

Date **Wednesday 12<sup>th</sup> December 2018**  
 Time **9:30am**  
 To **University Financial User Group (FUG)**  
 At **Todd-Hamied Room, Department of Chemistry**

## University Financial User Group (FUG)

### Opening of meeting and initial remarks:

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

- Sohil Zokari – UIS Management Accountant

In addition:

- Oonagh Bourne is retiring before Christmas
- Other new starters within the finance division:
  - Anita Wilson and Jeff Pearce – Procurement Services
  - Dean Harper – Financial Reporting

### MINUTES

#### 1. Minutes of previous meeting 2<sup>nd</sup> November 2018

- Approved and signed.

#### 2. Actions from previous meeting

- No actions from previous meeting.

#### 3. Financial Systems Programme

Jo Hall

- Anticipate for the first new 'G' number in the New Year
- CUFS planned downtime from 5pm Friday 11<sup>th</sup> January 2019 – Monday 14<sup>th</sup> January. This is to allow for critical and security patching. The only change is to the request screen when submitting a request, the buttons have moved around.
- Business transformation :
  - Communications will start to circulate
  - You may be invited to workshops to discuss your experiences
- Long term programme of work - Group consolidation project: aim is to improve the production of the consolidated University accounts.
- Financial System is due to go out of support Dec 2021
- Procurement Review: Starts early 2019.
- 'Our Cambridge': Two themes; supporting our staff and simplifying our processes. More information can be found <https://www.staff.admin.cam.ac.uk/projects/ourcambridge>. Finance Division are submitting proposals for two projects
  - Expense Management Solution: End to end automated solution from recording expenses, uploading of receipts, approve electronically and upload into CUFS for payment.



- AP Automation (Data Capture): End to end automation of invoice processing upload into the finance system for payment. If an invoice is received with no purchase order, a visual image of the invoice is available for the department to review and approve electronically.
- There is currently an iProcurement receipting issue that is affecting a couple of users in the Clinical Schools following a new location set up in CUFS to enable all invoices for the clinical Schools to be sent directly to Shared Services. The issue is being investigated and hope to be resolved in the next day.

**Q** Issue with RS components as a CRUK invoice was sent to Physics.

**A** Heather Twinn advised this was a timing issue with the change of the new Bill-To and advising the Marketplace suppliers.

#### 4. Supplier Search and Request Database

**Andrew Weatherley**

- Time to reactivate suppliers: Accounts Payable have assumed responsibility for trade supplier requests (New, reactivation, amendments) where an invoice has been received.
- Extra resource has been invested to the new, reactivate and amendment requests to manage the back log
- On-hold requests: AP central team resource has also been invested in reducing the on-hold requests to a more acceptable level. Aim is to pick up the phone more and liaise directly with the department rather than the emails going back and forth, which lengthens the time and process.
- FD3 requests will be dealt with promptly.
- Supplier deactivations are causing problems when there is an outstanding purchase order/invoice. The process for deactivating suppliers that have had no activity for 18 month, where there are no open purchase orders and no invoices awaiting to be paid will continue as is.
- Suppliers that become inactive after 3 months as they were a one-off set up, has now been extended to 6 months to allow more time for transactions to progress through the process.
- When staff submit a reactivation/amendment of an existing supplier, the user must ensure that they authorise the request to enable the request to have the correct status for the central team to complete their process. The reactivation/amendment process has been highlighted for phase 2 of the supplier Database project and a request was received to change the colour of the Authorise button.
- Modern Slavery Act process is being reviewed in January 2019. The supplier team will continue to issue policy forms to suppliers and update the supplier record in CUFS confirming the date the MSA was checked with the supplier. A pragmatic view will be taken when a supplier demonstrates they have their own policy document and these will be reviewed by management within the Finance Division.
- Tax Section clearance number applies to the approved work, if an extension maybe required by another department for another body of work, please liaise with the tax team.

**Q** How do we deal with suppliers that are abroad?

**A** The supplier should comply with the law of our country, in the same way we comply with the laws of other countries. **Action Point** – Andrew Weatherley will take this away to check and respond to.

**Q** Whilst there have been noticeable improvements, would it be possible for new, amendments, reactivation requests to be shared within the department to enable other colleagues to pick up requests on behalf of colleagues.

**A** This is already on the list for phase 2 development.



- Q** A reactivation/amendment request was rejected because the FD3 hadn't been uploaded to the request, but the central supplier team are copied in on the email. Would it be possible for the supplier team to upload this to the request rather than the request being rejected and delaying the process?
- A** For amendments and reactivations, yes it can be uploaded by the supplier team. But for new requests, the department will need to upload it.
- Q** The deactivation of suppliers still causes issues, could the 6 months deactivation be extended to 18 months as well?
- A** The criteria differs. Suppliers that have had no activity over the last 18 months, have no open purchase orders and no invoices awaiting payment are deactivated. The 3 month rule, which has now been extended to 6 months are for suppliers that, when the request to set them up was received, it had been indicated that it was for a one-off order or a one-off payment. If 6 months is still too short a timescale, don't indicate in the request that it is for a one-off transaction.
- Q** Department user doesn't know at the time of raising a PO that the supplier has been set-up as a one-off and therefore won't be aware that there may not be enough time to get the PO and invoice through CUFS before it becomes inactive.
- A** **Action point** - FSG to review options to address the issue.
- Q** If a supplier has been made inactive part way through the process, could the purchase order or invoice be attached to the reactivation as proof?
- A** **Action point** - FSG to review options to address the issue.
- Q** A request was rejected because the quote that had been attached was not 'official' enough as the email wasn't addressed to the University and did not have the supplier's official header.
- A** **Action Point** – User to send the email/request to Andrew Weatherley for him to review and discuss with the supplier team and procurement services
- Q** The system generated emails from the supplier database are not clear and cause confusion.
- A** Email content and format is on phase 2 development.
- Q** If a supplier is inactive and the department has an open purchase order/invoice that requires payment, is proof required that supplier is compliant with Modern Slavery Act?
- A** Yes, unless proof was already given.
- Q** Is there a limit to the number of users in a department that have full access to the supplier database?
- A** Initially 3 per department, but can have more if there really is a need. Send the request to the AP supplier team.

**5. General Finance Matters**

**Chris Patten and Stephen Kent Taylor**

- Euro cheques will cease end of January 2019 and can be replaced with bank transfers.
- There will be no payment runs on the 21<sup>st</sup> December (unless there is an emergency) as they have been bought forward to Wednesday 19<sup>th</sup> December 2018.
- Finance Division, Greenwich House will be closed for Christmas from Friday 21<sup>st</sup> December 5pm and reopen Wednesday 2nd January 20019.
- Staff bureau:
  - Jill Bullman will take over the duties carried out by Oonagh for the next six months.

- Staff bureau have four new starters and may have some availability in January. Please contact Jill Bullman to enquire.
- Preferred suppliers, reminder to please use these where possible. Not all preferred suppliers are on the Marketplace, detailed information on various contracts available can be found on the Procurement Services webpage at:  
<https://www.admin.cam.ac.uk/offices/purchasing/suppliers/>

From this page there are links to the contract information, documentation, buyer's guides linking through to HE contracts (a sector wide website for all Frameworks). If there is an issue with a supplier, it is much easier for Procurement Services to resolve the issue if there is a framework contract in place.

**Q** Would it be possible for the supplier number to be made available on the framework agreement web pages/spreadsheet.

**A** **Action Point** – Heather Ajimi will incorporate this as Procurement Services are currently updating the information.

## 6. AOB

**Robin Uttin**

- **Cashiers Office** – Open till the 20<sup>th</sup> December, but please don't leave money in the department over the Christmas period.
- **Expense form** –
  - difficult to complete when trying to claim for a train ticket when purchased overseas
  - there are no reference points/numbering
  - some receipts don't have a number to enter
  - prints on two sides – approval and coding section is on the back
  - There will be a phase 2 in 2019, please email any feedback or examples of when the form doesn't work well to [fsg.systems.support@admin.cam.ac.uk](mailto:fsg.systems.support@admin.cam.ac.uk)
  - The excel form is still accepted, but with future plans for a new expenses management system, it would be ideal if users could move to the online form
- **Internal Invoices** – A department was chased by another department within the University asking for their invoice to be paid. Internal invoices are automatically dealt with. **Action Point** – Andrew Weatherley will liaise with the department that raised this.
- **IPO Payments** – previously paperwork has been lost and therefore payments not processed and the department is aware until they are chased by their supplier for payment. Can documents be scanned and emailed rather than relying on paperwork via UMS? Departments that use Shared Services, scan and email their documents and don't send a hard copy. **Action Point** – Andrew Weatherley to review.

## Presentations



FUG Slide pack  
12.12.18

### Dates of next meetings

#### **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

#### **Attendees**

Robin Uttin	Finance Division
Chris Patten	Finance Division
Andrew Weatherley	Finance Division
Jo Hall	Finance Division
Becky Darlow	Finance Division
Stephen Kent-Taylor	Finance Division
James Webb	Finance Division
Helen Bailey	Finance Division
Tanya Romyn	Finance Division
Lee Fountain	Finance Division
Andria Laws	Hamilton Kerr Institute
Julia Nicholson	INI
Irina James	MRC MBU
Victoria White	MRC CBU
Joseph Worth	MRC CBU
Niall Taylor	Physics
Claire Thrower	Material Science & Metallurgy
Theresa Daly	Investment Office
Joel Brand	School of Physical Sciences
Bernie Parsons	Finance Division
Anne Searle	Chemistry
Richard Stuckey	ICE
Alison Ford	Finance Division
September Ford	Finance Division
Heather Ajimi	Finance Division
Heather Twinn	Finance Division
Sri Aitken	Research Office
Robert Williams	Clinical School
Deana Robinson	HSS
Sophie Stock	Bio Resource
Andrew Rose	UIS
Mark Housden	Engineering
Luke Beattie	Estate Management
Dawn Foulser-Langford	Psychiatry



# UNIVERSITY OF CAMBRIDGE

Finance Division

Maria Pearman  
Derek Martin  
Stephanie Clare  
Angela Cattermole  
Annie Baxter  
Julie Blackwell  
Kerry Wallis  
Marisela Moreno  
Louise Slade

Scott Polar Research Institute  
Material Science & Metallurgy  
Sports Service  
School of Arts and Humanities  
CRUK Cambridge Institute  
Earth Science  
Fitzwilliam Museum  
Leverhume Centre  
Public Health & Primary Care

**Apologies:**

Matthew Collins  
Kylie Birch  
Mark Chaldecott