

Area 9 Asset Support Contract

Service Information

Annex 21

System for Managing

SERVICE INFORMATION FOR ASC
ANNEX 21
CONTENTS AMENDMENT SHEET

Amend. No.	Issue Date	Amendments	Initials	Date
0	March 2013	First Issue	SOS	22/3/13

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APPENDIX A: Invoice Backing Data Standard

21 SYSTEM FOR MANAGING**21.1 Introduction**

21.1.1 The *Employer* operates a “System for Managing” (SfM) using the suite of Oracle financial programs and associated modules. The SfM project has introduced a number of Oracle based financial management systems to most aspects of the *Employer’s* business.

21.1.2 The *Provider* will submit invoices and accruals to the *Employer* via a module of SfM known as Applications and Certificates (Apps & Certs).

21.1.3 Full user training will be provided by the *Employer*.

21.2 Applications and Certificates Overview

21.2.1 The Apps & Certs system is an Oracle based module that was implemented in 2002/03 and re-implemented in September 2010. Access to this module will be provided with a remote link from the *Employer’s* IT network to the *Provider’s* office. It is a fully integrated system providing the following functions:

- (1) submission of Schemes carried out by a Contractor certificates (CONH501),
- (2) electronic submission of all ASC invoices, and
- (3) entering of Work In Progress (WIP) Accruals at each month end.

21.2.2 The Apps & Certs system accounting detail is captured down to project (and task) level. It is also used for any adjustments made to prior months’ entries. It is a pre-requisite to have the following in place in order to use the Apps & Certs module:

- (1) Approved Blanket Purchase Agreement (BPA) – to be set up and maintained by the *Employer*. The value will be equal to the amount of secure funding held against a contract typically year by year.
- (2) Approved Requisition which becomes a Release - the *Provider* will create requisitions for each project allocating use of funds within the BPA. Any requisition below the limits set out below will be automatically approved, as long as the sum of all requisitions to date stays within the BPA total. Any requisition in excess of the limits set out below will require the (electronic) approval by the *Service Manager*.

TRAFF TECH PROJECTS	£2,000,000
HWY PROJECTS	£5,000,000

HWY STUDIES	£20,000
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21.2.3 In the case of Schemes carried out by a Contractor and for Services carried out by the RTMC Contractor, the *Provider* can enter certificates on behalf of the Contractor. A certificate cannot be entered if it exceeds the value of an approved release.

21.2.4 “WIP Accruals” will also be input directly into the Apps & Certs module on a monthly basis covering works completed by both the *Provider* and Contractors.

21.3 Provider’s Use of Apps. & Certs. System

21.3.1 The *Provider* must use the *Employer’s* Apps. & Certs. system to enter and forward both their own invoices, and applications for payment received from Contractors. Invoices or applications submitted by any other method will not be paid.

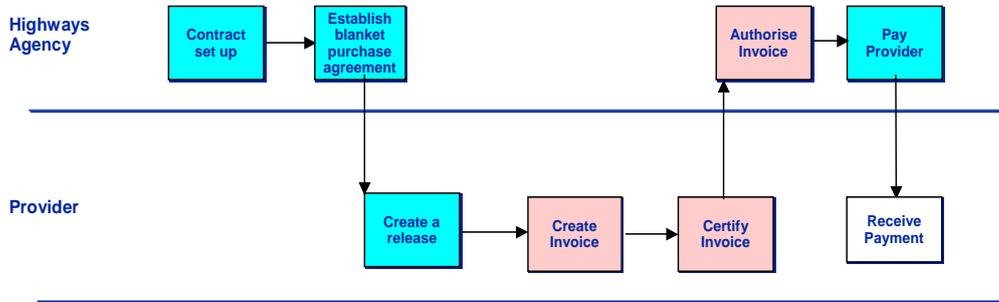
21.3.2 A paper and/or electronic copy of either the invoice or certificate and supporting documentation must be submitted to the *Service Manager* at the same time as the invoice/certificate is certified on Apps and Certs. The paper and/or electronic copy must be clearly annotated to the effect that the payment has been processed through Apps & Certs.

21.3.3 The paper and/or electronic copies of the invoices must be accompanied by supporting information in accordance with the ASC Invoice Backing Data Standard as detailed in Appendix A, and such other information required by the *Service Manager* to demonstrate how the amount stated as due in each invoice has been assessed.

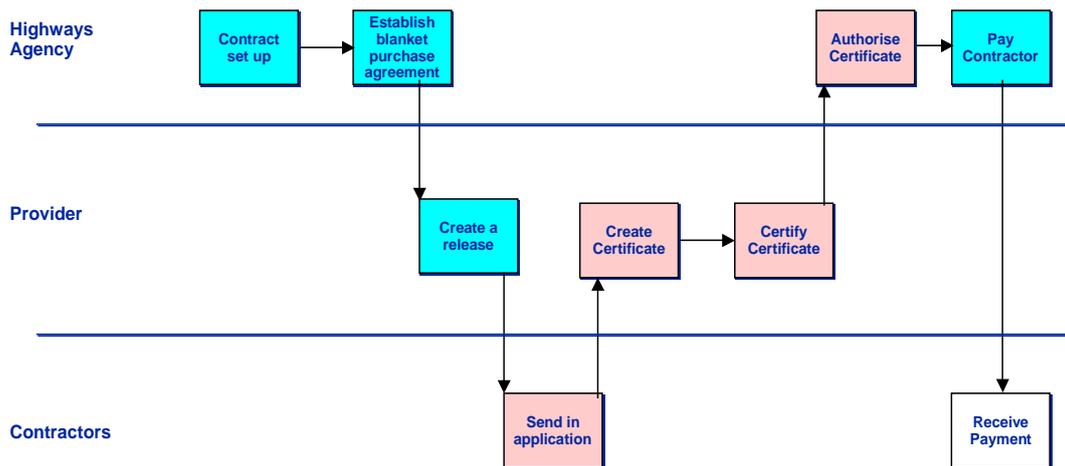
21.3.4 The *Provider* must enter a WIP accrual onto Apps and Certs at month end (by a date to be instructed by the *Employer*) that will represent the value of work carried out in the case of Schemes carried out by a Contractor and for Services carried out by the RTMC Contractor, at the end of the month for each project. This sum shall not have been included in any invoice or certificate.

21.3.5 The two flow diagrams below outline the steps taken by each party in the payment process.

Payments for Providers costs



Payment for contractors billing via applications



21.4 Oracle Project Accounting (OPA) Overview

21.4.1 A module of SfM - 'Oracle Project Accounting (OPA)' is used to manage, collate and report Programme and Project Management information. It holds project related data such as expenditure, outputs and events.

21.5 Provider Use of OPA

21.5.1 The *Provider* is required to use OPA to:

- (1) Create new Project Identification Numbers (PINs)
- (2) Update PINs with new Classifications.
- (3) keep project related forecasts (£, outputs and events) up to date and synchronised with the *Employer's* required timescales, particularly in respect of the Monthly Management Accounts (MMA) cycle and
- (4) claim actual outputs when achieved

21.5.2 Access to OPA is gained via the web and is governed by the *Employer's* security arrangements.

21.5.3 Training will be given before access is allowed.

21.5.4 The *Provider* provides a schedule of names of people who will require access via each role.

APPENDIX A – Invoice Backing Data Standard

See separate Microsoft Word Document

[Area 9 ASC S I Annex 21 Appendix A - Invoice Backing Data Standard Rev 0.pdf](#)