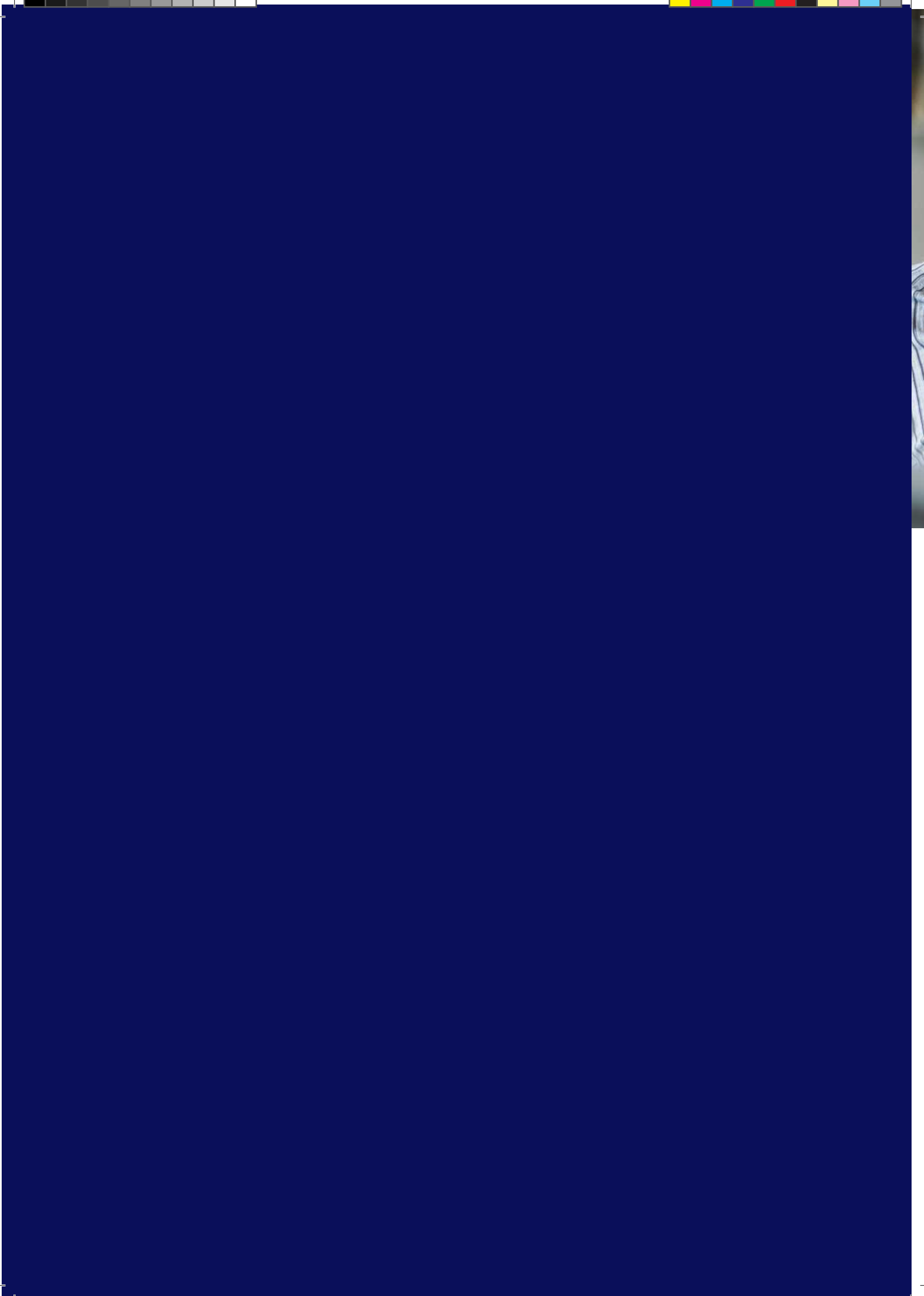


Capita



Integra

Financial Management





Your Finance System

The backbone of your organisation

All organisations need an effective finance system that supports their business activities and lets them grow so they can expand and develop new revenue streams. It forms the very backbone of the business and is the lynch pin for all other key business functions.

For many finance leaders today, it's hard to know when, where and how to consider a new finance system – and which to choose, from an increasingly broad market. Integra from Capita Integrated Business Solutions (Capita) enables organisations to manage all their financial requirements via a comprehensive, web-based, easy to use solution. Integra uses a world-class software framework and proven built-in processes to deliver significant operational savings, a high degree of flexibility and an immediate return on investment.

The incorporation of the latest technology within Integra relieves key financial resources from the mundane processing of data. With more time on their hands, staff are able to analyse data further and make a positive contribution to the direction and day-to-day running of the business.

Integra is available as an in-house or managed service as well as 'in the cloud', ensuring that all organisations, regardless of their size or shape, are able to take advantage of Integra's extensive functionality.

An integrated Finance Solution built around your Organisation

Integra as is a comprehensive set of modules which can formulate a total finance system package based on your requirements. Should you require integrated HR and Payroll functionality, the scope of Integra can be extended beyond finance to provide you with a complete solution.

The Integra Financial Management solution incorporates all key functions of the finance discipline including: General Ledger, e-Procurement, Accounts Payable, Invoice Approval, Attachment Manager, Accounts Receivable, Cash Management, Budgeting and Forecasting, Fixed Assets, Expense Management, Stock Management, Job Costing and Business Intelligence.



Enhanced Business Efficiency – Built-in!

Integra's built-in, highly advanced 'workflow' promotes and reinforces the most efficient and effective ways of working. Approval routines can be set up during the implementation stages that dictate how key decisions will be made and actions taken. Integra's advanced functionality highlights the most efficient and effective ways of working and streamlines the entire approval function, ensuring that bottlenecks are eliminated and clear requests for approval are presented in a timely manner to key decision makers.

Standard and customised workflow routines can be incorporated into the system to automatically route forms to the appropriate user. Auto-notifications can also be built into the system to alert users that they need to make a decision or have to review a specific case (such as a purchase order being transmitted to a specific supplier). Integra helps to speed the financial flow of activity throughout the organisation so it operates to optimal effect.

The Flexibility of Advanced e-Form Functionality

In addition, the inclusion of an advanced 'e-form' application enables organisations to quickly and simply design additional forms as and when required. Almost all organisations experience situations where a new 'form' or 'request' cannot be met using standard systems (for example, a request for an interview, some new information about a new supplier etc.). Integra e-Forms streamlines the setting up of non standard forms and its advanced workflow routines ensure that they are sent to the appropriate decision maker as and when required. Users can quickly and simply create a new form, then decide the fields and validations they require at a touch of a button.



Integra's Key Modules

All the functionality you need

At Capita, we know that not all organisations are the same. Individual organisations have developed their own ways of working and optimising their business processes to meet their needs and those of their customers and markets. That's why Integra has been developed to be highly flexible. All its powerful core modules are fully configurable to provide maximum support for your key finance processes.



**FINANCIAL
ACCOUNTING**



PROCURE-TO-PAY



**ORDER TO
CASH**



**BUSINESS
INTELLIGENCE**



Financial Accounting

General Ledger

The General Ledger is the central and key function of the overall Integra solution. It can be configured to suit the specific requirements of any style of organisation. This extensive flexibility is 'built in' to all Integra components. The Integra General Ledger tracks and records all transactions and enables full and transparent monitoring of financial data as well as any statistical or related activity from a single, totally integrated solution.

As an entirely parameter driven product, the exact shape and data content of the Ledger is totally user-definable. An organisation can decide:

- How much history to keep
- How the chart of accounts is summarised to support online enquiries and reporting. Users are able to have multiple hierarchical views which need not follow the logic and structure of the chart of accounts. Users are therefore able to see the objective and subjective summarised view; to have accounts summarised by responsibility e.g. all IT or Estate expenditure across the organisation; government or institutional returns e.g. HMRC and statutory accounts; and many more

Budgeting

The Integra Budgeting module provides comprehensive functionality to empower organisation leaders to totally set, model and forecast budgets. Its simple yet highly powerful calculation function enables finance experts to build complex models from different accounting sets. In addition, it also enables the effective modelling of all employee data including all pay, pension and NI, enabling you to set employee budgets and forecasts for current and future years.

Integra's budgeting function provides a bottom up budgeting solution and easy to use reporting of all 'views' across the organisation.

Project Accounting

Each organisation has its own way of operating, organising and planning new projects. That's why Integra has been designed to flex so individual organisations can configure it to meet their specific requirements. Integra enables all project stages and tasks to mirror the organisation's current way of working so that it can be integrated seamlessly into the day-to-day operation. Integra's advanced project accounting

function enables operational managers to see the financial aspects of their project and alerts them to financial danger signals. Timely information provides the ability to quickly respond and control the problem.

Individual managers can set, interrogate and amend information in the following areas:

- **Budgets** – Monitor budget activity across the project lifecycle
- **Enquiries** – Display information needed – available in a broad variety of reports
- **Integration** – Present all transactional models from other financial modules
- **Project Billing** – Revenue projects can be set up with the ability to generate invoices at the appropriate times. Workflow ensures these are automatically approved and then passed to the sales ledger for collection
- **Time Sheet Management** – If staff based projects require the submission of timesheets, Integra enables all employee costs to be correctly attributed to the right projects
- **Fleet Management** – If plant and vehicles are used within projects, it's vital that they can be tracked and managed so their effectiveness can be assessed. Integra enables this to take place and also incorporates repair and maintenance schedules – plus the staff assigned to complete it

All manager 'views' are fully customisable, so each manager can design a dashboard according to their specific requirements. This highly flexible approach is what makes Integra so valuable and easy to use.

Fixed Assets

An effective finance system needs to be able to record and track all assets in the organisation to enable correct and efficient accounting to take place. Assets such as vehicles, buildings, plants, offices, IT etc. can all be recorded and tracked within Integra so that the business knows what, where, when and how much its assets at any one time are a) located and b) worth. Integra is fully compliant with FRS102 and enables revaluation and componentisation to take place.

Integra records the lifecycle of all assets and can incorporate partial or full transfers between cost centres or locations.

Procure-to-pay

Integra's automated Procure-to-Pay (P2P) module adds considerable additional functionality and delivers significant customer benefits. It fully supports the implementation of commitment accounting and enables the management of all purchasing, eProcurement and invoice management to meet the diverse needs of requisitioners, buyers and finance users alike. Orders are processed quickly, accurately and efficiently ensuring that finance leaders have total control over the quality of the order cycle. It also makes all aspects of invoicing easier and more streamlined for all those involved in the purchasing and payment process.

The Integra P2P module provides complete purchasing control from initial catalogue and contract management through to online authorisation and electronic delivery of orders. It also facilitates all aspects of the invoice management process and incorporates Optical Character Recognition (OCR) to enable automatic registration and online approval of invoices.

P2P Enables:



Web based purchase order creation with optional requisitioning



Selections based on multiple purchase item descriptions and code searches



The ability to incorporate 'three way' approval and appraisal processes encompassing multiple-level line manager requisition and purchase order approval



Online goods receipt with optional quality inspection recording



Three way matching of invoices to purchase orders (PO) and Goods received notes



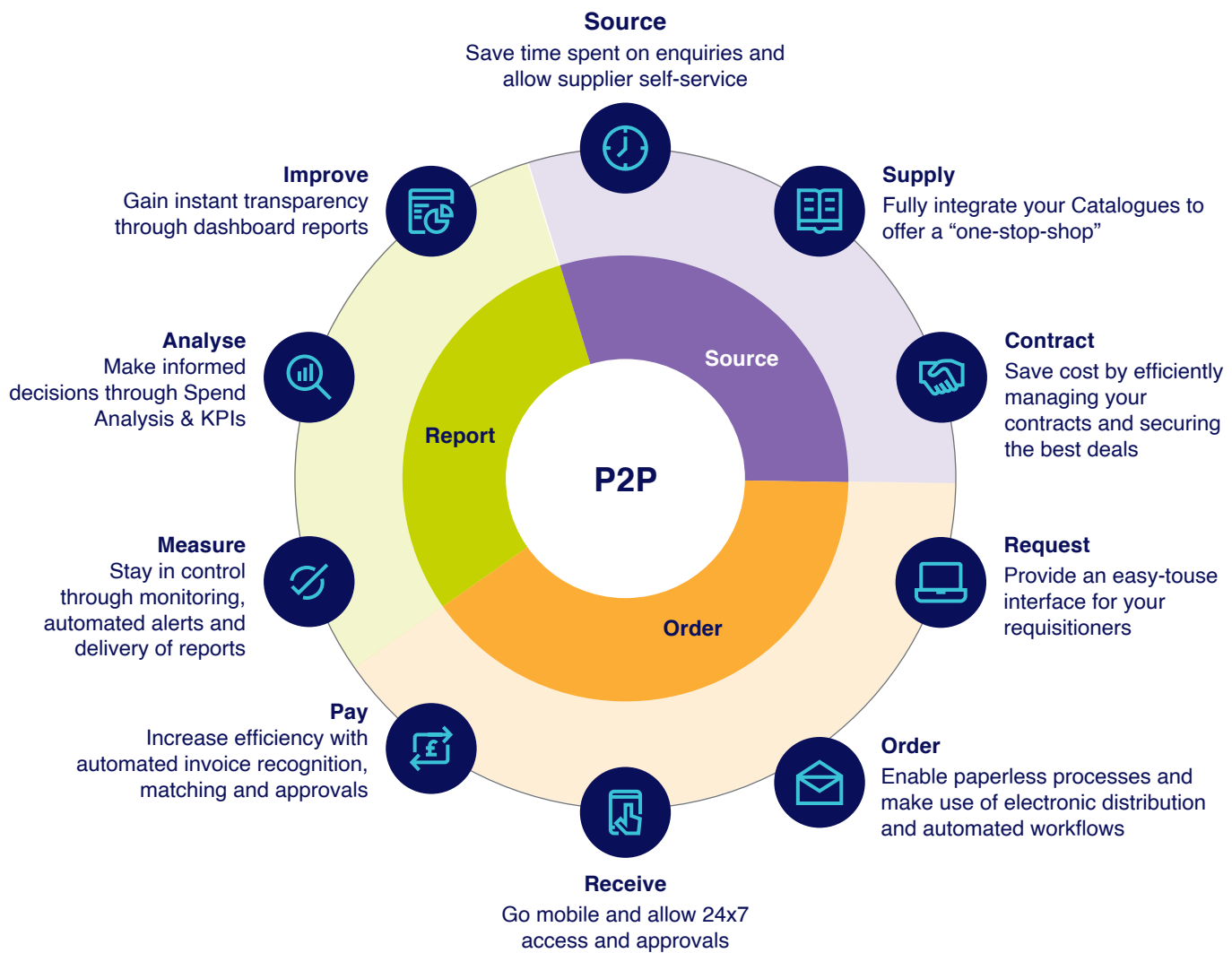
Download of up-to-date catalogues from a number of sources and combining them into one with the Integra Catalogue Expert



Supplier Self-Service with the Integra Supplier Portal

All of Integra's P2P processes enable technical appraisal and buyer approval to ensure procurement processes have been correctly followed and that all goods purchased and invoiced are according to your organisation's set up.





Stock Management

Integra's Stock Management module enables organisations to record, control and manage all stock demands and movement from a single log in. It empowers users to view the receipting, tracking, transferring and issue of all stock as well as providing up to the minute information and analysis on stock values.



Order to Cash

Perhaps the most vital aspect of any organisation's performance is its ability to process customer orders and the prompt collection of debt. All organisations need to maximise the efficiency of this vital process to minimise operational and resource costs. Integra's efficient ordering process also ensures that money gets into the bank as quickly as possible, thereby strengthening the position of the organisation and improving cash flow.

Sales Ledger

Like the whole Integra suite, the Sales Ledger supports a multicompany, multi-currency set-up. It integrates fully with other modules to create a total financial environment including Sales Order Processing, Cash Management, Purchase Ledger and General Ledger.

The Integra Sales Ledger stores a large amount of information in each customer account including full contact details, email addresses and other commercial documents such as statements, reminder letters, credit limits, settlement terms and many others. This means that you always know where to look for all customer related information. This information drives the system and sets up a bespoke sales process for each customer so that the right terms/discounts etc. are always applied.

On top of the customer information, the Sales Ledger incorporates its own product/price matrix facility. It has the facility to store a current price with the option of including two additional prices, which can be implemented on a given date or at any time to reflect future price changes.

Transactions are entered directly into the Sales Ledger and validated online. Transactions come in many shapes and sizes and Integra can handle them all – manual, recurring invoices, credit and debit notes, account transfers plus (of course) journal adjustments. It also processes receipts, credit card discounts and direct debits.

In addition, Integra's highly useful diary and note facility enables credit controllers to record details of any meetings and conversations with customers and to jot down any outstanding issues which need to be captured and stored on the system. In short, Integra takes the pain out of managing the Sales Ledger and empowers the credit control department – saving time, money and effort – and most importantly, freeing your valuable resources up to work on more pressing matters.



Cash Management

All businesses need cash to function so an efficient cash management system is vital. Integra's cash management module puts the finance team in total control of all receipts, payments and cash. It is available as a 'stand alone' function but can be fully integrated with the Purchase, Sales and General Ledger packages from the Integra suite of solutions.

Outstanding Customer Benefits



Significantly reduces costs



Ensures total compliance and transparency across the finance function



Improves efficiency and operational performance



Enhances budget setting and forecasting



Optimises cash management and enhances debt recovery



Granular, up to the minute data analysis



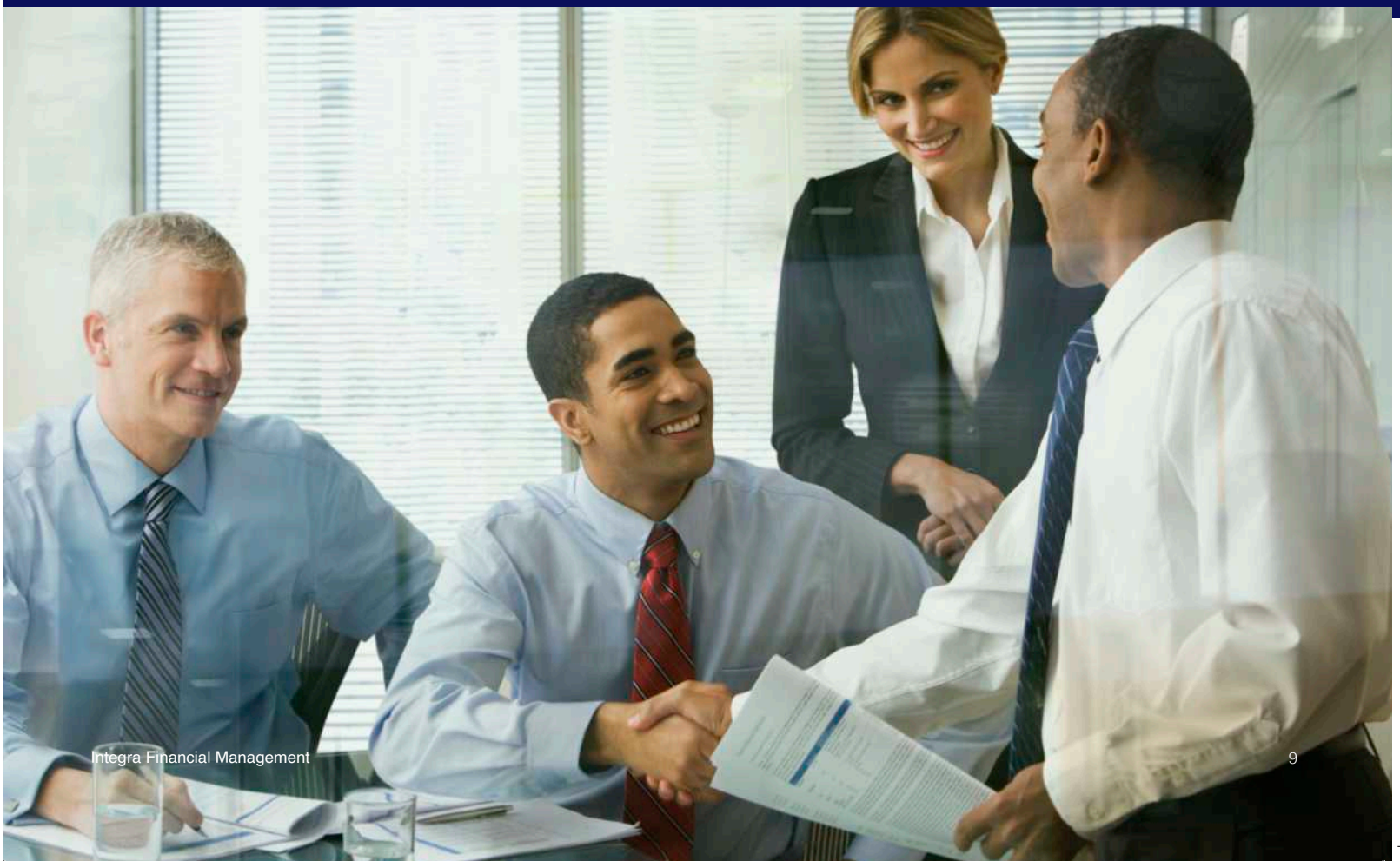
Strong purchase, sales and stock management



Enhanced cash flow control



Releases valuable resources from time consuming data processing



Business Intelligence

It is crucial that businesses receive accurate and timely information to allow management teams to make informed decisions without delay. The Integra Business Intelligence (BI) module enables organisations to extract real-time intelligence about the business operation through a single user-friendly interface. This enables multiple reports and highly visual dashboards to be designed, generated and distributed, ensuring the entire business operation is open and transparent. The advanced functionality also lets users drill down and analyse real-time data or set up pre-defined business alerts to monitor activity against KPSs. Integra BI solutions put finance managers in touch with all aspects of their financial performance so they can make optimum decisions.



Key Integra Features



Grows with your business operation



Fully customisable to individual organisational requirements



Fully integrated system with module selection based on your requirements



Built-in workflows ensure corporate compliance and improves efficiency



Powerful reporting tools for tight financial control



Available as fully managed service or Cloud solution

Integra – the Finance System for the Future

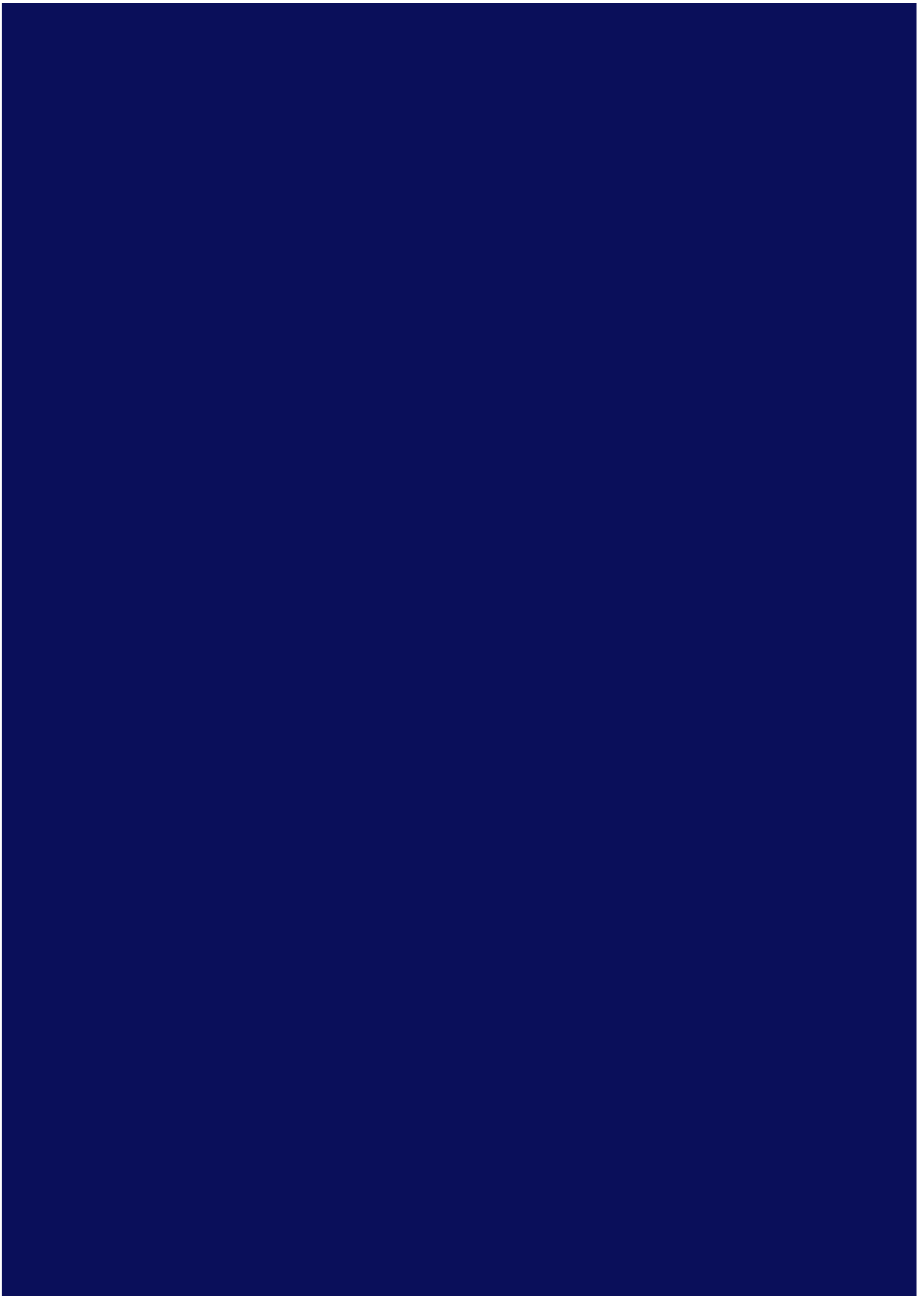
Integra is a powerful, multi function finance system that enables organisations to take advantage of advanced, innovative technologies and ways of working to streamline their complex financial processes. As a result, skilled resources are relieved from processing data so that they can spend time on value-add activities and enabling their businesses to develop and grow.

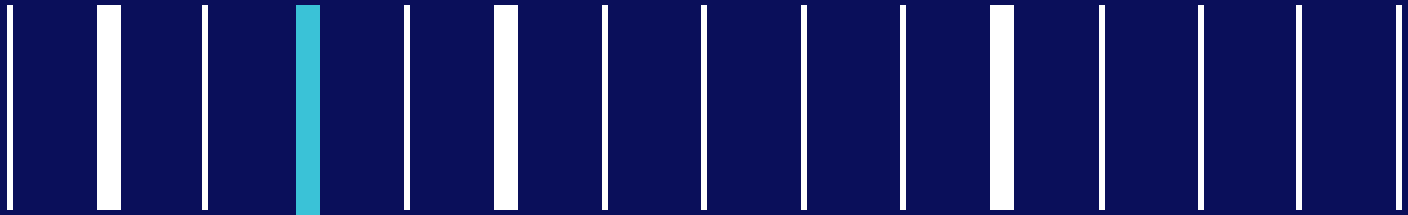
To find out more about how Integra can transform your finance system and increase the operational efficiency and effectiveness of your organisation at an affordable price, please visit our website www.capita-ibs.co.uk or email us on CIBS@capita.com

About Capita Integrated Business Solutions

Capita Integrated Business Solutions provides world-class financial management software, e-procurement and bespoke solutions to organisations across the UK.

We empower organisations to realise strategic cost savings and modernise their financial objectives. Over 400 clients in the public and private sectors use our innovative solutions to increase their operational performance. Find out more at www.capita-ibs.co.uk





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