

Minutes of FASIG 1st April 2009

1. Minutes of previous meeting

2. Minutes arising

3. Update on General Ledger

Anne Shrubshall updated the meeting on the General Ledger Recoding project.

If you want to look at the project in detail please see the website:-
http://offices.exeter.ac.uk/spo/LiveProjectPages/Gen_ledger_recode/main.shtml

The new structure, as presented previously, is broadly unchanged for the main ledger (meeting core and school needs), separate ledgers for research and PCMD for specialist reporting but there will now be an additional ledger for Hospitality Services Trading. Anne has had meetings with schools and services, working through current coding and how they will use the new structure. There is a project board meeting in mid May which will sign off the proposed structure. After this date the new codes will need to be put on the system ready to go live from 1st August. There is a list of detail codes (subjective codes) proposals but there needs to be a balance between required analysis and the number of codes. Anne hopes to get the proposed subjective code list circulated before the end of April.

Interfaces - between the other systems, eg. payroll, concept etc. which feed into Aptos are being investigated, in particular how these systems will deal with the new coding structure, as each system is very individual.

Documentation - will need to be amended. Finance will look at central documentation, but schools and services will need to look at the what they use regularly and amend. Dan Isaac has been collating and he will amending try to standardise where possible.

Training – There will be some overview training sessions but schools and services will be given specific training to progress the move from old to new codes. The target date for this will be towards the end of June/early July.

Reporting - Please see below. Transition period – This will need to be documented as part of year end procedures. In particular there will be the need to be a process for automatic reversals eg. accruals and prepayments which will need to be reversed onto new codes in the new financial year.

4. Aptos update

Patch 19D is now on the live system with no major issues to report.

Patch 20 will give us the new reporting functionality so we will be looking at this as soon as possible. This patch includes EASII which will be used to provide a new set of reports using the new codes. There are plans to re-create the most important currently used EAS and Eureka queries/reports, though not necessarily exact replicas. With Patch 20, Aptos will provide Clientside reports, including standard profit and loss, aged creditors and aged debtors, and vat reporting etc. This should save a lot of time where staff have to use spreadsheets and pivot tables to get the information they need from the system.

MID³ Management Information Desktop. Will be a new enquiry system available which operates like a pivot table with drag, drop and drill down functionality. Reports

will be able to be downloaded straight from Aptos into excel spreadsheets. The aim is to start with the business critical reports and add as required.

Aptos 10 will give access via the web when this becomes available.

Creating value This is a new group set up across University and finance can certainly make a contribution with IT support by using Aptos to its full capability. Capital has been asked to do a Health Check on our system. Their consultants will come in to advise on how best to use the system and on improving operating methods to save money and time. They will look at Accounts Payable initially. Resourcing issues are often the problem, with people and technical support being the limiting factors.

5. Presentation by Dick Leitch

eProcurement So far 135 users trained but still large groups not using the system. Some further training may well be needed.

Dick emphasised the importance of using the parabilis suppliers list – on the Procurement Services website – 1056 currently on the list. All hotels are there for raising orders against. In future, an e-mail would be broadcast to all Aptos users to let them know when a new upload of suppliers was available.

Aptos Web Services allows you to raise orders via the marketplace, where there is no need to use purchase orders but users order from a providers catalogue on a marketplace website. A catalogue is currently being created for Hendy, the contracted provider for car hire at Exeter campus and Enterprise/RAC at Tremough. If you deal regularly with a supplier please contact Sally Phillips to create a catalogue. 50 are already in existence. Punch-out – whereby a suppliers website is accessed and a shopping basket created is now available for Blackwells.

Dick outlined a few current issues which are in the process of being resolved, notably; absence of line manager for approval – to contact helpdesk@ex.ac.uk for alternatives and advice; B-Plan is to fix problems with truncated line descriptions - 100 characters, reference and comment fields; improved clarity of PO; number of licences and 30 minutes logging out time on market place etc.

If everyone was using eProcurement Dick estimates that savings could amount to £15,000. Dick also told the meeting that all VAT exempt purchases can be done via the marketplace as St Andrews and Southampton are currently. This is being investigated.

Phase 11 - eInvoicing – this initiative promises substantial efficiencies but has to compete for resources with other areas but it is hoped to make a significant start by the end of 2009.

Purchasing Card - Approved by Project Co-ordination Group and currently a user survey is being undertaken to determine time taken to complete analysis and volumes of transactions. (Dick thanks everyone for their responses – please keep sending). Monthly statements would be sent electronically by the card issuer (NatWest) and the system would automatically create a purchase log for each entry when uploaded to Aptos. The user would then complete an on-screen reconciliation, checking values are correct, entering cost codes, amending descriptions (some will default from merchant codes), split charges if necessary, checking VAT code is correct and where recoverable, a VAT invoice available. Use of this new system will significantly reduce completion and processing timescales, contributing significantly to creating value targets.

Other Aptos projects Internal Trading and Electronic Document Management and in the future Aptos Multicurrency and implementing Aptos Direct Debits, initially for Alumni Donors.

Presentation slides can be found on the FASIG homepage at http://groups.exeter.ac.uk/fasig/year_2009.shtml under Supporting documentation in Minutes 2009

6. Volunteer Deputy Chair

Alan Binge outlined the positives for being deputy Chair of FASIG: a developmental opportunity; involves introducing speakers and keeping the meeting moving. The secretary completes minutes, organises venue and refreshments etc. Feel free to talk to Alan about position.

7. Topics for next meeting

Separate meeting for GL coding and transition.
Usual Year end meeting and separate school/service meetings as requested.

8. AOB

An important point was raised from the audience:-

FASIG members to receive only FASIG related information but where information should be directed to all Aptos users this must be sent first to the helpdesk (aptos-users e-mail has limited number of requestors). This is of particular importance in respect of GL re-coding and eprocurement information which in future will be sent to both fasig/aptos users.

Next meeting will be in the summer term.