

**From:** UFS Communications  
**Sent:** 09 April 2020 05:53  
**Subject:** COVID-19 Finance Departmental Guidance Issue 14

Dear All

Please find today's round up of news from the Finance Division. Key Contacts are asked to share with staff in their areas.

- [AP : Requesting PDF invoices – Departmental lists](#)
- [AP: Expense claims for Individuals and Students](#)
- [AP: Secondary Invoice Approval of internal trading invoices](#)
- [Insurance – Guidance for landlords and tenants](#)

This information is also available from the [Finance Division website](#). However, if you have any additional queries please do continue to contact the Help Desk on 01223 (7)65999 or at [UFS\\_enquiries@admin.cam.ac.uk](mailto:UFS_enquiries@admin.cam.ac.uk)

**COVID-19**  
**FINANCE DEPARTMENTAL GUIDANCE – ISSUE 14**  
**8<sup>th</sup> April 2020**

**[AP: Requesting PDF invoices – departmental lists](#)**

Further to Finance Departmental Guidance Issue 9 relating to obtaining pdf invoices from suppliers in preference to paper, all University of Cambridge Trade suppliers have been contacted where we hold an email address. Departments are encouraged to contact the remaining suppliers as appropriate.

To aid this exercise a list of suppliers used in your department in the last 12 months will be emailed to you by the close of play tomorrow. The list provides the quantity and value of invoices previously processed. There is also information regarding other University departments that use the supplier, you may wish to consider working with those departments to reduce duplication of effort both from our point of view as well as the supplier.

The Finance Division Supplier information webpage remains up-to-date on advice and information. <https://www.finance.admin.cam.ac.uk/covid-19-guidance-suppliers> and should you need any further help and guidance, please contact the Finance Division Helpdesk in the first instance at [UFS\\_enquiries@admin.cam.ac.uk](mailto:UFS_enquiries@admin.cam.ac.uk) or call on (7)65999.

### AP: Expense claims for individuals and students

As cheque runs are currently suspended we are looking to pay everyone electronically. Staff expenses are already paid via BACS to the same bank account as their salaries. For any individuals/students (that are not already on the payroll) that we would normally pay via cheque, Departments are asked to obtain a PDF or photo of a bank statement that shows:

- bank name and address,
- Individual or student's name and address,
- account number and sort code,  
(transactional details can be covered up)

This should be emailed to [bacsenquiries@admin.cam.ac.uk](mailto:bacsenquiries@admin.cam.ac.uk) along with their supplier number. The BACS Transition Team in Finance will verify the bank account details, amend the settings on the supplier record (and any open invoices/expense claims) to enable us to pay them by BACS.

### AP : SIA of Internal Trading invoices

In terms of priority, departments should be concentrating on dealing with tasks that affect the critical running of their department. The raising and processing of Internal Trading has been classed as a non-critical process (although, if time allows please do carry on). In order to aid the efficiency of processing external supplier invoices, expense claims etc., the Finance Division plans to remove all Internal Trading invoices from the Secondary Invoice Approval (SIA) screen within AP . This will highlight supplier invoices etc. requiring action.

From 9<sup>th</sup> April 2020 Internal Trading invoices to be automatically approved at 6pm time each working day . You will still be able to place a 'hold' on these invoices should you wish.

### Insurance – Guidance for landlords and tenants

The Ministry of Housing, Communities and Local Government has published non-statutory guidance on issues that landlords may experience when attempting to gain access to a tenant's property and the application of health and safety obligations in the context of the Coronavirus . Please see [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/876500/Consolidated\\_Landlord\\_and\\_Tenant\\_Guidance\\_COVID\\_and\\_the\\_PRS\\_v4.2.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876500/Consolidated_Landlord_and_Tenant_Guidance_COVID_and_the_PRS_v4.2.pdf)