

Date **Friday 14 July 2017**  
 Time **9:30am**  
 To **University Financial Users Group (FUG)**  
 At **Todd-Hamied Room, Department of Chemistry**

## University Financial Users Group (FUG)

### Opening of meeting and initial remarks:

Robin Uttin gave Andrew Reid's apologies, opened the meeting and welcomed new attendees:

- Lisa Christie – Research Operations Office
- Geoff Redpath – Finance Division
- Andrew Rose – UIS

### To Note

- Helen Wain has been appointed as Head of Procurement. She will be starting on Monday 24 July. Thank you to Fern McCall for her work in the interim.
- Andrew Reid has announced that he will be retiring in early 2018.

### MINUTES

#### 1. Minutes of last meeting 07 June

- Approved and signed.

#### 2. Matters arising from meeting 07 June

- Clarification on invoices over £10k – If you are not a user of shared services (Greenwich House or the School of Clinical Medicine) then you are still required to send copies to AP.

#### 3. Financial Systems (presentation attached)

**Jo Hall, Michelle Bond & Stefanie James**

- **Tools transfer** - Work is still in progress with Oracle to resolve the tools / transfer issue on grants. Any transfers that are needed should be sent to [ufs\\_grants@admin.cam.ac.uk](mailto:ufs_grants@admin.cam.ac.uk) and use the [template](#) so they can be actioned on your behalf. Bear in mind that as year-end approaches the number of transfers being undertaken increases so please give as much notice as possible of required moves.
- **User Audit report** – Work has been completed in creating a more efficient process for this bi-annual procedure. It used to take approx. 6 working days to run, format and email the reports out. The new process is now able to run, format and email the reports in one step taking approx. 30 minutes.
- **ADI for GL Supervisor** – A new menu item will be shown on the GL Department Supervisor responsibility allowing them to upload GL journals via ADI.
- **Discoverer Decommissioning** – access will be removed from all users today (Friday 14<sup>th</sup> July) at 5pm. We discovered a handful of reports that were thought not to be run but are actually still in use. These will also be ready in time for year end. The timing of the removal of Discoverer is not ideal but this was UIS requirements to decommission the server. Should anyone need training please contact [FSG.System.Support@admin.cam.ac.uk](mailto:FSG.System.Support@admin.cam.ac.uk)
- **Salary Drill down** – this piece of work is nearing completion and should be with you soon. It will allow users to drill down on salary costs to obtain a further breakdown of data.



- **Payments by BACS** – There are numerous options to proceed; this will be implemented with the Isaac Newton Institute initially as a pilot and then to offered to other departments if successful.
- **Remittance advices** – the current server holding the software is being replaced necessitating a change to the software. A new format will be produced to be LIVE by November 2017. No impact on users.
- **Critical Patching** – this was due to start in August but has been slightly delayed. This round of patching will have no impact on users and there should not be any differences in the system.
- **Bank Sort Code change** – Sort codes are being changed to separate personal and corporate banking. This is happening over the weekend 20/21 January 2018. Departments need to check if the sort code is quoted anywhere.
- **Invoice scanning** – Work is ongoing on a central invoice scanning solution. Departments using shared services will be able to follow a link to view the invoice electronically. Last call for volunteers 14th July (working group now established and no more additions to be made).
- **PO Print format** – New format went LIVE at Easter; after a post go live review there were two main recommendations. We have re-introduced the site prefix with a hyphen before the PO number, removed the colour, aligned the boxes, the supplier phone number will display if it is in the system and there will be multiple lines (we think about 12) on one page before continuing onto the next page. The note to supplier field is now resolved and will populate. We have received good feedback from those who responded to the survey.

#### 4. General Finance Matters (presentation attached)

Stephen Kent-Taylor

- **IPO Notifications** – Each time we paid a foreign supplier we printed and sent a notification to departments via UMS. The bulletin on Monday notified that we will no longer be sending paper notifications. If one is required please send your email address to [UFSCashier@admin.cam.ac.uk](mailto:UFSCashier@admin.cam.ac.uk) and a PDF will be sent. A generic email address is the best one to use.
- **Intrastat** - invoices relating to goods from EU. Will now only request them if Central and Research Accounting need them.
- **Fixed Asset review** - 6 monthly report was sent last week. Please respond by 11 August and let us know if any assets need merging, adding or disposing.

#### 5. Finance Training (presentation attached)

Stephen Kent-Taylor

- **GL ADI** – being added to the GL Supervisor responsibility. Notes are being produced and detail will be provided in the bulletin.
- **CUFS Courses** – the schedule is just being finalised and will be released shortly.

#### 6. AOB – round table open to all for comments

- Is there anyone you believe should be invited as a speaker to a future FUG ?
  - Tax – Off Payroll Workers update would be useful.
  - Legal Services and HR
  - P11D
  - Procurement
- Shared Services very close to getting back to their SLA. New staff are now getting up to speed.
- VAT Training is to be rolled out with the first course in September.
- Procurement team – why is the process so long to set up a supplier?
- Guidance on transacting with countries around the world e.g. Sudan would be useful.
- Employee expense claims – what are the do's and don'ts?

- FPM chapter should be the final word – this has the principles and comprehensive guidance in most areas. Adding more detail to the claim will help the sign-off process. The underlying principle is ‘is the transaction wholly for business?’
- Apprenticeship Levy – will need to be taken off the grants for sponsors who won’t pay the levy. We are in the process of working out where in the departments to post the levy charges which can’t be claimed from sponsors. It’s likely to be posted against research overhead recovery. Note that since this will be a staff cost posting it is likely to incur ICC.

Any topics that people want to see covered at a future FUG please email [Robin.Uttin@admin.cam.ac.uk](mailto: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**

**2017**

Wednesday 27 September  
Friday 3 November  
Wednesday 13 December

**Notes**

Unilever Lecture Theatre, Department of Chemistry

**Presentations:**

The following presentation covers items 3, 4 and 5



FUG Presentation  
11.07.17.pptx



FUG Presentation  
14.07.17 SKT.pptx

**Attendees**

Robin Uttin	Finance Division
Michelle Bond	Finance Division, FSG
Jo Hall	Finance Division, FSG
Stefanie James	Finance Division, FSG
Tracy Andrews	Finance Division, Tax
Andrew Weatherley	Finance Division
Gosia Gurtekin	Faculty of Education
Shaofen He	Faculty of Education
Ann Searle	Chemistry
Lisa Christie	Research Operations Office
Michanne Haynes-Prempeh	Research Operations Office
Debbie Canham	Biochemistry
Angela Cattermole	S A H
Andria Laws	Hamilton Kerr Institute
Richard Stuckey	ICE
Lucy Harney	Finance Division
Deana Robinson	SHSS
Daniel Starling	SHSS
Jane Course	Gurdon Institute



# UNIVERSITY OF CAMBRIDGE

Finance Division

Anne Waldock	CUDAR
Lorna Goffee-Palsor	PDN
Maria Pearman	Scott Polar Research Institute
Andrew Rose	UIS
Ulie Oyeniran	Psychiatry
Laura Cousens	HSPS
Jade Tran	Engineering
Theresa Daly	Investments
Kay Zavareh	Institute of Sustainability
Chunenam Tsang	Chemistry
Annie Baxter	CRUK CI
Robert Williams	School of Clinical Medicine
Janice Sutton	Finance Division, Procurement Services
Niall Taylor	Physics
Matt McAusland	MRC Cancer Unit
Stephanie Clare	Sports Service
Mike Webster	Haematology
Luke Bovill	Public Health & Primary Care
Geoff Redpath	Finance Division, FSG
Paul Zuppinger	Finance Division, Shared Services
Max Smith	Finance Division, Training
Stephen Kent-Taylor	Finance Division, Corporate & Research Accounting
Irina James	MRC MBU
Michael Hood	Biochemistry

## **Apologies**

Gina Arnold  
Kylie Birch  
Elaine Mortimer  
Victoria White