

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)
2	Is the Finance/ERP system delivered through a shared service?
2a	If yes, who is the shared service provider?
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?
4	Which external organisation managed the implementation of the main Finance/ERP system?
5	Is there a functional or technical support contract in place for the main Finance/ERP system?
5a	If yes, who is the current functional or technical support provider?
5b	On what date does the functional or technical support contract end?
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
7	What tools or systems are in use for internal Finance reporting?
8	What tools or systems are in use for external Finance reporting?
9	What tools or systems are in use for Planning and/or budgeting?
10	Are you using a scanning solution for accounts payable processing?
10a	If yes, which software is used?
11	Are you using robotic process automation in any area of your Finance system?
11a	If yes, which system(s)?
11b	For each system which elements have been automated? (e.g. invoice entry, journal 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
13	Are there any Finance/ERP systems replacement or transformation projects being planned?
13a	If yes, what is the timescale e.g. next 6 months, 9 months, 12 months etc.
13b	Has a procurement exercise already been undertaken to source suppliers?
14	What are the business areas in which manual processing is most prevalent? (e.g. Accounts Payable, Cash & Treasury Management, Management Accounts)
15	Who should be contacted in connection with Finance Systems ownership queries? (Name, number, email)

HR/Payroll System

1	What is the main HR system in use? (Please include version e.g. Oracle Core HR 12.1.3, Oracle Cloud HCM 20C, Workday)
2	Which modules are in use in the main HR system? (e.g. Core HR, Absence, Time, Performance, Learning, Recruitment)
3	Is Payroll in use? (if yes, please include the Payroll system details at question 7)
4	Is the HR system delivered through a shared service?
4a	If yes, who is the shared service provider?
4b	Is any Payroll processing delivered through the shared service?

5	Which external organisation managed the implementation of the main HR system?
6	Is there a functional or technical support contract in place for the main HR system?
6a	If yes, who is the current functional or technical support provider?
6b	On what date does the functional or technical support contract end?
7	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
8	What reporting tools or systems are in use for HR reporting?
9	Are you using robotic process automation in your HR system?
9a	If yes, which elements have been automated? (e.g. job/position creation)
10	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
11	Are there any HR or Payroll system replacement or transformation projects being planned?
11a	If yes, what is the timescale next 6 months, 9 months, 12 months etc.
11b	If yes, has a procurement exercise already been undertaken to source suppliers
12	Is the HR system integrated with the accounting system?
12a	If yes, please detail how e.g. automated feed or manual input?
13	Who should be contacted in connection with HR Systems ownership queries? (Name, number, email)

Tax

1	Is tax software in use? (e.g. for Making Tax Digital VAT filings, corporation tax returns or tax provision calculations)
1a	If yes, which software and version and what date is the software contracted until? (Please include information for each tax type)
1b	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.)
2	Do you use any other specialist tax software? (e.g. for PSA returns, construction industry scheme etc.)
2a	If yes, which software and version and what date is the software contracted until? (Please include information for each tax type)
2b	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)
3	How much is spent in total on tax advisory and compliance services across the following categories:
3a	Indirect taxes
3b	Corporate/Direct Taxes
3c	People related Taxes
4	Is there a tax strategy in place?
4a	If yes, what date does it run until?
5	Is there a tax technology strategy in place?
5a	If yes, what date does it run until?
6	Is there a Brexit plan for tax?
7	Who should be contacted in connection with tax ownership queries? (Name, number, email)