

## Appendix A

### Implementation Improvement Issues - Payroll

Issue	Description	Status	Resource	Days	Dependency
<b>Pension Banding Decision Setting</b>	Currently employees' pension contribution banding is calculated monthly. With effect from 1st April 2011 we would like the assessment to be done in April and therefore fix the employee rate for the whole year. We would like to use the rule which fixes the rate on the 1st April but if a retrospective change is made later in the year (e.g. pay award not settled on time) then reassess	Development is in QAS for UAT however the decision to change calculation has not been approved. PY have therefore placed this testing on hold	SAP Support Payroll	2 2	
<b>Pension Proration</b>	Currently any employee who is opted into the pension scheme mid month is having their contribution calculated twice. The system is first calculating the pension contribution based on the earnings that month and then it is prorating it by the number of days in the month for which the employee has been opted into the scheme	Logica have carried out the developments, SSC have created test data, the development has been put into test for payroll	SAP Support Payroll	2 2	Logica if testing fails & further configuration is required
<b>Schools Payroll Reconciliation</b>	Problems exist with the reconciliation of schools payrolls. Additional GL mapping required & correction of issues caused by summarisation due to SAP processing. Additional mapping developed and moved to Production. Feb payroll reconciles but other issues need addressing eg WC wage type, centrally funded items and WT 6713	Workshop held 6/4/11 (WC & Logica). Further mapping identified & to be carried out for testing to resolve issues for April & future payrolls	SAP Support Payroll Central Finance	3 3 3	Logica if further configuration is identified and required
<b>Compensatory Grant</b>	Functionality required for Fire & Police	Logica developed solution, now in UAT. Chris Grist making excellent progress, it is anticipated this will be moved to production shortly	Payroll	3	Logica if final testing fails and any further configuration is required

<b>Pension Increase</b>	Functionality required for all pension payrolls. Logica developed solution, records updated by CG	Passed testing and now in PRD. Final issue with Logica. Will be signed off after April payruns	Payroll	2	Logica if final testing fails and any further configuration is required
<b>Amendment to Ztax Validation</b>	Payroll schemas Z000 & ZRET do not work in the case of multiple employment late leavers. To deal with this a bespoke schema ZRET has been set up however there is no validation against this schema to prevent changes across year end resulting in various payroll issues. It has been suggested that:- 1. 'Enhancement Spot' technology of ECC 6.0 is investigated to see if additional code can be added into GRETC to enable this to work for ME leavers in addition to single contract leavers.  2. Validation is added to the bespoke schema ZTAX to prevent changes across Year End	Logica have developed this and now in QAs for testing. To be picked up as priority by SAP Support team	SAP Support Payroll	2 4	
<b>New NI Wage Type</b>	Wage type to reallocate Ni'able pay from one month to another without affecting the YTD ni'able pay	Development passed to Logica however PY are taking advice about whether to proceed	Payroll	5	Logica to advise and carry out any configuration required
<b>AXISe Pension Reports</b>	The axis interface reports: Starters, PT Hours, Contract Post and Personal changes have been re-specified following the visit from Logica on 9/2/11	Initial developments have been carried out and tested. Feedback has been sent to Logica. Trixe & Stacey will continue discussions with David Lowen re resolving outstanding issues	SAP Support Payroll	2 5	Logica if testing fails and any further configuration is required
			<b>Total Days</b> SAP Support Payroll Central Finance	11 26 3	

**Implementation Improvement Issues - Human Resources and OD**

<b>Issue</b>	<b>Description</b>	<b>Status</b>	<b>Resource</b>	<b>Days</b>	<b>Dependency</b>
<b>Leavers Position Report</b>	To include previous position field	Development request is with Logica. Clarity of requirements has been provided. Budget has been approved by WC (Jo Pitt). Currently with Logica	SAP Support HR	2 2	Logica to write / develop the report
<b>Workplace Locations</b>	Workplace Locations field required to be populated with a data upload programme	Development work completed by Logica. SSC commenced testing early April 2011.	SAP Support HR	3 3	Logica if further configuration is identified and required
<b>MSS Sickness Reasons</b>	Changes required to sickness reasons for selection in MSS	SSC testing in April 2011	SAP Support HR	2 2	
			<b>Total Days</b> SAP Support HR	7 7	

## Implementation Improvement Issues - Finance

Issue	Description	Status	Resource	Days	Dependency
<b>Instalment Plans</b>	Instalment Plan ZFIP function has not worked correctly since go-live. This has been recognised by WC & Logica and work is underway to remedy this	Issue raised with Logica following patching	SAP Support Business Services - Finance	2 2	Logica if testing fails and any further configuration is required
<b>Emailing of Customer Invoices (AP)</b>	This was originally blueprinted but not implemented	Logica have been asked why this wasn't implemented, SSC will follow this up	SAP Support Business Services - Finance	4 2	Logica if configuration is required
<b>ABAP program ZFM01 needed for budget assessments</b>	This is currently listed as a non-chargeable CRQ but is being considered further by Logica	Work was started last year under patching but was not transported to QAS/PROD. WC wish for the work already completed to be progressed	SAP Support Central Finance	2 2	Logica as configuration is required
<b>FI Validation Rules for Property</b>	Validations are required to ensure Property cost centres use SIO's	Validation has been written but integration between SRM & FI needs to be tested. This testing is on hold due to other priorities	SAP Support Central Finance Business Services - Finance	2 1 1	
<b>Re-Mapping for Bank Statement Imports</b>	Change of bank account numbers required, for remapping imports	Priority/Feasibility of in-house configuration needs to be reassessed. Possibility of handing this over to Logica	SAP Support Central Finance	2 2	
<b>Accounts Receivable clearing</b>	Ideally the AR clearing function would clear partial payments and create "residual items" on the customer account	Investigations have begun by SSC but this needs to be revisited and discussed with the finance team	SAP Support Business Support - Finance	3 3	

<b>Client names in SAP (AP)</b>	Client names to be recorded against SIO's in SAP	This was implemented in test in 2010, but stopped due to data protection issues Also under review by Paul Mitchell as part of the DCS end to end process work	SAP Support Central Finance Business Support - Finance	2 2 2	
<b>Overnight job monitoring</b>	Currently not all overnight jobs are monitored to ensure they have run correctly. This has caused problems with the ERS programme not running and payments not being received by providers	This is being discussed by the SST Finance and SSC to agree resources & process required	SAP Support Business Support - Finance	1 1	
<b>Make AR customer refunds through AP</b>	This would allow refunds of overpayments by customers to be made directly through accounts payable	SAP functionality wasn't blueprinted/implemented so configuration and testing is required	SAP Support Business Support - Finance	3 3	
<b>Duplicate invoice entry</b>	To reduce duplicate payments from the entry of invoices through MIRO a user exit is required. At the moment it does not check for duplicates in MIRO that have already been entered through FB60	This needs to be discussed with Logica as additional coding is required to add additional coding. SST Finance to discuss with SSC	SAP Support Business Support - Finance	3 3	Logica as configuration is required
<b>Form changes</b>	Ability to change forms in Sap (E.g. remittance advice etc); for minor changes	Knowledge Transfer required to take this in house	SAP Support Business Support – Finance	3 3	
			<b>Total Days</b> SAP Support  Business Support- Finance  Central Finance	27  20  7	

## Implementation Improvement Issues – Procurement

Issue	Description	Status	Resource	Days	Dependency
<b>Workflow of approving Managers</b>	Shopping carts rejected by Approving Managers which are returned to requisitioners for changing are not always going back to the Approving Manager	The system is configured in this way and requires a change to the security level assigned	SAP Support	6	
<b>Cost centre access</b>	Buyers can access any cost centre set up in Finance even if not in SRM and if the cost centre has been deactivated in SRM but not in Finance	This is due to system authorizations and SCC will investigate to identify if this need changing in PRD	SAP Support	10	
<b>Category Managers to have READ Only access to certain items of a Buyer</b>	Category Managers would find it useful to be able to access sourcing pool to check many purchase orders	A change of authorisations/ role is required. SSC to investigate	SAP Support	4	
<b>Use of split cost centres in SRM</b>	Finance have reported that using split cost centres in SRM causes them problems and they would like to suspend the function	SSC to liaise with Darren Law to check the reasons as many requisitioners use this function	SAP Support Business Services - Finance CPU	2 5 1	Logica if configuration is required
<b>Vendor e-mail address to Purchasing Support</b>	Many Vendors still being set up with no e-mail address. This results in any PO's generated going to a generic e-mail inbox and PO's have to be posted. when a Vendor set up is received their e-mail address is a compulsory requirement	SSC to liaise with SST finance team	SAP Support Business Services - Finance CPU	3 5 1	Logica if configuration is required
			<b>Total Days</b> SAP Support Business Services - Finance CPU	25 10 2	