

UNIVERSITY OF EXETER
FINANCE APPLICATION SPECIAL INTEREST GROUP (FASIG)

A meeting of FASIG was held on Thursday 4th July 2002 at 10.30 am in Committee Room A, Northcote House.

Present

- Brian Allnutt (Finance)
- Chris Austin (Classics, AH & Theology)
- Carrie Baker (External Relations)
- Emma Baker (Academic Division)
- Alan Binge (Finance)
- Debbie Brett (Finance) - SECRETARY
- Helen Clarke (Psychology)
- Pat Curgenvin (Biological Sciences) - CHAIRMAN
- Adrian Davey (Finance)
- Elaine Davies (SSHS)
- Paul Daysh (Chemistry)
- Andrew George (Domestic Services)
- Jenny Hickman (SELL, Lifelong Learning)
- Tom Hamlyn (Physics – Work Experience)
- Dick Leitch (Finance)
- Ges MacDonald (English)
- Mike Phillips (Education)
- Sally Phillips (Biological Sciences)
- Karen Pope (Engineering)
- Paul Sandy (IT Services)
- Liz Saunders (Finance)
- Gabi Simons (Drama & Music)
- Elizabeth Stewart (Modern Lang)
- Karen Swanston (Psychology)
- Denise Watts (Physics)
- Stephen Woodcock (Finance)

APOLOGIES

- Mike Barnett (Finance)
- Sally Bastyan (Education)
- Lucinda Bennett (Maths)
- Annette Coles (DLL)
- Heather Crispin (SMS)
- Lana Cummings (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)
- Sally Heggie (IT Services)
- Martin Henson (Domestic Services)
- Maureen Hill (Geography & Archaeology)
- Liz Hodgkinson (Peninsula Medical School)
- Mike Huggins (Finance)
- Beverley Hughes (Library)
- Alison Husband (Sport & Health Science)
- Nela Kapelan (Mathematics)
- Jane Lawrence (Physics)
- 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)
- Barbara Powell (Law)
- Catherine Serjeant (Finance)
- Gabi Simons (Drama & Music)

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Ruth Stansfield (External Relations)
Keith Stead (Chemistry)
Alex Walsh (IT Services)
Marilyn Wills (Centre for Rural Research)
Keith Zimmerman (SHiPSS)

02.00 Introduction

The Chairman welcomed everyone.

02.01 Minutes of Last Meeting

The Minutes were approved and adopted. Some issues remain to be discussed later in this meeting. Regarding item 02.06 (Year End), Brian Allnutt informed the meeting that final instructions remained outstanding. No feedback had been received from any of the Schools, so he will proceed as previously advised.

02.02 New Chairman

The meeting thanked Keith Stead, the previous Chairman, for his contribution to the Group and welcomed his successor, Pat Curgenven.

02.03 Update on APTOS

- (a) The Group received an update from Brian Allnutt confirming that work continued to ready the system for use by 1st August 2002. The codes are being loaded into the “live” database and a “test” version is now available. Transactions do not go onto the “live” version until 1st August 2002 ; the “test” system shows “test” transactions relevant to the live system. The “test” system will be available to users shortly. The user registration form will be on the website by 12th July 2002. Each user must print a hardcopy of the form, complete it, and return to Brian Allnutt who will then forward to IT Services. They will arrange for access to be issued to that user. In case of delays in processing the forms, priority will be given by IT Services to key users. Full arrangements will be set out in the next APTOS News, but problems or queries regarding the “test” system should be addressed to Kathy Channing (by email, preferably) in the first instance. Each user’s access to APTOS will be defined, in terms of functionality and limits to access. Not yet known how APTOS access will be set up for schools that do internal transfers or charging (eg to IT Services, Domestic Services, or other schools). Queries to Brian Allnutt please. The basic principle is that with APTOS you have no access unless it is specifically allowed. There are implications for our “internal market” activities, which may need to be revisited in a later FASIG meeting.
- (b) Accounts Payable : there are 10,000 suppliers on the SBS purchase ledger so a “cleaning” process has been running to identify those suppliers that are not required on APTOS. The final list will be set up on the “live” APTOS system at the end of July.
- (c) Accounts Receivable : at the end of July, accounts that are currently live will be transferred onto the APTOS system
- (d) Transaction Analysis Codes : (Brian Allnutt’s paper refers, distributed during meeting). APTOS allows you to use these codes to sort items and see a total for that group of transactions. They do not hold or create balances. Transaction analysis codes need to be set up in advance, so that the account can be enabled and the analysis activated. The account is then flagged to show that the analysis is possible. Each school wanting to use Transaction Analysis Codes need to supply a list to Brian Allnutt as soon as possible of the cost centres to which they are to apply; the specific account detail codes that are relevant (eg travel;

- conferences; library spend; vehicles) or staff name and number applying; and values likely to be used for each of the Transaction Analysis Codes required.
- (e) Transaction References : (Brian Allnutt's paper refers, distributed during meeting). Finance Division need to allocate ranges of references to Schools eg for general ledger journals etc. APTOS will break down transactions via references rather than document types. Instructions will follow later this month. The two-character school identifier will probably be used within the transaction reference, except for schools that use multiple sources of input/ batches (eg Education) where a different reference may be needed to distinguish between the sources. Transactions will be filed under their sequential document reference number, which will be assigned by the School. This number will be stamped on the paperwork and manually input onto APTOS in a freeform field. More details will follow in due course.
 - (f) Purchasing and Stock : all of the system parameters are set up in the "live" and the "test" systems. Most of the locations are set up; and most units of measurement/ conversion are set up. The first trial stock loads (IT Services and Biological Sciences) have gone through and will be loaded shortly. The test users will be assigned processes to test/ check through in the next few weeks. It should be noted that we have only 40 purchase order processing licences. Each user, whilst on a data entry screen, uses up one licence, so there may be performance or processing implications for the requisitions process. (**Dick Leitch has investigated this a little further** : users will **not** be able to see how many other users are already logged on before accessing the relevant screen). School of Education is planning to use the requisition system – they will update progress and issues to FASIG members in a later meeting.
 - (g) APTOS will only allow you to put entries into open periods. Each user's access will specify whether their authority is limited to current/ future/ past periods.
 - (h) The APTOS training schedule has been updated and some new dates added (the new version was circulated by Dick Leitch). All attendees will receive an email from Dick Leitch prior to the course that they are to attend.
 - (i) It was noted that the Policy and Monitoring Group sat on 3rd July 2002 and that the APTOS update report given to that meeting is now available on the Web for FASIG members to access.
 - (j) SAM system : Student Accounting Module, part of the SITS Student Records Module. The Chairman drew the meeting's attention to a memo from Peter Glazier, Finance, dated 26th June 2002, addressed to School/ Department Administrators. This memo gives information to School Administrators on the SAM system and its relevance to them. It requests that schools notify Peter Glazier by 4th July of the number of invoices they raise to students in a year, and when. This information will then be used to ensure that the training requirements are appropriately timed. SAM training will be co-ordinated by Peter Glazier. It was noted that the SAM system will be used for anything connected with students including payments to students. Schools not currently using the SITS system can still use SAM. It may be necessary to call SAM "SAM Finance" to differentiate it from the School Administrative Management system.

02.04 Update on Recoding

The Group was advised that most of the recoding lists have been received and agreed. Any school whose list has not been agreed, please contact Adrian Davey.

Schools can start producing budgets with the new detail codes. Completion deadline end July 2002. A spreadsheet has also been issued to School Administrators to highlight the account codes that they expect to be using. These are needed as soon as possible so that the accounts can be set up in time for the new financial year. David Forward is confirming the account codes he needs schools to use for telephone recharging and Andrew George needs to confirm in respect of postage and photocopying.

Research Grants : Alan Binge confirmed to the meeting that he is constructing a spreadsheet for distribution to members, showing the old codes; cost centres; new coding structure. With research codes, he has tried to keep the numeric aspect

unchanged in the new codes; but internal research codes have needed to be recoded and structured differently. It is hoped that APTOS will have a default VAT option so that the system automatically defaults to the right one. Details to follow in due course.

“D” Codes : Adrian Davey confirmed that he would discuss the matter with Stephen Woodcock and Keith Blanshard shortly. Further advices will follow.

02.05 Items Arising From Terms Of Reference

(a) Reporting Requirements : it was agreed that the next meeting of FASIG would discuss the reports needed from the new system

(b) Training Needs : being addressed through APTOS and SAM training.

(c) Security Issues : it was confirmed that the APTOS system approaches security from the opposite angle to that which SBS used. (See comments in items 02.03 (a) and (g) above). The Chairman advised that she has been nominated to test the security of APTOS on behalf of schools. She will feed back to members on this issue at the next FASIG meeting.

02.06 Any Other Business

(i) It was confirmed that the minutes of future FASIG meetings will be posted on the APTOS website. As soon as this facility is available, the Secretary will circulate an email notifying members accordingly.

(ii) Next FASIG meeting will be held on a Thursday in mid September 2002. Full details to be confirmed via email to members.