

# ANNEX 1: PROCESS DESCRIPTION

## 1 Introduction

This Annex describes the interaction between SIWI's project management system, NGO online, and economic systems. The purpose of this document is to provide the tenderer with an understanding of SIWI's existing business systems and how the new ERP System can be integrated with or replace the existing systems.

## 2 General information

This Section provides information about the business systems currently in used by SIWI at the time of this procurement. SIWI intends to replace some of these systems with the ERP system as part of this procurement. For some of the systems, SIWI may either replace the current system or integrate the existing system with the new ERP system

Where an existing system can either be replaced by or integrated with the new ERP system, this decision depends on the functionality offered by the new ERP system vs the current system, and the potential for integration of the existing system with the new ERP system.

The following is an overview of SIWI's current solution and the intended new solution following procurement and implementation of the ERP system:

Module	Current solution	New solution (post-procurement)
<b>General ledger</b> <b>Accounts payable</b> <b>Accounts receivable</b> <b>Customer invoices</b> <b>Bank communication</b> <b>Project accounting</b> <b>Fixed assets</b> <b>Inventory</b>	Visma Administration 1000	ERP system modules
<b>Salaries</b>	Visma Lön 600	Visma Lön 600
<b>Time reporting</b>	Office 365 Timesheet	ERP system time reporting module
<b>Supplier invoices</b>	Centsoft Invoice	ERP system supplier invoice module
<b>Project Management</b>	NGO online	NGO online
<b>Resource planning</b>	NGO online (custom-made tool)	ERP system resource planning module <b>OR</b> NGO online integrated with ERP system
<b>Budget and forecast</b>	NGO online (custom-made tool)	ERP system budget and forecast module <b>OR</b> NGO online integrated with ERP system
<b>Expense claim management</b>	Companyexpense	Companyexpense

### 3 Information about current systems

#### 3.1 Accounting: Visma Administration 1000

SIWI uses Visma Administration 1000 as its accounting system. This includes general ledger, accounts payable, accounts receivable and customer invoices, bank communication and project accounting.

For more information about Visma Administration 1000, please see the official website:

<https://vismaspcs.se/produkter/affarssystem/visma-administration/1000-2000>

Replacing Visma Administration 1000 with the relevant modules of the ERP system is the most important objective for SIWI in this procurement.

##### 3.1.1 Salaries: Visma Lön 600

SIWI uses Visma Lön 600 as its salary system. For more information about Visma Lön 600, please see the official website:

<https://www.vismaspcs.se/visma-support/visma-lon-600/content/getting-started/kom-igang-med-lon.htm>

SIWI does not intend to replace Visma Lön 600 at the time of this procurement.

##### 3.1.2 Time reporting: Office 365

SIWI uses Office 365 Timesheet for time reporting. Office 365 Timesheet is built on the Office 365 platform, based on the functionality of SharePoint Online.

For more information about Office 365 Timesheet, please see the official website:

<https://appsource.microsoft.com/en-us/product/office/wa104381014?tab=overview>

SIWI intends to replace Office 365 Timesheet with the time reporting module of the ERP system.

##### 3.1.3 Supplier invoices: Centsoft Invoice

SIWI uses Centsoft Invoice for processing supplier invoices. This includes scanning, registration, interpretation, account coding and approval of supplier invoices.

For more information about Centsoft invoice, please see the official website:

<https://centsoft.co.uk/>

SIWI intends to replace Centsoft Invoice supplier invoice module of the ERP system.

##### 3.1.4 Expense claim management: Companyexpense

SIWI uses Companyexpense for expense claim management. This includes management of expenses and per diems, functionality for photographing receipts and approvals of expense claims etc.

For more information about Companyexpense, please see the official website:

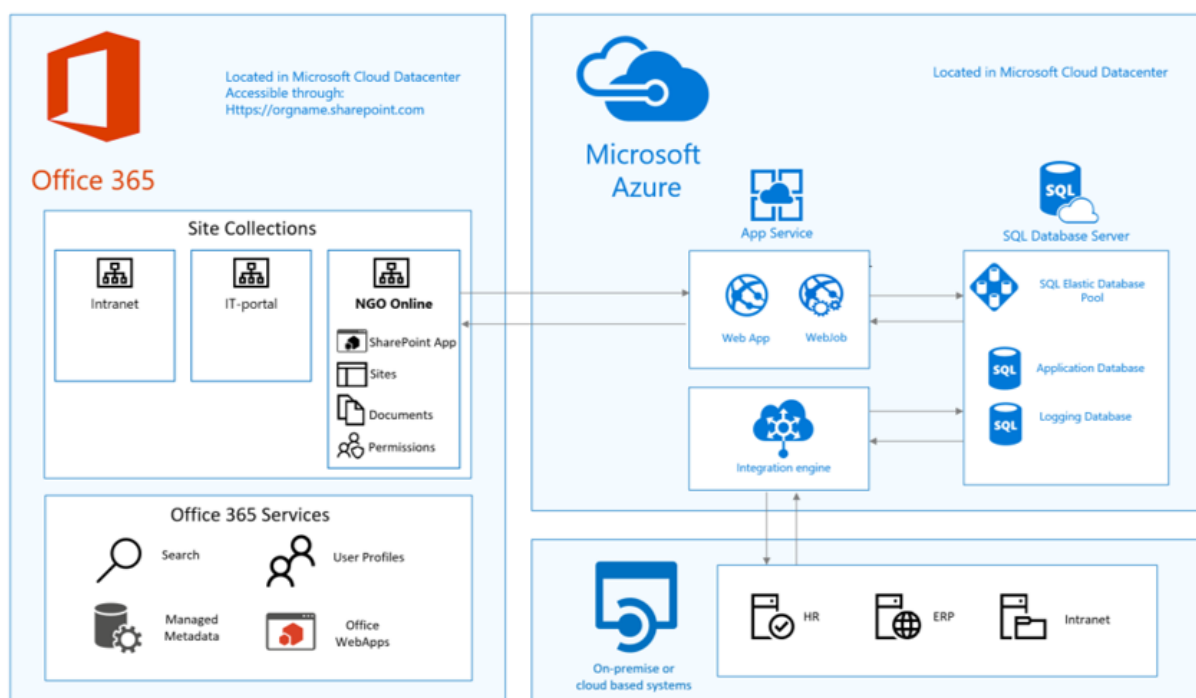
<https://companyexpense.co.uk/>

SIWI does not intend to replace Companyexpense at the time of this procurement.

##### 3.1.5 Project Management: NGO online

SIWI uses NGO online as its project management system. NGO online is built on the Office 365 platform, based on the functionality of SharePoint Online.

NGO online is structured as follows:



For more information about NGO online, please see the official website:

<http://www.ngoonline.net/en/ngoonline/>

SIWI intends to keep using NGO online as its project management tool for the foreseeable future, and it is not the intention to replace NGO online as a project management tool in this procurement.

SIWI uses NGO online for project management. This includes the following:

- Creation and approval of “project ideas”
- Creation and management of projects and the project cycle
- Management of donors and grants
- Document management
- Management of work flows for approvals

In addition to the standard features of NGO online, SIWI has implemented several custom-made tools as part of NGO online:

- Budget tool
- Follow-up of budget vs. actuals (integrated via Power BI)
- Follow-up of time reporting (integrated via Power BI)
- Project financial reporting (integrated via Power BI)