

Weekly Bulletin No. 749, Week Commencing Monday 3rd December 2018

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1. Supplier database and online expense form: System Availability, Tuesday 4th December

The Supplier database and the online expense form will be unavailable during the vulnerable period of 6am to 9am on Tuesday 4th December for system maintenance.

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

2. Cognos GL: Budget to Actual Report - New Features

Following on from user feedback the GL: Budget to Actual report in Cognos has been updated with three new Report Layout Options.

- Show Grand Total
- Show Subtotals by CC
- Show Subtotals by SoF

Any existing report views will still function as before, but the new parameter choices will now be available to select.

If you have any feedback on this or other Cognos reports, please contact fsg.system.support@admin.cam.ac.uk.

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

3. Finance Training Courses

Managing the Budget - Part 2
Thu 6 Dec, 09h30

The course objective is to develop your skills in using the University budgeting tools. This session is an ideal follow on from Managing the Budget Part 1 or for those who have a good working knowledge of budgeting principles already. The 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. For more details and to book a place, please see:

<https://www.training.cam.ac.uk/fin/event/2729646>

Cognos Refresher
Mon 10 Dec, 14h00

This course is aimed at users who would like to refresh their Cognos skills. It covers the functionality of Cognos and not report output. Content includes setting up your own preferences, folders, home page and scheduling or creating saved parameters for reports. For more details and to book a place, please see:

<https://www.training.cam.ac.uk/fin/event/2649989>

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

4. Departmental Assurance Survey

The annual Departmental Assurance Survey has now been issued to Faculty/Department Administrators by Internal Audit. As in previous years, the survey covers a number of key finance processes and all finance staff are encouraged to discuss these processes with their Administrator prior to the completion of the department's response. The survey deadline is Tuesday 15th January 2019.

Issued by [Robin Uttin](#) - Assistant Director of Finance

5. Accounts Payable - End of Year Payment Runs 2018

Please refer to the table at the link below for the Christmas Payment Run dates for 2018

[End of Year Timetable December 2018](#)

If you have any queries please contact the Accounts Payable Helpdesk on 66888 or email UFS_AP@admin.cam.ac.uk.

Issued by [Andrew Weatherley](#) – Manager Accounts Payable, Receivable and Cash Management.

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](#)

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