

# Weekly Bulletin No. 771, Week Commencing Monday 20th May

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## 1. Online Expenses Form – Vulnerable Period Tuesday 21st May

The online expense form FD1c-02 will be unavailable on Tuesday 21st May from 7.30am – 9.30am. This is to apply some changes to the form relating to foreign currency claims, removing the character limitation in the local amount field for other expense claims and adding to the guidelines button for receipts.

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

## 2. Supplier Database and Online Expenses Form – Vulnerable Period Thursday 23rd May

The supplier database and the online expense form FD1c-02 will be unavailable on Thursday 23rd May from 7.30am – 9.30am. This is to allow for essential maintenance.

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

## 3. Marketplace Unavailable - 18:30 to 20:30 Thursday 23rd May

Please be advised of an upcoming period of maintenance scheduled to take place on the Marketplace on Thursday 23rd May 2019 from 18:30 to 20:30.

We apologise for any inconvenience this may cause.

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

## 4. New Cognos Report and Scheduling Options

### New Cognos Report

A new Cognos report is now available to all users. The report is called **GL: Budget to Actual Summary** and can be found in the **Departmental (Shared) Reports** folder.

The report was introduced to help monitor the new Plan budget, and provides a summarised comparison of budgeted income and expenditure against actuals.

The report has a flexible output, allowing you to select what the output looks like using runtime options. Detailed Guidance notes can be found here: [https://www.finance.admin.cam.ac.uk/files/gl\\_budactsum\\_cog.pdf](https://www.finance.admin.cam.ac.uk/files/gl_budactsum_cog.pdf)

### New Scheduling Options

All four GL reports in the **Departmental (Shared) Reports** folder now include a new feature to allow you to select “Previous Month” for the GL period. On the first day of the month the value behind Previous Month updates, except for the start of September when the Previous Month will continue to use the JUL GL period until that period is closed.

Selecting Previous Month allows you to schedule your GL report views to run each month without having to update the GL period parameter.

The Cognos: Refresher Training course covers the use of report views and scheduling reports.

<https://www.training.cam.ac.uk/fin/course/fin-cognos-refresher>

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

## 5. Internal Trading Invoices

Internal hardcopy invoices should not be sent unless requested. Duplication of invoices (i.e. electronic and hardcopy) not only wastes paper but is also confusing. As the hardcopy typically arrives much later than the electronic version, the recipient has to check each time in case the invoice is new.

Whenever possible, if there is an attachment, it should be sent electronically, on the same day the invoice is raised.

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

## 6. 2019 Year-end Instructions

Year-end instructions for 2019 are now available from the Finance Division website at

<https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-11-year-end-instructions>

These instructions include:

- detailed instructions for all relevant aspects of the year-end process
- a summary checklist to be used to monitor progress in completing the department's year end accounts
- a Gantt chart to assist in the overseeing and coordinating of tasks across modules
- a list of all staff contacts to provide advice and assistance

For details of significant changes please refer to the [Key Notes](#).

**Year-end Seminars:** To provide additional support, a number of school-specific, as well as general, seminars have been organised. Apart from highlighting changes and areas of concern, these seminars are an opportunity for you to address any issues with year-end processes. For **dates**, please refer to the relevant section under Chapter 11 of Financial Procedures.

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

## 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](#)