

## Minutes of FASIG 18th March 2008

### 1. Minutes of previous meeting

### 2. Minutes arising

Expenses – John Malloch, Head of Procurement, reported that if Schools/Services were having problems with their current travel providers, then ISIS for group travel and Key Travel for business travel could help. The account manager at Key Travel is Marcus Bell (020 7843 9667, 07780 603190). John suggested that one nominated person be the contact per School/Service. Key can offer consolidated billing and several methods of ordering travel eg. PO/Cards/Account. Biosciences and HuSS have been making some trials but details are yet to be finalised.

### 3. Major Issues relating to VAT presented by Liz Shillingford

Liz outlined the various VAT codes used by the University, explaining partial exemption, sales and purchasing VAT coding and generally increasing our awareness of how VAT operates with various examples. Liz emphasised how correct coding of purchases will allow us to recover more VAT and for sales to increase our taxable sales. Various examples were displayed.

It is important that the University reclaims as much VAT as possible and the amount is dependent upon accurate input (partial exemption reclaim is currently 9%) and not splitting out VAT on mixed invoices or putting them to OS (outside scope) reduces the total available to reclaim.

Liz remarked that those completing Purchasing Card analysis had very much improved their VAT analysis of expenditure.

If you are unsure Liz recommended a quick 'phone call to clarify.

*Some useful tips:-*

Internal sales are always outside the scope except liquor which is standard rated. Problems have arisen where B + E invoices show the VAT, which should not be input as these are internal, but with this knowledge Jane McCartney will try to amend their invoicing programme so that VAT will not be shown in future. Liz also highlighted awareness about foreign VAT invoices. If service/goods are received in the country then VAT is chargeable, if they are sent here to Exeter, it is not chargeable.

Use the fraction - Invoice amount  $\div$  47 x 7, to extract the VAT amount out of inclusive invoices.

There were handouts available which can also be accessed on the web:-

[http://www.admin.ex.ac.uk/finance/accounting\\_services/vat.shtml](http://www.admin.ex.ac.uk/finance/accounting_services/vat.shtml) or type in VAT in search box from Home page.

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

### 4. General Ledger

Design of General Ledger – Dick outlined that this project has been proposed in November 2007, when it was decided that our coding structure needed to be revised and to do it in advance of possibly replacing the accounting system, would be of greatest advantage. The proposal is to have variable account codes whereby some of the code is mandatory and other segments are optional.

Anne asked if all users could think about an improved coding structure while doing their business plans and what would be helpful when managing their budgets.

Suggested mandatory segments could include:-

- 1- company.
- 2- unit
- 3- department
- 4- activity or type
- 5- subcode

There is a short survey which can be found at:-

<https://www.survey.exeter.ac.uk/gl-redesign/> which can help towards determining decisions and all users are encouraged to complete it.

Also for those who would like a more in-depth look variable codes:-

[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) - more details in the "Information" tab on the top right.

It is envisaged that mandatory fields be kept to 2-3 digits and that input screens would have pulldown menus to select optional segments. Proposals will be widely consulted across the University and via focus groups. **Timescale – to go live from 1<sup>st</sup> August 2009.**

Other areas to be considered are requesting new codes, voucher entry forms and data entry, for any new structures. These could be tested by the new Focus Groups.

## **5. Aptos Update**

New MIR reports - Anne proposed that we move away from the current method of monthly e-mailed management information reports to a self-service method whereby users can run their own reports. Central production of MIRs is complicated due to having to maintain a current database of cost centre receivers. Joanna Lunnon mentioned that in some cases, even where finance officers call their own reports it would still be necessary to forward reports on to eg. Academics. Anne then demonstrated the method of calling for cost centre reports which match the categories used for school monitoring reports. Jane McCartney requested that similar reports could be configured to run for the PSC area to match SPARC monitoring statements.

The new Management Reports by Account Profile can be found at:

<\\isad.isadroot.ex.ac.uk\uoel\PS\FS\APTOS\VBA-Reporting>

There are two reports which can be requested (press return at password request).

1. Select file:- Cost Centre Reports – PROFILE, enter account profile for a cost centre report without grouping.
2. Select file:- Cost Centre Reports with Analysis, enter account profile for a cost centre report with detail codes grouped to match the headings used in the standard forecast.

Additionally grouped cost centres can also be requested – this is not available with the current MIRs eg. by entering 1-GFAS\*.

If you have any problems with access please contact Anne Shrubshall directly. Please test out the reports and feedback to next FASIG or to Frances.

In the future when Aptos 10 has been released and implemented web enablement (allowing access to Aptos via the web) will change the way we work and receive reports.

Aptos 10 update - Bplan and Capita came to do presentation. Anne noted that there was a step change in attitude.

Key points to note:-

- Greater emphasis on Aptos reporting via a Client Reporting Designer where clients can write their own reports from all the data available and publish to set groups, this would reduce the need for My Eureka reports, and EAS II will have many increased fields;
- Web enablement, being able to access Aptos via the web (RIA Rich Internet Application);
- future Aptos to have a more Windows look and feel about it eg. drop down menus;
- to have an embedded Trial Balance;
- a new purchasing card module was described which will be available for testing shortly. It involved card holders coding directly on screen and orders immediately generating a commitment;

Anne also attended an Education User Group meeting which was a valuable networking opportunity.

## **6. Topics for next meetings**

Next meeting to be early June plus normal year end meeting (early July) and School/Service meetings.

Cash flow and cash flow management – to be presented by Lincoln Allen

E-procurement – to be presented by John Malloch in the near future.

Expenses on-line – to be presented by Steve Pocock at a future date .

## **7. AOB**

VAT Workshops to be run for specific groups – feedback via Frances to be set up in liaison with Liz Shillingford.

Updates at each meeting about redesign of general ledger.

Same Expense claim form will be used from April – July 2008 for input into the new payroll system and after that a new form will be designed depending on new system format requirements.

John Malloch – wanted to inform the meeting of a couple of important points:-

One-off purchases - use an existing supplier first or use a purchasing card.

There are still invoices coming through without orders.

Pieces of IT equipment bought on expenses means there is no warranty and the University cannot claim back the VAT in both cases as invoices are not made out to the University but rather to the individual making the claim

**Next meeting will be early of June..**