University of Edinburgh

Estates Department

Budgeting and Reporting Requirements

Outline

This paper briefly itemises the requirements for the Estates Department to manage the on-going capital expenditure for the planned activity for the next ten years and beyond

Headline Requirements

As a result of a consultation process within the Estates Department, the following requirements have been identified.

Reference	Requirement	Description
1	Report on key finance indicators across spend, income and funding (including conditions attached to funding)	The system shall report on commitments, actual spend; actual income and forecast spend and forecast income. For income there is also a requirement to report actual funding sources.
2	Report on original order value, revised order value, order spend and remaining commitment	The system shall report value, spend and commitments at order level.
3	Provide a central repository for paperwork needed for future audits	The user shall be able to store paperwork required for audits in a central repository held by the system.
4	Adjust budget, funding sources and income targets as budget moves within projects	The system shall adjust budget as costs increase or decrease, enabling a trained Finance professional to identify any project underspend and reallocate funds according to Estates and Buildings requirements.
5	Roll forward commitments	The system shall enable budget holders to roll forward commitments from one Financial year to the next to avoid having to re-set each Financial year.
6	Reconcile a project budget	The user shall be able to reconcile a project budget, reconciling any funding/income received.
7	Enable multiple years of data to be extracted from system	The user shall be able to extract multiple years of data out of the system where this is required for reporting.
8	Deliver financial information at a Building and Work Order level (ensuring alignment with TAG Project)	The system shall enable the user to access information at a Building level to facilitate re-charging.
9	Record potential forecast expenditure at start of project	The system shall record potential forecast expenditure at start of project.

Reference	Requirement	Description
10	Monitor actual spend enabling re-profiling of budget/forecast	The user shall be able to monitor actual spend enabling them to re-profile based on any deviations to projected spend.
11	Re-open project budgets	The user shall be able to re-open project budgets where the need arises to make retrospective changes or amendments.
12	Run exception reports	The user shall be able to run exception reports to check whether a budget is closed (e.g. annual report to flag which budgets haven't been updated after a certain time period).
13	Substantiate re-charging	The system shall provide the confirmation required to substantiate re-charging of E&B customers for work.
14	Run reports for external bodies	The user shall be able to run reports for external bodies (e.g. NHS) by job code for a defined period, in a flat file format.
15	Run variance analysis	The user shall be able to run variance analysis to highlight differences between budget/forecast and actual (e.g. dovetailing with UoE internal Collaborative Planner tool).