For decision

Tile: Business case for development of the finance system

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Current set-up

1. Software

   Three software packages are used as the basis for recording, monitoring, and reporting. The finance system is Sage 200 (nominal and sub ledgers); payroll is processed using Access Payroll; the HR package is Access People. Access packages, Payroll and People, are integrated.

2. Use of multiple 'companies'

   The Park Authority delivers an annual Operational Plan (OP) alongside various externally funded projects. It is a requirement of some external projects that accounting is managed through a separate project bank account. Core expenditure (overhead) and OP expenditure is maintained in a single 'company' in Sage; additionally, each significant project or programme is set up as a separate company to allow effective segregation of project transactions.

3. Chart of accounts

   The chart of accounts (CoA) varies amongst the several 'companies' and changes from one OP to the next. The CoA is built solely around nominal codes, which are used to define both the expenditure types (overheads) and the various activities within an OP or project. Within each company the only level of categorisation is through nominal accounts.

4. Journals

   Journals are entered to the nominal ledger manually.

5. Procurement and commitments

   Until recently, purchase requisitions were prepared by Operational Teams using an Excel template and these are logged in an Excel register. The register required regular updating to reduce outstanding commitments when invoices were received /

grant payments made. Updated registers were provided to Operational Teams as part of the monthly management information cycle. In 2024 we have been trialling an automated workflow for preparation and approval of requisitions and invoices using Microsoft Apps. This has been popular with staff both in the Finance team and in the wider organisation. However, automation stops at the boundary with the finance system, so that significant manual input is required to populate the purchase ledger, and there remains a need to generate reports from the data exported from the workflow system and subsequently constructed in Excel.

6. Expenses

    The claiming of expenses is managed using claim forms created in Excel. Claims are checked by the Finance team and logged in an Excel register. Entry to the finance system is by manual cashbook journal. There is the potential to develop a more automated system using Microsoft Apps, but again, this automation would stop at the boundary with the finance system.

7. Sales ledger

    Very few sales invoices are raised. Standard sales ledger functionality is used.

8. Bank payments

    Payment of payroll, purchase ledger and cashbook items is carried out using the Bank of Scotland's Commercial Banking Online (CBO) facility. Payroll and purchase ledger payment runs are imported directly to CBO; expense claims are input manually, against employee account details already held as standing data in CBO. Payslips are made available to employees via an online portal populated from the Access Payroll system. Remittance advices are distributed by automatic email from Sage. Notification of the payment of expenses (half a dozen each week) is provided by manually generated email.

9. Reporting

    Little reporting is derived directly from the systems and instead, a suite of Excel spreadsheets is maintained to provide all the external reporting: project monitoring, monthly management information and information for the Annual Financial Statements. For the time being, with the number of transactions currently flowing through the systems, and the demand for information arising on a traditional

monthly cycle, these processes are effective and provide regular information to the wider organisation. They are, however, inefficient. Increasing activity due to the commencement of the delivery phase of the Cairngorms 2030 programme, is leading to an enthusiasm within the wider organisation for a 'self service' approach to reported information.

10. Paperwork

In general, supporting documentation is received to the finance email box in PDF / Word format. Until recently, hard copies have been printed and retained in physical files. Since the development of our electronic authorisation process, invoices have been saved electronically on SharePoint.

11. Budgets and forecasts

Budgets are input to Sage at their annual value, phasing is then applied to the Excel models used to report. Forecasting is recorded in Excel.

12. Staff resources

The Finance team is currently staffed by:
   a) Finance Manager
   b) Management Accountant
   c) Finance Officer (PT)
   d) Finance and Payroll Officers x2

Most of the team's time (90%) is spent in transaction processing, manipulation of data and calculation using Excel, and the management of uploads to external portals (payroll, pensions, grant claims etc.). The provision of advice and support to budget holders is a smaller aspect of the team's work. To date, such support has been motivated by the need to manage external workload, such as reporting to Scottish Government and the submission of grant claims to project sponsors. However, the team is gradually extending its reach and collaboration, particularly with the C2030 team, is proving mutually beneficial. Automated purchasing workflows have also freed up some time, which has proved particularly helpful now that the full-time working week has been reduced to 35 hours.

13. Accounting processes

The accounting processes described above have developed around the limitations of the systems and software. The current Sage software is a key limiting factor, and there are no full solutions to the issues highlighted without some form of investment.

Issues arising from current set-up

14. Software

The current set up comprises three separate systems (Sage 200, Access Payroll and Access People), with minimal integration amongst them. This results in duplication of entry, for example:

a) Changes to HR data are notified by memo (Word document) to the payroll officer who then applies the changes in the payroll system

b) payroll calculations are performed manually by HR, and reported to the Finance Team in the payroll memo; these calculations are checked, and often amended before input to the payroll system

c) The result of monthly payroll processing is recorded in the nominal ledger by manual journal

This is inefficient and leaves the organisation open to the risk of both calculation and keying errors, over which mitigation controls are required.

15. Use of multiple 'companies'

While the use of separate companies allows effective segregation of project transactions, it creates added complexity and additional work, in that a pseudo consolidation is required to produce results for the whole organisation. The approach is generally disliked by our Auditors who are required to include multiple ledgers (nominal and sub ledgers) in their testing.

16. Chart of accounts

The chart of accounts is a simple structure, using only nominal codes. There is inconsistent nominal coding amongst the various 'companies'. A more tailored set of nominal accounts would allow analysis between projects and cost centres against a standard nominal ledger, which would, in turn, provide a more flexible approach to reporting and a more straightforward and consistent response to information gathering.

17. Procurement and commitments

The use of Excel templates and registers is a time consuming process for Finance and makes authorisation workflow cumbersome. Operational Teams are dependent on the monthly management information cycle for up to date information. Operational colleagues would welcome a system that allows them to use a more automated system of workflows, and to see real time information on committed spend against their budgets.

18. Expenses

Colleagues would welcome a more automated system of workflows that allows them to submit a claim directly, and for this claim to travel through the system automatically, to authorisation, payment and notification.

19. Reporting

The Finance Team's reporting spreadsheets are well controlled, but they are labour intensive to maintain, as they require significant manual updating. This is an inefficient method of reporting.

20. Paperwork

The storage of hard copy documents takes up space within the office and requires the organisation to buy external storage facilities. It can restrict access to paperwork for operational colleagues and for auditors. It is also likely to result in several copies of the same document being retained electronically in the organisation's file storage. Electronic storage would remove the need to print and store paperwork. It would avoid the need to archive old documents to our storage facilities, thereby saving cost. A document management system would also allow the organisation to make documentation directly available to all staff to whom it is relevant. The new workflows have facilitated significant improvement in giving wider access to data. Consideration will need to be given to whether we retain storage of transactional information in the SharePoint Electronic Document Management System (EDMS), or whether invoices and other documentation should be held within a new finance system.

21. Budgets and forecasts

Budgets and forecasts are managed using Excel spreadsheets. This can lead to problems maintaining version control, reconciliation of budgets between the central finance system and spreadsheets and managing the virement of sums across codes within a particular service or amongst services.

22. Staff resources

Current ways of working are intensive of staff resource in the Finance Team, although the present volume of work is managed well with the existing staff complement. Improvements to our systems would give scope to reduce data handling and save time on monitoring and reporting. This would create scope for the team to provide better support and advice to operational colleagues, the need for which is anticipated to rise as budget management becomes increasingly complex through management of multiple funding sources.

Future requirements

23. The C2030 project is presenting accounting requirements on a different scale. There will be significantly more transactions as the project progresses, and the demand for reporting both internally and externally is likely to increase. This anticipated growth in activity is likely to render the existing processes unfit for purpose.

24. Procurement will be a significant feature of the various activities delivered, increasing the amount of procure to pay processing, and there is likely to be a need for more frequent reporting of committed spend.

25. In addition to the expected increase in demand for timely processing and reporting, it is anticipated that budget holders will seek increasing levels of advice on budget management. As a finance function we would wish to develop closer working relationships with operational colleagues. This is our preferred direction of travel in staff resource deployment. It will require transition from a workload that is defined by high levels of data processing, to one that is focused on the provision of support and advice across the wider organisation.

Proposed specification to seek resolution of issues identified

26. Future business requirements will demand a different approach, including:

    a) integration of systems to prevent double handling of data,

    b) a more granular chart of accounts built around a more standard nominal coding structure and supported by the use of project coding and cost centre analysis,

    c) flexible reporting capabilities that remove or significantly reduce reliance on the manipulation of exported data using Excel,

    d) direct access to financial data for non-financial managers,

    e) an integrated purchase-ordering system,

    f) an integrated expense management system,

    g) an efficient approach to the monitoring of committed spend,

    h) facility to record (and update) both budgets and forecasts,

    i) the potential to monitor cash flow.

27. Annex 1 sets out the key features of the way we currently use our systems and the opportunities afforded by improvements to our systems. Annex 2 provides a specification identifying essential and desirable functionality.

Options appraisal

28. The options discussed in this paper are:

    a) Maintain the existing system

    b) Expand the functionality of the existing system

    c) Replace

a) Maintain the existing system

29. Sage 200 is a standard software offering designed for Small and Medium (sized) Enterprises (SMEs). It is long established on the market, and provides a modular format, whereby investment in the software can be tailored to the functionality required by the organisation. Latterly, more complex functionality has been developed using additional 'bolt on' software from third party partners; the option to extend our existing system using these bolt on products is explored as a separate option in this report.

30. Sage also offers payroll software that provides a level of integration with the finance product. We have experience of using this package and have found it effective.

31. The way the organisation currently uses Sage is defined by a paper based approach to workflow. Microsoft 365 offers electronic workflow solutions that are currently being trialled within the Park Authority e.g. electronic requisition and invoice approval processes. These have the potential to provide noticeable efficiencies. Improvements to reporting could be achieved by commissioning the development of bespoke reports. However, the workflow process developed using Microsoft Apps, stops at the boundary with the finance system, so that duplication of data input is still required. Similarly, integration of our existing payroll system with Sage 200 is not possible, and it would be necessary to continue to input payroll information manually to Sage 200.

32. The version of Sage 200 used presently is held in house on a physical server that is due to be decommissioned. It is likely that we would want to use the cloud version of the software if we were to decide to retain it.

33. Advantages
    a) Prevents the disruptive impacts of procuring, installing, and learning a new system
    b) Saves cost

34. Disadvantages
    a) Current approach to reporting through Excel will continue
    b) Labour intensive practices retained
    c) Integration of the payroll system is not possible
    d) Current version of the software is held in house on a server that needs to be decommissioned.

35. Mitigations
    a) Functionality available through Microsoft 365 has created more efficient workflows, particularly for the wider organisation
    b) Report writing could be commissioned with limited additional cost

c)   A cloud based version of the software is available

b) Expand the functionality of the existing system

36. The software currently in use provides a basic set of ledgers. Additional modules provided within the suite of Sage 200 options would provide additional functions such as cost centre and project analysis coding. In addition, third party bolt on modules can provide facilities such as purchase order processing, electronic document management, optical character recognition for document input, automated management of expenses, and so on. Improvements to reporting could be achieved by commissioning the development of bespoke reports. However, integration of our existing payroll system with Sage 200 does not appear to be possible.

37. Adding additional modules would provide much more flexibility in the way we use our accounting system. However, the ongoing cost involved in purchasing these packages as Software as a Service (SAAS) is not insubstantial.

38. The use of one or more third party systems has the potential to make software upgrade more complex.

39. Advantages
    a)   Finance staff would be retaining elements of a system with which they are familiar
    b)   Additional functionality could be chosen to meet our requirements
    c)   More sophisticated reporting could be provided

40. Disadvantages
    a)   Additional costs for SAAS may be similar to those from a replacement system, although installation costs may be lower than would be expected from installing a full replacement system
    b)   Software upgrade may be made more complex
    c)   Integration of the payroll system is unlikely to be possible
    d)   Self service options to the wider organisation are likely to be more limited

41. Mitigation
    a) Likely to produce a set-up that is adequate, but lacking in streamlined integration

c) Replace

42. There are various software packages suitable for SMEs on the market. Most have integrated functionality of a type that would meet our needs. In collaboration with colleagues in the National Parks network who are also considering changing system we have investigated a selection of systems as shown in the table on page 13.

43. We would be buying up-to-date technology in one system to meet our specification, with the aim of achieving as much integration, and the most efficient workflows, as possible.

44. Advantages
    a) We would be purchasing up to date technology
    b) We'd achieve better efficiency through integration and smoother workflows
    c) More sophisticated reporting would result in improvement of the availability and quality of financial information

45. Disadvantages
    a) A project of this type is a major disruption to business as usual
    b) There will be one-off installation / consultancy costs; ongoing costs for SAAS are likely to be considerably higher than we are currently incurring because of the increased levels of functionality we are looking for.
    c) There will be training and learning requirements both for Finance staff and the wider organisation, requiring significant investment of time
    d) A change of finance system may lead to a need to replace the payroll system if we are to take full advantage of opportunities for systems integration.
    e) All the systems considered are significantly more expensive than our existing software (see indicative costs for replacement).

46. Mitigation
    a) Allowance has been made in the budget for additional costs, but these are broad estimates at present
    b) There is an appetite in the wider organisation for improved workflows and reporting that will reduce administrative time and improve the availability and quality of financial information

Recommendation

47. The recommended course of action is option c) Replace.

48. There is a consensus that the Authority has outgrown its current finance system for a variety of different reasons. These can be summarised as follows:
    a) The current lack of integration between key systems, Finance, HR and Payroll, is a fundamental failing in the current approach
    b) Level of manual processing involved
    c) Budgeting and forecasting completed outside of core systems
    d) Inefficient chart of accounts and project coding processes
    e) Lack of practical workflows for key activities such as purchasing, expenses and document management
    f) Poor reporting capabilities554

49. While use of functionality offered by Microsoft 365 is helping, and offers a stop gap improvement, running workflows outside the finance system cannot offer an efficient long-term approach.

50. Embarking on a procurement process to replace our existing system will provide the opportunity to design an efficient approach to the recording and reporting of financial information.

51. There are likely added benefits to the replace option around a movement to cloud systems that will enhance cyber security and data robustness through cloud based, backed up solutions. There will also be some cost offset from digitisation of all records and systems, with savings in storage of paper records

52. The only clear advantages of maintaining the current system are the avoidance of the disruption and the costs involved in procuring, designing, installing and maintaining a new system. This advantage must be set against the potential benefits to be gained from the improvements in recording and reporting offered by a modern system. These improvements will be felt around the organisation, with financial administration simplified for operational teams, and time for the processing of transactions and the preparation of reports made less time-consuming for the Finance Team.

Indicative Costs for replacement

System	Action taken	Annual cost excluding VAT £'000	Implementation Cost excluding VAT £'000	Comments
TechnologyOne	Demonstrated	80	includes implementation	Corporate systems - more appropriate to larger organisation such as a local authority
Unit 4	Not viewed	55	250	
Sun systems with Proactis	Demonstrated	unknown		
Iplicit	Demonstrated	20	25	Suitable system; look and feel not very instinctive
Access Dimensions	Demonstrated	25	15	Suitable system; look and feel very attractive this system or a version of it is currently in use by LLTNPA and would support movement toward greater collaboration / knowledge exchange / informal support between organisations
Oracle Netsuite/ EnterpriseOne	Supplier declined	60	unknown	Supplier unwilling to demonstrate
SAP S/ 4HANA Cloud	Supplier declined	unknown		Supplier advised system too large
Microsoft Dynamics 365	Demo requested no response to date	unknown		Supplier approached but has not responded after initial discussion
Sage Intacct	Demo requested no response to date	unknown		Supplier approached but has not responded after initial discussion
Xero	Not viewed	unknown		System too small
Quickbooks	Not viewed	unknown		System too small
Sage plus bolt-ons	Demonstrated	unknown		Assessment would require detailed investigation of several packages – scope & cost.

53. The cost of our existing Sage200 software in 2023 / 24 was £3,362 for 6 licences and £1,526 for support.

54. £45k has been provided in the budget for 2024 / 25: £25k for consultancy and implementation (CDEL) and £20k to cover SAAS costs (RDEL) for half of the year (assumes that the new system will be in place by October 2024).

Project management approach

55. The project is a function of the Corporate Services department and is therefore sponsored by the Director of Corporate Services.

56. The project will be managed by the Head of Finance and Corporate Services, supported by members of the Finance and IT teams. It will be resourced internally; at present there is no intention to backfill for the use of internal time.

57. The timing of the transition from one system to another is crucial in determining the project plan. It will be important to avoid the year-end period. The optimal time for implementation is Quarter 3 (the end of the 2024 calendar year), with the system ready to go live at the start of the new financial year 2025 / 26. Potentially, the process from commencement to go live could follow the outline plan below:

System design	August 2025
Data preparation	September 2025
Installation	October/ November 2025
System set-up	December/ January 2025
Training	February/ March 2025
Go live	1 April 2025

Our existing software requires a 3 month notice period to quit the contract. Using this outline plan, notice would be given in early 2025, allowing for a period of overlap if these seems helpful.

System design

58. A specification is provided at Annex 2. An off the shelf system is what we require in order to avoid any complications from customisation.

59. An example chart of accounts is shown in Annex 3.

60. IT infrastructure and platform

    Most modern systems are cloud based. Our experience, gained from the procurement of our HR and payroll systems, is that the SAAS offering includes cloud hosting. We will make cloud hosting in the UK an essential feature in our specification. Use of cloud services is in line with the Scottish Government's digital strategy.

61. Implications of integration

    The only integration within our current set up is that between our HR and payroll systems: Access People HR and Access Payroll. Our inability to take information directly from the payroll system to the financial ledgers is inefficient, and our specification will include a requirement for some form of integration that allows direct transfer of data to the finance ledgers. The Access Financials system provides direct integration with the existing payroll system. Other systems may allow a system of automated upload of data. Without this facility, it would be necessary to change one or both of the HR and Payroll systems, adding another layer of complexity to the implementation. It is unlikely that costs would be significantly increased as the Access HR and Payroll software is modern and representative on pricing.

62. Security

    A key feature of our specification is the requirement for the wider organisation to have access to certain parts of the system (>100 users) including purchase order processing, expenses and reporting. This will require appropriate security achieved through the granting of varying levels of permission, allowing non financial users to carry out financial administration and to view reports and dashboards. Delegated levels of authority over the approval of purchase orders and of invoices must be enforced in authorisation workflows. The central finance system must be protected from access by any user outside the Finance team. Within the Finance team, permissions must be configurable to allow access to those aspects of the system required for users to carry

out their role, while enforcing segregation of duties. A cloud based system will require two factor authentication procedures.

63. Long term archive access

A modern cloud based system with integrated document storage will require suitable archive facilities in order to protect the organisation's access to data should the relationship between supplier and customer change. An obvious option would be the retention of read only access to the system. The ability to extract information to individual files (e.g. CSV or a Microsoft database) would allow us to store historic data on Sharepoint. The method and cost of archiving will need to be taken into consideration during procurement.

Supplier profile

64. The market contains a wide variety of well established companies from which to choose a suitable product. Most of the systems available are sophisticated enough to be adapted to different sectors, although some market themselves as having strength in particular sectors. The needs of the Park Authority do not align directly with an individual sector but sit somewhere between a small medium corporate entity and a government function. This means that the system must be adaptable.

65. Our needs are for a mainstream product and a robust supplier who will continue to support their software over the likely period of our use (including any required archive period). The product should be undergoing regular update to improve functionality and to provide heightened security.

66. User support should be sufficient to provide adequate service levels (including speed of service) at a competitive price. Ideally, regular updates should be included within the support package.

67. Design, implementation and training

Effective design, followed by a methodical implementation and supported by successful training, are critical elements contributing to a smooth transition between systems. The

experience of other users will be sought in establishing the abilities of a potential supplier.

Public sector reform

68. The Scottish Government's aim to improve public services includes the setting of efficiency targets, and the requirement that NDPBs work towards these targets, delivering efficiency savings through approaches such as the sharing of services.

69. The Scottish Government is in the process of implementing a new accounting system. Currently only government departments are included in this system, although there may be potential to offer access to arms-length bodies in due course – possibly three years hence. This may be an opportunity to revisit in future.

70. We have also discussed the potential of joining with NatureScot as a 'client' on their system. They do not expect to have capacity to develop their system to allow us to become a client and the system is much bigger than we would need.

71. We collaborate with Loch Lomond and the Trossachs National Park Authority (LLTNPA) where possible, sharing various services, including IT support, GIS provision and HR expertise. Again, we have discussed the potential of becoming a 'client' on their system, but licencing requirements don't support this.

72. The plan to create a new national park provides further scope for shared services amongst the three Park Authorities. Consideration has therefore been given to benefits that might accrue if all three Park Authorities were to use the same financial system. LLTNPA uses Access Financials, and they are committed to retaining this system for the foreseeable future. The use of Access Financials by both Park Authorities offers the opportunity to facilitate the development of financial administration for a third Park Authority.

Access Financials

73. The Access system is one of particular interest to the Finance team. It offers functionality that would meet our needs and is of a scale appropriate for the

organisation at its current level, while offering scope for expansion of our activities. It would also integrate with our existing payroll system.

74. Access is a well established supplier offering a mainstream product that has developed well over the course of the past 20 years; the Financials software is their flagship product and is aimed specifically at SME organisations. Tailored user support is available based on the package of cover purchased.

75. Access Financials is available through a Scottish Government procurement framework (Crown Commercial Services). Use of this framework would make a formal procurement process unnecessary. Nevertheless, full consideration should be given to achieving value for money from the procurement, and authorisation for a direct award would be required.

76. The functionality provided by Access Financials has been tested against the system requirements (Annex1) and the specification (see Annex 2).Of the functions considered essential, there are two items not met by the software:

    a) The allocation of bank accounts to specific projects would need a 'work-around' – we are looking further into this and will report to the ARC at the meeting.

    b) Reporting available directly from the system to project managers is restricted to 'dashboard' reports, but from which drill-down to transaction level is available – project dashboards will be helpful to managers, and the ease of reporting from the system facilitates easy distribution of reports by the Finance team as they are required.

    At present, these items, while perhaps providing less functionality than we had hoped for, do not appear to reduce the effectiveness of the system.

77. The Access team acknowledges the business benefit of adding another National Park to their client base with the potential for a third Park in the near future. In recognition of this, they have offered a discount of 18.7%.

Conclusion

78. Current ways of working are intensive of staff resource in the Finance Team. Improvements to our systems would give scope to reduce data handling and save time on monitoring and reporting. This would create time for the team to provide better support and advice to operational colleagues. There is an appetite in the wider organisation for improved workflows and reporting that will reduce administrative time and improve the availability and quality of financial information.

79. In order to address these objectives, we have considered the three options:
    a) Maintain the existing system
    b) Expand the functionality of the existing system
    c) Replace with a new system.

    Considerable process improvement has been achieved through the in house development (by our Information Manager) of workflows using Microsoft 365 Apps. These workflows have automated the creation and approval of requisitions and the authorisation of invoices and have been well received by the organisation. However, data flow stops at the boundary with the finance system, leaving the finance team with the same level of manual data input. Maintaining the existing system means that the current approach to reporting through Excel would continue, and some labour intensive practices would need to be retained.

80. Expanding the functionality of the current Sage system is possible, and while demonstrations of compatible products have been seen, indicative costs have not been gathered. Consideration of this option against a fully integrated system would require detailed assessment of functionality and cost across the several software packages required in order to do a complete cost benefits review. High level assessment would suggest that an 'all in one' system would be easier to manage and maintain. However, the possibility of exploring this route remains open.

81. The work carried out to date leads to the recommendation that we should replace the existing system with a new integrated software package. We would be purchasing up to date technology that would allow us to achieve better efficiency through integration

and smoother workflows. More sophisticated reporting would result in improvement of the availability and quality of financial information.

82. Cost considerations would point to two systems: Iplicit and Access Financials. Both systems would provide appropriate functionality, but the look and feel of Access was significantly better, providing a benefit for the user. In addition, Access is the system used by LLTNPA. The use of Access Financials by both Park Authorities offers the opportunity to facilitate the development of financial administration for a third Park Authority, with the potential for streamlining and efficiency gains in the future. The opportunity to integrate with the existing payroll system offers another benefit.

83. The cost of Access Financials is as follows:

Product	Annual Subscription	One Off Implementation Fee	Notes
Access Financials	~~£30,645~~* £25,453	Financials FlightPath C – Inclusive	Software license billed annually in advance 3-year term
		Capture FlightPath A – inclusive	
		14 days T&M - £15,400	
Access Expesne	~~£1,980~~* £1,080	FlightPath C – Inclusive	
Total:	~~£32,625~~* £26,533	£15,400	

Access Financials: 6 users, 1 entity
Core system modules: core ledgers, cashbook with auto bank rec, inXL (excel reporting), single-currency, accruals and prepayments, credit control
Included modules: purchase invoice register, advanced analytics dashboards, workspace standard edition, , fixed assets, project costing with FinOps, purchase order processing – 40 users, Capture purchase invoice automation – 2000 invoices per annum,
Excluded modules: advanced nominal, sales order processing, WorkFlow Forms, stock control, CIS, Access Notification Services (ANS), intercompany and consolidation,

Access Expense: 360 claims per year

*Incentivised pricing held until 25th June

The full quote is provided as a separate appendix to this report (Appendix 4).

84. The recommendation is that the Park Authority make a direct award to Access for the modules outlined in their quotation at the costs quoted.

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June 2024