

Date **Friday 2<sup>nd</sup> November 2018**  
 Time **9:30am**  
 To **University Financial User Group (FUG)**  
 At **Sainsbury Laboratory, Bateman Street**

## 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 19<sup>th</sup> 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 bias 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 1<sup>st</sup> 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 30<sup>th</sup> 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 21<sup>st</sup> November till 15<sup>th</sup> January. GO LIVE is planned for the weekend of 12<sup>th</sup> 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](mailto:FSG.System.Support@admin.cam.ac.uk)

#### **Dates of next meetings**

##### **2018**

Wednesday 12<sup>th</sup> December

##### **Notes**

Todd Hamied Room – Chemistry

## **2019**

Friday 25<sup>th</sup> January  
 Wednesday 6<sup>th</sup> March  
 Friday 26<sup>th</sup> April  
 Wednesday 5<sup>th</sup> June  
 Friday 19<sup>th</sup> July  
 Wednesday 25<sup>th</sup> September  
 Friday 1<sup>st</sup> November  
 Wednesday 11<sup>th</sup> December

## **Venue and notes**

201 - Fadi Boustany Lecture Theatre, Judge Business School  
 Post Doc Centre, Eddington  
 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

## **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 Khaliq	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