

# Weekly Bulletin No. 776, Week Commencing Monday 24th June

1. [Supplier Database Vulnerable Period Tuesday 25th June 7.30-9.30](#)
2. [Year End Seminars - last opportunity](#)
3. [Transfer codes - Finance Training Courses](#)
4. [Monthly Accounting Timetable](#)

## 1. Supplier Database Vulnerable Period Tuesday 25th June 7.30-9.30

The supplier database will not be available on Tuesday 25th June during the hours of 7.30am-9.30am. This is to allow for essential maintenance to be completed.

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



## 2. Year End Seminars - last opportunity

| Event                       | Date                 | Location                                      | Contact                                |
|-----------------------------|----------------------|---|--|
| Non schools / UAS / General | Wed 26 Jun,<br>10h30 | Seminar Room B,<br>17 Mill Lane               | Catherine Bentham &<br>Elizabetha Moss |
| Clinical Schools            | Fri 28 Jun,<br>09h30 | CAB Lecture Theatre,<br>Clifford Allbutt Bldg | Philipa Moore                          |

Please contact Philipa at Clinical Schools, if you are unable to attend the general event on Wednesday.

The aim of these seminars, organised by the Finance Division, is to provide additional support for the year end. Apart from highlighting changes and areas of concern, they provide an opportunity to address any year-end process issues.

**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



## 3. Transfer codes - Finance Training Courses

Just a reminder, with the year end approaching, that there is an online course available, <https://www.training.cam.ac.uk/fin/event/2650542> as well as the best practice guide, [https://www.finance.admin.cam.ac.uk/files/bpg\\_3\\_transcodes\\_vs\\_1.3pub.pdf](https://www.finance.admin.cam.ac.uk/files/bpg_3_transcodes_vs_1.3pub.pdf) to assist with using these codes correctly.

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



## 4. 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](#)