

Date **Friday 24th January 2020**
 Time **9:30am**
 To **University Financial Users Group (FUG)**
 At **Sainsbury Lecture Theatre**

University Financial Users Group (FUG)

MINUTES

Chris Patten welcomed attendees and asked for any newcomers to the meeting.

Daniel Benham – Group Finance Controller, Finance Division
 Matt Hodgson – Tax team, Finance Division
 Rachel Coleman – UIS
 Alison Cook – Faculty of Education

Daniel thanked the group for their feedback and attending the meeting. He advised that the Finance Transformation Programme will be shaped by these meetings and the information gathered.

1. Minutes of previous meeting 11th December 2019

- Approved and signed.

2. Actions from previous meeting

- **Terms and Conditions on the PO** – need to be accessible externally and not behind Raven – **HW**
 - Complete
- **Supplier record is changed from employee to individual** – could the payment method remain as BAC's as we already have their bank details, at the moment it is a cheque – **AW/CP**
 - With regards to the Employee that retired but was still associated with the University and needed to claim expenses. I believe we could
 - Create a new supplier record as an 'Individual' – the employee could be deactivate.
 - Copy the bank details from the employee record
 - Carry on as before

On the basis this does not happen frequently and that the department informs us of this

This will be carried forward to the next meeting

- **Pay student maintenance by bacs** so why can't this information be used to pay them expense rather than giving them a cheque? – **AW/CP**
 - We have a project underway at present to reduce the number of cheques we produce and having reached a point where we can review this particular area we will put forward a proposal to address this at the next FUG.

This will be carried forward to the next meeting

- **Timetable for when P11D's and SRF's need to be submitted? – MS**
 - The P11d's will be sent out end of Feb/early March and will need to be returned by 24th April.

3. Insurance

Nicky Routh

- The University operates in a complex environment, which leads to a huge pressure on resources. One of our key tasks is to reassure insurers we have the same objectives and goals in managing risk. We need to be good risk managers.
- It is important to work collaboratively together across all departments, which can help us to continually align priorities and objectives against a background of changing risk and uncertainty. Please talk to us.
- We continually work with our insurers and build a relationship so that we get insurance policies that reflect understanding of our activities.
- The Insurance Team are here to help you but we need you to communicate with us so that we can assist your departments and faculties to achieve whatever they need to achieve. The sooner the better.

4. Finance Transformation Programme (FTP)

John Galvin

- Thank you so far your engagement has been great. We have a whole host of communication methods; the website, roadshows happening soon and now Yammer. Please join us.
- **Findings** - The presentation shows slides on what PA have been told. If you disagree with any of this then please let us know. The key messages are that the finance processes are not user friendly; few standard processes exist at the moment.
- **Reporting** – there is a huge reliance on Excel to create bespoke reports. The FTP will provide us with an opportunity to improve things.
- **Knowledge** – one of the biggest assets in the University is the knowledge of its staff and their passion to work for this institution.
- **Why are we doing this?** – We want to improve the way Finance works for everyone, empower staff with better information to make informed decisions.
- **Next steps** – produce a business case before the summer. We have established workstreams which will tell the programme what they need. The workstreams will design the solutions.

5. CUFS User review

Paul Humphreys

- A six month period review revealed that 55% of users process transactions and 19% run reports. Just over a quarter of users had no activity or query only. We have been liaising with the School Finance teams to review the data found
- In the next couple of weeks we will contact Departmental Key Contacts and advise them of the users that will be losing their access to CUFS and what support / tools are available for them to gather the information they require. Guidance will be issued.

6. Ourcambridge

Stephen Kent-Taylor

- Submit other ideas online – <https://www.ourcambridge.admin.cam.ac.uk/submit-idea>, the web page has links to events and news
- AR Data cleanse – removed 23,000 sites (customer addresses). Changes detailed below will be made on 28th Jan and more data cleansing will take place following these.
- Making customer addresses visible to all departments, which will reduce duplication and maintenance, and improve data quality. If amendments to sites are required this will be done centrally.

- Please now use the Finance Division's AR Customer set up service to create new AR customers. Turnaround on requests is generally very fast, and we will monitor to ensure we can maintain this. The customer address simplification should help with this.
 - **Q** – Please can you provide guidance
 - **A** – this will be in the bulletin on Monday
- AR Transaction screen – has been tidied up to remove fields that do not need input.
- Internal invoices AR to AP – work is now complete and any AR lines will now pull into AP lines, with the line descriptions. Therefore instead of an AR invoice with 5 lines and only 1 in AP there would (from Tuesday) be 5 in AP. We recognise this may lead to more work for invoices with a lot of lines (eg some TES invoices). The FUG attendees felt that the advantages of this change would outweigh the downsides.
 - **Q** – Please can you provide guidance?
 - **A** – this will be in the bulletin on Monday
- Finance website searching – please see the presentation for the best way to search the finance webpages. You can use the local search box to search the site, as this is better than the search box at the top of the page. Note though that it only searches the local domain, and the Finance Division has several:
 - finance.admin.cam.ac.uk
 - ufs.admin.cam.ac.uk (includes recent bulletins, which can be searched)
 - insurance.admin.cam.ac.uk
 - www.admin.cam.ac.uk/offices/purchasing/ (doesn't yet have the search facility, though planned to be moved to the new platform)

7. General Finance Matters

Chris Patten

- **2020 Half Year End** – extra 4 days have been given
- **Phishing** – Purchase Orders are being sent to suppliers that are not from the University and suppliers are then being out of pocket. Please ensure that your suppliers are aware of this and that they are vigilant.
- **Taster sessions** – these have been running in the Finance Division for a while but are now being rolled out to Departments. If you would like to book a session to see how that area works go to UTBS.

8. AOB

- Please email Michelle.Bond@admin.cam.ac.uk if there are any questions / topics that you would like answered / covered.

Presentation



FUG presentation
Jan 20.pptx

Dates of next meetings

2020

Wednesday 4th March

Friday 17th April

Wednesday 3rd June

LT4, JBS

Pfizer Lecture Theatre, Chemistry

Clifford Allbutt Lecture Theatre, CBC

Friday 10th July	Post Doc Centre, Eddington
Wednesday 23rd September	Pfizer Lecture Theatre, Chemistry
Friday 6th November	Isaac Newton Institute
Wednesday 9th December	Post Doc Centre, Eddington

Attendees	Department
Daniel Benham	Finance Division
Chris Patten	Finance Division
Michelle Bond	Finance Division
Stephen Kent-Taylor	Finance Division
Sri Aitken	ROO
John Galvin	Finance Division
Hania Biernacka	Music
Tracey Theobald-Greaves	Pharmacology
Sophie Stock	NIHR Bio resource
Gina Arnold	Vet School
Sigita Siliunaite	CJBS
Douglas Youngson	UIS
Rachel Coleman	UIS
Jill Bullman	Finance Division
Andrea Wadeson	MRC BSU
Will Clark	Oncology
Joel Brand	SPS
Jon Slater	Criminology
Luke Beattie	Estate Management
Alison Cook	Faculty of Education
Michael Atkins	CUDAR
Emma Crompton	ICE
Theresa Daly	Investment Office
Derek Martin	DMSM
Clare Thrower	DMSM
Rebecca Stamford	DMSM
Mike Sinclair	Finance Division
Annie Baxter	CRUK CI
Julia Nicholson	INI
Paul Humphreys	Finance Division
Garry Browne	Finance Division
Matt Hodgson	Finance Division
Ann Searle	Chemistry
David Savidge	Astronomy
Jo Kibble	Physics
Christine Rogerson	Finance Division
Nicky Routh	Finance Division
Adrienne Walters	Finance Division
Aniko Pechenyuk	Finance Division
Howard Jones	Chemistry
Joseph Worth	MRC CBU
Andrew Williamson	ICE



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Finance Division

Phillipa Moore	Finance Division
Sue Leatherbarrow	Astronomy
Julie Shodiya	Biochemistry
Stephanie Clare	Sports Service
Luke Bovill	Academic Division
Yanying Chen	MRC Biostatistics Unit
Dan Greenfield	School of Technology
Sabrina Farrow	Physiology, Development and Neuroscience
Sue Burnham	DAMTP
Paul Game	Welcome Trust Medical Research Council
Lin Cheng	Finance Division
Irina James	MRC MBU
Donna Faux	Engineering
Anne Waldock	Engineering
Alison Murfin	Faculty of Modern and Medieval Languages and Linguistics
Trish Gallagher	Academic Division
Gillian Burrows	Finance Division
Dan Ford-Barnes	Finance Division
Aga Lanucha	History and Philosophy of Science
Elaine Dalton	Botanic Garden
Giuseppe Tedesco	ICE
Luke Ashby	Public Health and Primary Care
Tony Langley	MRC Cognition and Brain Sciences Unit
Karen Whinney	Investment office
Sharmaine Anthony	Public Health

Apologies

Karen Sheldon