



UNIVERSITY OF CAMBRIDGE

Finance Division

Date **Wednesday 19th Sept 2018**
 Time **9:30am**
 To **University Financial User Group (FUG)**
 At **Post-Doctoral Centre, Eddington**

University Financial User Group (FUG)

Opening of meeting and initial remarks:

Robin Uttin opened the meeting and welcomed new attendees to the meeting

- Sam Wotton – Reporting Accountant who has replaced Lucy Harney
- Elmarie Tambellini – Public Health and Primary Care

New appointments

- Holly Tilbrook – Head of Business Information

MINUTES

1. Minutes of previous meeting 13th July 2018

- Approved and signed.

2. Actions from previous meeting

- No actions from previous meeting.

3. Payments to Research Participants

Chris Patten

- UPS 5 is the new method of paying research participants
- Based on the existing payment method for UPS1-4
- Has been trialled by MRC CBU and the Department of Psychiatry. Now available for use in other departments as needed.
- Aim is to reduce the amount of cash that is held, which has been the main method of payment to research participants in some departments and to reduce the number of supplier request set ups for one-off payments to research participants.
- UPS 5 is not the payment method for volunteers, and if clarification is required, please refer to the Tax team for guidance.

4. Phishing

Chris Patten

- Start of term usually sees an increase in students being targeted with 'fake' job offers, which are then used as a method to perpetrate fraud.
- UIS are working with the colleges to highlight the issue, but finance staff are asked to be on alert as well.

5. Finance systems

Michelle Bond

- Passphrase replaces password



- Passphrase needs to be 13 characters or more and it will not expire automatically.
 - Within the next 90 days all CUFS users will be prompted to change to a 13 character passphrase.
 - A link was included in Bulletin [738](#), which enables users to check the strength of their new passphrase.
 - **Supplier Search and Request**
 - Now LIVE to all CUFS users.
 - Thanks given to the patience of the departments whilst the technical issues were resolved as well as the department staff who have been involved in the project.
 - The new system integrates with CUFS providing more up to date information quickly.
 - **RG Re-numbering**
 - Moving from RG12345 to G123456.
 - Anticipate that the first G number will be used in mid-October.
 - Reports have been amended to reflect this change.
 - **Expenses on-line form development**
 - Current expenses form is running out of support.
 - This new form is using a tool called APEX (also used for the Supplier Search and Request tool) and is like for like, but with a couple of enhancements.
 - When the user starts to complete their claim, it takes details from Raven log in but can be changed if completing the claim for another user.
 - Bank account validation against details in AP and payroll.
 - Guidelines button is available at each step of the claim to provide users with links to Financial Regulations and Financial Procedures. Screen shots are in the attached presentation.
 - If you would like to volunteer to test (Mac and Pc users) the new on-line expenses form, please email Rebecca.darlow@admin.cam.ac.uk.
- Q If a user only has once cost centre code, could this default in?**
A Not at the moment
- Q Can the form be submitted on-line?**
A Not at the moment, but hopefully this will be possible in the future. Method for submitting remains the same as current process.
- Q Are they entered in GBP to currency and could it contain a link to the live rates?**
A Currencies that exist in CUFS are able to be selected. Rates are set in CUFS daily and the rate can be amended to reflect the rate that the individual obtained. Must be in line with Financial regulations, and the guidelines contains a link.
- Q Where is the email populated from?**
A Lookup. It is important that users update their information.
- **Lookup**
 - Increasingly important to ensure details are up to date as this information is starting to feed into more systems across the University.
 - Integrates with help desk and the new Supplier database.
 - Refer to bulletin [738](#) for link to update your details.

6. University Marketplace refresh

Janice Sutton

- Contract with the current Marketplace expires in November 2019
- Undertaking a review and would like volunteers from the departments to be involved in the working party to ascertain needs.
- Email Janice.sutton@admin.cam.ac.uk with names of volunteers.

7. Tax Update

Spencer Moore

- The University used to benefit from a concession that meant its VAT return and VAT payment were due one month and 7 days after the end of the accounting period.
- As from the quarter ending 31 October 2018 the University no longer benefits from the 7 day concession because it is has become a very large group for VAT purposes. This means that the VAT team have 7 fewer days to produce the return. Assistance from the departments and anyone involved in the return process in meeting this tighter deadline will be appreciated.
- There has been a change to the FD3 (employment status) process. For certain suppliers of services e.g. charities, companies with more than 10 employees (see recent bulletin for details), instead of completing an FD3 the department should email the tax team (FD3@admin.cam.ac.uk) with details of the supplier e.g. company name, registration number, website. The tax team will review and either issue a tax clearance number or ask the department for more information (or an FD3). Hopefully this change will reduce the number of FD3s required.
- In the near future the FD3 online form will be changed. This will hopefully clarify some of the questions and also streamline the review process. Feedback on the new form would appreciated so that it can be refined over the next few months.

8. General Finance Matters

Stephen Kent-Taylor

- **Year-End July 2018** – auditors are now at Greenwich House. Year-end certificates have been sent out, any questions email mike.sinclair@admin.cam.ac.uk
- **Project Pectus/COGNOS Reporting changes**
 - Roadshows are underway
 - Three flexible Cognos GL reports are now available to departments.
 - Old reports will remain as they contain data up to July 2018.
 - Can run the new reports on 17/18 data but it will look different compared to running the old report with the same parameters, due to the change in allocation method.

Q Can some guidance be issued on which parameters can be used to replicate their old reports as this will enable the user to copy, save and set parameters and give them same 'look' as the old reports?

A Mike Sinclair will issue some guidance

- **March ledger close dates** – to assist with March year-end reporting for MRC Units and Cancer Research UK Cambridge Institute, March 2019 month-end dates are being extended by 2 days. Refer to the presentation for the dates, and staff will also be advised via the CUFS bulletin. We are looking at the impact on year end of extending the June month end before deciding whether to repeat the extension for June 2019.
- **Barclaycard invoices that are processed by Shared Services** – at the moment most Barclaycard invoices are processed as a single invoice within a central responsibility, which causes issues for the departments as they are not able to see transactions that are not processed in the department's

responsibility. Shared Services are looking at options such as one invoice per card, which would be visible to departments in AP, and departments could then re-code in AP rather than move the costs in the GL. Shared Services process invoices now within a central responsibility (so not immediately visible to departments in AP). An overnight process then 'stripes' the transaction to the department enabling them to see the transaction. Therefore there is a delay in departments seeing these transactions.

9. AOB - Question and Answer session

Robin Uttin

Q In the new supplier database, is it possible to search by supplier number only?

A Yes. Becky will provide the link to the supplier guidance material in the next bulletin.

Q Tax Section Clearance Number, is this in the new supplier database?

A Yes, there is a field for this information to be entered. For some suppliers there is no longer a requirement to submit an FD3 form to get Tax Clearance. Departments were advised in the change of processes in Bulletin 738. Tax Section Clearance number, if applicable displays on the supplier details page. If there is an expiry on this number the Active Until box will be populated with the date.

Q Is there still a need for AP transactions to go through Secondary Invoice Approval?

A This is still being discussed. Robin welcomes views from departmental users on the desire/need for this to be retained. Please email Robin with feedback.

Q Why does the University have a single bank account for receipts into the University as the value of unclaimed receipts is high?

A If each department had a bank account, it would be a mammoth task to reconcile every bank account. Some suppliers issue one payment that covers multiple departments, therefore which account would the payment credit and then how would the remaining departments claim receipt of their share.

Q What can be done to help departments identify funds on the BACs list?

A Physics give a specific description to the payee that they must enter, but this is reliant on the payee quoting the information. They also ask for the cost centre and source of funds to be quoted at the start, but again this is reliant on the payee entering this information. As much as information as possible is contained within the BACs list.

Q Can the BACs description field allow more characters to be entered?

A This is dictated by the bank so it is not possible.

Q Robin asked for feedback on the new Modern Slavery Act process that has been introduced

A Departments felt it was yet another hurdle to go through and that it is too early to tell and to ask again at the next FUG. Attendees were advised that an email from the supplier is sufficient to confirm they are compliant and this can be attached to the new supplier request.

Q How are supplier reactivations dealt with?

A The process needs to be reviewed as there is no tick box for MSA in reactivations or amendments. Supporting documentation can still be added to these requests



UNIVERSITY OF CAMBRIDGE

Finance Division

Q Special dispensation is now required for collaborators, we received no communication in advance of these changes.

A Heather Ajimi will feed this back to Helen Wain and Procurement Services will clarify and communicate what the requirements are. An update to be given at the next FUG.

Q For one off payments, by the time paperwork is completed, the supplier may no longer be active.

A Current active times is 3 months. If it becomes apparent that paperwork is taking longer, departments can request an extension to the date. Spencer advised that if an extension is required to the date for tax section clearance number, departments can contact the tax team for advice. It may be that if it relates to a difference service, a new tax clearance number may be required.

Dates of next meetings

2018

Friday 2nd November
Wednesday 12th December

Notes

Sainsbury Lab

Presentations



FUG Presentation
19 Sep 18.pptx

Attendees

Robin Uttin	Finance Division
Mike Sinclair	Finance Division
Anice Norman	MRC EPID
Andy Measor	MRC Cancer Unit
Andrew Rose	UIS
Lee Fountain	Estate Management
Farhana Ghelani	Investment Office
Michelle Bond	Finance Division
Stephen Kent-Taylor	Finance Division
Annie Baxter	CRUK
Chris Patten	Finance Division
Douglas Youngson	UIS
Becky Darlow	Finance Division
Janice Sutton	Finance Division
Heather Ajimi	Finance Division
Sam Wotton	Finance Division
James Webb	Finance Division
Louise Luke	Finance Division
John Slater	Criminology
Kerry Wallis	Fitzwilliam Museum
Sarah McCreary	Finance Division
Elizabeta Moss	Finance Division
Stephanie Clare	Sports Service
Andria Laws	Hamilton Kerr Institute



UNIVERSITY OF CAMBRIDGE

Finance Division

Claire Thrower	Material Science
Julia Nicholson	INI
Elmarie Tambellini	Public Health and Primary Care
Irina James	MRC MBU
Victoria White	MRC CBU
Joseph Worth	MRC CBU
Yan Ying Chen	MRC BSU
Jian Kuan	Physics
Emily Challis	Physics
Catherine Bentham	Finance Division
Amanda Green	Psychiatry
Anna Stepien	NWCD
Caroline Rooney	NWCD
Alex Charter	NWCD