

UNIVERSITY OF EXETER
FINANCE APPLICATION SPECIAL INTEREST GROUP (FASIG)

A meeting of FASIG was held on Thursday 13th February 2003 at 2.00 pm in the Senate Chamber, Northcote House.

Present

- Brian Allnutt (Finance)
- Alan Binge (Finance)
- Debbie Brett (Finance) - SECRETARY
- Helen Clarke (Psychology)
- Pat Curgenvin (Biological Sciences) - CHAIRMAN
- Adrian Davey (Finance)
- Janette Evans (SHiPPS)
- David Gaston (Domestic Services)
- Andrew George (Domestic Services)
- Sally Heggie (IT Services)
- Jenny Hickman (SELL, Lifelong Learning)
- Mike Huggins (Finance)
- Beverley Hughes (Library)
- Alison Husband (Sport & Health Sciences)
- Dick Leitch (Finance)
- Gloria Massey (Finance)
- Mike Phillips (SELL)
- Karen Pope (Engineering)
- Paul Sandy (IT Services)
- Liz Saunders (Finance)
- Elizabeth Stewart (Modern Languages)
- Diana Tweedie (SoBE)
- Denise Watts (Physics)
- Stephen Woodcock (Finance)

Apologies

- Chris Austin (IT Services)
- Carrie Baker (External Relations)
- Mike Barnett (Finance)
- Sally Bastyan (Education)
- Lucinda Bennett (Maths)
- Annet Coles (DLL)
- Heather Crispin (SMS)
- Elaine Davies (SSHS)
- Paul Daysh (Chemistry)
- Alison Franklin (Chemistry)
- Angela Gardner (Learning Teaching Support Centre)
- Anne Gore (Geography & Archaeology)
- Kathy Halsey (Camborne School of Mines)
- Sarah Hamlin (Finance)
- Caroline Hampson (Finance)
- Maureen Hill (Geography & Archaeology)
- Nela Kapelan (Music)
- Jane Lawrence (Physics)
- Ges MacDonald (English)
- Cathy Maguire (PMS)
- Jane McCartney (Buildings and Estates)
- Anna McFadden (Arabic and Islamic Studies)
- Stephen Murphy (SELL)
- Hilary Olek (Dept of Lifelong Learning)
- Roz Pardee (DLL/ SELL)
- Sally Phillips (Biology)
- Barbara Powell (Law)
- Catherine Serjeant (Finance)
- Gabi Simons (Drama & Music)
- Ruth Stansfield (Business Relations)
- Karen Swanston (Psychology)

Alex Walsh (IT Services)
Marilyn Wills (CRR, SOGA)
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) Purchase Orders : Addresses remain an ongoing issue, raised with Capita. In due course, it may be that the purchase ledger module will be updated in line with the approach used in the sales ledger module (where, for example, address amendment is possible in the ledger).

(b) Enhancement Requests : B Plan allow 140 man-days per annum for the development of user group enhancements to the system. Priorities for action are established through a user survey, in which the University participates, requiring the user to “vote” on the enhancements it most urgently would like implemented. The list of options is substantial and will be issued to the Key User Group plus the FASIG Chairman for consideration. Alternatively, if FASIG members would prefer that the list is shown on the Website, with a voting form, then please contact Pat Curgenven by 28/02/03. B Plan will give priority to the items receiving most “votes” across it’s user group, working through them until the 140 man-days is exhausted for that year. Please note that enhancements “voted” now are unlikely to receive action prior to 2004 unless a user chooses to pay for earlier action.

(c) When issuing internally-produced invoices (eg if IT Services invoice Biological Sciences) the purchase invoice is used. It is important that users complete the “Invoice Ref” field on the purchase invoice screen, since Finance Division use this field to match up the records. The “Invoice Ref” field is case sensitive, free format, and needs to be completed in UPPER CASE.

02.02 Training

The new training schedule is now available on the Web. The response to date has been very poor, with some courses having to be cancelled due to lack of interest. To date, there have been no requests for attendance at the Question and Answer sessions. FASIG members are encouraged to check the training schedule and contact Dick Leitch to discuss their requirements.

At present, the training schedule does not include any EAS training, since the FASIG reporting sub-group and a new Finance Division reporting group are discussing this topic.

02.03 Queries ; Frequently Asked Questions; and Information on the Web

The volume of Helpdesk queries has reduced since Christmas – approximately 20 received from users since then.

There are approximately 25 queries outstanding with Capita and these are listed on the Web under the Frequently Asked Questions section.

The Frequently Asked Questions section on the Web is now 24 pages long and is updated weekly. It has hyperlinks to and from the Contents page.

The Website has an updated purchase authorisation document; an APTOS “drill down” document; a commitments document; and a “request forms” section, amongst other things. A poll amongst the attendees of the meeting showed that only one user outside Finance Division had looked at the Website.

02.04

Reporting

- a) The FASIG Reporting Sub-Group met on 10th February 2003. The sub group agreed that :
- An additional member was needed, to represent a smaller School : Anne Gore (SoGA) is to be approached.
 - An additional member was needed, to represent academic users
 - An additional member was needed, to represent the Non-academic sectors : Andrew George is to be approached.
 - A seminar on reporting would be offered to academic users. (Contact Adrian Davey)
- The sub-group will meet again two weeks after the next set of reports have been issued.
- b) Reports being issued to budget-holders (un-stapled) at present include :
- Balances report
 - Cost centre report
 - Transaction report
 - Budget report
 - Commitments report
 - Post-period transactions report
 - Department recurrent summary
 - School recurrent summary
 - Backlog report (showing transactions posted in periods already reported on) .

All user comments/ feedback on the reports issued should be addressed to Pat Curgenvan or Mike Phillips.

Users should also comment on what they need the “short” description to show.

It was accepted that users need the equivalent of the paper reports via their PC’s, and this is one of the issues being discussed by the Finance Division reporting group.

The timetable/ deadlines for closing periods is to be established after a few more reports have been issued. The reports being issued now are using a closing date of five working days after the month end, and this may well be the timetable used. More information will follow in due course.

02.05

Asset Management

Further to the items raised in the meeting on 7th January 2003, all School/ Divisional assets over £500 in value need to be organised by “asset type” and “sub-type”. Part of the task ahead concerns the classification of assets in this way for inventory control, so please email Dick Leitch if you have any suggestions of “asset type” and/ or “sub-type” that would be applicable to your School/ Division.

Engineering have volunteered to join the Asset Management pilot.

02.06

VAT Codes

Every account on APTOS states which VAT codes are or are not acceptable for general ledger accounts. For purchase invoices, the VAT codes acceptable are :

EX)	plus a choice of three suffixes for standard
OS)	rated invoices according to the purpose of the

ZE) purchase (SR = fully recoverable; SN = not Recoverable; or SP = partially recoverable).

Finance Division analyse the SP coded items in an effort to make some recovery, so it is vital that these codes are accurate.

Invoice to an external organisation (sales invoices) have the same prefix options, but the suffix of ST.

02.07

Any Other Business

(a)The Schools' budget forecast will be on the back of the February reports. The following budget forecast will be in May/ June 2003.

(b) NEXT MEETING : The next FASIG meeting will be held on Monday 31st March 2003 at 10.30 am in Committee Room A. An agenda will be circulated to members via email in due course.