

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 Lorensen – 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** –



- Bursting internal invoices; please remember to send back up separately via email. A list of contacts for this is on the Finance Division site
 - Q – Can we make salesperson a mandatory field as sometimes receive invoice with no contact details?
 - A – FSG will review
- TES invoicing – more detail included on the invoice therefore no need for back up docs, quicker to get on the system
- Barclaycard invoices – greater detail visible to department, quicker to get on the system

4. Finance System Update (presentation attached)

Michelle Bond

- **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)

Karen Sheldon

- **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 CUFS 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)

Chris Patten

- **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>

- **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?
 - 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
 - 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?
 - Should go back to Shared services but have the ability to amend yourself if desired

Presentation



FUG presentat

Dates of next meetings

2019

Wednesday 5th June
Friday 19th July
Wednesday 25th September
Friday 1st November
Wednesday 11th December

Venue and notes

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
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	NIHR Bio Resource
Michael Dunn	SBS
Stephanie Clare	Sports Service
Annie Baxter	CRUK CI
Heather Twinn	Finance Division
Tanya Romyn	Finance Division
September Ford	Finance Division
Alison Ford	Finance Division
Julia Nicholson	INI
Claire Thrower	MSM
Derek Martin	MSM
Donna Faux	Engineering
Anne Waldock	Estate Management
Luke Beattie	Earth Sciences
Karen Sheldon	Finance Division
Anita Wilson	Finance Division
Julie Blackwell	Earth Sciences
Lin Cheng	Finance Division
Paul Game	SCI
Mike Webster	CSCI
Niall Taylor	Physics
Yasmiena Jones	Geography
Sally Knock	Geography
Will Clark	Oncology
Ali Stellings	CJBS
Farhane Ghelani	Investment Office
Shiwen Bian	Investment Office
Philipa Moore	Clinical School
Deana Robinson	SHSS
Joel Brand	SPS
Sandy Norton	PH_Biochem
Wendy Aylett	University Library
Bernie Parsons	Finance Division
Heather Ajimi	Finance Division
Michelle Hones	Finance Division
Gideon Coles	Finance Division
Mike Sinclair	Finance Division
Richard Davey	Criminology
Veronika Lorensen	Music
Hania Biernakhe	Music
Alanya Reynolds	SSC
Ann Searle	Chemistry
Howard Jones	Chemistry

Apologies:

Gina Arnold
Elaine Dalton
Andrew Rose

Maria Pearman
Peter Hedges
Kylie Birch