

Date **Wednesday 6th March 2019**
 Time **9:30am**
 To **University Financial User Group (FUG)**
 At **Post Doctoral Centre, Eddington**

University Financial User Group (FUG)

Opening of meeting and initial remarks:

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

- Elaine Mortimer – Pro Vice Chancellors Office

Also mentioned:

- Gill Armstrong – Head of Insurance is retiring

MINUTES

1. Minutes of previous meeting 25th January 2019

- Approved and signed.

2. Actions from previous meeting

- If a supplier has been made inactive part way through the process, could the purchase order or invoice be attached to the reactivation as proof?
 - Continuing to review the process, copy of invoice / PO is acceptable to have the supplier reactivated. Action now closed.
- How do we deal with suppliers that are abroad? – MSA Question - AW (Andrew Weatherley)
 - Consulted with our legal advisors and the working group, taking a risk approach to these overseas suppliers. We are already reviewing their own policy documents for acceptance where they have these in place. Action now closed.
- Supplier number to be made available on the framework agreement web pages/spreadsheet
 - In the process of being implemented
- P11D query – If an individual is based in more than one department, how is the expenditure recorded and should there be consolidation by Finance division if claiming from different Departments?
 - The P11D query has been addressed in revised guidance for the P11D return
- Email Address on PO's – This is work in progress and further information will be provided in due course
 - Covered in Finance System Update

3. OurCambridge (presentation attached)

Caroline Edmonds

- **Who are Professional staff** – If your name is on a Research paper you are not professional staff
 - Variety of grades, job titles, areas; we need to get end to end perspective and not treat things in isolation.
- **Progress** – Over 750 ideas submitted so far. Not closed to ideas so if you think of anything then please let us know.



- **What's important** - working from home, remove paper, processes wanting to be consistent and persuade academics to change, establish a change framework
 - CHRIS can be used to book leave
- **Next steps** - consolidate ideas, communicate, ideas feed into larger projects. Have Ourcam stamp of approval.
 - Quick wins but individual feels no senior backing - hence why we have academics on board in the governance
- **Ideas** - Stamp online approval (digital signature)
 - Process created by dept and could be best solution but need to know.
 - Customer setup to be centralised and mandated
- Risk is open so best to try and fail than not try at all. Be brave !

Q and A

- Why printing 1500 payslips when they are available online?
- Dept. want consistency but heads and academics see regulations as guidelines and not enforceable
- Can you publish a Newsletter to say what Depts. have done or what changes others have made to inspire others?

4. Finance System Update (presentation attached)

Jo Hall

- **Chart of Account data cleansing** - Trying to reduce the number of codes. Will be sending lists out to the relevant departments to confirm that the codes can be deactivated.
- **Phase 2 of Supplier database (SSR)** - work to be carried out soon, volunteers required for testing. Anyone wanting to volunteer please contact Rebecca.Darlow@admin.cam.ac.uk
- **Email address on PO's** – UAT w/c 11th March and go LIVE shortly after – request that departments use this functionality – any changes send to Helpdesk
- **Audit** – The six monthly audit report can be requested at any time. Please contact the Helpdesk to request this.

5. General Finance Matters (presentation attached)

Chris Patten and Stephen Kent-Taylor

- **Procurement update**
 - Brexit – Spending time liaising with suppliers to assess their plans
 - Stakeholder engagement – CUFS Supplier numbers added to framework should be complete in next 6 weeks
 - Purchasing Working Groups – plan to be resurrected in the next few weeks
 - Marketplace – under scrutiny so please give any feedback regarding suppliers, ideas, service etc and send to Procurement.Services.enquiries@admin.cam.ac.uk
- **Internal Trading Invoices** – are now being burst to contacts submitted. There is no need to print the invoices and post to the customer now.
 - A list detailing the key contacts that the invoices are sent to will be published so any attachments can go to the same contact
- **TES invoices** – will also be burst and now receive one email per worker with a line per week worked. This will remove the need to pass one invoice around for various sign offs.

6. AOB

Robin Uttin

- What responsibility is available for amending SSF entered invoices?
- Can we have better communication?

- Do all Doctor Surgeries need MSA sign off? Andrew Weatherley has emailed Department directly and will follow up with them.
- Scanned invoices have stopped. The pilot showed that this was not scalable and would need further resource. This should be a requirement for the new finance system.

Presentation



FUG presentation 6
Mar 19.pptx



OurCambridge
March 2019.pptx

Dates of next meetings

2019

Friday 26th April
Wednesday 5th June
Friday 19th July
Wednesday 25th September
Friday 1st November
Wednesday 11th December

Venue and notes

Wolfson Lecture Theatre, Chemistry
Clifford Allbutt Theatre, Addenbrookes
Post Doc Centre, Eddington
Sainsbury Lab Lecture Theatre
Post Doc Centre, Eddington
201 - Fadi Boustany Lecture Theatre, Judge Business School

Attendees

Robin Uttin	Finance Division
Chris Patten	Finance Division
Andrew Weatherley	Finance Division
Michelle Bond	Finance Division
Stephen Kent-Taylor	Finance Division
Vladka Mikulski	Finance Division
Yanying Chen	MRC BSU
Douglas Youngson	UIS
Elmarie Tambellini	PHPC
Jo Hall	Finance Division
Becky Darlow	Finance Division
Victoria White	MRC-CBU
Joe Worth	MRC-CBU
Michael Atkins	CUDAR
Claire Cahill	SAH
Anice Norman	MRC-Epid
Maria Pearman	SPRI
Elizabeta Moss	Finance Division
Catherine Bentham	Finance Division
Dan Ford-Barnes	Finance Division
Elaine Mortimer	PVCO
Anouska Arthur	CUBG
Ben Green	Chem Eng and Biotech
Irina James	MRC MBU
Sara Hajnassiri	ROO
Peter Hewitt	Finance Division



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Finance Division

Aniko Pechenyuk	Finance Division
Robert Williams	Clinical School
Dominic Drane	Psychiatry
May Tu	COBB
Alex Charter	NWCD
Derek Martin	DMSM
Rebecca Stamford	MS & M
Lee Fountain	Estate Management
Kerry Wallis	Fitzwilliam Museum
Luke Beattie	Estate Management
Marisela Moreno	Centre for Future of Intelligence
Sophie Stock	NIHR Bio Resource
Michael Dunn	SBS
Sue Burnham	DAMTP
Stephanie Clare	Sports Service
Annie Baxter	CRUK CI
Andria Laws	Hamilton Kerr Institute
Heather Twinn	Finance Division
Jen Waterfield	Finance Division
Murray Papworth	Finance Division

Apologies:

Gina Arnold
Kylie Birch