



**Integrated Business
Software & Solutions**



Integra
Health Check



We want you to get the best out of upgrading to Integra Centros and we'll work with you every step of the way to make sure that you do.

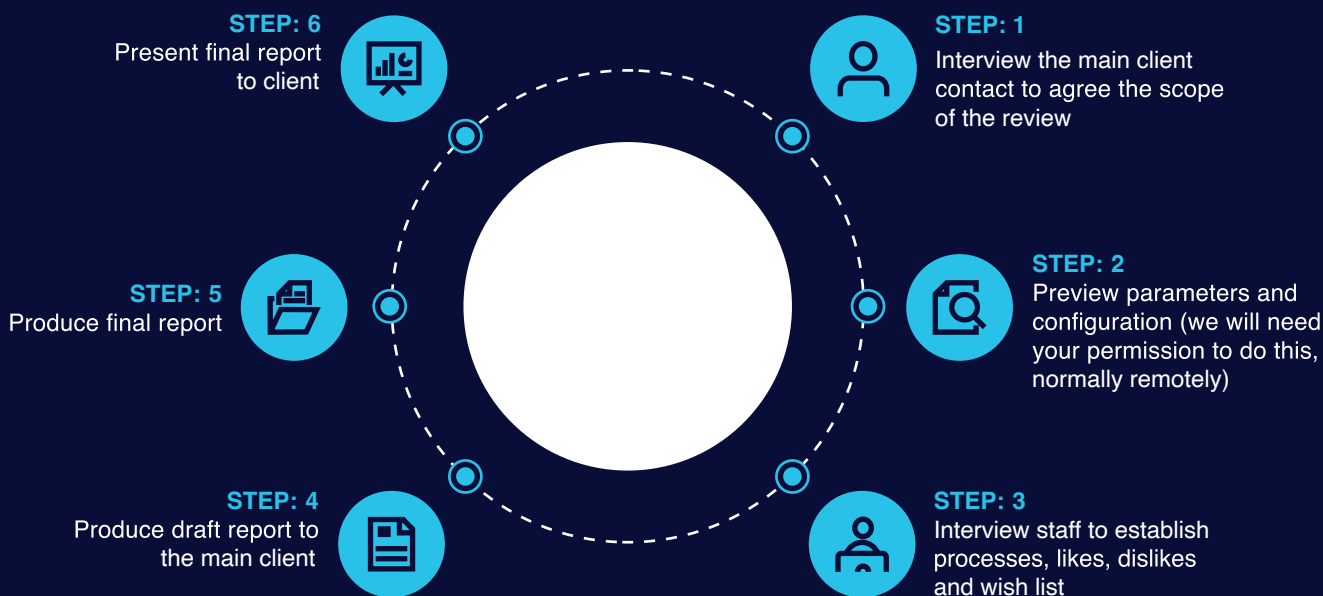
What's Included?

When you upgrade to Centros, a process Health Check with our finance experts is included with every upgrade to ensure you get maximum return on investment. This is a Process Review that will identify better ways of working. It will help you to understand how the software can be used efficiently and effectively to support your business strategy now and in the future.

Why Do it?

Whilst your traditional ways of doing things will still exist within the upgrade, Integra Centros provides much easier and faster ways of carrying out processes. We will work with you to identify out of date or broken process and will show you through the review how to gain the best return from your investment.

How does it work



Planning

You will be contacted in advance of the review to agree dates for the interviews, with both yourself and the relevant staff. The staff should still have access to the normal resources as these may be required to explain processes or illustrate points.

The review is normally done on a process-by-process basis for example Day 1 – The Procurement Process, Day 2 – Sales ledger and Cash management etc.

We will look at the way processes are currently being carried out in order to advise on best practice and ways efficiencies may be created.

In order to get the best out of the review we advise that you arrange for the relevant staff to be available. Normally the best mix is for the manager / supervisor for the area plus an experienced member of staff who will be able to explain any issues / complexities.

Main Client Contact Interview

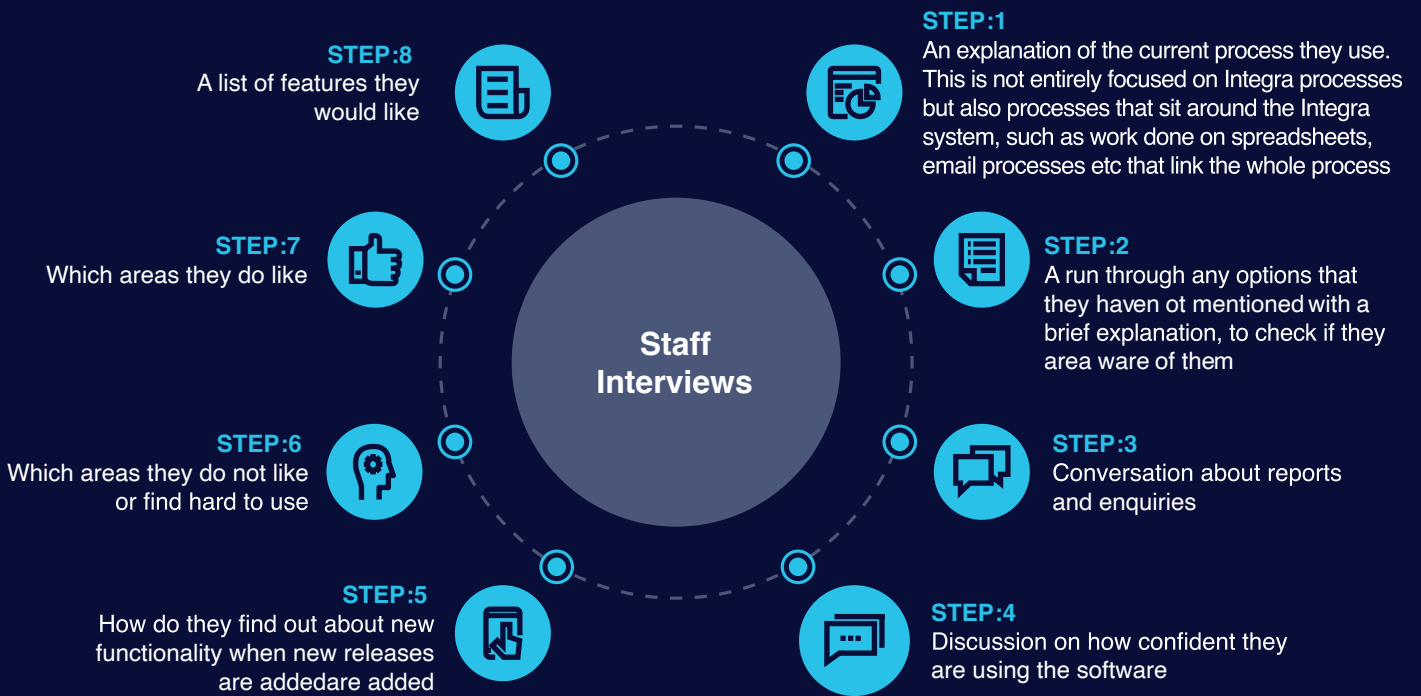
The initial interview will be with the main client contact. The aim of this interview is to get a feel for what areas you particularly want to focus on, and if there are any no go areas. The expected output will also be discussed at this point. Normally the review is done in a concentrated

manner, particularly if on site, with possible follow up either in person or remotely to clarify any issues.

During this we will agree a timescale for the review. The normal process is that you should get a draft document to review within two weeks of the interviews and a presentation two to four weeks after that. The interview will also cover any admin areas, such as reports, period and year ends, archiving, use of development tools etc.



Staff Interviews



They will be left with contact details to add any items that they think of later on.

Reporting

We will then produce a draft report reviewed by the main client contact, before producing the final version, which we present.

Format of the report



Objectives

Scope of the report as agreed with any limitation or exclusions stated.



Management Summary

General comments on how the system is run at the moment, with Key Recommendations (culled from the full list later on), this may be split into quick wins and longer terms items.



Integra System Overview

A list of packages and versions - with a note on the current releases and the support policy, comments on the presence or absence of a user group and any Issues that need to be addressed (These may also be in the key recommendations)



Package Specific Reports

These will explain the current system used by the organisation and highlight recommendations in the later sections at the relevant points. We will also identify any issues brought up by the staff during the interview, highlighting any quick wins that can be implemented in your new Integra Centros system.



General Areas

The report will highlight any recommendations within any general areas of the system that can be improved including reporting tools, scripting, archiving policies etc.

Recommendations

A list of specific recommendation mentioned in the earlier sections with a full explanation of the problem, the solution and the benefits that will accrue by following this route.

Better Outcomes

Integra Centros has been developed to be easy to use and a Health Check review will help your team spend less time processing data and more time using data to make a positive contribution to your organisation's direction and day-to-day running.





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To find out more about Integra in the Cloud,
please contact us at

www.ibsoftwaresolutions.com