

UNIVERSITY OF EXETER  
FINANCE APPLICATION SPECIAL INTEREST GROUP (FASIG)

A special meeting of FASIG was held on Monday 21st October 2002 at 2.00 am in Committee Room A, Northcote House to discuss the issues of User Reporting.

**Present**

- Mike Barnett ( Finance )
- Alan Binge ( Finance )
- Debbie Brett ( Finance ) – SECRETARY
- Helen Clarke ( Psychology )
- Pat Curgenvin ( Biological Sciences ) - CHAIRMAN
- Adrian Davey ( Finance )
- Paul Daysh ( Chemistry )
- Janette Evans ( SHiPSS )
- Andrew George ( Domestic Services )
- Dick Leitch ( Finance )
- Mike Phillips ( Education )
- Kieren Bird ( IT Services )

**Apologies**

- Brian Allnut ( Finance )
- Chris Austin ( IT Services )
- Carrie Baker ( External Relations )
- Emma Baker ( Academic Division )
- Sally Bastyan ( Education )
- Lucinda Bennett ( Maths )
- Annette Coles ( DLL )
- Heather Crispin ( SMS )
- Lana Cummings ( Finance )
- Elaine Davies ( SSHS )
- Sally Heggie ( IT Services )
- Mike Huggins ( Finance )
- Liz Hulbert ( Finance )
- Angela Gardner ( Learning Teaching Support Centre )
- Peter Glazier ( Finance )
- Anne Gore ( Geography & Archaeology )
- Kathy Halsey ( Camborne School of Mines )
- Sarah Hamlin ( Finance )
- Caroline Hampson ( Finance )
- Martin Henson ( Domestic Services )
- Jenny Hickman ( SELL, Lifelong Learning )
- Maureen Hill ( Geography & Archaeology )
- Beverley Hughes ( Library )
- Alison Husband ( Sport & Health Science )
- Nela Kapelan ( Mathematics )
- Jane Lawrence ( Physics )
- Ges MacDonald ( English )
- Cathy Maguire ( Sport & Health Science )
- Anna McFadden ( Arabic and Islamic Studies )
- Stephen Murphy ( Sport & Health Science )
- Hilary Olek ( Dept of Lifelong Learning )
- Roz Pardee ( DLL/ SELL )
- Sally Phillips ( Biology )
- Karen Pope ( Engineering )
- Paul Sandy ( IT Services )
- Liz Saunders ( Finance )
- Elizabeth Stewart ( Modern Languages )
- Karen Swanston ( Psychology )
- Marilyn Wills ( CRR, SOGA )
- Keith Zimmerman ( SHiPSS )
- Barbara Powell ( Law )
- Catherine Serjeant ( Finance )
- Gabi Simons ( Drama & Music )

Ruth Stansfield ( External Relations )  
Catherine Serjeant ( Finance )  
Alex Walsh ( IT Services )  
Denise Watts ( Physics )  
Stephen Woodcock ( Finance )

02.00 Introduction

The Chairman welcomed everyone.

02.01 Feedback from FASIG Members

It was noted that the feedback from members on the issue of User Reporting had been minimal.

02.02 Purchasing Reports

**Internal Purchase Order Query** : The Group discussed the content and format of the document produced by this query. Once the key areas are established and agreed, the format for the spreadsheet will be set up centrally and the spreadsheet can be emailed to the FASIG membership so each can use. Excel can include a maximum of 256 columns – different users can use the “hide” facility to conceal columns they do not usually use, without permanently modifying the spreadsheet. It is recommended that users do not change the template issued to them, but make a copy in Excel and manipulate the copy rather than the original template. If a School plans to disseminate a manipulated spreadsheet format within the School, for example to researchers, then the School will need to ensure that any template changes made centrally by Finance are notified and applied by all the internal spreadsheet users.

Any users requiring Excel training can arrange through IT Services since courses are available throughout the year. It would be expected that the report would be created within the same time frame as the purchase order itself and issued to the requestors perhaps daily. Currently, it is difficult to produce this document with a “requestor” shown automatically. Dick Leitch and Keiren Bird are working on this aspect, so that the School can print versions for each person who has requested an item. Until the requestor is shown automatically, users will need to insert this information manually.

In addition to a query by vendor, users will shortly be able to query by purchase order and extract data relating to that one order. To report on a range of purchase orders, users will need to set up their spreadsheet with a page break and subtotals within their formatting in Excel.

Users will be able to query all orders within a date range, regardless of status. Once in Excel, users could then sort this information by supplier, for example.

It will be possible to request a “Purchase Analysis by Material Subgroup”. This can include the material code.

The group discussed the need for material codes to be inserted by users when they are inputting to APTOS. The material code data is used by the purchasing team to negotiate the best possible terms for the University’s supply contracts. To establish if any of their users are not inserting these codes, Schools can run a report on a regular basis to list purchase orders that have no material codes shown.

It should be noted that EAS cannot extract data directly from the sales ledger or purchase ledger – it will look at underlying transactions but cannot show eg addresses, history etc. Further development work will be needed in due course to enable this kind of information to be drawn upon.

02.03

#### Standard Transaction Reports

**Ledger Listing Reports** : enable users to view data relating to any of the ledgers.

**Cost Centre Reports** : Some development work remains to ensure that subtotals and narrative fields are clear and relevant. Schools need to have monthly reports.

#### **Management Information Report 4 :**

( Previously known as “The Blue” )

An equivalent report will be created. Adrian Davey will also investigate whether “Commitments” can be shown separately from “Actual Expenditure”. In future years, when APTOS has “prior year” information within the system, Finance will investigate whether “prior year” “year to date” data could be/ should be drawn in for comparison purposes.

#### **Management Information Report 1 :**

( Previously known as “The Yellow” )

An equivalent of this report will be created. Finance will consider whether an additional column could be inserted to show changes to the budget in the current year, and the total allocated budget including changes.

In due course, if the equivalent of this report could be produced under EAS, the Schools could run the report themselves. The development may take a while – appropriate macros and totalling would need to be applied. An initial version will be available shortly.

#### **Management Information Report 5 :**

( Previously known as “The Buff” )

This report is used by School Administrators to report to their Schools. The academics need slightly different information : income; expenditure; commitments of expenditure. Ideally, Schools would have a simple separate report giving an overview of this information for issue to academics. The “Alternative Views” software may provide the solution to this in due course.

#### **Management Information Report 7 :**

( Cost Centre Transaction Report )

The group discussed whether a ledger listing is a suitable alternative to this report. Also, Finance will investigate whether the “Transaction Details” column could show the purchase order number.

02.04

#### Report Development Group

It was agreed that a Report Development Group would be set up as soon as possible, drawing on FASIG members, Finance Division staff and IT Services staff, with the purpose of progressing the development of the reports required.

02.05

#### Reports Now Available From APTOS

A list of the EAS reports now available on the live APTOS system was distributed by Dick Leitch on 22<sup>nd</sup> October to FASIG members.

