

Weekly Bulletin No. 768, Week Commencing Monday 29th April 2019

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1. System Availability - Tuesday 30th April and Thursday 2nd May

The CUFS system and will be unavailable during the vulnerable period of 6am to 9am on Tuesday 30th April.

This time will be used for system maintenance.

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

2. Online Expenses Availability - Tuesday 30th April

The on-line staff expenses form FD1c-02 will be unavailable on Tuesday 30th April between 7.30am and 9am.

This is to allow for essential maintenance to fix a timeout and PDF printing issue.

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

3. Cognos Availability - Thursday 2nd May

The Cognos system will be unavailable during the vulnerable period of 6am to 9am on Thursday 2nd May.

This time will be used for system maintenance.

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

4. Marketplace Availability - Monday 29th April and Thursday 2nd May

Please be advised of two upcoming periods of maintenance scheduled to take place on the Marketplace:

- Monday 29th April 2019 from 18:30 to 20:30
- Thursday 2nd May 2019 from 18:30 to 20:30

We apologise for any inconvenience this may cause.

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

5. Medical Exemption VAT certificates

We have received communications from some of our suppliers to say that they are receiving incomplete Medical Exemption Certificates with orders.

Please be reminded that the Medical Exemption certificate that accompanies a Non-Catalogue request orders should be completed and signed.

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

6. Monthly VAT Adjustments to Research Grants – Source of Fund Change

Currently monthly VAT adjustments to Research Grants are processed through Source of Fund AAAA and Transaction Code EZZM.

Effective from the 1 May 2019 the default source of funds will change from AAAA (Chest non pay) to AZZY (Transactions pending transfer). This will help departments to identify balances outside of other Chest activity. Departments need to amend any templates they use for GL and Grants journals. Default cost centre and transaction code remain unchanged.

Source of funds AZZY should be cleared at year end with any balance remaining relating to items awaiting credit or in dispute only. Any balance will roll forward on the same source of funds (AZZY).

Future improvement:

We will be setting up separate roll forward transactions codes for the transactions currently using AZZY to allow easy identification over a year end.

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

7. Smart Forms in iProcurement

On Tuesday 30th April, all iProcurement users will notice a change to the iProcurement homepage. This will be in the form of a new link called 'CUDAR Smart Forms'.

What are they? – Smart forms are a simplified, pre-populated non-catalogue request. There will be three smart forms, and these are for air and rail travel and hotels from the supplier Key Travel.

What are the benefits? – Less information for the user to populate. Save users time from looking up certain values.

Who can use them? – Created specifically for CUDAR and if trial is successful will be available to all users

Trial period – CUDAR will be assessing the benefit of the smart forms over a 3 month period, and, if successful, further smart forms for CUDAR and other Departments can be considered.

For further information or queries please contact Michelle Bond or ufsenquiries@admin.cam.ac.uk

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

8. 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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