University Financial Users Group (FUG)

Opening of meeting and initial remarks:

Andrew Reid opened the meeting and welcomed new attendees:
- Anish Shah, Department of Psychiatry
- Edina Tandari, School of Clinical Medicine

MINUTES

1. Minutes of last meeting 8 March
   - Approved and signed.

2. Follow up to actions from meeting 8 March
   - Student expenses being paid by BACS
     Response:
     A pilot is being started with the Isaac Newton Institute.
     Plus data gathering is continuing.
   - PO XML Order improvements
     Response:
     On hold post patching.

3. Financial Systems (presentation attached) Jo Hall
   - CUFS Patching
     Successfully completed over the Easter weekend.
     Issues:
     - Purchase orders raised via Science Warehouse.
     - Tax details not consistently populating.
     - Invoice validation by Batch.
     All issues being worked on.
   - Scanning
     Project has been initiated.
     In first instance will be concentrating on invoices coming in to Shared Services.
   - Project Beacon
     Aim to produce a medium to long term strategy for the University Finance System (CUFS) in line with the overall ERP Systems Strategy.

4. General Finance Matters (presentation attached) Chris Patten
   - Apprenticeship Levy
     Deductions of the 0.5% levy have started.
     2 Research bodies have currently informed us they will not be accepting the charge.
• **Year-End Time Table**  
  Final timetable confirmed.

• **Off Payroll Workers**  
  All companies impacted have been contacted and a new process is in place to make payment.

• **PCI Compliance**  
  A questionnaire is being circulated to determine which departments are obtaining credit card details via a form – this presents an extra PCI Compliance challenge.

5. **Finance Training**  (presentation attached)  
   **Chris Patten**

   • **Off Payroll Workers**  
     A number of briefing sessions have been arranged.

   • **Year-End Seminars**  
     Dates will be issued. One seminar will be designed specifically for staff going through their first year-end.

6. **AOB**

   **Ben Green, Chem. Engineering**  
   Led a discussion on the scanning project.  
   Going forward there will be regular updates on the progress of the scanning project.

   **Fern McCall, Procurement**  
   The current patching exercise has raised issues around UAT and Science warehouse.

   **Samantha Smith , Archaeology**  
   Q. Where can one find details regarding the ‘use’ of the Apprenticeship Levy?  
   A. Sue Pandey in HR is co-ordinating the University policy

   **Linda Major, MRC Epidemiology**  
   Q. Has the University considered offering a ‘bike’ allowance?  
   A. This is an HR policy decision. Contact HR for further information.

   **Pauline Sharp, CISL**  
   Q. Do companies who will be impacted by the OPW legislation know they are caught.  
   A. Yes all companies have been informed.

   **Sandy Norton, Biochemistry**  
   Q. Has X5 been updated with Apprenticeship Levy changes.  
   A. Yes.

   **Joel Brand, School of Physical Sciences**  
   Q. Can the guidance issued for credit card postings at year end be reviewed?  
   A. Yes. Feedback will be given at next FUG.

   **Annie Baxter, CRUK**  
   Q. When will the new functionality for the PO format be available?  
   A. Will be activated once the patching issue has been resolved.

   Q. Can ship to number be included?  
   A. Will be part of post go-live review.

   **Claire Cahill, School of Arts & Humanities**  
   The extra funding for chest fund posts impacted by the Apprenticeship Levy will not be loaded immediately due to resource constraints.
Any topics that people want to see covered at a future FUG please email Steve.Hutson@admin.cam.ac.uk

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

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<thead>
<tr>
<th>Year</th>
<th>Date</th>
<th>Notes</th>
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<tr>
<td>2017</td>
<td>Wednesday 7 June</td>
<td>Clifford Allbutt Lecture Theatre, Addenbrooke’s</td>
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<td>Friday 14 July</td>
<td>To be followed by a year-end seminar</td>
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<td>Wednesday 27 September</td>
<td>Unilever Lecture Theatre, Department of Chemistry</td>
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<td>Friday 3 November</td>
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<td>Wednesday 13 December</td>
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Presentations:

The following presentation covers items 3, 4 and 5

FUG Presentation
21.04.17 FINAL.pptx

Attendees

Chris Patten  Finance Division, Accounting Services
Jo Hall  Finance Division, FSG
Mike Sinclair  Finance Division, Corporate and Research Accounting
Stefanie James  Finance Division, FSG
Annie Baxter  CRUK Cambridge Institute
Lorna Goffee-Palser  PDN
Louise Luke  Finance Division, Corporate & Research Accounting
Fern McCaill  Finance Division, Procurement Services
Bernadette Parsons  Finance Division, Credit Control
Breeda O’Leary  Cambridge Trusts
Mike Webster  Haematology
Irina James  MRC MBU
Craig Langton  Economics
Jade Tran  Engineering
Sandy Norton  Biochemistry
Andrew Weatherley  Finance Division, Transaction Process and Control
Steve Hutson  Finance Division
Andrew Reid  Finance Division
Jeanne Estabel  Psychology
Michelle Hones  HSPS
Pauline Sharp  CISL
Jane Course  The Gurdon Institute
Linda Major  MRC Epidemiology
Edina Tandari  School of Clinical Medicine
Helen Maffin  Finance Division, Training
Ann Searle  Chemistry
<table>
<thead>
<tr>
<th>Name</th>
<th>Department/Office</th>
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<tbody>
<tr>
<td>Andria Laws</td>
<td>Hamilton Kerr Institute</td>
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<tr>
<td>Christine Molton</td>
<td>Translational Research Hub</td>
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<tr>
<td>Julie Blackwell</td>
<td>Earth Sciences</td>
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<tr>
<td>Anish Shah</td>
<td>Psychiatry</td>
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<td>Sue Leatherbarrow</td>
<td>Astronomy</td>
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<tr>
<td>David Savidge</td>
<td>Astronomy</td>
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<tr>
<td>Michanne Haynes-Prempeh</td>
<td>Research Operations Office</td>
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<tr>
<td>Janice Sutton</td>
<td>Finance Division, Procurement Services</td>
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<tr>
<td>Ben Green</td>
<td>Chemical Engineering &amp; Biotechnology</td>
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<tr>
<td>Claire Ebanks</td>
<td>HSPS Finance</td>
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<tr>
<td>Yasmiena Jones</td>
<td>Geography</td>
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<tr>
<td>Sally Knock</td>
<td>Geography</td>
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<tr>
<td>Dorothee Amour</td>
<td>Finance Division, Staff Bureau – based at Archaeology (CAU)</td>
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<tr>
<td>Samantha Smith</td>
<td>Archaeology (CAU)</td>
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<td>Claire Thrower</td>
<td>Materials Science</td>
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<tr>
<td>Claire Cahill</td>
<td>School of Arts &amp; Humanities</td>
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<td>Deanna Robinson</td>
<td>School of Humanities &amp; Social Sciences</td>
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<tr>
<td>Joel Brand</td>
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<td>Elaine Dalton</td>
<td>Botanic Garden</td>
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