring departmental finances, using Cognos as well as CUFS. Learn how to generate the reports and be alert to the warning signs which may indicate further investigation. For more details and to book a place, see <https://www.training.cam.ac.uk/fin/event/2649719>

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

## 8. Financial User Group (FUG) - Wednesday 19th September

The next FUG meeting is at 9.30 on Wednesday 19th September at the Post-Doctoral Centre, Eddington.

Directions to venue are available [here](#)

We encourage you to use the U bus or cycle but if you need to drive the best option is to use the Madingley Road Park and Ride site, it is then a five minute walk.

The agenda and the previous minutes from the Financial User Group Meetings are available from the [Financial User Group website](#).

We look forward to seeing you there.

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

## 9. Changes to CUFS GL Reports

As a result of the work from the Chest Allocation Methodology (Project Pectus), all General Ledger reports in CUFS that use a budget field will now default to PLAN instead of ALLOCATION.

Users should experience no changes to the report output.

Issued by [Paul Humphreys](#) – Functional Analyst

## 10. New "Flexible" Cognos Reports

There are now three new GL reports available to all Cognos users:

- GL: Budget to Actual
- GL: Financial Summary
- GL: Journal Transactions

The reports can be found in the Departmental (Shared) Reports folder for your school.

These reports have been designed to replace a number of the existing Cognos GL reports, and have runtime options that allow you alter the output of the report to suit your needs.

Old versions of the Financial Summary reports will be available for users to run for a limited time, but have been restricted to Jul-18 and before. Stored versions of the Financial Summary reports will be retained for two years.

If you have any queries about these reports, please contact [FSG.System.Support@admin.cam.ac.uk](mailto:FSG.System.Support@admin.cam.ac.uk).

Issued by [Paul Humphreys](#) – Functional Analyst

## 11. 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](#)