

Minutes of FASIG 25th May 2007

1. Minutes of previous meeting

2. Matters arising

Purchasing card – Update: Alex Walsh will be working on developing a basic spreadsheet for all users to complete. This would then be uploaded to Aptos via an Openlink journal. Once completed, this will need to be tested and procedures put in place. Aptos itself is working on developing a system-based method for the future and this is seen as an interim measure.

On line expenses – pop up boxes have been removed and the expenses form is in the process of being revised.

Fast-track detail code pairing – working well except that the wording of some of the questions needs reviewing in respect of VAT.

The possibility of having a VAT presentation at a future FASIG meeting was discussed as it is several years since the last one.

Minutes – it was agreed that circulation of minutes should be speeded up.

3. FASIG Terms of Reference

Alan read out the Terms of Reference and agreed to circulate to everyone for any suggested changes (to be included with these minutes and available on the Aptos website).

4. My Eureka and EAS Reports

Dick Leitch demonstrated some commonly used My Eureka and EAS reports which users may find useful. My Eureka has no security and the wild card is %. In EAS the wildcard is * (not Gold * as in Aptos which is +*).

Aptos Reports

003 – Accounts and Associated names & Addresses eg. S1 1-ABB013;

005 – Analysis Value Pairings eg. COST, AC%, DETAIL

006 – Analysis Value Report eg. DETAIL

009 – Transaction Types linked to Accounts eg. GL 1-AWRB%-43000 (select last page before printing)

041 – Voucher Item Listing eg. Voucher number 490252

050 – New Accounts Created eg. P1 to P1, 01-Jan07 to 30-Apr-07

EAS Reports

PO Commitments by Account

PO Zero Value Commitments

Simple YTD Balances

Actuals V Budget Trxs

Dick emphasised the need to “fulfil” purchase orders on a regular basis. For one reason or another Aptos does not clear all purchase orders when paid.

By fulfilling purchase order commitments are not left on the accounts.

Dick demonstrated various EAS commitment reports which help users to see what commitments are outstanding.

To get access to any reports you think may be useful or to discuss your requirements please contact Aptos helpdesk.

http://www.admin.ex.ac.uk/Aptos/contact_helpdesk.shtml

Members were also told that from 1st August, the Aptos Helpdesk is transferring to Academic Services and discussions are underway with Deborah Welland to ensure there will be no deterioration in customer service. Currently all calls are logged, given a Call Reference number and followed up accordingly. If the procedure changes in future, FASIG will be informed.

5. Journals Presentation by Anne Shrubshall

Anne described the general principles for creating and why and how we use journals. She also emphasized the risk involved with incorrect journals, which can distort our financial reports and even be a mechanism for fraud. There followed a discussion of how to minimize risks via an authorization process. Anne also described the importance of the explanatory narrative and an adequate reference system on all journals.

The slides can be found on the FASIG homepage under Supporting Documentation in Minutes 2007 <http://www.groups.ex.ac.uk/fasig/>

Auditors start by looking at what controls we have in place and we need to tighten up our procedures in this area. Future actions will encompass the following:-

- Gather information – via questionnaire
- Test out system authorisation
- Draw up protocols
- Revise journal request form
- Design spreadsheet template for bulk journals
- Provide guidance on the web

There followed a useful discussion of what the current procedures were and how smaller schools and services would manage different authorisation systems and the major problems that devolved input can have if controls are not in place. There will need to be some proper journal training.

6. Next meeting topics

Possible topics include:-

- Phil Jones to present a Debt Recovery session.
- VAT information session.

7. Date of next meeting

The annual Year-end Briefing meeting has been arranged for 27th June at 2 pm in AMORY room 106, Amory Building, Streatham Campus – venue has changed from that previously advised. (Queens IG is being refurbished).

Those attending the small group sessions need not attend the above, as the same information will be covered.

The Autumn term meeting will be advised in due course.

Minutes of this meeting and supporting documentation will also shortly be available at: <http://www.groups.ex.ac.uk/fasig/>