

Weekly Bulletin No. 754, Week Commencing Monday 21st January 2019

1. [System Availability - Tuesday 22nd January](#)
2. [Financial User Group \(FUG\) - Friday 25th January](#)
3. [Research Grants - Funds Check Failures and Exception Reporting](#)
4. [Annual Accountants Update - Date change](#)
5. [Finance Training courses](#)
6. [Monthly Accounting Timetable](#)

1. System Availability - Tuesday 22nd January

The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Tuesday 22nd January.

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. Financial User Group (FUG) - Friday 25th January

The next [Financial User Group Meeting](#) is on Friday 25th January at 9.30 am and will be held in the Fadi Boustany Lecture Theatre, Judge Business School

Minutes of the last meeting and the current agenda can be found [here](#).

Refreshments will be available from 9.05 am but cannot be taken in to the theatre.

Directions: The School is located on Trumpington Street, facing the Fitzwilliam Museum

This is an open meeting and we look forward to seeing you there.

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

3. Research Grants - Funds Check Failures and Exception Reporting

We are experiencing technical issues with the distribution of the daily Funds Check Failure and Exceptions reports in relation to Research Grants.

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 and you will need to 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](#)

Issued by [Mike Sinclair](#) - Central and Research Accounting

4. Annual Accountants Update - Date change

Unfortunately, due to speaker availability, the date for the Annual Accountants Update has had to be changed.

The new date is 6 March from 2pm to 4pm.

The venue remains the same: Hopkinson Lecture Theatre, New Museums Site, Phoenix Building, First Floor.

If you were booked onto the original date (13 February), then your booking has been transferred.

If you can no longer attend, please would you cancel your booking or email [Finance Training](#) and we can do it for you.

If you are now able to attend on the new date, feel free to make a booking at <https://www.training.cam.ac.uk/fin/event/2819602> or let us know if you do not have access to the booking system.

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

5. Finance Training Courses

GL Part 2: Reporting in the General Ledger

Tue 29 Jan, 09h30 - 16h30

This course provides guidance on running General Ledger reports and also assists users to interpret the outcome. The audience for GL2 is staff involved in managing departmental funds who have **completed GL Part 1**. For more details and to book a place, see

<https://www.training.cam.ac.uk/fin/event/2652113>

Getting Started in COGNOS

Thu 31 Jan, 14h00 - 15h30

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 how to run and schedule reports, set 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. However, due to recent developments, selecting parameters for the new GL reports and saving a report view are currently on the agenda. For more details and to book a place, please see

<https://www.training.cam.ac.uk/fin/event/2652195>

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

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](#)