Annex 1 - System features and requirements

Feature	Detail	Challenge	Opportunity	System requirement	Access Financials functionality supporting system requirements
Multiple 'companies'	• Core and Operational Plan • Project 1 • Project 2 • Project 3 • Project Z	Pseudo-consolidation required to produce a result for the whole organisation.	Project ledger provides coding within the chart of accounts to allow the segregation and reporting of expenditure by project.	Some project funders require the use of discrete, designated bank accounts. System must support the use of multiple bank accounts and provide a method of segregating transactions relating to specific project activity.	Multiple bank accounts No specific functionality, but 'work-arounds' are available Full project ledger with project dashboard allowing drill-down to transaction line

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Chart of accounts (CoA) inconsistent amongst 'companies' and changes from one Operational Plan (OP) to the next. The CoA is built solely around nominal codes.	Nominal codes are used to define both: • expenditure types, and • the objective/ theme/ aim of a project, programme or operational plan.	Each new OP requires a new 'company' to be created, and similarly for new projects.	A more generic set-up is adopted for nominal accounts, with further categorisation achieved by the use of: • analysis codes • cost centres • job codes • project codes	Flexible chart of accounts provides multiple layers of categorisation allowing enhanced reporting capabilities.	8 analysis categories available

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Procurement and purchase ledger	Requisitions prepared by Operational Teams are recorded in an Excel register, which is then subdivided to provide reports for individual budget holders.	This is a time-consuming process for Finance and it's difficult to achieve an accurate picture of commitments.	Purchase ordering module with integrated authorisation workflows and providing a view of remaining budget.	Cost effective pricing that allows access for staff with delegated authority to manage procurement workflows.	Procurement workflows costed for 40 users
Procurement and purchase ledger continued	The register and reports require regular updating to reduce outstanding commitments as invoices are received/ grant payments made.	Operational Teams are dependent on the management information cycle for up-to-date information.

Authorisation workflows are driven by email. | Direct posting to the ledgers reduces the amount of data entry.

Purchase order values are called off, providing an up-to-date value for committed spend. | Links to the finance system reduce the amount of data entry by the Finance team.

Ability to report on commitments and to set this data alongside 'actuals' to provide a | Procure to pay workflows are directly to the finance system

PO data is available for reporting. |

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				full picture of the Authority's spend.	
Expenses	Spreadsheet log with manual entry to NL. Email notification (manual) to payee. Carbon accounting data captured within the transaction narrative posted to the NL.	Labour-intensive process with authorisation workflows driven using email.	Expense module with integrated authorisation workflows, direct posting to the ledgers and automated notification to payee. Easier monitoring and reporting for carbon accounting.	Cost effective pricing that allows access for all the Park Authority's employees (120) to enter their own claims and supports authorisation workflows. Facility to report carbon units.	Expense module costed for the number of claims annually rather than on number of users
Paperwork	Printed and held in hard copy.	Labour-intensive process with authorisation workflows driven using both email and hard copy documents.	Document management system, **and/or** Potential for 'paperclip' facility to attach documentation	Cost effective pricing that allows access for staff with delegated authority to manage documents electronically and	Purchase invoice automation provides electronic workflows and optical recognition functionality to reduce manual input

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			to transactions within finance system.	supports authorisation workflows.	
Reporting	• Transaction listings are reported directly from Sage.	Operational Teams are dependent on the management information cycle for	The creation of reports within the finance system would reduce reliance on Excel and	Easy to use report-writing facility, *and/ or*	Report writing is by 'hot links' to Excel allowing easy design by users and direct

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	• TB is exported to populate reports in Excel – 'Tracker' and project monitoring spreadsheets. • Excel reports require significant manual input and updating.	up-to-date information. Control of future projects is likely to be burdensome and may not meet project needs using Excel spreadsheets.	save considerable time for the senior members of the Finance team. It would allow the potential for non-financial managers to run reports or see dashboard-style statistics outside the regular monthly reporting cycle.	Responsive support from software provider to develop and modify reports as required. Cost effective pricing that allows access for staff to view and download reports & dashboard data.	update from the financial ledgers Additional consultancy can be purchased (added cost) Non-finance users included in licence. Dashboard facilities available. Drill down to single transaction level via the dashboard.
Budgets and forecasts	Budgets are input to Sage (annual	Forecasting is recorded in Excel and	Budgets can be input to the system to reflect	Cost effective pricing that allows access for	Multiple budgets available.

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	amounts) but not reported out. Also reflected in the Tracker (Excel), with phasing applied as reports are issued.	requires labour-intensive update of reporting spreadsheets. Budget phasing will become more important in the context of cash flow as project delivery grows.	anticipated monthly phasing.	staff with delegated authority to enter forecasts directly into the finance system. Facility for this data to be reported alongside 'actuals' to provide a full picture of outturn.	Non-finance users are excluded from the finance applications, but forecasts can be provided in Excel and then uploaded via 'In-XS' Excel integration tool

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Cash flow forecasting	There has been little need for rigorous cash flow management to date.	Cash flow management will become more important for larger projects, with retrospective claims of substantial sums.	Forecasts managed within the finance system could potentially contribute to cash flow monitoring.		Available through the 'Fathom' tool – additional cost £2k
Payroll system	Stands alone from the Finance system. There is no link (direct or indirect) between Access Payroll and Sage.	Monthly payroll journal manually input to Sage.	Integration of payroll system and finance system to allow direct transfer of payroll data to the nominal ledger.	*Either:* Facility to integrate the finance system with a payroll system, *Or:* Payroll facility integral to the finance system.	Integrates to current payroll system