



UNIVERSITY OF CAMBRIDGE

Finance Division

Date **Wednesday 6th June 2018**
 Time **9:30am**
 To **University Financial User Group (FUG)**
 At Clifford Allbutt Lecture Theatre, Addenbrooke's

University Financial User Group (FUG)

Opening of meeting and initial remarks:

Robin Uttin opened the meeting and welcomed new attendees to the meeting

- Alison Ford – Procurement, Finance Division
- Jen Waterfield – Procurement, Finance Division
- Paul Headington - Procurement, Finance Division
- Anice Norman – MRC EPID

MINUTES

1. Minutes of previous meeting 20th April

- Approved and signed.

2. Actions from previous meeting

- No actions from previous meeting.

3. An Introduction to MRC Units

Victoria White

- **Background** – A brief but interesting history of the MRC Cognition and Brain Sciences Unit (CBU), which was established in 1944. By 2016 the MRC already had 16 university units across the UK. In July 2017 the CBU followed the Biostatistics Unit (BSU) and Mitochondrial Biology Unit (MBU) into University of Cambridge. Slides attached

Integration in to University

• What went well

- Finance Training and access to the Playground environment to allow them to get the feel for the system.
- X5 easy to use with clear rules and applicable rates
- Range of reporting tools to share information with PI's
- Excel template replacing old word expenses form
- Volunteer cash request process down to 3 days
- UPS5 – volunteers payments
- Shared Services
- Finance network, communication and support

• Not so well

- Had not established how ROO budgets interact with CUFS and iProc to avoid funds failures and transaction code errors
- Time taken in setting up contracts and collaborations

Victoria gave a big thank you to the local UoC support teams for all the help and guidance they give the staff, visitors and students of MRC-CBU.

4. Finance Systems Update

Paul Humphreys

- **Passphrases to replace CUFS passwords** - From July 2018 all CUFS passwords will need to be 13 characters or more, as a guide users should choose three words that have meaning to them but not easily guessed. The passphrase will not expire like the current passwords. You must keep your passphrase and user name secure – do not share them. You must reset your passphrase immediately if you suspect this has become known by others.
- **RG Re-numbering** – CUFS is running out of RG numbers. During August/September 2018 the numbering will change from **RG123456** to **G123456**. The changes effect CUFS, Reporting, RCO database, X5 and CHRIS. If you are aware of other impacts please email FSG.System.Support@admin.cam.ac.uk
- **Q** Can the numbers default in?
- **A** Where there is only one number associated with the grant the number already defaults in
- **Reporting** – Cognos overhaul and ongoing improvements, the aim is to have fewer reports but with better output. There are 3 Reporting user groups planned, School Finance, Departmental and Central Finance. If anyone is interested in joining one of these groups or have any feedback please email Paul, Paul.Humphreys@admin.cam.ac.uk, If anyone has any reporting ideas please email FSG.System.Support@admin.cam.ac.uk
- **Q** Will you be looking at organising Datasets
- **A** Looking to streamline summary and detail packages at high and low levels,
- **Q** Are other accounting tools being considered
- **A** Possibly in the future, but currently we are using Cognos, some people are using Tableau

5. Shared Services (SSF)

Bernadette Parsons

- **PODS** – Since April small teams have been processing and supporting designated Schools and departments. They are also able to give cover to other PODS when required. Since implementation turnaround times have improved and are now working within the 5 day SLA for non-clinical School PODS.
- **Prioritising** the SIA on IPOs & expenses, new online expenses form in development.
- **Fast track expenses** working well, since it's implemented in April, 1130 claims have been processed. Departments are reminded to use these the fast track forms rather than their own saved versions.
- **Coming Soon**
 - From July Fast track expenses cut off will move to C.O.B. on Wednesdays for payment on the following Monday.
 - Bring Clinical Schools methodology in line with SSF protocols for received date.
 - Visiting departments interested in the new Scanning pilot. Please contact Bernie if you are interested in joining the pilot. Email Bernadette.Parsons@admin.cam.ac.uk.
- **SIA** – Hundreds of invoices on hold due to distribution code changes, the process around this issue is being reviewed.
- **Staffing** - Paul Zuppinger, SSF Team Leader, is on shared parental leave. Luke Bovil is covering this position >Luke.Bovill@admin.cam.ac.uk.

Departments and Schools are reminded to email SSF using the SharedServicesFinance@admin.cam.ac.uk address as emails to personal accounts may be missed. It would be useful if the department code could be included in the subject field emails. Bernie will remind the SSF Team to email departments and schools from the SSF shared mail box.

Q. Will departments have the option to scan invoices directly to SSF?

A. No, but Invoices can be scanned and emailed to SSF to process.

Please email Bernadette.Parsons@admin.cam.ac.uk if you are interested in using the Shared Services team.

6. General Finance Matters

Stephen Kent-Taylor and Chris Patten

- **Barclaycard Processing** – Statement date will be end of month, downloadable from the next day. There will be two statements in May, 11th and 31st.
- **Source of Funds** – Source of funds default will be AZZY, effective from 30th June Bill. Any balance on this source of funds should be cleared. Details circulated in [bulletin 722 \(Monday 21st May\)](#).
- **Bank charges on IPO's** – These are now journaled and not invoiced. Journal description includes IPO reference, supplier name, invoice number and description. Plan to move to monthly processing following a period of close monitoring.
- **Year End Seminars** – Seminar dates [available on line](#), please register interest if full so that more sessions can be made available. June month end has been extended by 4 days to help with processing time.
- **Project Pectus** – update will be presented at the next FUG, Friday 13th July,

7. Any Other Business

It was noted that when the FUG meeting over runs attendees are not able to put forward questions. Robin agreed that ideas for improvement, requests to review processes, or general topics, questions and issues could be emailed to Robin Uttin prior to meetings so that they may be added as AOB items on the agenda.

Please email Robin.Uttin@admin.cam.ac.uk

Dates of next meetings – held at Todd-Hamied Room, Department of Chemistry starting at 9.30am unless stated otherwise

2018	Notes
Friday 13 th July	Followed by year end seminar
Wednesday 19 th September	To be confirmed
Friday 2 nd November	
Wednesday 12 th December	

Presentations

Item 3 : An Introduction to MRC Units



Items 4 Finance System Update, 5 Shared Services and 6 General Finance Matters





UNIVERSITY OF CAMBRIDGE

Finance Division

Attendees

Robin Uttin	Finance Division
Victoria White	MRC EPID
Bernie Parsons	Finance Division
Anice Norman	MRC EPID
Dominic Drane	Psychiatry
Jen Waterfield	Finance Division
Alison Ford	Finance Division
Matt Burges	SCM
Clarie Rice	Paediatrics
Julie Blackwell	Earth Sciences
Maria Pearman	Scott Polar Research Institute
Paul Humphreys	Finance Division
Andrew Weatherley	Finance Division
Paul Headington	Finance Division
Deana Robinson	SHSS
Taryn Miller	PHPC
Francois Meullenet	MRC CU
Natalie Eddison	Clinical Neurosciences
Catherine Bentham	Finance Division
Robert Williams	Clinical Schools
Edina Taudari	Clinical Schools
Christie King	CRUK
Trish Cobby	MRC EPD
Michelle Bond	Finance Division
Stephen Kent-Taylor	Finance Division
Ann Searle	Chemistry
Camila Hernandez Frederick	Office of Post-Doctoral Affairs
Karen Sheldon	Finance Division
Christine Molton	Translational Research Hub
Annie Baxter	CRUK
Matt McAusland	Medicine
Luke Ashby	Public Health
Chris Patten	Finance Division
Bruce Daniels	Oncology
Kerry Wallis	Fitzwilliam Museum
Bernie Parsons	Finance Division
Irina James	MRC MBU
Douglas Youngson	UIS
Tanya Romya	Finance Division
Vladka Mikulski	Finance Division
Neil Kent	CIMR
Lesley Dent	Finance Division