Minutes

Date Friday 26th April 2019
Time 9:30am
To University Financial User Group (FUG)
At Wolfson Lecture Theatre, Chemistry

University Financial User Group (FUG)

Opening of meeting and initial remarks:

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

- Veronika Lorenser – Music
- Shiwen Bian - Investment Office
- Will Clark - Oncology
- Anita Wilson - Procurement

The next meeting is at the Clinical Schools, if you have any speakers or topics you would like covered please let Robin know.

MINUTES

1. Minutes of previous meeting 6th March 2019
   - Approved and signed.

2. Actions from previous meeting
   - N/A

3. ourcambridge (presentation attached) Stephen Kent-Taylor
   - **Two strands** – Supporting our Staff, HR related such as secondments, wellbeing and Simplifying our Processes, we do not necessarily need changes to come via ourcambridge, particularly if it’s a change that can be made without involving other divisions, so if you think there is something we should change let us know. The ourcambridge website is still open for submissions, and there should be updates on there soon.
   - There have been a few common themes so far
     - Get rid of paper; replace forms with online entry and electronic signature; scan invoices
     - Simplify the chart of accounts – data cleansing is under way and review as part of the Business Systems project
     - Improve UPS – work is currently underway to replace this
     - Expense system – will solve various issues but does need funding. We’re waiting for a decision on this.
     - Procurement – various suggestions and a review is planned to start soon.
   - **Large projects** – these include an expenses system (with scanned receipt and no need for AP entry); AP automation (would include storing scanned invoices)
   - **Recent developments** –
4. **Finance System Update** (presentation attached)  
   - **Smart Forms** – visible to any one with iProcurement responsibility
     - What are they? – Simplified non catalog request with details pre-populated
     - Benefits? - Less information for the user to populate. Save users time from looking up certain values.
     - Who can use them? - Created specifically for CUDAR and if trial is successful will be available to all users
     - Trial Period - CUDAR will be assessing the benefit of the smart forms over a 3 month period, and, if successful, further smart forms for CUDAR and other Departments can be considered
   - **LIVE and WIP**
     - Patch to prevent issue of being unable to log in - if you have caching issue see the Technical pages
     - Chart of Account data cleansing - Detailed lists to be sent out to the relevant departments to confirm that the codes can be deactivated.
     - Suppliers Phase 2 – work is underway – volunteers required who have search only access – please contact Rebecca.Darlow@admin.cam.ac.uk
     - New UFS webpages / bulletin – any ideas of what you want / format please inform fsg.system.support@admin.cam.ac.uk
     - Bi-annual user audit - will be issued the end of May for 2 week response please

5. **Finance Training** (presentation attached)  
   - **Insurance** – Robin is the interim Head of Insurance. New website went LIVE 24th April - https://www.insurance.admin.cam.ac.uk along with the revised FPM Chapter 18
     - Travel insurance - new insurer and only significant change is excess increases to £100 and no accidental cover for mobiles or laptops. Will launch a new web portal, but continue to use old form to register travel for all trips
   - **Modern Slavery Act** - new course in development will take approx. 30 mins. Any new users must complete before given access to CUF and Supplier database. Reports for departments to monitor completion of the course will be available. Trying to link with the induction.
   - **Year-end seminars** - dates have been agreed (see presentation) further details issued in Bulletin shortly

6. **General Finance Matters** (presentation attached)  
   - **Procurement update**
     - Framework Contracts – Supplier number now added to the database
     - Benefits – easy to use, pre-approve suppliers and give commercial benefit to the University
     - Scientific frameworks are being reviewed and will be back in a couple of weeks
     - [https://www.admin.cam.ac.uk/offices/purchasing/suppliers](https://www.admin.cam.ac.uk/offices/purchasing/suppliers)
• Payroll – HR Reporting – Survey shows most departments look regularly but others periodic and some not at all. Check these reports regarding staff: Staff listing, pay transactions weekly and monthly and leavers in next calendar month

• Was extra time at March month end useful? – Yes, very – therefore we will repeat next year

• AZZY Source of Funds - from 1 May going to put VAT adjustments to AZZY instead of AAAA and different transaction codes. Roll forward will move to different code but will still be AZZY SoF

7. AOB

Robin Uttin

• AR customers - is there any reason why a customer set up in one dept. should not be seen in another?
  o Be good to reduce the process and streamline. Propose to remove the ability for depts. to set up customers. Requests that come centrally now are created same day if received by 3pm
  o Potential issue that credit limits can vary by Department – depts. reminded they can change invoice terms as appropriate.

• If errors on shared service entered invoice who amends?
  o Should go back to Shared services but have the ability to amend yourself if desired

Presentation

FUG presentation 26

Dates of next meetings

<table>
<thead>
<tr>
<th>2019</th>
<th>Venue and notes</th>
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<tr>
<td>Wednesday 5th June</td>
<td>Clifford Allbutt Theatre, Addenbrookes</td>
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<tr>
<td>Friday 19th July</td>
<td>Post Doc Centre, Eddington</td>
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<td>Wednesday 25th Sept</td>
<td>Sainsbury Lab Lecture Theatre</td>
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<td>Friday 1st Nov</td>
<td>Post Doc Centre, Eddington</td>
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<tr>
<td>Wednesday 11th Dec</td>
<td>201 - Fadi Boustanly Lecture Theatre, Judge Business School</td>
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Attendees

Robin Uttin - Finance Division
Chris Patten - Finance Division
Michelle Bond - Finance Division
Stephen Kent-Taylor - Finance Division
Yanying Chen - MRC BSU
Douglas Youngson - UIS
Victoria White - MRC-CBU
Joe Worth - MRC-CBU
Michael Atkins - CUDAR
Anice Norman - MRC-Epid
Irina James - MRC MBU
Sri Aitken - ROO
Rebecca Stamford - MS & M
Lee Fountain - Estate Management
Sophie Stock
Michael Dunn
Stephanie Clare
Annie Baxter
Heather Twinn
Tanya Romyn
September Ford
Alison Ford
Julia Nicholson
Claire Thrower
Derek Martin
Donna Faux
Anne Wallock
Luke Beattie
Karen Sheldon
Anita Wilson
Julie Blackwell
Lin Cheng
Paul Game
Mike Webster
Niall Taylor
Yasmina Jones
Sally Knock
Will Clark
Ali Stellings
Farhane Ghelani
Shiwen Bian
Philippa Moore
Deana Robinson
Joel Brand
Sandy Norton
Wendy Aylett
Bernie Parsons
Heather Ajimi
Michelle Hones
Gideon Coles
Mike Sinclair
Richard Davey
Veronika Lorenser
Hania Biernakhe
Alanya Reynolds
Ann Searle
Howard Jones

NIHR Bio Resource
SBS
Sports Service
CRUK CI
Finance Division
Finance Division
Finance Division
Finance Division
Finance Division
INI
MSM
MSM
Engineering
Estate Management
Earth Sciences
Finance Division
Finance Division
Finance Division
Earth Sciences
Finance Division
SCl
CSCI
Physics
Geography
Geography
Oncology
CIBS
Investment Office
Investment Office
Clinical School
SHSS
SPS
PH_Biochem
University Library
Finance Division
Finance Division
Finance Division
Finance Division
Criminology
Music
Music
SSC
Chemistry
Chemistry

Apologies:
Gina Arnold
Elaine Dalton
Andrew Rose