

Appendix 8: Reporting Information

CHI has a significant reporting requirement across finance, treasury, loans, housing development, fixed assets, procurement, supplier management, budgeting and statutory reporting.

The organisation currently utilises a mixture of system-generated reports, Excel-based analysis, reconciliations, management reports and long-term forecasting models to support operational, management, executive, board, lender and regulatory reporting requirements.

Core Reporting Principles

The solution must provide flexible reporting capabilities that enable authorised users to create and maintain reports without supplier intervention.

The solution should support:

- Standard reports
 - User-defined reports
 - Ad-hoc reporting
 - Dashboards
 - KPIs
 - Drill-down enquiries
 - Data exports
 - Scheduled reporting
 - Automated report distribution
 - Power BI integration
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Data Analysis and Reporting Flexibility

Users must be able to analyse, filter, group, sort and report on data using any combination of available system fields, dimensions, attributes and master data structures.

Reporting must support, but not be limited to:

- Nominal accounts

- Account hierarchies
- Cost centres
- Departments
- Business units
- Housing schemes
- Properties
- Blocks
- Units
- Development phases
- Projects
- Funding streams
- Loan facilities
- Loan references
- Fixed assets
- Suppliers
- Customers / tenants
- Transaction types
- Accounting periods
- User-defined dimensions
- User-defined attributes
- Custom fields created by CHI

The design should not require the creation of additional nominal codes solely to satisfy reporting requirements.

Self-Service Reporting

Authorised users must be able to:

- Create new reports.
- Amend existing reports.
- Save report templates.
- Create personal reports.
- Create departmental reports.
- Share reports with other users.
- Apply multiple filters simultaneously.
- Create calculated fields and derived measures where appropriate.
- Drill from summary information to source transactions.
- Drill from source transactions to supporting documentation where available.

No supplier configuration or development should be required for routine reporting activities.

Financial Reporting

The solution must support reporting across all financial processes, including:

- General Ledger
- Accounts Payable
- Accounts Receivable
- Cash and Bank
- Treasury
- Fixed Assets
- Development Finance
- Loan Management
- Budgeting
- Forecasting
- Management Accounting

The solution should support comparative reporting including:

- Actual versus Budget
- Actual versus Forecast
- Current Year versus Prior Year
- Period versus Period
- Multi-year analysis

Operational and Cross-System Reporting

The solution should support reporting across data imported from or integrated with external systems.

Where integrations exist, users should be able to analyse integrated data alongside financial information where appropriate.

Examples may include:

- Housing management systems
- Supplier onboarding platforms
- Procurement solutions
- Payroll systems
- Banking platforms
- Treasury systems
- Fixed asset systems
- Development systems

Dashboards and KPI Reporting

The solution should provide configurable dashboards that allow users to:

- Monitor KPIs.
- View exceptions.
- Monitor approvals.
- Track workflow status.
- Monitor budget performance.
- Review overdue actions.
- Analyse financial performance.

Dashboards should be configurable by role and user.

Export and Data Accessibility

Users must be able to export data to:

- Microsoft Excel
- CSV
- Power BI
- Other common reporting formats where available

Exports should retain sufficient detail to allow further analysis without requiring additional manipulation.

Power BI and Analytics

The solution should support integration with Microsoft Power BI.

Where Power BI is used, CHI should be able to:

- Access underlying data.
- Build custom dashboards.
- Create custom visualisations.
- Create cross-functional reports.
- Schedule data refreshes.
- Combine data from multiple sources.

Suppliers should clearly describe how reporting data is exposed to Power BI and any associated licensing implications.

Security and Governance

Reporting must respect system security permissions.

Users must only be able to access data they are authorised to view.

The solution should support:

- Report-level security.
 - Role-based security.
 - Audit trails.
 - Change tracking.
 - Version control for report definitions where available.
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Future Reporting Capability

CHI intends to make extensive use of dimensions, attributes and reporting structures rather than creating increasingly complex chart of accounts structures.

The solution should therefore support the addition of:

- New dimensions.
- New attributes.
- New organisational structures.
- New reporting hierarchies.

without requiring significant redesign, redevelopment or migration activity.

Supplier Response

Suppliers should:

1. Confirm compliance with each reporting capability.
2. Identify any limitations.
3. Describe any additional reporting, analytics or dashboard functionality available.
4. Identify any third-party products, licences or add-ons required.

5. Highlight any reporting capabilities considered industry best practice that have not been specifically requested by CHI.
6. Suppliers must include all training and knowledge transfer requirements within their pricing submission and clearly state any assumptions made regarding training scope, delivery approach, attendee numbers and post-go-live support.