Weekly Bulletin No. 742, Week Commencing Monday 15th October 2018

1. Marketplace unavailable on the evening of Monday 15th October 2018

Please be advised the Marketplace site will be unavailable between 23:00 on Monday 15th October and 02:00 on Tuesday 16th October to allow for a scheduled release.

We apologise for any inconvenience this may cause.

Issued by Heather Twinn - eProcurement Administrator

2. System Availability - Tuesday 16th and Thursday 18th October

The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Tuesday 16th and Thursday 18th October, this time will be used for system maintenance.

Issued by Michelle Bond - Lead Functional Analyst

3. Supplier Database – Vulnerable period Tuesday 16th October

The supplier database will be unavailable Tuesday 16th October between the CUFS vulnerable period 6am – 9am.

Issued by Becky Darlow – Functional Analyst

4. New Online Employee Expenses Form - Live Date 18th October

The new on-line University employee expenses claim web form FD1C-02 form will go live on the 18th October during the CUFS vulnerable period of 6am – 9am and can be accessed via the Finance Division home page, Staff & Department Services, Forms. Within each page of the new form there is a guidelines button to provide claimants with links to the Financial Procedures Manual and the Financial Regulations for further information.

If your departments expense claims are processed by the Finance Division Shared Services team, this is the preferred method and handwritten expense claims should be avoided.

No new claim can be started on the old expense form as from 5pm on the 17th October, however a link to the old expenses form will remain on the Finance Division home page, Staff & Department Services, Forms. This is to enable employees to complete any claims that had been started prior to the 18th October and view old completed claims.

Issued by Becky Darlow – Functional Analyst

5. Finance Training Courses

Cognos Refresher
Tue 23 Oct

This course is aimed at users who would like to refresh their Cognos skills. The functionality of Cognos will be covered, rather than report output. Content includes time saving tips such as setting up your preferences, folders, home page, saving a report view and scheduling reports. For more details and to book a place, see https://www.training.cam.ac.uk/fin/event/2649983.

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