UNIVERSITY OF EXETER
FINANCE APPLICATION SPECIAL INTEREST GROUP (FASIG)

A meeting of FASIG was held on Thursday 28th November 2002 at 10.00 am in Committee Room A, Northcote House.

Present	Brian Allnutt (Finance)
	Carrie Baker (External Relations)
	Mike Barnett (Finance)
	Alan Binge (Finance)
	Debbie Brett (Finance) - SECRETARY
	Helen Clarke (Psychology)
	Annet Coles (DLL)
	Pat Curgenven (Biological Sciences) - CHAIRMAN
	Adrian Davey (Finance)
	Janette Evans (SHiPPS)
	Alison Franklin (Chemistry)
	Sally Heggie (IT Services)
	Mike Huggins (Finance)
	Beverley Hughes (Library)
	Alison Husband (Sport & Health Sciences)
	Mike Phillips (SELL)
	Karen Pope (Engineering)
	Liz Saunders (Finance)
	Ruth Stansfield (Business Relations)
	Elizabeth Stewart (Modern Languages)
	Karen Swanston (Psychology)
	Denise Watts (Physics)
	Marilyn Wills (CRR, SOGA)
Apologies	Chris Austin (IT Services)
	Emma Baker (Academic Division)
	Sally Bastyan (Education)
	Lucinda Bennett (Maths)
	Heather Crispin (SMS)
	Elaine Davies (SSHS)
	Paul Daysh (Chemistry)
	Angela Gardner (Learning Teaching Support Centre)
	Andrew George (Domestic Services)
	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)
	Liz Hulbert (Finance)
	Nela Kapelan (Music)
	Jane Lawrence (Physics)
	Dick Leitch (Finance)
	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)
	Barbara Powell (Law)
	Paul Sandy (IT Services)
	Catherine Serjeant (Finance)

Catherine Serjeant (Finance)
Gabi Simons (Drama & Music)
Alex Walsh (IT Services)
Stephen Woodcock (Finance)
Keith Zimmerman (SHiPSS)

02.00   Introduction

The Chairman welcomed everyone.

02.01   Minutes of Last Meeting

The Minutes were approved and adopted.
Matters arising :
(a) Accounts Payable : the "charges" field still has a problem that is yet to be
        resolved.
(b) Purchase Orders : There are no plans to allow overwriting of the account address
        or order address on an individual basis. This will be done centrally, on request,
        by Payments Section in Finance Division. It was also noted that only one order
        address is permitted per supplier. For suppliers with more than one address, the
        users might need to set up more than one supplier record. The group stressed the
        importance of accurate addresses in order for the University's documentation to
        be professional.
(c) Temporary Problems : The group reported a variety of problems that seem to
        come and go, for example font changes, "lost" invoices etc. There is certainly a
        potential for temporary problems, driven by the specific combination of printer
        settings/ font/ Windows versions on specific PC's. This is not an APTOS issue
        as such – but a linkage issue. Users are reminded to record all problems via the
        APTOS Helpdesk so that analysis and resolution is easier. The group requested
        that the Frequently Asked Questions (FAQ) section include a section for issues
        that have been raised frequently but that currently remain unresolved.

02.02   Training and Reporting on EAS and My Eureka

(a) EAS : The Group heard that some users were experiencing problems because
        EAS had been set up on their Excel system, but was not included within their
        APTOS menu. This will prevent users setting up their own query options – they
        can only access queries set up by others.

        The University now has two "development" licences for EAS. In due course,
        when the level of expertise centrally is established, consideration will be given to
        the purchase of more licences to allow specific other users to develop queries. In
        the interim, if users want a special or specific report to be investigated, please
        contact Brian Allnutt. Reporting limitations may be set by the knowledge base
        currently applying to the APTOS system.

        Users requested details of the reports that are already set up on the system so that
        they can decide which are most relevant to them.

        The Cost Centre report should be issued shortly.

        It was stressed to the meeting that prior to the implementation of APTOS a
        policy decision was taken that the University's systems and procedures would be
        adapted around the APTOS system. What has happened so far is the other way
        round. This will have to change over the coming months.

 (b)   My Eureka : Development is ongoing. Users can access existing reports now

and will be able to run new reports in due course. Details will be issued of reports that are currently available. Training will be provided : it is very simple

02.03   <u>Phase 2 Implementation</u>

The meeting agreed that FASIG may need to set up a sub-group to analyse long term reporting requirements. Any members who want to be part of that sub-group, please contact Pat Curgenven in the first instance. Users are encouraged to **be involved**.

Requests for long term reporting requirements should be channelled via the Helpdesk so that they are recorded and will be allocated to someone for resolution.

Users with ideas for future development requirements should feed this information through to Debbie Brett in time for the next FASIG meeting (see below).

02.04   <u>Any Other Business</u>

a) The meeting was notified by Mike Huggins that SBS is due to be "switched off" on 31st December 2002. The information on SBS will be archived into Monarch software (operating via the Web).
In order for users to gain access to Monarch on the Web, please contact Kathy Channing and complete the necessary registration form.
Users are encouraged to use Monarch before 31st December to check that the relevant information required is stored there.
Please note that Monarch is not a reporting tool, but enquiry software. This means that users must download the information to Excel to report from it. To do this, users need Monarch on their PC as well as access via the Web.

(b) The SAM/ APTOS interface is due to start operation soon. There will be a backlog to clear initially. For the time being, it will be limited to student money only.

(c) NEXT MEETING : The next FASIG meeting will be held on Tuesday 7th January 2003 at 10.00 am in Committee Room A. An agenda will be circulated to members via email in due course.