

Weekly Bulletin No. 772, Week Commencing Monday 27th May

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1. Marketplace Unavailable - 18:30 to 20:30 Thursday 30th May

Please be advised of an upcoming period of maintenance scheduled to take place on the Marketplace on Thursday 30th May 2019 from 18:30 to 20:30. We apologise for any inconvenience this may cause.

Issued by [Janice Sutton](#) - eProcurement manager

2. Key Contacts - CUFS User Audit

As informed at the Financial User Group meeting on Friday 26th April, the CUFS User Audit will be issued to Key Contacts at end of May. Twice a year the report is emailed to all departmental [Key Contacts](#) to confirm access and sign off. The reports contain records of active UFS accounts and the responsibilities held within the department.

The report should be returned to the address given in the email. Only one reply should be received, where a department has more than one Key contact please copy the other Key contacts in to the reply.

In order to check user access prior to the audit, Key Contacts can request a User Responsibility report by emailing UFS_enquiries@admin.cam.ac.uk.

Click [here for more information](#)

Issued by [Lesley Dent](#) - System Administrator

3. Illumina - University of Cambridge and CRUK Consortia Master Agreement

Procurement Services has executed a Master Agreement with Illumina Cambridge Limited, reference UCAM 069-18. The new agreement is open for all departments across the University to use.

The contract covers the purchase of consumables, equipment and related maintenance contracts; please quote the contract reference on the purchase order and invoice. Typical savings include 20% on maintenance contracts and 10-20% on consumables.

Any questions please contact Procurement Services.

Issued by [Alison Ford](#) - Senior Category Manager

4. 2019 Year-end Instructions

Year-end instructions for 2019 are 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

5. 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](#)