

## Minutes of FASIG 27<sup>TH</sup> November 2009

### 1. Minutes of previous meeting

### 2. Minutes arising

The Intend and eprocurement presentations would take place at our next meeting.

### 3. Update from Aptos Users Conference

Anne gave the meeting an update from the User Group Annual Conference. This is a useful networking conference and we hear directly from Bplan what their future developments for Aptos will be. They emphasised that end user satisfaction is high on their priorities. LSE, demonstrated electronic document management, which looked very good. Case studies were described and Anne presented our new coding structure.

### 4. Update on new General Ledger Coding structure

Anne explained that Aptos 10 was the next release to be installed and this would be a phased roll-out rather than a one-off total migration. Patch 21 is due soon in readiness for the move to Aptos 10.

**Q1 2010** “procure to pay” is due. This is the whole process from purchase order through to invoice and payment. Bplan is now focusing on the functionality of the Aptos system and are looking at feedback from users in terms of what the user sees and rationalising the number of screens needed to process eg. an invoice which currently requires accessing several tabs. A future development will be to have the ability to customise screens.

**Q3 2010** Bplan will be focusing on functionality starting with accounts receivable eg. address input by postcode.

An Aptos health check report recently conducted by Aptos consultants, looked at accounts receivable, payable and cash book. Much of the results focused on better user training and greater use of functionality which was currently available. A System Development group has been set up to take forward the report recommendations.

**Purchasing card** – Dick Leitch is to work on this module prior to resource becoming available but his priority will be e-invoicing. Additional technical resource is to be used on e-invoicing first as this provides the greatest benefit on e-procurement followed by the purchasing card module. Pat Curgenvin reminded members of the commitments blackhole (purchase card purchases do not appear as a commitment) which currently exists.

**General ledger recoding** Anne thanked all present and not present for all their hard work involved with initial setting up and using the new coding structure. Hoping that we are now through the pain! Anne then demonstrated how powerful data management is now, with the new coding structure, providing vital information at University level with the all important “drill down” facility via a simple pivot for important external and internal reporting purposes. At our next meeting Anne hopes to be able to demonstrate Mid Cube, which is like an excel pivot facility but within Aptos itself. This is seen as a very powerful tool for non ‘advanced’ excel users, made available to all as a direct result of the new coding structure.

Find out more about Aptos coding structure from the Finance Services Website. Any SUBJ1 or SUJ2 can be paired providing greater flexibility.

[http://admin.exeter.ac.uk/finance/aptos/aptos\\_coding.shtml](http://admin.exeter.ac.uk/finance/aptos/aptos_coding.shtml)

Anne requested that users e-mail her directly on areas that they feel they would benefit from more guidance. One thought so far is to have a drill down to user guidance notes within the subjective code tables, some suggestions so far include:-  
eg. **Use of H30 Internal transfers** - Notes to read that use of this code should be on both sides of a transaction as these should cancel out across the University in the same way as the old 09205 code did previously as a 'net to zero' code.

eg. **Tremough Campus services recharges** –

Use N63 - 402 Refreshments/Hospitality – TCS

Use N64 - 402 Accommodation/Subsistence – TCS to distinguish these recharges from CS or externally provided services.

eg. All employment costs have SUB1 codes begin with J?? and these charges only come via payroll

eg expenses paid via accounts payable should have SUBJ1 L?? or N?? codes

eg SUBJ2 code 990 should only be used for budget purposes

eg. Travel – primarily it is your destination which is the determinant eg. travel to Cornwall is N60 - 503. This helps us to capture and monitor costs of travel to Cornwall for financial and environmental reasons.

**Security access rights** – Anne is still working on this, currently security mirrors old security, but the aim is to have a cleaner security system.

**Post project evaluation report** – to be done early 2010 when implementation problems have passed. Everyone will be asked to evaluate the project and which reports they will need. There are currently some complex outstanding issues related eg. to studentships and with greater use of the new coding some users may review how they have used their codes.

Kelly West highlighted some problems relating to the interface between SITS and Aptos, the suspense code and scholarships as above.

## 5. Reporting using new coding structure

All EAS11 users were reminded of the guidance notes available on the Finance Services webpage about how to run reports

[http://admin.exeter.ac.uk/finance/aptos/aptos\\_reporting.shtml](http://admin.exeter.ac.uk/finance/aptos/aptos_reporting.shtml)

Anne demonstrated the different EAS11 numbered reports that were available and how to get them from the Aptos tab on the top toolbar in Excel; select Aptos, Connect, then return to Aptos on top toolbar and use Run Query to see all EAS reports available.

Client Side Reporting (CSR) which presents the EAS11 reports in a well formatted presentable format are currently being trialled by the Academic accountants and after a few issues relating to the new patch it is hoped to roll this out to all users shortly. A future aim is that CSR will be web-based so that academics can run their own reports eg. down to transaction analysis code level on eg. a PDA account or a research account, if they have the correct security access. The setting up of reports will be user driven and it relies on FASIG members contacting Anne with their requirement in the first instance, as above. It is envisaged that there will be suite of standard reports that users can subscribe to and receive monthly by e-mail. Users will also be able to drill down for more detail. Mid Cube (the next level of reports) may suit other users who have a requirement for live data at any time.

**CSR reports** are very flexible, they can be printed, emailed, presented graphically, exported to excel and sent as pdf files.

When it become available to you log on to Aptos Web services

<https://aptosalia.exeter.ac.uk/alia/wrd/run/aws1001> ( like eprocurement ) you will see reports that are available to you. EAS11 or CSR will have same numbering eventually. (Wildcard is %) Training in on CSR reporting is scheduled for early 2010.

Pat Curgenvan asked about the possibility of re-running reports or receiving reports for a quarter – this is just the sort of request Anne wants to hear about and this will be added to a wish list. Alan Binge emphasised the need to replace sending EAS11 data with CSR reports which provides a more professional format for the user. Again users need to e-mail Anne as to what their CSR requirements will be.

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

Eprocurement

Intend

Mid Cube reporting

Aptos 10

Purchasing card module

## **7. AOB**

**Year end Accruals** have not been reversed yet. There no easy way round this very manual process to take the details from the old codes and transfer them to the new codes but Anne and Dan are working on this. If you need to see last years balance it is still possible to use the old transrep report.

**VAT change in 1 Jan 2010** – back to 17.5%

Guidance notes will be issued shortly. For any activity think about the VAT element and if unsure ask for advice from Liz Shillingford or Ian Toogood, who will be happy to assist. It is better to get these things right from the start, particularly for costing of projects. There is still an interface problem of rounding on VAT and this is being manually overridden.

**Small working groups** - Alan Binge suggested forming smaller working groups for eg. raising PO's or processing and then reporting back at FASIG. Groups could meet maybe twice a year and share benefits with all members. The idea was well supported and target areas would be agreed in due course prompted from the recent Aptos Health check report.

Date of next meeting – to be advised shortly