

# UNIVERSITY OF EXETER

## Minutes of FASIG 11<sup>th</sup> June 2008

### 1. Minutes of previous meeting

### 2. Minutes arising

Expenses – The new Trent payroll system has been in operation since April and it is envisaged that a new on-line expenses system will be implemented once Trent is bedded down and its capabilities are fully understood. In the meantime expenses are being input via Trent by the Accounts Payable.

### 3. Presentation of Cashflow forecasting by Lincoln Allen

Lincoln outlined what his job entails in broad terms and some of the challenges he faces in predicting as accurately as possible the University's cash flow for the next 90 days by day, and for the next five years by month and quarter. He demonstrated several reports which he produces for Jeremy Lindley and the importance of maintaining enough cash to cover day to day activities – known as liquidity. He emphasised that his job is dependent on having good information and he asked that anyone/everyone who has information about significant cash flow movements (over £25,000) to contact him by e-mail at [L.Allen@exeter.ac.uk](mailto:L.Allen@exeter.ac.uk), telephone him on 3827 or use the form on the net at <http://www.admin.ex.ac.uk/finance/treasury/cashflow.shtml>. For example, when raising a large purchase order and then again more importantly let him know when it is to be paid. With this information he can factor it into his forecasts knowing that it is in the pipeline. As Lincoln says "It is important to know what you know and when."

Presentation slides can be found on the FASIG homepage under Supporting Documentation in Minutes 2008 [http://www.groups.ex.ac.uk/fasig/year\\_2008.shtml](http://www.groups.ex.ac.uk/fasig/year_2008.shtml)

### 4. Update on General Ledger Project by Anne Shrubshall

Focus groups – who's who is attached. These will include groups; for external reporting, partnership, professional services, research, tax, teaching and other academic activities, HS etc.

Anne asked that everyone go away and think about their output information requirements and come forward with ideas. Everyone knows what sort of information they require from the system and must ask themselves why it is not currently available and how it can be best achieved. Her important message was that even if you are not specifically involved in a focus group, all input is valuable and can be fed through the relevant group, please contact Anne or Dick Leitch in the first instance.

Timescales – consultation and design to September

Decision on actual codes required – October to December

Consider interfaces in particular, payroll, Building + Estate, Hospitality Service, amend templates for business planning and forecasting – October to December

Set up codes – April to July 2009

Training – June to July 2009

Go live in August 2009

All the relevant information relating to the general ledger project can be found on the Projects office website

[http://www.offices.ex.ac.uk/spo/LiveProjectPages/Gen\\_ledger\\_recode/main.shtml](http://www.offices.ex.ac.uk/spo/LiveProjectPages/Gen_ledger_recode/main.shtml)

## **5. General finance /Aptos update**

*Patch 18* - has been delayed due to technical problems. On the test system, e-commerce interfaces did not work due to the incompatibility of the different uniface operating systems. This has been reported back to Capita who are moving things forward but as yet there is no date set for applying the patch. We are eager to get the patch loaded and to get Focus groups looking at functionality. Further developments are coming through on V10 but we don't want to put any of those on while P18 is still outstanding.

*Purchasing Card* - Issues have been raised by the test institution and final changes are being made. There will potentially be great benefits to us. In the meantime a new electronic version of the normal analysis sheet of purchase card expenditure has been issued which replicates the paper version. The electronic spreadsheet should be e-mailed to [fin-accounts@ex.ac.uk](mailto:fin-accounts@ex.ac.uk) and the hard copy sent to Dave Mason as normal in R253 Northcote House, attached to the envelope enclosing your receipts. Receiving this analysis information electronically will greatly speed up input to Aptos for an area which has grown both in terms of card holders and the volume of transactions.

*Reporting* – moving on with BPlan.

*Patch 19* will soon be available, it promises many enhancements. B plan are doing well to keep up.

## **6. Topics for next meeting**

*Autumn*

On line expenses – from the new Trent payroll system.

e-procurement an update by Dick Leitch and a demonstration of electronic invoicing.

*Spring*

This will focus mainly on coding.

## **7. AOB**

*John Malloch* did a short presentation on the Supplier list.

Details can be found at :- [http://www.groups.ex.ac.uk/fasig/year\\_2008.shtml](http://www.groups.ex.ac.uk/fasig/year_2008.shtml)

Sally Phillips asked if there was a way of finding a supplier for a product. John Malloch to follow this up.

*Vicki Hemingway* asked if it was possible, on occasions, to use local Devon suppliers, bearing in mind our buying power in our own local community whilst appreciating the benefits of making large purchases through a single supplier. Our image and reputation is important and as is local sustainability. Stationery is with a national supplier, but if you have particular requirements then could these be sourced locally? It is a balance.

*Detail codes* – request for separate internal charges code from HS in respect of External Examiners.

Anne has set up detail code **72103** entitled Refresh/hosp (HS recharge) - ext examin *Travel or hospitality?* – This could be addressed through the review of detail codes eg main analysis as travel, subanalysis eg. conference and training.

*Laura Hames* asked about the possibility of future FASIG meetings being video linked to Cornwall. This will be considered when booking future venues.

*New auditors* – are KPMG. It is not envisaged that year end timetable will change.

**Next meeting to be in the Autumn term.**

Normal year end meeting to take place 1<sup>st</sup> July Amory Room 218 at 11am, all invited.