

Weekly Bulletin No. 751, Week Commencing Monday 17th December 2018

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1. System Availability - Tuesday 18th December

The Supplier database and Expenses will be unavailable during the vulnerable period of 6am to 9am on Tuesday 18th December.

This time will be used for system maintenance.

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

2. Marketplace Availability - Thursday 20th December

Please be advised of an upcoming period of maintenance scheduled to take place on the Marketplace on Thursday 20th December from 6:30pm to 8:30pm

We apologise for any inconvenience this may cause.

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

3. AAT Alumni

The next AAT Alumni meeting will be held on Wednesday 9 January 2:30 – 4:00 at Greenwich House.

This is a chance to network with others from the University who are studying or have studied AAT. This time we will be looking at the use of spreadsheets and sharing ideas about how we can use them more efficiently and effectively.

There are still a few places left. If you are eligible (you have previously studied AAT or are currently studying at Level 3 or above) and would like to attend please click on the link below

<https://www.training.cam.ac.uk/fin/event/2811158/bookings>

Issued by [Helen Parker](#) - Finance Training

4. Finance Training courses for 2019

Book now for the new year...

iProcurement

Part

1: Getting Started in iProcurement This course is aimed at new iProcurement users who prefer face to face tuition. It provides an introduction to using iProcurement for creating requisitions and purchase orders. For more details and to book a place see <https://www.training.cam.ac.uk/fin/event/2651747>

Wed 9 Jan,
09h30

Managing the Budget - Part 2

Make managing your department budget using the University budgeting tools a New Year's resolution! This course is an ideal for those who already have a good working knowledge of budgeting principles or who have completed Part 1. The course covers how to make a financial plan, prepare it for upload to the finance system and monitor progress against the plan. For more details and to book a place, see <https://www.training.cam.ac.uk/fin/event/2729667>

Thu 10 Jan,
09h30

GL Part

1: Getting

started in the General Ledger Consolidate your knowledge of the University chart of accounts and learn the basics of how the General Ledger works and interacts with rest of the finance system. The course also covers how to run online account enquiries and process journals. For more details and to book a place see <https://www.training.cam.ac.uk/fin/event/2651842>

Tue 15 Jan,
09h30

Grants Part

2: Grant

reports in Cognos This course focusses on using the Cognos reporting tool to help manage departmental research grants. For more details and to book a place, see <https://www.training.cam.ac.uk/fin/event/2651886>

Wed 16 Jan,
09h30

How to Excel 3 The most complex level of the current Excel offerings, this course covers more advanced formulas and macros, using the recorder and VBA tools. It is only for finance staff who have completed both sessions of How to Excel, or have a similar level of experience. There is also a pre-course task that must be completed.

Thu 17 Jan,
13h00

For more details and to book a place, see <https://www.training.cam.ac.uk/fin/event/2651916>

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

5. Closing Soon - 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. Reminder: 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.

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](#)