

UNIVERSITY OF EXETER
FINANCE APPLICATION SPECIAL INTEREST GROUP (FASIG)

A meeting of FASIG was held on Wednesday 27th March 2002 at 10.30 am in Committee Room A, Northcote House.

Present

- Chris Austin (Classics, AH & Theology)
- Carrie Baker (External Relations)
- Debbie Brett (Finance) - SECRETARY
- Helen Clarke (Psychology)
- Lana Cummings (Finance)
- Pat Curgenvin (Biological Sciences)
- Adrian Davey (Finance)
- Angela Gardner (Learning Teaching Support Centre)
- Peter Glazier (Finance)
- Kathy Halsey (Camborne School of Mines)
- Sally Heggie (IT Services)
- Martin Henson (Domestic Services)
- Maureen Hill (Geography & Archaeology)
- Jane Lawrence (Physics)
- Dick Leitch (Finance)
- Ges MacDonald (English)
- Mike Phillips (Education)**
- Sally Phillips (Biological Sciences)
- Karen Pope (Engineering)
- Paul Sandy (IT Services)
- Liz Saunders (Finance)
- Gabi Simons (Drama & Music)
- Ruth Stansfield (External Relations)
- Keith Stead (Chemistry) - CHAIRMAN
- Elizabeth Stewart (Modern Lang)
- Karen Swanston (Psychology)
- Denise Watts (Physics)
- Keith Zimmerman (SHiPSS).

APOLOGIES

- Brian Allnutt (Finance)
- Mike Barnett (Finance)
- Lucinda Bennett (Maths)
- Alan Binge (Finance)
- Annette Coles (Dept of Lifelong Learning)
- Paul Daysh (Chemistry)
- Andrew George (Domestic Services)
- Sarah Hamlin (Finance)
- Caroline Hampson (Finance)
- Jenny Hickman (Dept of Lifelong Learning)
- Liz Hodgkinson (Peninsula Medical School)
- Marjorie-Anne Howe (Business & Economics)
- Mike Huggins (Finance)
- Beverley Hughes (Library)
- Alison Husband (Sport & Health Science)
- Cathy Maguire (Sport & Health Science)
- Anna McFadden (Arabic and Islamic Studies)
- Anita Morris (Education)
- Stephen Murphy (Sport & Health Science)
- Hilary Olek (Dept of Lifelong Learning)
- Barbara Powell (Law)
- Catherine Serjeant (Finance)
- Alex Walsh (IT Services)
- Marilyn Wills (Centre for Rural Research)

02.00 Introduction

The Chairman welcomed everyone and gave apologies on behalf of Brian Allnutt.

02.01 Progress With APTOS

The Group considered a report on the APTOS UPDATE from Brian Allnutt
(a) APTOS will go live on 01/08/02. All schools / departments will use the new system from that date.

(b) Progress in developing the system and the training continues. Different groups are looking at the General Ledger; the Sales & Purchase Ledgers; supplier data on SBS is being up-dated; and info is being loaded from SBS into the test database in APTOS. Dick Leitch is responsible for the implementation of the purchasing and stock control aspects eg. authorisations for purchase orders etc. The training database involves a fictitious School, Oceanography. It incorporates the functions of a school, and a division, and has commercial cost centres so that Domestic Services and Buildings & Estates have relevant test options. It uses the same coding structures as the "real" APTOS centres. The training database is almost complete.

02.02 Nominations for Chairman

No nominations were made. It was agreed that the Chairman would approach appropriate (non-Finance division) staff over the next month and report back to the next Group meeting.

02.03 Draft Terms of Reference

It was agreed that point 1 would be amended to show that items arising from FASIG meetings are passed via the Administrative Computing User Group to the Information Services Committee (ISC).

Subject to this amendment, the Group agreed to adopt the Draft Terms of Reference as the FASIG Terms of Reference.

02.04 Any Other Business

(i) Cost Centres

A paper titled "Identifying and Establishing Cost Centres" was circulated. It was noted that a deadline of 17th April had been set for the completion of the recoding exercise.

At present, the SBS cost centre code shows the school (first two characters); the funding type (third character); and the individual activity involved (the last four characters). The detail code then shows the nature of the expenditure.

To assist schools, a printed list of the cost centre codes currently in use by each school will be circulated.

Note that no spaces are to be included within the new APTOS codes. Brian Allnutt will confirm shortly what "default" entry should be used in any "gaps".

Schools need to try to be consistent in what they use (eg all Alpha or all numeric) and beware of potential for confusion/ inputting errors eg I, L, I, 1 all look similar.

A department identifier can be incorporated within the research codes.

Externally funded research **not** RAE eligible (currently coded Q or S) will now become Q.

Transaction Analysis Codes can be used to link the transaction to the individual member of staff, or a particular type of expenditure (eg travel to Ethiopia). You will be able to report on it, but Finance need to investigate how it can compare against budgets/ allocations and whether it can give a balance. The field can have up to 40 characters.

There is no limit to the number of cost centres that can be created.

The Finance team were asked if an “automatic” translation of old cost centre codes to new could be devised. Detail codes will all have to be new and must be all numeric.

An example of the new cost centre codes has been drawn up for the training “School of Oceanography”. This will be circulated shortly, for information.

Schools need “workshops” to help them deal with their specific queries/ issues before the set deadline.

A question was asked about an interface between APTOS and the library system. There is no interface currently between SBS and the library and on 01/08/02 there will be no computerised interface, it will be a manual system, as now. Dick Leitch offered to investigate this aspect in due course.

(ii) Administrative Information Systems Policy and Monitoring Group Minutes

Minutes of the most recent meeting were circulated for information.

02.05

Date of next meeting

Exact date to be confirmed in mid May 2002. Members will be emailed shortly.