University Financial User Group (FUG)

Opening of meeting and initial remarks:

David Hughes opened the meeting and welcomed new attendees to the meeting

- Peter Lumb – Environment and Energy
- Sally Pidgeon – Environment and Energy

- Please be especially vigilant with unusual requests / communications over the next two months as the risk of fraud will be heightened due to forthcoming Christmas period.
- The need for procurement dispensations for Research Collaborations / Sub-Contracts may be raised as an issue by departments.

MINUTES

1. Minutes of previous meeting 19th September 2018
   - Approved and signed.

2. Actions from previous meeting
   - No actions from previous meeting.

3. Marketplace (Science Warehouse) Advanced
   - Advanced have been the marketplace provider to the University of Cambridge since 2007, previously Science Warehouse until March 2018
   - Demonstration shown on how to search in a more accurate way to achieve the best results. This includes searching using words, catalogue number, filters, comparisons, CAS number for chemicals, search by category and then filter
   - There are over 34m items on the marketplace and Cambridge sees 18% of that volume. 68 suppliers on the Marketplace have contracts – by buying through the Marketplace gives the University more leverage and hence better value.
   - The user interface is being refreshed and will provide future improvements.
   - If you find a product cheaper than on Marketplace let Procurement know so they can contact the supplier.

Q Requisitioners are presented with too much choice. Search for monitor stand and get 748 results. How are these ranked?
A There is a biased towards preferred items. Suggest working with Procurement.
Q Can you add a rating or feedback to items?
A This is an ongoing discussion – can result in bad feedback if you have a biased buyer.
Q Can you make energy efficient items appear at the top of the search results?
A During the presentation Advanced indicated that there would be the option to use a “green tag” for sustainable items.

As a follow up Janice Sutton has contacted Advanced to understand timeframe to implement, as this is not possible under the current functionality.

4. General Finance Matters

Chris Patten and Stephen Kent Taylor

- TES Billing – proposal to send out one invoice per month per worker. This will remove the need to pass an invoice around the department for sign off from all relevant parties.
  - In the future we would like to email the invoice as a PDF.
- Permanent Residence Cards – Now able to claim back the cost of this if paid after 1st June 2016. Please use the link - Permanent Residence Cards
- Scanner settings - When sending scanned documents to the Finance Division, we ask for them to be scanned at a resolution of at least 300dpi (dots per inch). A higher resolution than that is not needed and can lead to large file sizes.
  - This is essential where a document is to be kept as a digital copy for reference purposes, and good practice for other documents. As we look at reducing the amount of paper being sent between offices it’s useful to get everyone to good standard practices

Q Is there an update on the payment to Students by BACS?
A Working on the next chunk – students on payroll

Q Suppliers are being deactivated when they have outstanding PO or invoices and the process of reactivation is taking for too long
A Finance Division will investigate this issue as a matter of priority

Q The Modern Slavery requirement is causing multiple issues when trying to set up / reactivate a supplier – can we have a Modern Slavery Blanket Policy?
A This will be taken to the working group (held in January)

5. Finance systems

Michelle Bond

- Expenses Online form
  - Now LIVE to all employees.
- Java – the latest supported version is now 1.8.0_181 – see bulletin 743
- Firewall change – This is to improve security across all systems in the University. CUFS will be unavailable from Friday 30th November at 5pm till approx. 8pm
  - Phones and email will be unaffected
- CUFS Patching – currently in testing for the latest critical and security patches. Code freeze will take place 21st November till 15th January. GO LIVE is planned for the weekend of 12th January.
  - One change identified so far which is to the concurrent request screen (see presentation for screen shots). Any feedback please contact FSG.System.Support@admin.cam.ac.uk

Dates of next meetings

2018

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<tr>
<th>Date</th>
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<tr>
<td>Wednesday 12th December</td>
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2019
Friday 25th January 2019 - Fadi Boustany Lecture Theatre, Judge Business School
Wednesday 6th March Post Doc Centre, Eddington
Friday 26th April Wolfson Lecture Theatre, Chemistry
Wednesday 5th June Clifford Allbutt Theatre, Addenbrookes
Friday 19th July Post Doc Centre, Eddington
Wednesday 25th September Sainsbury Lab Lecture Theatre
Friday 1st November Post Doc Centre, Eddington
Wednesday 11th December 201 - Fadi Boustany Lecture Theatre, Judge Business School

Presentations
- Advanced Nov 18.pptx
- UoC Did you know.docx
- UoC FAQs.docx
- FUG Presentation 2 Nov 18.pptx

Attendees
David Hughes - Finance Division
Mike Sinclair - Finance Division
Anice Norman - MRC EPID
Steve Riley - UIS
Michelle Bond - Finance Division
Stephen Kent-Taylor - Finance Division
Andy Measor - MRC CU
Chris Patten - Finance Division
Douglas Youngson - UIS
Janice Sutton - Finance Division
Louise Luke - Finance Division
Andria Laws - Hamilton Kerr Institute
Julia Nicholson - INI
Irina James - MRC MBU
Victoria White - MRC CBU
Joseph Worth - MRC CBU
Yan Ying Chen - MRC BSU
Niall Taylor - Physics
Judy Law - Finance Division
Rebecca Stamford - Material Science & Metallurgy
Debbie Fatibene - PDN
Theresa Daly - Investment Office
Bruce Daniels - CRUK Cambridge Centre
Liz Haslemere - Psychology
Jane Course - Gurdon Institute
Joel Brand - School of Physical Sciences
Sam Thake - Finance Division
Steve Mallows - Chemistry
Sally Pidgeon - Estate Management
Lois Durrant - Safety Office
Mette Rokkum Jamasb  CRASSH
Peter Lumb  Environment & Energy
Ulie Oyeniran  Psychiatry
Ann Searle  Chemistry
Howard Jones  Chemistry
Richard Stuckey  ICE
Tom Twitchett  Finance Division
Alison Ford  Finance Division
Tracy Levitt  Finance Division
Bernie Parsons  Finance Division
Karen Sheldon  Finance Division
Helen Bailey  Finance Division
Ashleigh Eccles  Finance Division
Nick Cook  SLCU
Mike Webster  Haematology
Derek Martin  Material Science & Metallurgy
Deborah McQuillan  PDN
Emma Crompton  ICE
Julie Blackwell  Earth Sciences
Christie King  CRUK CI
Michael Atkins  CUDAR
Hania Biernacke  Music
Mark Chaldecott  Clinical Biochemistry
Lara Beer  Psychology
Robert Williams  Clinical School
Lorna Goffee Palser  PDN
Abdul Khalique  Finance Division
Deana Robinson  HSS
Jill Bullman  Finance Division
Luke Beattie  Estate Management
Ali Nuttycombe  Judge Business School
Clare Rice  Paediatrics
Christine Molton  Translational Research

Apologies:
Peter Hedges
Kylie Birch