

# Weekly Bulletin No. 747, Week Commencing Monday 19th November 2018

1. [System Availability - Tuesday 20th and Thursday 22nd November](#)
2. [Marketplace Availability: Thursday evening 22nd November](#)
3. [Research Grants - Funds Check Failures and Exceptions Reporting](#)
4. [Finance Training Courses](#)
5. [Applications for Level 2 AAT Certificate in Bookkeeping](#)
6. [Advance Notice: System Availability - Friday 30th Nov to 2 Dec](#)
7. [Monthly Accounting Timetable](#)

## 1. System Availability - Tuesday 20th and Thursday 22nd November

The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Tuesday 20th and Thursday 22nd November.

The Supplier database and Expenses will also be unavailable during this period.

This time will be used for system maintenance.

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



## 2. Marketplace Availability: Thursday evening 22nd November

Please be advised of the forthcoming planned maintenance scheduled to take place on the Marketplace after hours on Thursday 22nd November: Marketplace will not be available from 6:30pm to 8:30pm

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



## 3. Research Grants - Funds Check Failures and Exceptions Reporting

We are experiencing technical issues with the distribution of the daily Funds Check Failure and Exceptions reports in relation to Research Grants. The reports have not been distributed to contacts within Departments since 12th November.

The issue is currently being investigated and will be resolved as soon as possible.

If you require a copy of your Funds Check Failures and Exceptions Report, this is available through the request option on the Research Grants module within CUFS. The report is called GMS: Exceptions and Funds Check Failures (UFS) - XML Publisher. Please select your department under the Project Organisation field as a parameter.

Alternatively the Research Grant helpdesk will be happy to provide a copy.

If you have any questions, please contact [ufs\\_grants@admin.cam.ac.uk](mailto:ufs_grants@admin.cam.ac.uk)

Issued by [Louise Luke](#) - Central & Research Accounting.



## 4. Finance Training Courses

***Managing the Budget - Part 1***  
Thu 22 Nov 09h30

This half day course covers interpreting departmental budget reports and understanding the causes of over/under spends. To increase your knowledge regarding the theory and practice of budgeting in the University, see <https://www.training.cam.ac.uk/fin/event/2649818>

***Off Payroll Worker Briefing Session***  
Thu 22 Nov 14h30

This 90 minute seminar explains the procedures and guidelines that have been implemented to manage the risk of the April 2017 government rules regarding off payroll workers. It is aimed at any staff involved in buying in services, where not employing via CHRIS. For more details and to book a place, see <https://www.training.cam.ac.uk/fin/event/2720061>

### **Getting Started in COGNOS**

Wed 28 Nov, 14h00

Cognos is a reporting tool that utilises data from CUFS to provide users with additional reports and options. This master class is designed to assist *existing* CUFS users with the reporting tool. It covers running and scheduling reports, setting up folders, and highlights useful tips and shortcuts. It does **NOT** cover the outputs of individual reports which are dealt with in detail in other courses.

For more details and to book a place, see

<https://www.training.cam.ac.uk/fin/event/2649761>

### **AP Part 2: Matching, Amending and Foreign Invoices in Accounts Payable**

Thu 29 Nov 09h30

Learn how to match invoices to purchase orders, add in freight charges and process invoices from other departments. This course builds on from the AP Part 1 (online) module, which is a pre-requisite, and covers month end procedures and AP Reports.

International payments, including accounting for VAT and foreign currencies are also dealt with. For more details and to book a place, see <https://www.training.cam.ac.uk/fin/event/2649861>

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

## **5. Applications for Level 2 AAT Certificate in Bookkeeping**

The closing date for applications for the AAT Certificate in Bookkeeping is 4th January.

The in-house programme will start in February 2019 and will run for 4 months. Detailed information and an application form can be found in the briefing pack, which is on the finance training webpage. The form needs to be printed and signed by your line manager. Each application will be considered individually before an offer of a place is made. Forms should be sent to [George Broadhurst](#) in Finance Training.

For more details and a briefing pack please see <http://www.finance.admin.cam.ac.uk/training/professional-qualifications/aat/university-programme>

Issued by [Max Smith](#) – Finance Training

## **6. 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

## **7. 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](#)