

Weekly Bulletin No. 773, Week Commencing Monday 3rd June

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1. System Availability - Tuesday 4th June

The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Tuesday 4th June.

This time will be used for system maintenance.

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



2. PHS – Direct Debit Charge

It has been brought to Procurement Services attention that some departments have received letters from PHS advising that there will be a £20 charge for not paying invoices by Direct Debit.

If you receive a charge on next month's invoice, please contact Heather Ajimi on 60552 or heather.ajimi@admin.cam.ac.uk to organise a credit.

Issued by [Heather Ajimi](#) - Facilities Category Manager



3. Marketplace

During the week commencing 3 June 2019 several new suppliers will be added to the marketplace:
Contract: - SUPC Antibodies & Sera (and other related matrices) contract 2016/16 Contract reference LAB4034 SU

BIOSERV UK LTD

Supplier No. 399758

2B SCIENTIFIC LTD

Supplier No. 269756

TOKYO CHEMICAL INDUSTRY UK LTD

Supplier No. 254147

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



4. Year-end Seminars and a Workshop for New Users

To provide additional support for the year end, a number of seminars have been organised by the Finance Division. Apart from highlighting changes and areas of concern, these seminars are an opportunity to address any of your issues with year-end processes.

There are two general sessions, the rest are school specific. No booking is required **except** for the new user workshop. However, if unable to attend your own School's session, please **contact** the Finance Adviser of a session you can attend. Where possible, try to select the one most similar to your own area.

Questions and topics for discussion can be submitted in advance via your School Finance Adviser.

School	Dates	Locations	Contact
Non schools / UAS/General	Tue 18 Jun 12h00	Cairo, GH	Catherine Bentham & Elizabeta Moss
Technology and Physical Sciences	Tue 18 Jun 14h00	Meeting Room B 17 Mill Lane	Dan Greenfield & Joel Brand
Biological Sciences	Wed 19 Jun, 14h00	Seminar Room B, 17 Mill Lane	Adam Durrant
Arts and Humanities	Thu 20 Jun 10h30	Rm S7, 17 Mill Lane	Lin Cheng
Humanities and Social Sciences	Fri 21 Jun 10h00	Seminar Room Mond Bldg Free School Lane	Deana Robinson
Non schools / UAS/General	Wed 26 Jun 10h30	Seminar Room B, 17 Mill Lane	Catherine Bentham & Elizabeta Moss
Clinical School	Fri 28 Jun 09h30	CAB Lecture Theatre, Clifford Allbutt Bldg	Robert Williams
New users workshop	Wed 10 Jul 09h30	Heidelberg GH	Click here for more information and to book a place

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>

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



5. Webinar: Welcome to Key Travel, Wednesday 12 June, 10h00

This webinar, run by Key Travel (the University's preferred travel supplier), provides a brief introduction to how they support you with your travel booking needs, how to get the best out of their *Online Booking Tool* and the possible savings that can be achieved. For more details about this one hour webinar and to book a place, see <https://www.training.cam.ac.uk/fin/event/2913746>

Issued by [Christine Rogerson](#), Finance training



6. Email address for General Ledger helpdesk (GL Codes and Journals)

We have been having issues with the email address associated with the General Ledger Helpdesk.

If Departments require any future amendments to GL account codes (Cost centres, Sources of funds, Transaction codes) or the submission of General Ledger journals (on the ADI template), please use below email address:

- UFS_GL@admin.cam.ac.uk

If you have emailed the GL Helpdesk with a request to change an account code or post a GL journal, and it hasn't been actioned, please either give us a call to discuss or re-send your email to UFS_GL@admin.cam.ac.uk.

We apologise for any inconvenience this may have caused but will happily do everything we can to catch up on any requests that haven't been received/actioned.

Issued by [David Cook](#) - Central and Research Accounting



7. Key Contacts - CUFS User Audit

Due to technical issues the CUFS User Audit was not issued last week as intended. The reports for May have been run and will be issued this week for confirmation by Key Contacts.

Please address all queries to fsg.system.support@admin.cam.ac.uk

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



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](#)

[Bulletin Archive](#)