

Management Accountants Training Workshop

Agenda 15/09/15

09:30 - 09:35	Welcome and programme for the morning – Jill Roberts	
09:35 - 09:55	Transactional Issues - Michelle Bailey	Page 2
09:55 - 10:10	VAT update - Neil Turner	Page 18
10:10 - 10:40	New Finance Website - Mark Gilmore/ Adam Birch	Page 19
	Requisitioner Workshops – Mark Gilmore	Page 26
10:40 - 11:00	Tea/Coffee Break	
11:00 - 11:30	Data Protection issues - Sally Ainsworth	Page 30
11:30 - 11:45	Review of year end results - Steve Mole	
11:45 - 11:55	Corporate Planner upgrade - Rob Tempelman	Page 40
12pm	END	

A Tour of Transactional Services



New home



Master Data – Suppliers and Customers



Master Data - Cleansing

- Customers & suppliers change their details
- Not used for 18 months
 - Deactivated on Oracle
 - Requires full set-up to reactivate
 - Checks the bank details still valid (suppliers)
 - Addresses are still the same for correspondence
 - PO's
 - Remittances

Transacting – P2P

Getting the goods/services

- Oracle
- Travel – Egencia
- Corporate Credit Card – under £1,000
- One off Payments – under £5,000

Transacting – P2P

Invoice Processing

Addressed correctly



SLA's



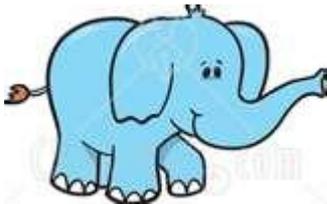
What's missing?



INVOICE

Acommodation	135.50
1 night	
	135.50
GST Incl	12.32
Thank you for staying with us	

Holds



Payment Runs

	GBP - payment to UK Bank Account	Payment to non UK bank account
Oracle suppliers	Weekly	Weekly by currency
One-off Suppliers	Twice weekly	Twice Weekly
Student Bursaries	Weekly	

Transacting - Selling

Sales invoicing



Timely nature

Compliant with customers requests

Queries

Transacting - Selling

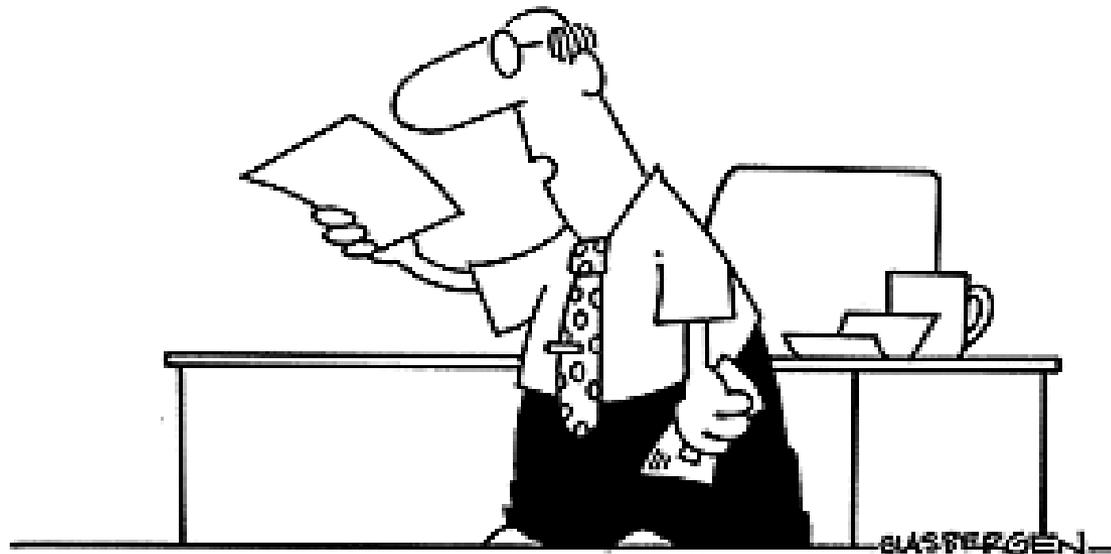
Receipting



Transacting - Selling

Collecting

Copyright 2002 by Randy Glasbergen.
www.glasbergen.com



**“...if you have already sent us your payment,
please accept our apology for the death threat
and warm wishes for the holiday season.”**

Transacting - Selling

Online Store – www.ystore.manchester.ac.uk

The Vivarium



Sponsor a Frog

Description

Here you can make a
Manchester Museum
conservation work of

For a contribution of



“Cash”



“Cash”



“Cash”



“Cash”





VAT Team

- **Neil Turner**, Special Projects VAT Manager
 50548  neil.turner@manchester.ac.uk
- **James Gillen**, Senior VAT Assistant
 52165  james.gillen@manchester.ac.uk
- **Tony Fitzgerald**, VAT Administrator
 52163  anthony.fitzgerald@manchester.ac.uk
- **Antony Martin**, VAT Assistant
 57845  antony.martin@manchester.ac.uk

Finance Intranet Site

Re-Launch

New Finance Intranet- Why?

- Existing site not fit for purpose
- Out of date
- No designated ownership of the pages
- By popular demand....from Finance
- 53% of visits are to log into Oracle - worrying

Approach

- Non Finance User Friendly: simple language – no jargon
- Service driven not Department
- One source only for data/documents

Useful Tools

- New Finance Helpdesk –
finance.helpdesk@manchester.ac.uk
(replacing the old finance systems helpdesk)
- Contacts
- FAQs

Finance Only Section

- UoM Password protected
- Comprehensive range of financial materials
- As it says on the tin, technical info aimed at finance staff only
- Linked to the document repository

Launch

- Available now
<http://finance.manchester.ac.uk/>
- Getting it right...
 - Need YOUR feedback
 - October communication to wider community
 - Positive reflection on UoM Finance department

Going Forward

- An area for continuous improvement
- Feedback on changes/additions to the **Finance Communications Officer (Adam Birch)**
- Every page/document assigned an owner
- Periodic reviews (6 monthly)
- No changes to site without 'page' owners approval

Requisitioner Workshops: Autumn 2015

Agenda

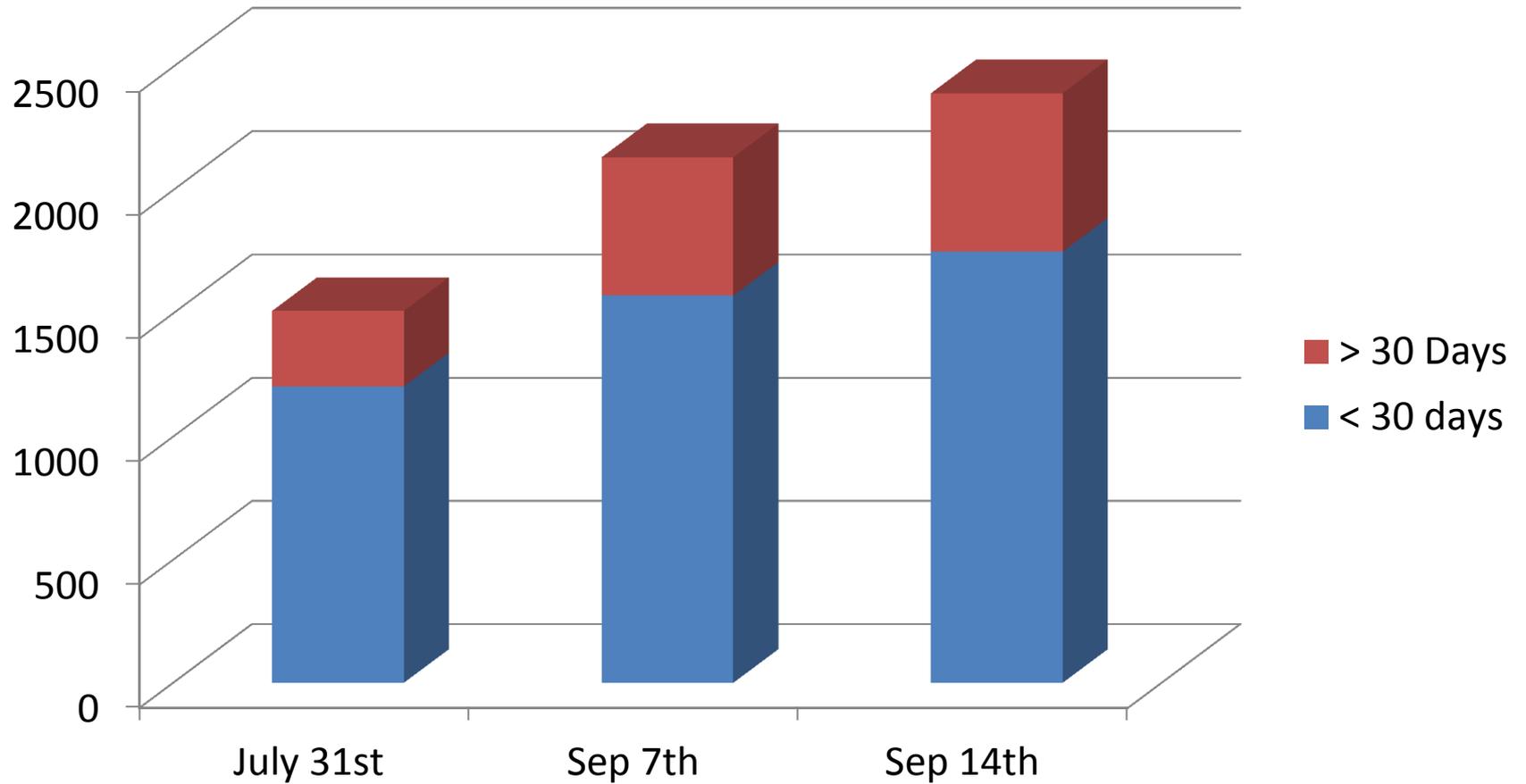
- Stores
- Iproc
 - Issues
 - Role of AP
 - Housekeeping
 - VAT
- Credit Cards
- One Off Payments
- Expenses
- Supplier Set Up
- New Webpage

Dates

- Test Run October 5 (Finance)
- 13 Oct Roscoe
- 14 Oct Crawford (2)
- 11 Nov Stopford
- 12 Nov Renold

- Invites to be issued this week (1400/3200)
 - 25 requisitions pa
 - Chased during year end cleanse
 - HOSF/HOFF/HOFFRAS

AP Invoices On Hold



Finance

Data Protection workshop

- Overview of the Act
- Definitions
- Data Security
- Email awareness



Data Protection Principles:

1. Personal information must be fairly and lawfully processed
2. Personal information must be processed for limited purposes
3. Personal information must be adequate, relevant and not excessive
4. Personal information must be accurate and up to date
5. Personal information must not be kept for longer than is necessary
6. Personal information must be processed in line with the data subjects' rights
7. Personal information must be secure
8. Personal information must not be transferred to other countries without adequate protection

Key definitions

- Personal data
- Sensitive personal data
- Processing data
- Data Controller
- Data Processor
- Data subject

Conditions for processing:

Schedule 2:

- Consent
- Performance of a contract
- Legal obligation
- Vital interests
- Administration of justice
- Legitimate interests

Schedule 3:

- There are over 18 different conditions affecting the processing of sensitive information, including:
 - Explicit consent
 - Equal opportunities monitoring

What is the DP Issue?

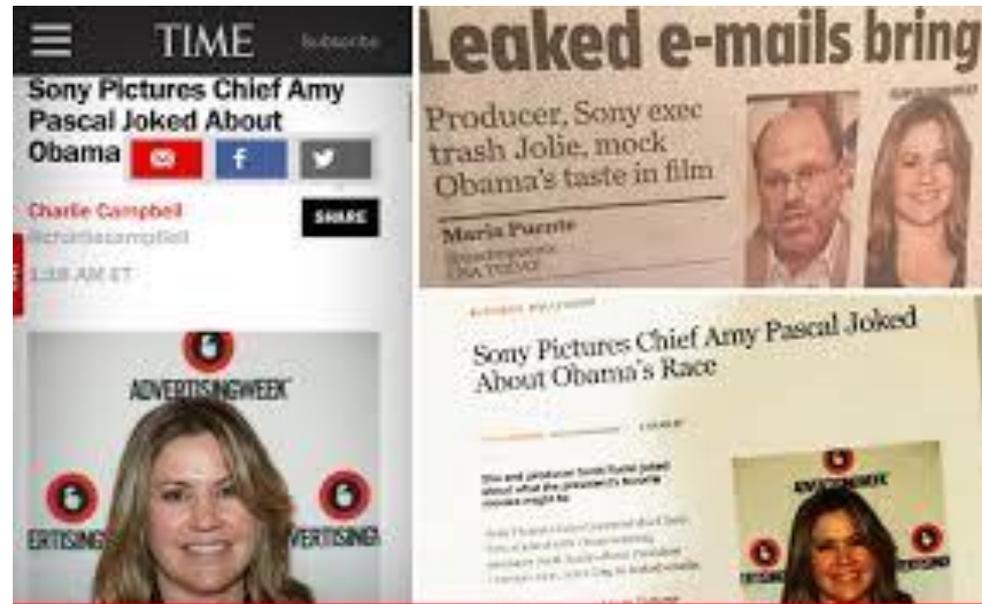


What is the DP issue?



Email issues and security

1. What are the risks?
2. What are the consequences?
3. How can we reduce the risks?



Data Security

- Why should we be concerned?
- What security measures can we provide?
- HR Guidance for staff records
- What security risks are there and how can we reduce them?

Summary

- Remember that personal data belongs to the individual, not the University
- We're all responsible for its security
- Think carefully before you share any data – what is my reason for doing this? Does it comply with the DPA?
- Don't keep data 'just in case'. File, archive or securely destroy.
- If you are aware of an incident, please ensure that it is reported to your local DPG, or the RMO.

Find out more

Martin Conway (Data Protection Officer) ext 63772

Barbara Frost (Information Security Manager) ext 52122

Alan Carter (Records Manager) ext 58111

Sally Ainsworth (Information Governance Administrator) ext
57008

Laurence Clarke (Local Data Protection Guardian) ext 652139

DP Website: <http://www.dataprotection.manchester.ac.uk/>

ICO Website: <https://ico.org.uk/>

IT Services: <http://www.itservices.manchester.ac.uk/secure-it/>

Corporate Planner Upgrade

V4.3 Advanced V4.4 Enterprise

Robin Tempelman (ext. 57234)



The University of Manchester

Corporate Planner Upgrade

Overview

- Introduction – why are we upgrading?
- Upgrade Process
- What's changed?

Why are we upgrading?

- Resolve performance issues & increase reliability;
- Make better use of CP!

Upgrade Process

What's happened so far?

- New CP installed on computers in the Finance Systems Team.
 - Testing of 'behind the scenes' functionality (creation of new data streams, new trees, uploading data, setting up new users etc. etc.).

Upgrade Process

What's happening next?

- User testing
 - New CP also installed on two separate computers for user testing.
 - Testing of 'end user' functionality (running reports, exporting reports to excel/pdf, table reports etc.)
- New CP to be rolled out to all users.
 - Commencing Wednesday 7th October.

Upgrade Process

The roll out.....

- Most users will receive a 'remote' installation
 - Commences Weds 7th October
 - No action required!
- Some users will receive a 'physical' installation
 - IT required to visit some machines to perform the installation;
 - Team Leaders should have communicated with these people.
- Physical installations will be performed in two phases:
 - Phase 1: Faculty users – commencing Weds 7th October
 - Phase 2: PSS & Central users – commencing Mon 12th October
- Go live – Fri 16th October

Upgrade Process

Physical Installations

- ITS have allocated users a day when they will be coming out to perform the installation;
- Team leaders should have cascaded allocated days to you;
- ITS will be arranging specific appointment times closer to the time;
 - Contact Finance Systems (ext. 57234) if you are unsure of your appointment time.
- It is mandatory to be present at your PC during your appointment time!!
- Missed appointments cannot be rescheduled!!

Upgrade Process

During the upgrade window.....

- Corporate Planner will not be available (Weds 7th October – Thursday 15th October);
- Therefore print or export any reports you may need before COB on Tues 6th October.

What's changed?

Headlines

- No changes to end user functionality;
- Ability to import data directly from Oracle;
- Tidy up of current structure of trees & reports (eg Research Income removed from 'Core' & 'Other' branches);
- **Work is currently on-going;**
- **Online training will be updated once work is complete.**