

Weekly Bulletin No. 740, Week Commencing Monday 1st October 2018

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1. System Availability - Tuesday 2nd October

The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Tuesday 2nd October, this time will be used for system maintenance.

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

2. Supplier Database downtime during the CUFS vulnerable period

Please note that the supplier database will not be available during the normal CUFS vulnerable period of 6am to 9am on Tuesday 2nd October.

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

3. Marketplace - New Marketplace Suppliers

Two New Catalogues will be added to the Marketplace this week

Contract: SUPC Antibodies & Sera (and other related matrices) contract 2016/16 Contract reference LAB4034 SU

PROTEINTECH EUROPE LTD

Contract: - Electronic Components Lot 3 Test & Measurement Equipment MAI3104 NW

MICROLEASE LTD

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

4. Research Grants Numbering

The numbering for Research Grants will be changing in the coming weeks. Currently the University uses a 7 digit reference for research grants starting with "RG" and then five numbers e.g. RG12345. We are running out of 5 digit numbers and it is expected that RG99999 will be reached in October/November 2018. After this, the number system will change to "G" followed by 6 numbers e.g. G100000.

Work has been undertaken to make changes in CUFS, CHRIS and RCO systems to take account of the new number system. Departments may wish to consider any internal systems and documentation that they use and make the necessary adjustments.

If you have any queries, please contact Mike.Sinclair@admin.cam.ac.uk, Head of Central and Research Accounting.

Issued by [Mike Sinclair](#)- Head of Central and Research

5. Finance Training Courses

Managing the Budget
Thu 11 Oct 09h30
Greenwich House

Brush up your knowledge on the theory and practice of budgeting in the University. This half day course covers interpreting departmental budget reports and understanding the causes of over/under spends. For more details and to book a place, see
<https://www.training.cam.ac.uk/fin/event/2649815>

AP Part 2:
*Matching, Amending and
Foreign Invoices in Accounts
Payable*
Thu 11 Oct 09h30
Mill Lane

This course is aimed at departmental staff who process supplier invoices within the Accounts Payable module. It is an optional course for staff who require *AP Invoice Entry* or *AP Invoice Manager*. AP part 1 is a prerequisite. It is not applicable to staff who use Shared Services or require AP Shared Service responsibility. For more details and to book a place, see <https://www.training.cam.ac.uk/fin/event/2649851>.

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

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](#)

[Bulletin Archive](#)