

Date **Friday 06 November 2020**
 Time **10:00am**
 To **University Financial Users Group (FUG)**
 At **Via Microsoft Live Events - recorded**

University Financial Users Group (FUG)

MINUTES

Welcome to regular and new attendees.

1. Minutes of previous meeting (23 September)

- Approved

Stephen Kent-Taylor

2. Matters arising / action points

- None

Stephen Kent-Taylor

3. Strategic Procurement and Processing

David Hughes/John Dennis

- DH introduced news of the funding towards the FTP SPP. Senior level support to make Procurement and Purchasing a better experience and a more commercially valued experience for the University and for ms part and its wider recovery programme aimed at financial sustainability over the longer term.
- A short presentation about our successful Strategic Procurement and Purchasing bid to the Planning and Resources Committee by John Dennis (Head of School of Technology and Chair of the Procurement Strategy Group).
- PRC recently agreed to provide £6.8m to deliver the Finance Transformation Programme's Strategic Procurement & Purchasing (SPP) Project.
- From an annual overall procurement spend £500m on the open market, the SPP will generate further essential financial savings of around £20m per annum. This will be delivered over a three to five -year programme
- SPP will enrol three pilot departments to enable us to trial a new operating model and changes to working behaviours, processes and policies. These departments include Estates, Physics and CRUK CI and were chosen to ensure we have representation of diverse income streams
- Cash savings will be retained by the user or their department/research grant as appropriate. Savings will flow back to benefit the University and will be prioritised to non-research areas initially, however research spend will be in scope so research users and funders can also benefit.
- Further information regarding SPP can be found on the Procurement Services and FTP website, where we provide regular updates around related topics and points of interest. Anyone with further questions can also email: ftprogramme@admin.cam.ac.uk

4. Expense Management System

Stephen Kent-Taylor

- **Concur** - Going to pilot with first batch of pilot departments on 16 November. The site, Expenses Hub situated outside of the Fin Div intranet site is now online for use by staff and then later for students (in the



next phase). Learning Paths page – to assist with simple to complicated claims advice and how-to steps. Mobile app not up yet but it will be used during the pilot. See: <https://www.expenses.admin.cam.ac.uk>

- **Questions - Regarding new expense system and photographing receipts, has it been confirmed not having original receipts stored will be acceptable to all grant funders (including EC etc).** Everyone is happy. Electronic copy of the receipt can be considered as the original. After considerable research, most are satisfied with this set up.
- **How long will the pilot last and will it last long enough considering hardly any claims are being submitted now?** The pilot will last about 2-3 months and will be increased in stages. And the roll-out will be staggered.
- **If there are no receipts does this automatically get marked for p11D?** Under £5 can go through without a receipt but above this will need to have an attachment, explanation and/or evidence if there is no receipt.
- **Duplication of receipts** – yes, this can be a problem as it is currently. A lot of these claims are accepted based on trust and some of the claims are monitored. There is some functionality in Concur to look for duplicates so this may help with accidental duplication by claimants.
- **Mileage for use of private cars has no receipt.** Yes, and the system is clever enough to recognise that and it doesn't expect it.
- **Is there a list of pilot departments and can I sign up** – On the expenses website is a list of all the pilot departments for Phase 1 and 2. Then it's going to be followed by those in the User Group and then volunteers.
- **We sometimes come across people claiming the same expense as personal, but it was actually a credit card expense, would the system catch this?** It would give you the opportunity to catch it. But the accuracy of the in-putter is still key, and policies will be strengthened.

5. Finance Division updates

- **Financial Systems:** **Michelle Bond**

Cognos - We now have 1 Cognos report that has replaced 18 and another 1 for 15 reports coming soon. The full list of reports that are going to be retired at found at <https://ufs.admin.cam.ac.uk/cognos-flexible-reports>.

Critical and Security patches and database upgrade – to go live in December. Latest update on the dates can be found in the Fin Div bulletin 840.

Christmas CUFS downtime – 1700 23/12/20 to 0900 04/1/21.

APEX system - (Supplier Search and Request) – being upgraded. New version is no longer compatible with Internet Explorer. Use Chrome, Edge or Firefox.
- **Accounting Services**
 - **Supplier Search and Request** – (Not presented by AW due to technical issues) **Andrew Weatherly**
 - **Supplier search and request database** **Stephen Kent-Taylor**
 - Items required to process requests – correct details, correct category codes, include dispensation numbers and tax clearance numbers (if appropriate)
 - Attach supporting evidence: copy of invoice, evidence of trading address, company registration number, VAT number and modern slavery statement.
 - Banking information, BACS form, a copy of bank statement with acct number and sort code only. There are some alternative arrangements available.
 - Payments to individuals/students – reminder – we are not using cheques now on BACS, still haven't received banking information for some students/departments

Questions –

Request to speed up the process of getting suppliers on the database.



- We are working on this on this but would also request that people submitting requests provide full information first time (including bank, email and attachments for amendments) to avoid delays. Often email addresses and BACS information are not provided first time and have to be requested.

Can we have a form for new suppliers only?

- Assume this means BACS. We use bank and email information from invoices for suppliers, where an invoice is not received we use the BACS form, refer to the Supplier Notes on this as these are required before the supplier request is completed. We have published arrangements for Individuals and Student (not already paid via Payroll)

Can we clarify whether the onus is on those raising requests to obtain BACS information for ALL suppliers, regardless of whether we have a valid invoice? The BACS for is only for when we do not have the details on the invoice. To be confirmed. – see future Bulletin

- The answer is yes, we must have the banking information provided at the time of the request to avoid any delays, as we set this up at the same time as we approve the requests and will put the request on hold if not provided.

SLA for setting up new suppliers, esp. (urgent) students etc. had a few issues recently, even though provide everything require - there is not an SLA. Try mark as urgent and prioritised.

- We do have an SLA of 5 days to set up a request, if all information is provided initially

What research participants go through supplier set up? I thought these should all go through UPS5? UPS5 is available but not universally used. We encourage finance staff to use UPS5 as it's simpler. We can take you through it.

- We have arrangements for Research participants who are set up via AP, this is quite common, we do need their bank information and an email for the remittance.

- **Delegation of Authority**

Stephen Kent-Taylor

- Reminder - There are regulations and procedures in place for this. In essence the HoI needs to know of any delegated authority and remains responsible for any delegated authority. Those not delegated also need to know who has these authorities. We also expect that HoI to certify their annual accounts. The Internal Auditors also noted that some departments were not able to show the Auditors a document outlining the delegations. Links to assist when drawing up your authority documents: To guidance: <https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-20-governance-compliance/financial-regulations-0>
- Link to List of Responsibilities: <https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-20-compliance-issues-and-procedures/appendix-head>
- There is also a pro-forma within the links that can be used.

- **Questions** – request for an editable pro-forma.

- **Heads of Department** must establish levels of authorisation and segregation of duties for contracts where the Total Value exceeds £500 for: short listing and acceptance of tenders; ordering and inspection of goods and services; and payment. **Could you please clarify if this means the requirement is that you need a copy of a signature on a delegated authority form for every person in the department who might place an order in excess of £500?**
- **UPS5 - Regarding the UPS5 system. We have started using the UPS5 system for Research Participant reimbursements, but the costs are all being posted to the 'staff costs' heading on research grants rather than Travel or Other as indicated on the UPS5 form. Have any other departments had this issue?** We will need to look at this. It may be a weakness of UPS5 coding. UPS5 is being looked at the moment.
- **DocuSign - Are we getting DocuSign to be available across the University?** I think it is available for the University – we will look into this.

6. Questions and Answers

All

- **Previous minutes' questions reviewed:**

- Whilst working at home - Digital copies of contracts are sufficient if no fireproof cabinet is available? Yes.
- Docusign is the approved way for legal contracts.
- Making suppliers inactive too quick – only usually if end date it enacted. Outside of the parameters, no example yet given.
- Attaching invoices to CUFS – can be done but currently there are weaknesses and are looking at this in FTP.
- Petty cash – replenishment is set up

We will look at all the questions posed during the live event – we will respond directly or answer via website/bulletin.

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

Presentation (Recorded Microsoft Live Stream)

<https://web.microsoftstream.com/video/feed0d6c-4521-4958-97f0-4de0e616eabf>

Dates of next meetings

2021

Friday 22 nd January	via Microsoft Teams Live Event
Wednesday 17 th February	via Microsoft Teams Live Event
Friday 19 th March	via Microsoft Teams Live Event
Wednesday 14 th April	via Microsoft Teams Live Event
Friday 14 th May	tbc
Wednesday 9 th June	tbc



List of Attendees (apologies to anyone not listed):

Abdul Khalique	Emma Faid	Lois Durrant	Sam Thake
Adam Austwick	Emmie Singleton	Lucy Harney	Sandy Norton
Adrienne Walters	Esther Holt	Luke Beattie	Sara Hajnassiri
Agata Fehrmann	Gavin Murphy	Luke Bovill	Sarah Fyffe
Alexandra Charter	Gillian Burrows	Luke Champion	Sharmaine Anthony
Ali Stellings	Gina Arnold	Lyn Jordan	Sigita Siliunaite
Alison Cook	Hania Biernacka	Maggie Starace	Silvia Bergstrand
Alison Murfin	Heather Ajimi	Malgorzata Gurtekin	Simon Miller
Alison Stellings	Heather Twinn	Maggie Starace	Elizabeth King
Alison Sutton	Helen Bailey	Matthew Kidd	
Andrew Henderson	Helen Saunders	Mel Turner	
Andrew Weatherley	Helen Wain	Michael Atkins	
Andria Laws	Howard Jones	Michael Dunn	
Angela Fearnside	James Boyce	Michelle Bond	
Angela Rus	James Smith	Michelle Hones	
Anita Wilson	James Webb	Michelle Talbot	
Ann Searle	Janice Sutton	Mike Sinclair	
Andria Laws	Jill Bullman	Monika Mitura	
Anne Crozat	Jo Kibble	Natalie Eddison	
Annie Baxter	Joanna Dybusc	Natalie Etches	
Ann-Michelle Kirton	Joanna Walmsley	Nick Cook	
Anouska Arthur	Joanne Booth	Nicky Blanning	
Anthony Langley	Joel Brand	Nicky Routh	
Ashleigh Eccles	John Galvin	Nicola Lawrence	
Bernadette Parsons	Jon Slater	Omar Kaikati	
Chris Bullock	Judy Law	Paul Humphreys	
Chris Butler	Julie Blackwell	Paula Frattaroli	
Christie King	Julie Shodiya	R. Davey	
Christine Baer	K Chougala	Ragha Adapa	
Christine Molton	Karen Walker	Sally Knock	
Chunenam Tsang	Karen Whinney	Paula Frattaroli	
Claire Thrower	Katie Butler	Sam Day	
Clare Kotschy	Kay Naylor	Theresa Daly	
Craig Langton	Kristen Chan Ward	Tony Fish	
Daniel Benham	Laura Hares	Tracy Levitt	
Daniel Greenfield	Lee Fountain	Trish Cobby	
Derek Martin	Leisa Broad	Stephanie Clare	
Dorothee Amour	Lesley Dent	Stephen Kent-Taylor	
Edward Mayes	Lin Cheng	Susan Burnham	
Elaine Dalton	Victoria White	Susanna Wilson	
Emma Crompton	Yanying Chen	Susie Chan	
Sophie Stock	Yvette Clarke	Taz Ali	