

## PROCESS FOR FASTTRACK PAIRING OF DETAIL CODES

The following process will be implemented for a trial period of two months to the end of May 2007 and will then be reviewed.

The purpose of this process is to enable the quick and efficient pairing of detail codes with existing cost centres, (excluding research and other projects M, N, P, Q, R and F ranges).

It is **NOT** to be used for the setting up of new cost centres.

**PROCEDURE** - A new Web based detail code pairing system has been set up. This will replace the current paper based system.

1. Requests for new detail codes may be made via the Aptos website:  
Go to :  
[http://www.admin.ex.ac.uk/aptos/rf\\_gl\\_amend\\_account.shtml](http://www.admin.ex.ac.uk/aptos/rf_gl_amend_account.shtml) (bookmark in your favourites)

Here you will find a form to complete on-line which is self-explanatory.

This form will be automatically e-mailed to Corporate Accounting, copied to the requestor and to the specified Budget Centre Accounting team.

If you have any problems using the Web based page please contact  
[aptos-support@exeter.ac.uk](mailto:aptos-support@exeter.ac.uk)

**Very Urgent requests only** - by telephone to Corporate Accounting (ext 3098)  
**NB** urgent requests are limited to occasions where a critical purchase order is awaiting processing. The frequency of such requests will be monitored, as there is an urgent status on the web form.

2. Budgets do not need to be provided for new pairings
3. Telephone requests will subsequently be confirmed by email, copied to the relevant budget centre accounting team
4. Copies of all requests will be retained in Corporate Accounting.

## INVALID PAIRINGS

Please note that the following pairings are **NOT** permitted on **D range cost centres** (ie 3<sup>rd</sup> letter D)

Income codes (begin 0\*)  
Salary code (begin 3\*) apart from 38000

Anne Shrubshall  
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