Kypera – legacy data requirements & scope

Document purpose & ownership

This document is intended to:

- define in accessible terms the scope of supply intended to be achieved by the Agency regarding Kypera software from 1st April 2019 to 31st March 2025 (supply provided under framework RM1059 and terms that apply)
- in accessible terms define the requirement set out by the Agency in terms of what it needs to maintain its ability to meet statutory requirements and management needs from legacy financial datasets
- to define ongoing parameters of relationship with Castleton, supplier of the Kypera software during the period 1st April 2019 to 31st Match 2025

The document is owned by the Service Owner for finance systems in Finance i.e. D3 – Head of Finance at time of writing. This is on the basis that this individual has primary interest in defining and ensuring parameters are met, and is currently, along with the Finance Director, responsible and has authority for the definition of finance systems available to the Agency.

Version	Document Owner	Date	Comments
0.1	Thomas Brown (D3 – Head of Finance, Service Owner)	24/09/2018	Working draft for internal and external agreement
1.0	Thomas Brown (D3 – Head of Finance, Service Owner)	24/09/2018	Agreed version

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Strategic Objective

Deliver a sustainable and reliable method to store, query and access legacy data held in Kypera to support finance operational requirements, following implementation of Unit4 Business World to replace Kypera functionality in 2018-19.

Assumptions

Timing and scope

- The Agency will need to maintain access to data held in the databases for a maximum of 6 six years prior to 1st April 2018, more specifically:
    - the Agency will need to keep VAT-related records for 6 years in line with HMRC requirements i.e. no data before 1st April 2012 is required
- Access will be required up to 31st March 2025
- Detailed payroll data is held within the UKSBS Oracle platform – only the aggregated account code level data held in Kypera must be held within the solution
- Kypera holds sufficiently granular data for all periods covered to facilitate satisfaction of requirements

Access need

- Access is required on demand i.e. same day via direct querying of any solution by Agency staff
- The solution must be hosted within the Agency's environment or approved hosting domain – this may be subject to change during the period 1st April 2019 to 31st March 2025
- To protect data and allow the Agency to meet statutory obligations, we will need to be able to delete data from Kypera after certain time periods
- Direct access to the Kypera platform is not necessary

Data cleansing/preparation

- All databases will be static and require no change within the solution, aside from deletion of data; once all closing procedures (e.g. journals, data cleansing of RSO database/balances) have been applied to 2017-18 closing balances for all databases following the audit, no further changes will be required to these databases.
- Closing procedures may be being executed until end calendar year 2018 (RPS specifically)
- VOTE, FTVA/IVA, DRO, ADJ are handled in BAU by Business World as of 3rd April 2018; RPS data will be migrated via back capture into BW as of 3rd April be end-November 2018

Defining the requirement

The Agency is required to hold and be able to access on demand legacy data to fulfil statutory and external audit requirements defined by NAO and HMRC; additionally there are benefits from being able to access legacy data such as spend analysis, commercial/supplier analysis.

VOTE Databases (defined as databases supporting production of Agency primary statements)

In order to achieve this, the Agency considers that any solution must deliver the following for data currently held in the VOTE databases:

- Ability to interrogate data at transactional and supplier level to facilitate:
    - financial planning i.e. analysis of historical spend to support unit costing
    - FOI requests regarding supplier and cost category expenditure
    - audit requirements from GIAA, NAO and HMRC
    - responding to Parliamentary and Ministerial enquiry (e.g. Select Committee briefing, Ministerial questions, Parliamentary questions)
- ability to interrogate transactional data net/gross of VAT to support VAT audit requirements of HMRC
- ability to access supporting documentation held within Kypera databases (including invoices, approvals, POs) where they exist

Operational databases (all other databases)

In order to achieve this, the Agency considers that any solution must deliver the following for data currently held in the above operational database:

- Ability to interrogate the database to support:
    - customer queries on historic payments and receipts prior to 3rd April 2018
    - FOI requests
    - audit requirements from GIAA & NAO (assume HMRC have no interest here)
    - statistical reporting requirements
- to protect data we will need to be able to delete data from Kypera after certain time periods
- ability to access relevant supporting documentation held within the databases

For all databases:

- ability to export all quantitative data to .csv, .xls, .xlsx formats
- ability to extract documents stored in original format

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Hosting & hosting changes

In order to support the Agency in any future move of its hosting, Castleton may be required to provide on-site expertise working alongside Agency change projects and partners.

This must facilitate:

- full migration/transfer of systems and databases existing at point of migration (i.e. current data less any that has been deleted in the intervening period to comply with GDPR etc.) to a new hosting solution that has been chosen by the Agency
- the change in hosting location for the system may require that the authentication method/source for access to the system needs to be changed in order to use a cloud based IAM solution.
- testing of data integrity following move of data

It is assumed that three days of effort would be required to facilitate a full transfer of systems and databases. This is included in the initial agreement at a rate of £850 ex. VAT to be called off and paid for when required.

Support & access

Castleton must be able to facilitate on-demand access by the Agency to data held in databases; the Agency cannot commit at this stage to defining frequency, nature and speed of access required as it is subject to a number of external factors beyond Agency control.

There is no fixed understanding of when data will be required so access must be available throughout this period. Should access to data become limited or unavailable due to technical issues with databases and Castleton software to access databases, it is required that Castleton provide resource to fix access issues within 3 working days.

FOI requests require response within 28 days by law, Parliamentary scrutiny may require answers to questions by the Agency within a little as one day.

Additional Services

Scope includes pricing for the following services which may or may not be required but are required to be defined in terms of cost prior to contract award:

- As per 'Hosting & hosting changes' section, cost to move the system to a new environment in the event this is required (e.g. if ATOS, current hosting supplier, do not remain the Agency's partner during the period of this agreement. This has been confirmed by Castleton as being the equivalent to a maximum of 3 days and will be priced accordingly.

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Contact points

<u>Agency</u>

- Agency product owner: Thomas Brown (Head of Finance)
- Agency system administrators: Adam Washbrook, Chris Collett, Marc Cavill
- Commercial lead: *to be defined*
- IT Service management: Javed Wajuddin

<u>Castleton plc</u>

- Commercial Director/Account Manager: Jimmy Rogers
- Technical lead: Garry Wheeler
- Service manager: Jimmy Rogers

In scope software

<u>Software Modules</u>

- Kypera Financials
- Kypera Business
- Kypera XLR

<u>Websites-based Modules:</u>

- KyperaBusiness - Requisition, Purchase Order and Purchase Invoicing system
- KyperaFTVA - Web Application to process Individual Voluntary Agreements (IVA)
- KyperaRP - Redundancy Payments Web Application

<u>Kypera Financials Datasets</u>

- Common: used for reporting etc. files common across the Financials Instances
- DRO: Financials database
- FORE: Financials database used for Forecasting
- FTVA: FTVA Financials Database
- MGMT: Management Financials Database used for Reporting / Consolidation
- PAY: PAY Financials Database
- RP: RP Financials Database
- VOTE: Main (Default) financials database, General / Full Accounts

<u>Kypera Applications</u>

- Business

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- Indexing: Allows uploading of scanned documents as purchase invoices
- Kypera Reporting - Used via Kypera Business to grant users access to reports
- INSS Management Utility: multiple modes allowing:
    - management of RP Information (Schemas, URLs etc.) and generation of End of Year documents
    - Consolidation / Exporting of information from VOTE to MGMNT databases
- Live: Kypera Live Posting Interface used by RP
- Pay: Payment Conversion / Import application
- XLR: Financials Reporting Application