**Minutes of FASIG 15th February 2007**

**Attendees:**
F.Anson  A.C.Binge C.I.Down A.J.George S.O.Hammond M.P.Hill
T.M.Hitchen B.J.Hopkins B.S.Hughes C.E.Innalls J.M.Lunnon I.Mahde
D.L.McNeill L.J.Noon G.A.Pearn M.J.Phillips H.M.Pisarska K.Pope C.A.Pratt
Samantha.Robinson N.Samara A.E.Shrubshall R.M.Tackley D.N.Teed
M.H.Todd A.Walsh S.M.Whyte J.Wyatt + M Norgate, G Allen, G Malpas,
P Tester, P Jones, C Adams.
45 members attended but not everyone signed in – please let me know if you
came! Thank you.

**1.      Apologies**
T.J.Banks H.Clarke J.Evans P.T.Frost R.J.Leitch J.C.McCartney D.L.McNeill
T.L.Parsons S.J.Phillips J.Pyne K.M.Wilbraham

Thank you to those who sent apologies.  Alan (Chair) has agreed that
apologies need not be sent in future, but that all members are welcome and to
treat the meeting as open to everyone if there are items on the agenda of
interest to them.

**2.      Minutes of previous meeting**

**3.      Matters arising**
*Terms of reference* to be reviewed at the next meeting.
*Agreed to have two meetings next term.* Normal plus brief year-end
procedures presentation meeting.  Some year-end internal invoicing changes
are envisaged and meetings are to be held with IT and HS prior to the
agreement of a final timetable.
*General ledger journals.* To be discussed at next meeting.
*Aptos User Group.* Agreed that full list of enhancements to be made available
to all members, these can be found under Supporting Documentation in
Minutes 2007 on the FASIG homepage called "Aptos 2006 enhancements".
http://www.groups.ex.ac.uk/fasig/year_2007.shtml

**4.      Principles of Coding**
This presentation was given by Anne Shrubshall.

The slides can be found on the FASIG homepage under Minutes 2007,
Supporting Documentation again at
http://www.groups.ex.ac.uk/fasig/year_2007.shtml
The presentation focused on detail coding and expenditure in particular.
Anne outlined that the basic principle behind coding is the ability to group
items together to be able to produce meaningful data for analysis and for
reporting needs, both internally and externally.
A key point in coding is that the actual transaction is coded appropriately ie.
income as income (codes starting 0) and expenditure as expenditure
(excluding payroll codes which start 3).  All budget holders were encouraged
to budget and therefore code to an appropriate level of detail, keeping these

to a minimum.  A handout (also on the FASIG homepage - address above) called "Summary Detail codes" was distributed showing some core detail codes which could be used.

Anne emphasised the need to code to the correct detail codes even if there was not a budget against it and also to open detail codes as necessary.  Anne has now also provided some further notes entitled "Agreed approach to Budgets and Use of detail codes" (address above under Supporting Documentation). This covers some of the items discussed, eg. coding of travel, recruitment etc.

Alan Binge emphasised the urgent need to radically look at using core detail codes in time for Business Planning 2008.  Schools should at this time determine the level of detailing needed to monitor performance effectively.

Some matters arising:-

**Purchase card envelope** –currently many complete this manually.  Whilst Hilary Todd  (Marchmont) kindly volunteered to provide her template and guidance notes, the current procedure for allocating purchase card expenses is being reviewed as volumes increase and an electronic procedure is being investigated.

**On-line Expenses Claim Form**- it was agreed that pop-up boxes were inappropriately suggesting detail codes which were not paired.  Tanya Hitchen and her Treasury team are in the process of revising the expense claim form.

**How to find out what detail codes are paired with a cost centre**- Abe Mahde pointed those with EAS reporting to the "Acc Status" report found within the General tab.  If you do not have EAS and would like this facility please contact Aptos helpdesk at:-
http://www.admin.ex.ac.uk/Aptos/contact_helpdesk.shtml

**New fast-track method for pairing detail codes**:-  please see Supporting Documentation called "Fast track pairing" on the FASIG website (address above) for full details of how to use this new and faster Web based pairing procedure.

**New detail codes by popular request**: 72101 Refresh/hosp (HS recharge) – training – to be used where HS provide services for training courses and 72102 Refresh/hosp (HS recharge) - interviews – to be used when HS provide services related to interviewing candidates.

## 5.    Updates on Alternate views, Reporting etc.

The way forward - there are too many detail codes. The GL coding system is creaking at the seams and alternate views is not as was expected in our hope to be able to address managing data at a higher level.  A new coding structure may be the answer, and if in years to come, we have to replace Aptos it would be better to have a new structure in place, in advance.  Some initial thought has been given to variable length codes - this could be developed further. There are many timescale issues here and all interfaces would have to be considered.  To be live in 2008 would be very ambitious but there are many advantages to sliming down the detail codes and work would need to start now!

**6.      Feedback from Aptos User Group Conference**
B Plan did the presentation and the key feedback point is that Aptos is not standing still.  Aptos 10 is due out in September 2007 and will be web based, where users can customise their own screens, more EAS reporting and e-procurement will be available.  B Plan is hoping to expand the Aptos user base to enable them to continue developments and enhancements to the system.  Messages were good.

**7.        Topics for next meeting**
Terms of reference
Revise the General ledger coding structure – discussions of possible time frame.
Suggested definitely having ½ hour at beginning where members could mix and introduce themselves to each other.
Dick Leitch to present what reports are available on My Eureka and EAS.
For a future meeting Phil Jones proposed presenting a Debt Recovery session.

**8.      AOB**
Due to time pressures this was not bought up at meeting but the Graduate School would like to draw everyone's attention to their website http://www.admin.ex.ac.uk/gradschool/scholarships/staff-scholarships.htm where New Scholarship forms can be found.  Grad School asked that anyone who has saved a form to their desktop can they please ensure that it is the most up to date.

**9.  Date of next meeting**
This will be in the Summer Term and will be advised.  Additionally there will be a year-end procedures meeting to be held in June.

These minutes can be found on Aptos website:-
http://www.groups.ex.ac.uk/fasig/   under Minutes 2007