

Sheet1

	A	B
1	Appendix	
2	Agresso	
3		
4	Agresso	
5	Action ref:	Action
6		
7	A1	Data Control to be implemented in system
8	A2	General Ledger enquiries available to service departments
9	A3	Capita to document, agree and action period end processes.
10	A4	Maintain general ledger. Updating reporting relations to coding structure required. & update client change requests to chart of accounts on a timely basis.
11	A5	Suspense reviews and sign off with client
12	B1	User access & segregation of duties implemented for AP.
13	B2	Control procedures to be documented by Capita
14	B3	Outstanding parked invoices removed
15	B4	Suspense reviews and sign off with client
16	B5	AR specific enquiries & reports produced
17	C1	User access & segregation of duties implemented for AR
18	C2	AR payment - reversals and part matching
19	C3	Control procedures for AR reviewed & signed off
20	C4	Enquiry availability to services / web access
21	C5	Suspense reviews and sign off with client
22	C6	SLA's agreed for AR
23	D1	Bank reconciliations to be completed in Agresso
24	D2	Control procedures for Bank Reconciliations reviewed & signed off
25	D3	Cash Interface amendments to be completed
26	D4	SLA's agreed for bank reconciliations
27	E1	Product fixed registers reviewed and updated
28	E2	Fully automate PO requisitioning process
29	E3	Enquiry availability to services / web access
30	F1	Periodic invoice routines completed/reviewed & signed off
31	G1	Workflow to be completed in Agresso
32	H1	Planner to be completed in Agresso
33	I1	Make archiving data available in replacement system
34	I2	Contingency procedures produced and signed off
35	I3	Interface routines reviews and sign off with client
36	I4	HB Interface amendments completed
37		

C	D
Expected completion date	Responsibility
AL3Y-08	Capita / SODC
AL3Y-08	Capita
AL3Y-08	Capita. SODC to sign off
AL3Y-07	Capita
AL3Y-07	Capita , SODC to sign off
AL3Y-07	Capita
AL3Y-07	Capita
AL3Y-07	Capita / SODC
AL3Y-07	Capita / SODC
AL3Y-07	Capita
AL3Y-08	Capita
AL3Y-07	Capita / SODC
AL3Y-08	Capita
AL3Y-07	Capita / SODC
AL3Y-07	Capita / SODC
AL3Y-07	Capita , SODC to sign off
AL3Y-07	Capita , SODC to sign off
AL3Y-07	Capita
AL3Y-08	Capita / SODC
AL3Y-08	Capita / SODC
AL3Y-07	Capita
AL3Y-08	Capita
AL3Y-08	Capita / SODC
AL3Y-07	Capita / SODC
AL3Y-08	Capita
AL3Y-08	Capita
AL3Y-08	Capita SODc to sign off
AL3Y-07	Capita SODc to sign off
AL3Y-07	Capita