

*With its ability to operate at the heart of the Integra suite of Accounting software or as a stand-alone module in its own right, the Integra General Ledger provides one of the most sophisticated, comprehensive and yet easy-to-use Financial Management Information systems available.*

### Integrated Business Solutions

The Integra General Ledger allows any organisation to track not only its financial data, but also any statistical or related activity data within one totally integrated environment.

As with all modules of Integra, the Integra General Ledger is available to users on either a web-based or client server platform.

A highly parameterised module, the Integra General Ledger can be configured to suit the requirements of any style of organisation.

### Flexibility

Flexibility is prominent throughout the Integra suite, but is especially comprehensive within the General Ledger.

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;
- The terminology and labelling used within the system;
- The content and number of books of account or 'Datasets';
- The type and data source of journals;

- The content, style and access to enquiry groups and screens;
- The views that a user is given of the chart of accounts;
- When transactions are posted
- Posting procedures;
- Security profiles;
- Audit file reporting customisation; and
- Menu options for each user, group of users or entire system.

In short, Integra provides a total customisable financial and activity management system for all users within any organisation.

The Integra General Ledger is an open system with seamless integration to the other modules in the Integra suite.

In addition, unlimited feeder system links via the Integra Integration Gateway allow data to be passed to the General Ledger from third-party software.

Through one common interface, therefore, a user can update financial and statistical data into the Ledger from third-party packages or in-house developed software.

Data can also be readily extracted in various common formats for further analysis in a variety of standard

desktop applications such as spreadsheet and word processing applications.

In addition, the user can elect to hold a number of separate General Ledgers, which can then be either consolidated or maintained as individually unique, multiple copies. This offers complete flexibility per organisational unit, division or Company.

### Code Structure

The basic account code is entirely user-definable. An organisation can define, and therefore maintain, its own terminology for each of the segments of the code.

For example, Location, Project and Subjective references can act as meaningful prompts in data entry.

The chart of accounts is initially defined by setting up all valid cost centres of the organisation and all valid expense heads, and then creating valid posting combinations of the two, thereby controlling the set-up of non-postable codes.

This process is enhanced by fast set-up routines. In addition, the system provides the user with the ability to define analysis codes which can sit on top of or alongside the coding structure.

### Features

- Easy to use
- Fully integrated
- Single or multiple company
- User-definable hierarchical views

### Business Benefits

- Improve information access, business transparency and financial control
- Provide the foundation for enhanced financial and management reporting
- Provide real-time financial visibility to stakeholders

## Datasets

The Integra General Ledger allows the user to collect financial, statistical and budgetary data at the very lowest level of detail. For example, Dataset 1 might be used for Financial Actual data, Dataset 2 for Current Year Budgets and Dataset 3 for Statistical Values.

Subsequent Datasets can be used to hold further budgetary or statistical information; for example, employee numbers, floor space, and visitor numbers.

Others can be set up to hold last year's, prior years' and future years' values, as required. Datasets allow the implementation of comprehensive cash and commitment accounting facilities.

Values are held with up to 16 significant digits, a maximum of 9 decimal places, and can be rounded automatically to the precision required.

Datasets allow the definition of the way each value is presented and handled. In addition, default update attributes can be set for each Dataset, including Cash and Accrual settings, in order to define which type of processing is to be allowed or inhibited.

## Budgets

The flexibility within the Integra General Ledger is, perhaps, no better illustrated than in the facilities available within the Budgeting Module.

With support optionally included for double-entry principles, budgets can be held at the account code level in financial, statistical and activity-related values. For example, one Dataset may be used to hold staff costs, another to record expected overtime hours, while additional ones may capture related detail such as forecasted units of production or energy consumption.

All budgetary revisions are held in the module, allowing the viewing or printing of historical details from initial budgetary set-up through to current status.

In addition to a number of pre-programmed budget profiling criteria, up to 99 user-definable budget profiles can be set up to allow spreading over a year or part year.

## Data Entry

The data entry facilities within the General Ledger facilitate and control many different types of direct entry transactions, including journals in respect of current period postings, prior period and year adjustments, and future period and opening balance adjustments.

Associated with this are powerful security facilities. These control a full range of options from permitting enquiry and posting routines to each nominal account for each authorised user, through to specification of the level of control applied to prior year updating, for example.

Skeleton or template journals allow the posting of varying financial or statistical values to a pre-defined range of nominal accounts for each period.

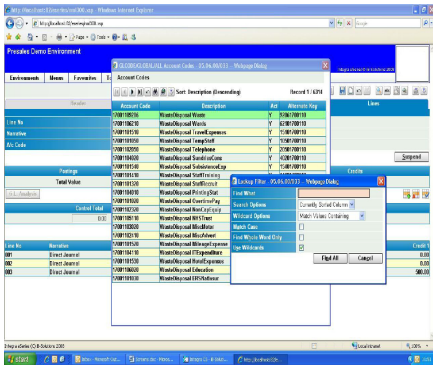
Standing and recurring journals facilitate the automatic posting of regular transactions such as lease repayments and standing orders.

Allocating journals permit a single value to be dispersed over a large number of general ledger accounts according to user-defined criteria.

All journal types are user-definable, both in terms of type and the subsequent treatment to be given to posted transactions.

The system also provides functionality for the suspension of journals and the subsequent channelling for electronic authorisation through the use of in-built workflow routines.

Journals entered from third-party feeder systems can be subjected to the same degree of processing and updating control as those input directly into the module.



## Apportionments

The apportionment facilities within the General Ledger bring real precision and accuracy to the allocation of overheads.

Costs can be distributed from one cost centre or group of accounts to any other, or indeed on the basis of redistributing from like account to like account.

Budgets can also be included in the apportionment process.

## Organisational Views

The basic GL code is used primarily for posting or data capture purposes.

However, the account code can be linked to an unlimited number of user-definable hierarchies, permitting complete flexibility for reporting or enquiry independently of the underlying chart of accounts structure.

These 'Organisational Views' can summarise to any level within the overall account code or again to any level within either side of a logical division of the code; for example, distinguishing between the cost centre elements or expense head analysis.

Views' can be easily redefined with both historical data and budgets maintained with the new View and, if required, simultaneously with the old View.

The full flexibility of Organisational Views is, perhaps, best illustrated with an example.

A local authority has seven main directorates covering its operations for Chief Executive, Resources, Education, Leisure etc.

The Leisure Directorate has various departments covering specific areas such as sports centres, sports grounds, theatres etc.

In turn, Sports Centres is divided into a number of cost centres, including three distinct sports centres. The authority wishes to report on and manage its finances at Corporate, Directorate, Department and individual sports centre levels.

Furthermore, the personnel manager wishes to review the establishment costs across each of these levels down to individual pay records.

The complexities of the above Organisation are catered for either by structured use of the account coding system within Integra or by the Organisational View functionality or both.

In this example, the Company defines a four-segment account code covering Directorate, Department, Cost Centre and Expenses/Revenue head.

Using the Organisational View facilities, it also defines group names for each level on which it wishes to report, such as Directorate, Department and Leisure Complex, and the hierarchical relationship between them.

Against these group names, elements are then defined to represent, in this case, the individual cost centres.

If new cost centres are subsequently added to the structure, they can be easily accommodated into the reporting system by defining each one as a new element within the appropriate group.

Similarly, a view may be defined linked to the expense head segment of the account code to produce a complete analysis of all employee related financial, budgetary and statistical activity.

Enquiries and reports can then be run combining any level within either hierarchy to provide, for example, total employee costs for the entire organisation.

This in turn can then be analysed to reveal each Directorate's, Department's and Cost Centre's contribution to the total.

	Budget	Actual	Variance	% Variance
Service	88,841	89,300	459	0.5%
Training and Critical Care	77,650	80,200	2,550	3.3%
Medical	1,180,624	871,142	(309,482)	(26.2%)
Children's Health	24,071	10,401	(13,670)	(56.8%)
Support Services	1,186,777	87,342	(1,100,000)	(92.7%)
Total	4,283,963	2,107,885	(2,176,078)	(50.8%)

## Professional Services

Capita IB Solutions has an excellent track record of delivering expert support and consulting to Public, Private and Not for Profit Organisations. Ranging from top-down business analysis and enterprise modelling to database design, application implementation and tuning, a comprehensive package of methodologies, support, training and consultancy services has been developed to ensure the success of all projects within a defined framework of quality, cost and time.

Business Strategy	Technical Support	Healthchecks	Implementation & Design
Our consultants can work with you to ensure your business strategy is supported by coherent and business-aligned systems.	We offer a full range of technical consultancy and support services to ensure the effective delivery of your Integra solution.	Our regular healthchecks review the solution architecture and recommend changes or enhancements.	We assist clients during all phases of the development life cycle, with teams encouraged to acquire the knowledge to maintain and support the systems.

“Integra General Ledger provides highly automated financial processing. It offers tools for effective management control and real-time visibility to financial results, everything you need to meet financial compliance and improve your bottom line.”

### Reports and Enquiries

Integra provides not only full access to the information contained within any number of the Datasets, but also permits viewing of information derived by on-line calculation from the data held.

For example, enquiries can be set up to automatically reveal variances, percentages, average rates of unit production, sales per square metre or indeed any useful management information or analysis.

Facilities are provided to enable selection of a range of accounts and the subsequent 'grouping' or aggregation of the data produced from such a 'wildcard' selection.

Perhaps most powerful of all, any combination of the facilities described above can be used within the hierarchy of a user-defined Organisational View.

The Integra General Ledger provides an environment allowing total 'Drill-Down' from the highest level of balance enquiry through to all levels of supporting transactions, and with Integra Attachment Manager (or a corporate document management solution interfaced) installed, actual images of the supporting documentation. Coupled to this, browse

facilities permit enquirers to view transactions on related documents.

This operates irrespective of whether the details are to be found within the account from which the initial search began, or even within the General Ledger itself.

An enquiry can, therefore, move back from a Purchase Ledger posting found in a nominal account to the relevant purchase order or goods received note or requisition.

Aside from the standard financial reports such as the Trial Balance, Transaction Proof Listings and so on, the General Ledger provides integrated links to Crystal Reports.

Users can, therefore, include currency translation and consolidation of data from multiple ledgers with differing account code structures, period and year ends, minority interests and so on.

Crystal Reports is available to enable the creation of both regular and ad-hoc reports.

These can be added to any system menu to form part of a regular, but highly individualised, process.

The use of Integra system tools and utilities supports the creation of additional data fields and screen forms.

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