

Weekly Bulletin No. 745, Week Commencing Monday 5th November 2018

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1. Marketplace Availability - 5th to 6th and 8th November

Please be advised of two upcoming periods of maintenance scheduled to take place on the Marketplace (Science Warehouse platform) on Monday 5th and Thursday 8th November.

- 5 Nov 2018 23:00 - 6 Nov 2018 02:00 - Essential maintenance
- 8 Nov 2018 18:30 - 8 Nov 2018 20:30 - Scheduled software release

We apologise for any inconvenience this may cause.

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

2. Cognos GL reports

There are three new GL reports available in Cognos. These reports can be found in the Departmental (Shared) reports folder for your school. Documentation on how to run these reports can be obtained from the *Finance Training webpages > Guidance & FAQs > General Ledger*. There is also a guide to setting up a Cognos [Report View](#) in the *Cognos* section, if you would like to save your parameters for any of these reports.

- [GL: Budget to Actual](#)
- [GL: Financial Summary](#)
- [GL: Journal Transactions](#)

They have been designed to replace the current suite of 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 (currently located within the GL Reporting folder) 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).

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

3. Finance Training Courses

Managing the Budget - Part 2
Thu 8 Nov, 09h30

This course covers how to make a financial plan, prepare it for upload to the finance system and monitor progress against the plan. It is a practical course which will look at the techniques and systems within the University that can be used for budgeting.

The course follows on from *Managing the Budget Part 1*, but is also for those who have a good working knowledge of budgeting principles already, and want to develop skills in using the University budgeting tools. Competency with Cognos is a prerequisite. For more details and to book a place, please see:

<https://www.training.cam.ac.uk/fin/event/2650085>

How to Excel 3
Thu 15 Nov, 09h30

This is a new course for advanced Excel users, and follows on from the other Excel courses. It covers more advanced formulas and macros, using the recorder and VBA tools. This course is only for staff who have completed both sessions of *How to Excel, or similar*. There is also a pre-course task that must be completed. For more details and to book a place, please see:

<https://www.training.cam.ac.uk/fin/event/2649601>

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

4. Advance Notice: System Availability - Friday 30th Nov to 2 Dec

UIS have advised that due to essential IT maintenance, CUFS will be unavailable on **Friday 30 November from 17:00 to Sunday 2 December 17:00**.

This work is essential to improve the availability, security and performance of IT services at Cambridge. UIS apologises for any inconvenience caused.

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

5. Reminder - CUFS Minimum Client Java Requirements Changed 31st October

With effect from Wednesday 31st Oct 2018 the minimum recommended/supported version of Java for CUFS increased to version 1.8.0_181. This means that PC's or MAC's used by CUFS users must have a version of Java installed at version 1.8.0_181 or later versions of Java version 8.

Please do contact your Computer Officer with any queries on this information, and to ensure that you comply with the minimum requirements for Java for use with CUFS.

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](#)

[Bulletin Archive](#)