Minutes of FASIG 25th November 2008

1.   Minutes of previous meeting

2.   Minutes arising
Cashflow Just to re-emphasis anyone/everyone who has information about significant cash flow movements (over £25,000) to contact Lincoln Allen by e-mail at L.Allen@exeter.ac.uk, telephone him on x3827 or use the form on the net at http://www.admin.ex.ac.uk/finance/treasury/cashflow.shtml. Really important in the current economic climate!

3.   Presentation of Proposed new Coding Structure by Anne Shrubshall
The new coding structure is close to defining the number of characters in the ledger but as yet nothing is set in stone. Anne demonstrated a new structure which will meet our external reporting needs and the additional available analysis will hopefully meet School/Service needs. The type of activity eg. admin, teaching, research etc. will be the main driving force. To be able to gain as much as possible from Aptos it has been thought best to have 2 ledgers, a standard general ledger handling most transactions and a research ledger. The structure would include 5 mandatory segments (10 characters in total) plus 5 variable segments (31 characters in total). Anne requested that as many people as possible look at the website link and assess how they would use this coding structure in their areas of work and feedback to Helen Elks (H.E.Elks@exeter.ac.uk) or Anne herself.

Presentation slides can be found on the FASIG homepage at http://www.groups.ex.ac.uk/fasig/year_2008.shtml under Supporting Documentation in Minutes 2008.

Before signing off an agreed structure there will be need to be further consultation with users, testing on Aptos, interface testing etc. followed by training and then testing reporting requirements. There will be several challenging areas to address, code migration, automatic transfer old code to new code tables, new documentation etc. Business planning for 09/10 (work done in Feb 09) will be completed on current coding and translated to new codes in readiness for August 2009. There will be some downside, to the new structure, notably, possibly more keying depending on the number of variable fields used; and direct comparison of income and expenditure year on year will not be easily possible. The target remains that the new structure is to go LIVE in August 2009.

4.   Aptos Update
General
Patch 18: is now up and running. Patch 19 has been released and needs to be tested – volunteers required as before – probably ½ a day commitment. Enhancements here include embedded Trial Balance; streamlining enquiries from 27 screens down to 7; enhanced bank reconciliation matching.
Version 10: moves Aptos into web based access, reduced numbers of screens for each process and greater reporting functionality with improved security. This would be the next version we would hope to move on to in stages.
Purchasing Card: Anne has seen a demonstration of electronic purchasing card processing which involves on-line data download from bank, on screen matching and report generation. This module, however is now chargeable but this is under negotiation. Anne would be interested in feedback as to how long administrators spend managing purchasing cards, chasing for receipts, confirming coding etc.

Feedback from Aptos Users Group Conference
Anne reporting some exciting new developments:-
Clientside reporting: Bplan have taken on reporting needs in-house and will be offering a suite of reports which will be web accessble, a change to the mail merge method of producing invoices and statements, automatic aged debtor and creditor reports, as well as the ability to design our own reports under licence.
EAS2: will provide greater functionality and formatting capability.
Mid Cube: New enquiry method which operates like a pivot table with drag and drop and drill down functunality.
Executive Information Dashboard: Providing high level information in graph and chart format.

The new coding structure and subsequent reporting would work in tandem.

5.   Presentation by Lisa Williams (DARO)
Lisa gave some background as to the work of DARO and how the University keeps in contact with former students via a magazine, reunions and networking events for graduates in similar areas of work. 2007/08 fundraising amounted to £3.7 m and the target for 2008/09 is £8m of which £5m has already been raised. Lisa emphasised the importance of accurately reporting all philanthropic donations, anything over £100! As a University we need to maximise our Key Performance Indicators as this is used as a benchmark against other Universities (element of Top 10 metrics). It is important that DARO knows about donations BEFORE they are banked. DARO can do various checks with executors, if it is a legacy, determine whether there are any restrictions on the use of the donation (unspecified is preferred); get a gift aid agreement (which increases income by 1/3) if it is from an individual; and importantly record the donation for reporting purposes and coding the income correctly. Anyone speaking to a potential donor should contact DARO for advice on how to get the most out of the relationship and to ensure that another part of the University is not already in touch with the donor. Lisa is willing to answer any queries about donors and donations you may have L.C.Willimams@ex.ac.uk.

Standard forms for reporting philantropic donations and legacies can be found on the FASIG homepage at http://www.groups.ex.ac.uk/fasig/year_2008.shtml under Supporting Documentation in Minutes 2008.

6.   Topics for Next meeting
The focus of many of the meetings until August 2009 will be the new coding structure. An e-procurement update by Dick Leitch and a demonstration of electronic invoicing.

7.   AOB
Roll forward of Balances – This is due to be completed before Christmas in time for the preparaton of termly accounts wef 31st December.
Termly Accounting – This would not be like a triple year end! Anne will be sending out requests for information nearer the time – mostly broadbrush debtor/creditor information, which hopefully will require minimal input.
Late Items
Detail codes – request for separate internal charges code from HS in respect of Refreshments/hospitality provided for guest speakers.
Anne has set up detail code **72104** entitled Refresh/hosp (HS recharge) – speakers
Accounts payable – Gill Pearn from Accounts Payable would like Aptos user to be aware that she is happy to visit you regarding any AP Aptos queries and problems.
VAT changes - Due to change from 17.5% to 15% wef 1st December 2008. Anne Shrubshall will be issuing guidelines by the end of this week.

Next meeting to be in the Spring term.