

Weekly Bulletin No. 761, Week Commencing Monday 11th March 2019

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1. Marketplace Availability - Friday 15th March

Advanced have advised us of an upcoming period of maintenance scheduled to take place on the Marketplace on **Friday 15th March** at **21:00** for **approximately 90 mins**.

We apologise for any inconvenience this may cause.

Issued on behalf of [Heather Twinn](#) - eProcurement Administrator



2. Supplier Updates

Banner: e-Invoicing

There has been a few reported incidents of Banner posting paper invoices as well as sending us e-invoices. This has been reported back to them and they know not to send paper invoices to us.

Windsor Scientific (supplier:74667) have ceased trading.

The supplier has been deactivated for purchasing on CUFS as a result. There are no open orders for the University.

Issued by [Janice Sutton](#) – eProcurement Manager



3. TES Invoices

As discussed at several recent FUG meetings, from February month end Shared Services are entering internal TES AR invoices with more detail. Since internal invoices are now emailed to departments overnight automatically, we are including additional detail on the invoice so there is no longer a need to include back up information on a separate sheet.

Initially this billing has been done so that departments receive one invoice per TES worker, with the aim of ensuring getting authorisation for a single worker does not hold up processing the AP invoices for all TES workers.

In future months we are looking to make the following improvements

- Put the hours worked and rate in the relevant fields of the invoice (the hours worked were in the line description in the February invoices);
- Include the department contact on each worker's invoice (the usefulness of this will rely on TES having up to date information on their systems)
- Giving the option for individual departments to opt for a single invoice for the department (or perhaps for each department contact) rather than a single invoice per worker. (This could be a good option for any department with a large number of TES workers.)
- Speeding up the process so that invoices are generated closer to working day 1.

We are looking for feedback on this so we can assess what is possible whilst still having an efficient and fast process. Please send feedback to stephen.kent-taylor@admin.cam.ac.uk

Issued by [Stephen Keny-Taylor](#) – Head of Corporate and Shared Services



4. Barclaycard Invoices

Following discussions at earlier FUG meetings, and an announcement at last week's, starting with the February 2019 invoices we are now entering monthly invoices from Barclaycard in more detail to help departments identify the breakdowns of the entries in the general ledger.

Each department now has a single Barclaycard invoice in AP each month (supplier number 73936), with a line for each card. For most departments this will be the first time the AP invoice is visible to them in AP.

This means, whilst you can continue to move the costs to the correct coding using GL or grants journals, you now have the additional option of amending the distribution in the AP invoice.

Users of Shared Services can amend the AP distributions themselves using their usual AP responsibility, which may be the responsibility which is designed for amending distributions: UFS AP Shared Services.

We're looking for feedback on this, and will look to see whether any changes are beneficial and possible going forward. Please send feedback to stephen.kent-taylor@admin.cam.ac.uk

Issued by [Stephen Kent-Taylor](#) – Head of Corporate and Shared Services



5. HMRC Tax Audit

The Government introduced the [Off Payroll Worker legislation](#) for public sector organisations in April 2017. The off-payroll rules ensure that individuals who work through their own company pay employment taxes and national insurance contributions in a similar way to employees (rules already existed for contractors claiming to be self-employed). Public sector organisations are responsible for applying the rules where appropriate and for paying the correct tax and national insurance contributions.

The rules mean that whenever the University engages with third parties for the supply of services it must establish whether for tax purposes the engagement should be treated as one of employment. Where this is the case, the University has an obligation to account for pay as you earn and national insurance.

Departments wanting to use suppliers need to complete an online form (FD3) that is reviewed by the University tax team. On average the team receives 150 new applications per month and historically around 8% of applications are found to be akin to employment, meaning that gross payments cannot be made.

HMRC began an employment status review of the University in Spring 2017, shortly after the new legislation was introduced. As part of the review HMRC requested copies of a large number of contracts along with the justification for the treatment adopted by the University in each case. The same HMRC team undertook a similar review of Cambridge Assessment and Cambridge University Press. In the latter case the team also interviewed some contractors.

All three audits were recently finalised with no adjustments made. HMRC concluded that the current employment status processes were sufficient and that although they were not in full agreement with the position taken by the University in some instances, they decided not to take the cases forward at the point of their report.

The length and depth of the review conducted by HMRC across the University underlines the importance of employment status and the need to have a robust and well-established process. The University adopts a low-risk approach to the assessment of employment status and its current controls are deemed sufficient: all new suppliers and contractors are reviewed, conclusions are checked using an HMRC tool and difficult cases or positive decisions are referred to an external adviser for independent review.

Issued by [Spencer Moore](#) – Head of Tax



6. Upcoming Finance Training Courses

**Welcome to Key Travel
Workshop:**
Tue 12 Mar, 11h00
Webinar:
Wed 13 Mar, 10h00

Key Travel is the University's travel management company and has recently linked up with Booking.com. We offer two great opportunities to find out more about how Key Travel can support you with your travel booking needs, how you can get the best out of their Online Booking Tool and the savings you could achieve. For more details and to book a place, see

Workshop - <https://www.training.cam.ac.uk/fin/event/2915497>

Webinar - <https://www.training.cam.ac.uk/fin/event/2913462>

**Off Payroll Worker Briefing
Session**
Thu 14 Mar, 09h30

This 90 minute seminar is aimed at any staff involved in buying in services (where not employing via CHRIS). It explains the procedures and guidelines that have been implemented to manage the risk of the April 2017 government rules regarding off payroll workers. For more details and to book a place, see
<https://www.training.cam.ac.uk/fin/event/2744592>

**Grants Part 2 : Grant reports in
Cognos**
Thu 21 Mar, 13h00

The objective of this course is to show delegates how to use the Cognos reporting tool in order to run grants reports. Learn which reports give a summary/overview of your grants and which allow a detailed expenditure analysis. Also included are reports which show which grants are due to close. For more details and to book a place, see:
<https://www.training.cam.ac.uk/fin/event/2651892>

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

7. Deposit Account – Interest Payment & Emailed Enforced

Deposit Account

Please note Deposit Account interest has been credited for February 2019 in CUFS

Enforced Movements

As part of monthly monitoring the Treasury & Investments team have carried out deposit movements to correct debit balances on Sources of Funds. Affected departments will receive documentation indicating which accounts have been adjusted.

Emailed Enforced Movement Letters

Departments will now receive enforced movement letters via email. If these are being received by the incorrect contact or you have not received a notification you were expecting, please contact Treasury & Investments.

March 2019 Deposit Account Interest

Please ensure deposit movements for March 2019 have been processed by the close of 4th April 2019, and that overdrawn accounts have had funds taken off deposit by this time to avoid delays in crediting March's Interest.

Cambridge University Endowment Fund – Distribution

Distribution February 2019

Please note that the Cambridge University Endowment Fund (Amalgamated Fund) distribution for February 2019 has been processed in the February 2019 CUFS period at 207.72p per unit per annum.

Queries

Any queries should be addressed to: Scott Maclaren, Treasury & Investments, Finance Division, Ext 64216

Issued by [Scott Maclaren](#) - Treasury & Investments

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](#)