Shropshire Community Health NHS Trust

Policies, Procedures, Guidelines and Protocols

Document Details	
Title	**Finance Procedure Y5: Finance I/T – Systems Overview**
Trust Ref No	802-60277
Local Ref (optional)	
Main points the document covers	Overview of I/T systems used within the Finance Department and their purpose
Who is the document aimed at?	All finance staff
Author	David Court, Head of Financial Accounting
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Approved by (Committee/Director)	Director of Finance
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Full Equality Impact Assessment	No
Lead Director	Sarah Lloyd
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Required by CQC	
Required by NHS Resolution	
Other	

Amendments History		
No	Date	Amendment
1	February 2008	Changes as a result of Oracle
2	January 2014	Remove references to PCTs & update banking services
3	January 2017	Remove references to Citidirect electronic banking & add detail on the E-Expenses system
4	January 2020	Minor Amendment to 1.2 and 7.1 as Software Europe Ltd changed name to Selenity Ltd
5	January 2023	Updated Para 4.1 on Procurement and Purchasing, Removed Selenity as now owned by RLDatix Removed CAMS as now replaced with CARS Updated Para 8.1 to include Leases

Shropshire Community Health NHS Trust

Finance Procedures

Section Y	**Finance I/T**
Y5	**Finance I/T – Systems Overview**

1 – Introduction

1.1 This procedure is intended to give a brief introduction to the various computerised systems that are used in the Finance Department, and to show how they "feed" into the General Ledger to produce the day-to-day financial transactions, and the periodic reporting of the Trust.

1.2 Most of the systems used are Oracle applications – the e-business database suite developed by the Oracle corporation. The list below shows all the various systems in use (including the non-Oracle ones): -
- Oracle General Ledger
- Oracle Accounts Receivable
- Oracle Accounts Payable
- Oracle i-Procurement and Purchasing
- Oracle Cash Management
- ESR Payroll
- RLDatix E-Expenses System
- CARS Capital Asset Register
- Regional Supplies System (Resus/Logistics)
- Government Banking Service (GBS) – RBS Bankline electronic banking.

1.3 The core reporting from Oracle applications is in the General Ledger module, where transactions, created either by other sub-ledgers or by journal, are received, processed and summarised. It provides the financial reports used in budgetary control and the production of the annual accounts.

2 – Oracle Accounts Receivable

2.1 The Oracle Accounts Receivable sub-ledger is part of the same suite of programs as the General Ledger and is fully integrated. The values of invoices raised, receipts and debtor balances are maintained, and posted to the General Ledger and Cash Management daily as part of a suite of concurrent processes.

3 – Oracle Accounts Payable

3.1 The Oracle Accounts Payable sub-ledger is part of the same suite of programs as the General Ledger and is fully integrated. The values of purchases, payments and creditor balances are maintained, and posted to the General Ledger and Cash Management on a daily basis as part of a suite of concurrent processes.

4 – Oracle Internet Procurement and Purchasing

4.1   The Oracle Internet Procurement (i-Proc) and Purchasing sub-ledgers are part of the same suite of programs as the General Ledger and are fully integrated. The Procurement subledger contains details of supplier catalogues and products and processes requisitions through to Purchase Orders

5 – Oracle Cash Management

5.1   The Oracle Cash Management sub-ledger is part of the same suite of programs as the General Ledger and is fully integrated. Payments and receipts are posted from the Accounts Payable and Accounts Receivable sub-ledgers on a daily basis as part of a suite of concurrent processes to enable bank reconciliations.

6 – ESR

6.1   ESR is the payroll processing system. The payroll for the Trust is managed by Shropshire Payroll Services, hosted by the Shrewsbury and Telford Hospitals NHS Trust who, in conjunction with Human Resources and managers, enter data into ESR. ESR is facilities managed by IBM and transfers data to Oracle Applications via the ESR hub using secure FTP.

7 – E-expenses

7.1   E-expenses manages all employee claims for travel and subsistence expenses. Employee data is populated from ESR, claims are completed and approved, then passed back to ESR for payment. E-expenses is managed by RLDatix Ltd and passes data to ESR via the NHS hub 'time and attendance' interface.

8 – Capital Asset Register System (CARS)

8.1   This is a system to record and control the non-current assets, Leases and calculate the capital charges and Leases expense of the Trust including additions, indexation, depreciation, impairments, revaluations, interest, and disposals. It is installed on a PC within the Financial Accounting department. Transfer of monthly data to the General Ledger is by journal entry.

9 – Regional Supplies System (RESUS/Logistics)

9.1   The Regional Supplies System is a purchase ordering and stock control system. Items ordered directly via Logistics are received into Oracle applications via the PO-RCV interface using File Transfer Protocol (FTP).

10 – RBS Bankline electronic banking

10.1   RBS Bankline is the electronic, on-line banking services from GBS. It enables the Trust to make secure, authorised payments from its RBS account directly to creditors' bank accounts via BACS and CHAPS, as well as direct payments to other NHS organisations with GBS accounts via book transfers. Real-time enquiries are made as to the balances and impending transactions on the accounts. Services are accessed via PCs using authorised log-in details and are under the day-to-day control of the Financial Accounting Manager.

10.2   There is no direct link between payment processing using DBBACSiP for Oracle Applications Accounts Payable payments and the actual GBS service. Once a payment run has been made via Oracle, the data is transferred via DBBACSiP and BACStel to make the actual payments from either account.

References & associated documents

Online help systems for each software application
System manuals issued by software application suppliers

Reviewed By _____   Date _____

Authorised By _____   Date _____