



financial management

its everything we know about local government
financials in one product





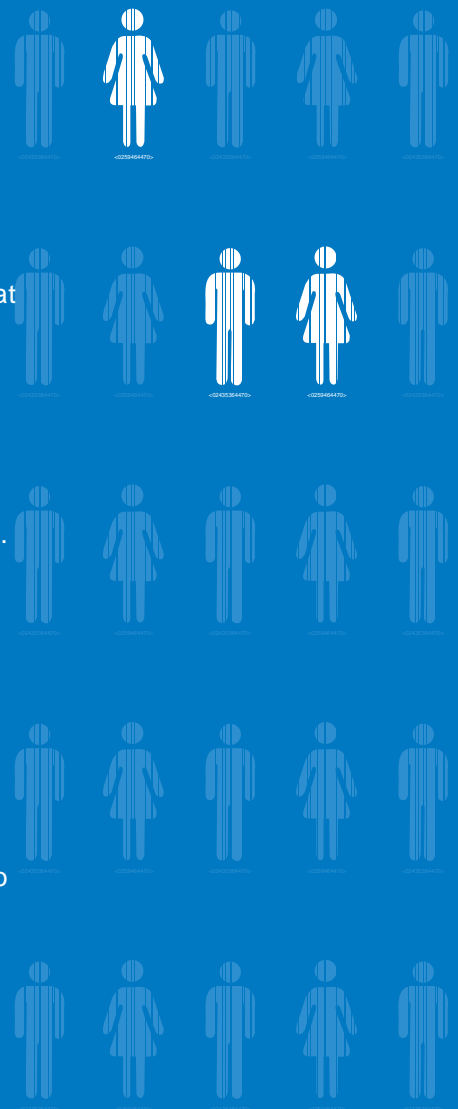
The challenge for local government

“Authority Financials supplies the answer - an integrated package that provides all the control and functionality needed to enable you to improve service delivery, information and quality.”

You will no doubt be only too aware of the difficulties in managing the tremendous quantity and diversity of tasks required to provide the high quality and appropriate financial and management information demanded today. However, one of the biggest challenges you face is undoubtedly that of managing change itself. The drivers for this include e-government and Best Value targets, changes to legislative requirements, Government policy, operational processes, local government boundaries and accounting procedures. Whereas in the past local authorities were required mainly to account for monies spent, the new emphasis is on accountability for the quality, efficiency and value of the services provided.

The sheer pace of change has put unsustainable strain on many of the systems required to provide the information needed to meet these challenges. Modern technology can however support new and changing demands and deliver greatly improved financial administration and information management systems.

Authority Financials provides the answer - an integrated package that provides all the administrative control and practical functionality needed to enable you to improve both service and quality. Authority Financials enables local government bodies to stay ahead of technological and legislative changes by providing a system that accurately reflects the working procedures of today, and is able to accommodate those of the future.

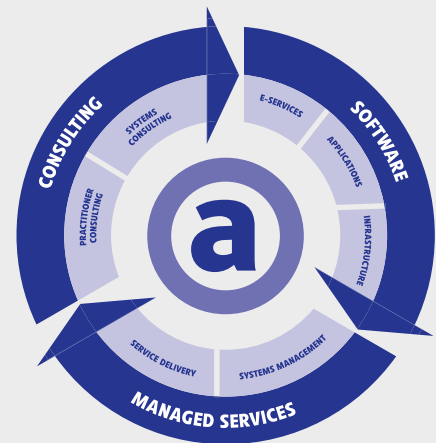


Our pedigree

Civica has been delivering quality solutions to local government for over 20 years. Over 75% of UK local authorities use our products, so if you are not yet a Civica customer the chances are that your neighbouring authority is. This means we can justifiably claim to be one of the leading suppliers of financial systems to the local government. Independent satisfaction surveys, such as Socitm, have consistently scored Civica as overall the most highly regarded supplier. It is our continuing strategy of delivering effective and practical systems, backed by traditional values of service and support, which has earned us this enviable reputation.

One reason that we have been successful is that our products are designed for local government, using the terminology of local government. Thus all the features you need and expect are there, implemented in a way that makes them easy to use and appropriate for you. This means our products are not cluttered with unnecessary features developed for other markets, or facilities that require you to adapt your processes to meet a way of working developed with another type of organisation in mind.

These robust products are backed by a track record of successful implementations, helping us to score so highly in satisfaction surveys. One reason for this is the quality of our implementation staff, all of whom have a detailed knowledge of how local government works, having typically worked in finance and administration roles, and are professionally qualified.



Civica's solutions cover the complete revenues, benefits and finance operation:

- Core Financials
- Purchasing
- Debtors
- Cash Receipting
- e-Payments
- Council Tax
- National Non-Domestic Rates
- Housing and Council Tax Benefits
- Integrated Fraud Management

Over 100 local authorities use Civica financial products for their core accounting functions



About Authority Financials

In developing Authority Financials, we sought to create the ideal local government Financials product. To achieve this it was not enough to be excellent in one area, but to be outstanding in all.

As a starting point, we retained the tried and tested features that our customers tell us have been so successful in our existing products. These have been complemented by new facilities that take advantage of the available new technologies, paying particular attention to the 'driving experience' to ensure that Authority Financials is both easy and satisfying to use. The result is a system that provides the integrated tools needed to master your financial data and processes, taking full advantage of the information contained within your financial systems.

The integral 'tick box' parameterisation approach makes it easy to customise the system to suit your organisation's needs to help ensure a speedy and manageable implementation and then afterwards, to be able to readily manage evolving processes and changes to procedures. Authority Financials thus continues our tradition of developing products that can be installed easily and quickly. This, in combination with our own experienced local government consultants, means that we can continue to offer fixed price implementations that provide excellent value for money.

All modules can operate stand-alone if required, and the system has powerful and flexible facilities to enable easy integration with other best-of-breed applications such as Human Resources, Payroll, Asset Management and Performance Management.

"The new financials three-dimensional and multi-dimensional code structure offers the flexibility required by local authorities, with easy drag and drop tree structure maintenance."

Key benefits

- Provides accurate financial information for all users
- Ensures better management of operations
- Provides rapid access to vital information
- Permits rapid response to organisational changes
- Minimises training time
- Minimises time spent on system changes
- Helps achieve significant cost savings through comprehensive system features



General ledger

The General Ledger is a powerful and flexible financial management solution, designed to meet the unique requirements and demands of modern local government. As the core of your financials suite it enhances the financial and managerial control of your authority over its operating activities. It provides the ability to store and extract large amounts of data, to provide you with structured information on your operations - both financial and statistical.

The heart of any General Ledger is its coding structure. This needs to combine the advantages of easy posting with sophisticated and flexible analysis, to ensure that source data can be recorded and analysed in a multitude of ways. The Authority Financials coding structure has been designed to meet and surpass these requirements. This is displayed as a simple tree hierarchy, using powerful and easily understood point and click and drag and drop maintenance facilities.

This sophisticated coding structure ensures that standard and ad hoc enquiries are readily available. This enables the experienced and inexperienced user alike to analyse data quickly and easily, enabling informed decisions. This is achieved through 'favourites' enabling occasional users, budget managers etc. to simply hit a button that immediately runs a particular query such as a cost centre or a particular query such as a cost centre or departmental analysis. This then presents an up-to-date summary or exceptional information with user-defined 'traffic light' indicators which draw to the user's attention those areas which need more attention - for which full drill-down facilities to source transactions is available - including document images.

To complement these reporting facilities, standard embedded processes ensure dynamic integration with spreadsheets, and particularly with Microsoft Excel, for production of Cabinet / Committee papers, budget management and other activities.

Budgeting

The ability to budget effectively is crucial for effective financial control. Unlike some systems, the General Ledger module provides comprehensive budgeting facilities, eliminating the need to purchase an additional module. There is no practical limit to the number of user-defined budgets and profiles, enabling you to set both fiscal and statistical budgets at ledger code or higher level. The number of budget versions and budget variation types/virements available at any time is unlimited, which enables budget modelling on or off-line. Flexible functionality is available to automatically generate budgets based on a combination of historical and forecast data, applying formulas as required.

We recognise that many authorities use a spreadsheet approach in developing their budgets, but still need to stringently apply the normal system rules regarding access to data. Authority Financials has a secure two-way link with interactive spreadsheets such as Microsoft Excel, using integrated business components, to provide a unique budget modelling facility. The integrity of data is protected by security features within the application components, which ensure that the user only has access to the data specified by his / her user profile.

The screenshot shows the 'Budget Maintenance' window. It contains several input fields for 'Ledger Code Details' and 'Budget Details'. Below these is a 'Variation Details' section with a table of budget data. The table has the following columns: Period, Value, Units, %, Budget Value, and Budget Units. The data is as follows:

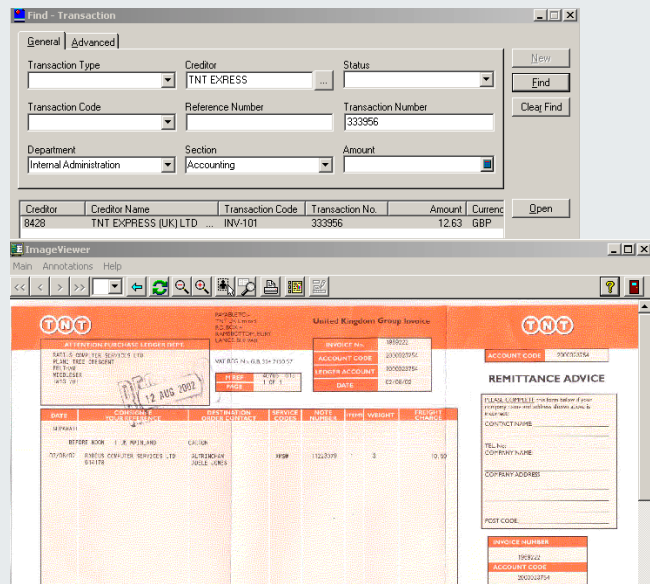
Period	Value	Units	%	Budget Value	Budget Units
1	2,085	20,850	20.85	17,180	20,850
2	0	0.0000	0	0	0.0000
3	199	1,990	1.99	1,640	1,990
4	2,085	20,850	20.85	17,180	20,850
5	0	0.0000	0	0	0.0000
6	199	1,990	1.99	1,640	1,990
7	2,086	20,860	20.86	17,188	20,860
8	398	3,980	3.98	3,280	3,980
9	862	8,620	8.62	7,103	8,620
10	2,086	20,860	20.86	17,189	20,860
11	0	0.0000	0	0	0.0000
12	0	0.0000	0	0	0.0000

Creditors

The Creditors Module streamlines standard creditor transaction processing, to provide all the vital information about your creditors' invoices and payments. This ensures creditors are paid promptly and efficiently to meet BVPI.8 Payment

Performance Indicator timescales.

To remove the need for keyboard entry, electronic invoices can be imported automatically and matched to the original order and/or goods received note. The document imaging and workflow processes ensure that both paper and



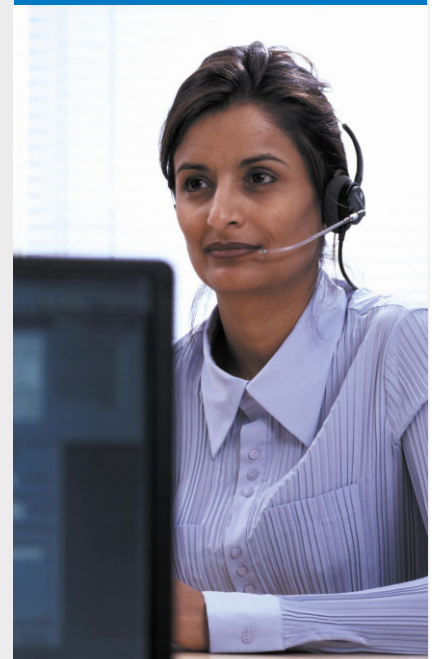
electronic source documents can be indexed and then viewed from within the application.

The input processing for manual entry of invoices has been specifically tailored to streamline entry.

There is full support for factoring of accounts, part payments and credit notes - plus automated recurring payments to user-defined frequencies.

Automatic payments processing and manual cheque handling ensure that the appropriate method for paying creditors is selected. Multiple payment runs allow concurrent payment in a variety of payment methods including BACS and CHAPS.

Full VAT and CIS handling and reporting is provided, including automatic calculation and payment of CIS deductions to the Inland Revenue.





Purchasing

The Purchasing Module ensures that strong financial control is maintained over the purchasing process. All user processes are browser-based to ensure easy deployment throughout the authority. In conjunction with the Creditors Module, it provides a

true 'Req. to Cheque' solution for purchasing goods and services.

When coupled with the Bank Reconciliation module it facilitates the full electronic 'Req. to Rec.' process.

Supplier	Product Code	Product Description	Price	Per
Jenkinsons	006151	Staedler Glasochrom Pencils Bk	108209	£0.60 EA
Jenkinsons	34265	Office Pencil H		£0.04 EA
Jenkinsons	34266	Office Pencil 2H		£0.04 EA
Jenkinsons	706782	Staedler Col Pencils Asst 144 P12		£0.94 PK1 12
Jenkinsons	EXWRG041	Contract Pencil HB		£0.03 EA
Jenkinsons	LMQ79967	Pentel Sharplet 2 Pencil 0.7mm (A127)		£0.68 EA
Jenkinsons	LMQ79968	Pentel Sharplet 2 Pencil 0.5mm		£0.65 EA

Purchase cards are fully integrated, so that the necessary financial details and VAT analysis are captured at source. Orders are then reconciled with the purchase card statement and unmatched transactions highlighted for investigation and action.

The product catalogue holds details of available goods and services, with sophisticated search facilities to simplify selection. For dynamic and complex product types a 'punch out' option to supplier websites is provided. 'Off-catalogue' and service order purchases can also be made, subject to user authorisation. Specifications and other documents held within a secure directory structure can be automatically attached to the order - or attached on an ad hoc basis.

A spend limit check is made at the time of entry, plus an optional check against available budget. An integral workflow process passes requisitions requiring authorisation to the appropriate authority in accordance with rules which can be tailored to meet your standing orders / process requirements. Financial codes are captured and validated at source, with the option to allocate over multiple posting codes and/or delivery addresses. Commitments, goods receipts and de-commitments are posted automatically to the General Ledger.

Analysis and reporting

Authority Financials provides a comprehensive range of analysis and reporting tools to ensure you have all the information you need at your fingertips. These tools enquire on an integrated data warehouse to ensure that information is delivered quickly and consistently at whatever level you require.

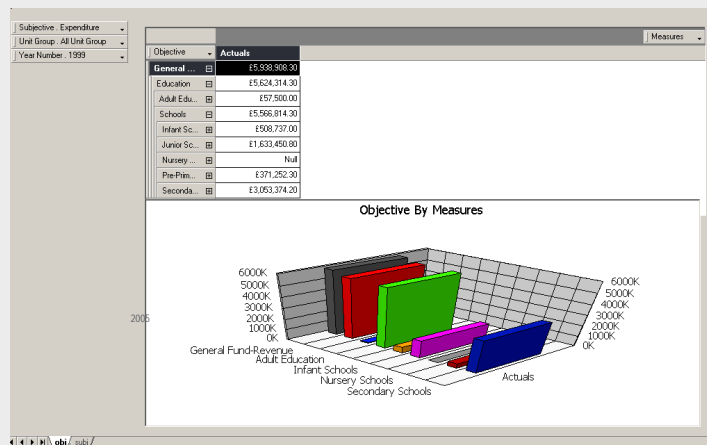
Civica recognises that security of data is equally as important for reporting as it is for other application processes, and thus reporting is fully integrated with the standard security facilities. This means that users only have access to the information they have been given permission to view.

Comprehensive enquiry facilities are provided within the application modules together with drill-down facilities to enable full information analysis - including document images where appropriate.

The base reporting facility provides a comprehensive set of over 200 master template reports using the industry-standard Crystal Reports. Users can create their own report styles using these master templates as a base. Reports can be run immediately, later (at a specified time) or to a defined schedule. Output can be in a choice of formats including HTML (web page format), pdf, Microsoft Excel and Microsoft Word, or even CSV.

The integrated OLAP (On-line Analytical Processing) cubes provide advanced multi-dimensional analysis, including 'slice and dice' and drill-down facilities. This enables rapid analysis of high volumes of data.

Further ad-hoc enquiry and reporting capabilities are provided by close-coupled integration with Microsoft Excel, Crystal Analytical Professional Report Writer and the Business Objects Business Intelligence system. In all cases, access to data is controlled by the security and access rights managed within the system administration module.



Application integration

Traditionally, connecting applications has involved passing data between them off-line in batch form, using 'feeder' files. Authority Financials provides powerful import and export facilities using easy to use Microsoft DTS packages (Data Transformation Services) coupled with flexible data reformatting capabilities to simplify this process so that a user can run in a file from the desk-top with just a few clicks of the mouse.

One requirement is for close-coupled interoperability between applications, for example, to take budget data out of the General Ledger into Microsoft Excel, to be reviewed and later resubmitted as a revised budget. Integration is achieved by embedding Civica provided components into the third party application. This ensures that data is interchanged seamlessly, whilst ensuring that only authorised users have access to the database and then only to those parts to which they have been granted access rights.

Another requirement is for on-line real-time transfer of information between applications, for example to pass orders created in the Housing Management system to the Purchasing system. The advanced design allows data to be 'pushed' on-line into Authority Financials from third party applications, whilst still ensuring the basic integrity of the database. Similar facilities are provided to enable data to be 'pulled' on-line from Authority Financials.

Authority Financials includes full support for XML data transmission protocols, together with the ability to interoperate with data integration applications such as Microsoft's BizTalk Server.

Authority Financials provides truly exceptional application integration capabilities to answer all of these requirements. This means that integration can typically be achieved using standard facilities and with no additional cost.



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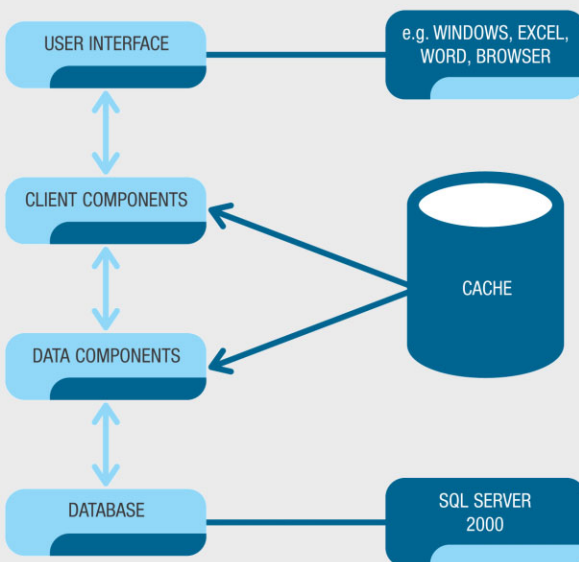
Advanced technology

Authority Financials is an 'n-tier' solution using Microsoft's component-based technology (COM+), for scalable distributed processing. The Microsoft Component Object Model and its related COM-based technologies of DCOM, COM+ and ActiveX comprise the most widely-used component software model in the world. Authority Financials also utilises .Net technologies and web services as appropriate.

The use of COM+ enables the system to be scaled up to handle a large number of concurrent users. With an appropriate hardware configuration, user populations of many thousands can be supported.

By using our standard components you can ensure that important business processes are also available in applications like Microsoft Word, Excel and Access. For example, standard components are available to automate the extraction, manipulation and updating of budgets using Excel and the instant creation of standard letters to customers using Word.

COM+ enables the users to lift integration and set-up of business software to a much higher level. The integration of Authority Financials with the Microsoft Office Suite ensures that all applications on your desktop can really communicate with each other.



The Civica Group is one of the UK's most experienced providers of consultancy, software systems and managed services to the public sector. Supplying many customers in the UK, Australia and the USA, including over 700 local authorities, the company has a 20-year history of delivering effective software solutions to local government, police, criminal justice, healthcare and education organisations. Its UK customers include 75% of local authorities.

Civica works closely with clients and partners to develop robust, flexible solutions, helping them reach out with more accessible, responsive services. The company has developed an integrated enterprise model for local government, providing a scalable architecture for the future with an enhanced ability to integrate front-office and mobile systems with core applications and back-end databases. In addition to financial management, Civica also supplies software applications for cash receipting, income management and e-payments, purchasing, integrated fraud management, revenues & benefits, parking & traffic management, public protection and legal services, together with practical e-services and flexible CRM.



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