



UNIVERSITY OF CAMBRIDGE

Finance Division

Date **Friday 21 April 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:

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

2017

Wednesday	7 June	Clifford Allbutt Lecture Theatre, Addenbrooke's
Friday	14 July	To be followed by a year-end seminar
Wednesday	27 September	Unilever Lecture Theatre, Department of Chemistry
Friday	3 November	
Wednesday	13 December	

Notes

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 McCalll	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



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Finance Division

Andria Laws	Hamilton Kerr Institute
Christine Molton	Translational Research Hub
Julie Blackwell	Earth Sciences
Anish Shah	Psychiatry
Sue Leatherbarrow	Astronomy
David Savidge	Astronomy
Michanne Haynes-Prempeh	Research Operations Office
Janice Sutton	Finance Division, Procurement Services
Ben Green	Chemical Engineering & Biotechnology
Claire Ebanks	HSPS Finance
Yasmiena Jones	Geography
Sally Knock	Geography
Dorothee Amour	Finance Division, Staff Bureau – based at Archaeology (CAU)
Samantha Smith	Archaeology (CAU)
Claire Thrower	Materials Science
Claire Cahill	School of Arts & Humanities
Deanna Robinson	School of Humanities & Social Sciences
Joel Brand	School of Physical Sciences
Elaine Dalton	Botanic Garden