

Weekly Bulletin No. 757, Week Commencing Monday 11th February 2019

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1. Supplier Database Availability - Tuesday 12th February

The supplier database will be unavailable during the vulnerable period of 6am to 9am on Tuesday 12th February.

This time will be used for system maintenance.

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



2. Marketplace Availability - Thursday 14th February

Please be advised of an upcoming period of maintenance scheduled to take place on the Marketplace on **Thursday 14th February 18:30 to 20:30**.

We apologise for any inconvenience this may cause.

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



3. e-Invoicing - Banner

With effect from Monday 11 February 2019 purchase orders raised through the Marketplace to Banner will be e-invoiced. Any outstanding orders from before 11 February will be invoiced manually as before.

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



4. Booking.com is now available for use via the University Key Travel booking portal!

Last year's Key Travel traveller survey identified adding booking.com to the Key Travel Online platform was by far the most requested new feature, with 32% of academic respondents saying it was at the top of their wish list.

Booking through the online portal means you can now balance the benefits and flexibility of booking.com with the knowledge you'll be fully supported wherever you travel and have access to emergency out of hours assistance.

As of today you can book hotels from booking.com directly on KT Online; your online booking tool will automatically include booking.com properties in your search results.

The new integrated content will give you access to over 1 million properties in 227 countries and territories worldwide, the best rates and greatest range of options.

This will allow travellers and bookers to:

Book and manage complete itineraries all in one place and by loading it onto the Key Travel App easily access details on the go Book the cheapest rates available with no advance payments reducing time spent on expense claims and paperwork.

We are working with Key Travel to set up a webinar as to how to access this new feature in addition to the ongoing programme of face to face workshops – if you'd like to host a workshop in your department or area, please contact us at procurement.services.enquiries@admin.cam.ac.uk

Issued by [Anita Wilson](#) - Category Manager, Procurement Services, Finance Division

5. Cognos Refresher – 12 February, 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. There is no strict format and delegates can request specific topics to be covered, such as setting up 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/2652205>

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

6. 2017-18 Internal Audit departmental survey – cash handling and banking

At FUG on 25 January there was a session on recommendations from the 2017-18 departmental survey. As a reminder for all key contacts the general recommendations will be included in the bulletin over five weeks. This week's topic is cash handling and banking.

The Finance Division should remind departments that ...

1. Cash/cheques should be banked on at least a weekly basis
2. Cash counts should be verified as accurate and countersigned by a second officer, with a record of the count retained

See [Chapter 7 – Cash and Banking Procedures](#) of the Financial Procedures manual for further information or contact [cash management](#). There is also a short online [Cash Handling](#) course available for all staff who are involved with handling cash.

Issued by [Lucy Harney](#) - Head of Director's Office

7. EU Research Projects

Departments that are receipt of EU Funds are being asked by the Research Operations Office to take necessary steps to keep the grant expenditure up to date in advance of the UK leaving the EU on the 29 March.

The actions that require attention are:

- Ensure all relevant expenditure is posted to EC grants e.g. invoices and PI time;
- Relevant documents are completed and available e.g. timesheets;
- Outstanding queries are clarified;
- Pending amendments are finalised.

This will enable the Research Operations Office to plan and implement any transition agreements as efficiently as possible.

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

8. Webinar - Get to know the Marketplace – New date - 21 February, 15h00

Please ensure that all purchasers or other connected parties in your department are aware of this forthcoming event.

The aim of this webinar is first to explain the purpose and basic functionality of the Marketplace, and then to offer advice and guidance on using it more efficiently to leverage its full functionality. The intended audience is both new and existing purchasers. The webinar will take approximately 1 hour and is open to all. You will be able to watch and listen to the talk from your desk or mobile device, as well as ask questions live via the online channel. To book your place, please see <https://www.training.cam.ac.uk/fin/event/2881254>

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

9. 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](#)