



Information Governance Team

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Dear Sir/Madam.

**Freedom of Information Act 2000 (FOIA)
Request ID: REQ07587**

Thank you for your request for information relating to Finance, HR/Payroll systems and Tax.

You have requested the following information:

Finance System

1. What is the main Finance/ERP system? Please identify the version currently in use (e.g. Oracle Financials 12.1.3, Oracle Cloud ERP 20C, or SAP ECC 6.0)

Unit4 Business World v7.

2. Is the Finance/ERP system delivered through a shared service?

No.

2a. If yes, who is the shared service provider?

N/A.

3. Which modules are in use in the main Finance/ERP system? (e.g. Payables, Receivables, General Ledger, Assets) and what was the year of implementation?

GL, S2C, P2P, Income Manager, Fixed Assets, Planner, Project Costing
Implemented 2013.

4. Which external organisation managed the implementation of the main Finance/ERP system?

Unit4.

5. Is there a functional or technical support contract in place for the main Finance/ERP system?

Yes as part of the contract.

5a. If yes, who is the current functional or technical support provider?

Unit4.

5b. On what date does the functional or technical support contract end?

We can confirm that we hold this information and it is accessible to you via the Council website, please use the following link:

<https://www.coventry.gov.uk/contractsregister>

We therefore do not have to provide the information as per Section 21 of the FOIA.

6. Please list any other Finance systems in use including version, implementation date, system implementation company, modules in use, support contract provider and contract end date.

None.

7. What tools or systems are in use for internal Finance reporting?

Unit4 software, Power BI.

8. What tools or systems are in use for external Finance reporting?

Unit4 Software.

9. What tools or systems are in use for Planning and/or budgeting?

Planner as part of Business World.

10. Are you using a scanning solution for accounts payable processing?

No.

10a. If yes, which software is used?

N/A.

11. Are you using robotic process automation in any area of your Finance system?

Yes.

11a. If yes, which system(s)?

V1.

11b. For each system which elements have been automated? (e.g. invoice entry, journal entry)

Invoice entry.

12. Please specify the procurement route that would be used for upgrading or replacing any of the current Finance systems? e.g. G-Cloud, Crown Commercial Services or Tender.

Tender.

13. Are there any Finance/ERP systems replacement or transformation projects being planned?

None.

13a. If yes, what is the timescale e.g. next 6 months, 9 months, 12 months etc.

N/A.

13b. Has a procurement exercise already been undertaken to source suppliers?

N/A.

14. What are the business areas in which manual processing is most prevalent? (e.g. Accounts Payable, Cash & Treasury Management, Management Accounts)

AP, Income Manager.

15. Who should be contacted in connection with Finance Systems ownership queries? (Name, number, email)

Finance Systems Accountant
Telephone:

HR/Payroll System

16. What is the main HR system in use? (Please include version e.g. Oracle Core HR 12.1.3, Oracle Cloud HCM 20C, Workday).

Resoucelink.

17. Which modules are in use in the main HR system? (e.g. Core HR, Absence, Time, Performance, Learning, Recruitment).

Expenses, Payroll, HR, P11d, MyView.

18. Is Payroll in use? (if yes, please include the Payroll system details at question 7).

Yes.

19. Is the HR system delivered through a shared service?

No.

19a. If yes, who is the shared service provider?

N/A.

19b. Is any Payroll processing delivered through the shared service?

No.

20. Which external organisation managed the implementation of the main HR system?

Northgate.

21. Is there a functional or technical support contract in place for the main HR system?

Yes.

21a. If yes, who is the current functional or technical support provider?

21b. On what date does the functional or technical support contract end?

22. Please list any other HR and/or Payroll systems in use including version, implementation date, system implementation company, modules in use, support contract provider and contract end date.

In response to Questions 21a, 21b & 22 we can confirm that we hold this information and it is accessible to you via the Council website, please use the following link:

<https://www.coventry.gov.uk/contractsregister>

We therefore do not have to provide the information as per Section 21 of the FOIA.

23. What reporting tools or systems are in use for HR reporting?

Business Objects.

24. Are you using robotic process automation in your HR system?

No.

24a. If yes, which elements have been automated? (e.g. job/position creation).

N/A.

25. Please specify the procurement route that would be used for upgrading or replacing any of the current HR systems? e.g. G-Cloud, Crown Commercial Services or Tender.

We can confirm that we hold this information and it is accessible to you via the Council website, please use the following link:

https://www.coventry.gov.uk/info/17/doing_business_with_the_council/198/procurement_and_commissioning.

We therefore do not have to provide the information as per Section 21 of the FOIA.

26. Are there any HR or Payroll system replacement or transformation projects being planned?

Yes - HR Casework.

26a. If yes, what is the timescale next 6 months, 9 months, 12 months etc.

6 months.

27b. If yes, has a procurement exercise already been undertaken to source suppliers.

Tender to be published during October 2020.

28. Is the HR system integrated with the accounting system?

No.

28a. If yes, please detail how e.g. automated feed or manual input?

N/A.

29. Who should be contacted in connection with HR Systems ownership queries? (Name, number, email).

Julia McGinley - julia.mcginley@coventry.gov.uk.

Tax

30. Is tax software in use? (e.g. for Making Tax Digital VAT filings, corporation tax returns or tax provision calculations).

No.

30a. If yes, which software and version and what date is the software contracted until? (Please include information for each tax type).

N/A.

30b. If no, how is tax compliance and reporting for this area managed? (e.g. reliance on non-tax specific systems, and/or self-service tools such as Excel, Alteryx etc.).

General Ledger extracts and excel.

31. Do you use any other specialist tax software? (e.g. for PSA returns, construction industry scheme etc.).

No.

31a. If yes, which software and version and what date is the software contracted until? (Please include information for each tax type).

N/A.

31b. If no, how is tax compliance and reporting for this area managed? (e.g. reliance on non-tax specific systems, and/or self-service tools such as Excel).

Extracts from Purchase Ledger.

32. How much is spent in total on tax advisory and compliance services across the following categories:

32a. Indirect taxes

Nil.

33b. Corporate/Direct Taxes

N/A.

33c. People related Taxes

Nil.

34. Is there a tax strategy in place?

No.

34a. If yes, what date does it run until?

N/A.

35. Is there a tax technology strategy in place?

No.

35a. If yes, what date does it run until?

N/A.

36. Is there a Brexit plan for tax?

No.

37. Who should be contacted in connection with tax ownership queries? (Name, number, email).

Mike Revis - mike.revis@coventry.gov.uk

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Please remember to quote the reference number above in your response.

Yours faithfully

Information Governance