

De minimis and TS2000 Activity Analysis

Introduction

The objectives of this document are to:

- ▶ Understand how support for de minimis is implemented in TS2000 Activity Analysis
- ▶ Appreciate how to use de minimis capabilities in TS2000 Activity Analysis

De minimis and TS2000 Activity Analysis

The recording and analysing of activity costs against individual companies to comply with de minimis limits on state aid is an optional feature in release 3.6 of TS2000 Activity Analysis.

De minimis is from the Latin phrase *de minimis non curat lex* meaning the law does not care about very small matters. European Commission rules consider public funding of a single recipient of up to €100,000 over a rolling 3 year period has a negligible effect on trade and competition so does not require notification.

Not all funding given to the recipient is necessarily counted as de minimis. The inclusion or exclusion in de minimis is managed 'off system'.

Where funding to a company is awarded as de minimis, TS2000 Activity Analysis can be used to record labour-costs by company. This is managed at several levels:

- **Enterprise Administrator** - creates and manages de minimis companies and analysis structures
- **Local Administrators** - allocate companies to specific activities
- **Timesheet users** – record time spent on behalf of specific companies

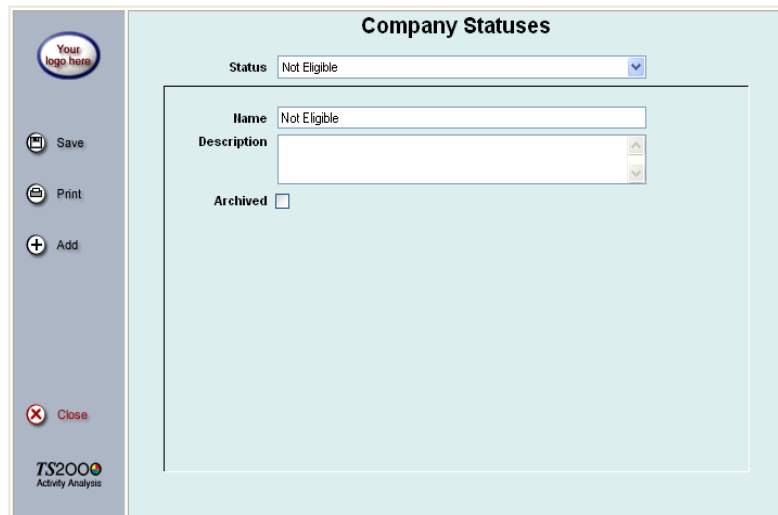
Pivot reports show the total effort (hours and costs) given to particular companies.

Enterprise Administration of De minimis

The Enterprise Administrator uses several forms to create and maintain companies and their analysis structures.

The Company Status form is used to create a company analysis structure.

Form Access: *Enterprise Administrator Menu > Companies > Company Statuses*



The screenshot shows a web-based form titled "Company Statuses". On the left side, there is a vertical toolbar with icons for "Your logo here", "Save", "Print", "Add", and "Close". The main form area contains a "Status" dropdown menu with "Not Eligible" selected. Below this is a "Name" text input field with "Not Eligible" entered. Underneath the name is a "Description" text area with a scroll bar. At the bottom of the form is an "Archived" checkbox, which is currently unchecked. The "TS2000 Activity Analysis" logo is visible in the bottom left corner of the form area.

The **status name** is selected from the company status list box. It can be give an optional description.

The Company Sectors form is used to categorise companies for analysis by industrial sector.

Form Access: *Enterprise Administrator Menu > Companies > Company Sectors*

The **sector name** is selected from the sector list box. It can be give an optional description.

The Companies form is used to record details of the companies for whom de minimis activity is to be captured.

Form Access: *Enterprise Administrator Menu > Companies > Companies*

The **company** is selected from the company list box.

The **area status** is selected from the area status list box.

The **address** and **postcode** fields are recorded.

Select an **industry sector**.

Notes about the company can be optionally recorded.

If a company is no longer in use it can be archived. An archived company can no longer be allocated to activities. However it will be retained for reporting purposes.

Local Administration of De minimis

Once the Enterprise Administrator has created companies and their associated structures, a Local Administrator can allocate those companies to activities.

Each timesheet user who will be completing a de minimis record needs to be given access to the 'Day Detail with Analysis+' timesheet.

Form Access: *Local Administrator Menu > Activities > Activity Companies*

Company
B234 - Barton Finance Services
L123 - Larton Computing Services

An **activity** is selected from the activity list box.

Companies are selected from the company list box.

Timesheet users with activities (allocated to companies) in their profiles can record de minimis activity on a Company Hours pop-up sub form to the day-level timesheet.

To provide access the de minimus Company Hours sub form, use the Personnel Form.

Form Access: *Local Administrator Menu > Personnel > Personnel*

The screenshot shows the 'Personnel' form interface. On the left is a vertical sidebar with icons for 'Your logo here', 'Save', 'Print', 'Add', 'Profile', 'Timesheet', and 'Close'. The main content area is titled 'Personnel' and contains a form for 'Abbey Amy Ms'. The form fields include: 'Name' (Ms, Amy, Abbey), 'Job Title' (Human Resources Training & Developm), 'Dept.' (Finance), 'Function' (Finance), 'Cat.' (Full Time Staff), 'Code' (8326), and 'Notes' (Amy's mobile number is 0880 616465). A 'Last Updated' field shows '30 January 2006'. At the bottom, there are three tabs: 'Permissions', 'Timesheet Options', and 'Working Hours'. The 'Timesheet Options' tab is active, showing a 'Pro forma' checkbox, a 'Timesheet Style' dropdown set to 'Day Detail with Analysis+', and three 'Rows' input fields for '1BP', '2P', and 'ESP', all currently set to '0'.

Select the **person** from the person list box.

Select the **Timesheet Options** tab in the grey panel at the base of the form.

Select **Day Detail with Analysis+** from the timesheet style list box.

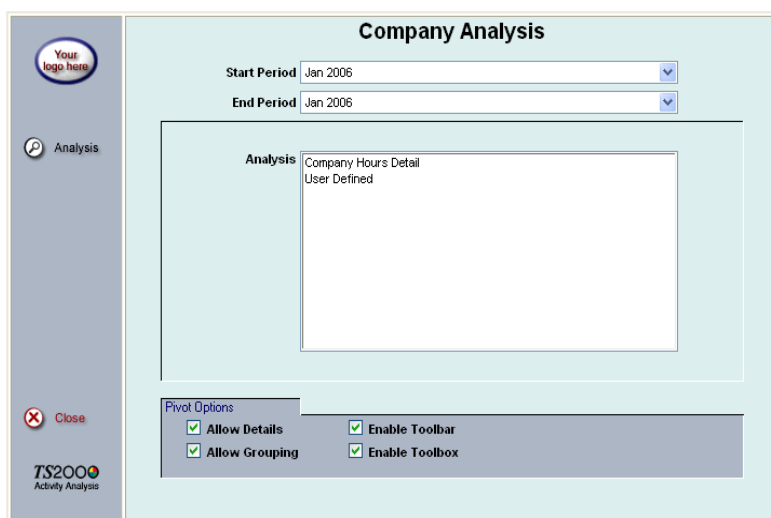
Save the form.

De minimis Reports

After the period-end commit is run, de minimis pivot reports are available. Enterprise Administrators and Local Administrators can access to the same reports. However, the scope of the data is limited to a single location for a Local Administrator.

The Company Analysis pivot is used to report on de minimis activity.

Form Access: *Enterprise Administrator Menu* or *Local Administrator* > *Reports* > *Company Analysis*



Select the **period range** to report on.

Select **Company Hours Detail** and click the **Analysis** button.

The Company Analysis pivot will be generated:

Location		ActivityYear	Objective	Policy / Block	Measure / SAC	ActivityType	CompanySector	CompanyStatus	PersonnelFunction	PersonnelCategory	JobTitle	Department
All	All	All	All	All	All	All	All	All	All	All	All	All
Period: PD601 Jan 2006												
Grand Total												
Activity	Company	Name	Total Hours	Total Cost (Direct)	Total Cost	Total Hours	Total Cost (Direct)	Total Cost				
02-3-2-11 New Focus for Adults	L123 - Larton Computing Services		20.00	£294.00	£363.00	20.00	£294.00	£363.00				
	Total		20.00	£294.00	£363.00	20.00	£294.00	£363.00				
02-3-3-2-03 Improving Employability	B234 - Barton Finance Services		11.25	£168.75	£168.75	11.25	£168.75	£168.75				
	L123 - Larton Computing Services		26.00	£390.00	£390.00	26.00	£390.00	£390.00				
	Total		37.25	£558.75	£558.75	37.25	£558.75	£558.75				
Grand Total			57.25	£852.75	£921.75	57.25	£852.75	£921.75				

For detailed information on how to manipulate the pivot, please refer to the Activity Analysis form in the *TS2000 Activity Analysis Administration Guide*.

Using De minimis

Questions, Problems and Discussion

If you have any questions or there are issues outstanding around de minimis, please have your say on the Forum at www.chl.co.uk/TS2000/forum/



To access your support page from within the product, click the TS2000 Activity Analysis logo on any form



Comment on regional administration online at www.chl.co.uk/TS2000/forum/ in the *Setting Up TS2000 Activity Analysis locally* forum.

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