

Reporting Requirements

No.	Reporting	Essential (E) Desirable (D) Nice to have (N)	Compliant	Non compliant	A description of how you would meet the requirement
1	The ability to create, customise and share reports, mixing and matching data sets from <u>all</u> stored modules	E			
2	Ability for end users to extract data and create, customise and share reports with other individuals or the wider group, allowing those users to interrogate information relating to their service/team	E			
3	Ability for reports to be extracted, exported, presented in a variety of standardised formats	E			
4	Ability to automate data extracts for publication to end users or for interfacing to other in house applications	E			
5	The ability to easily extract manually all data sets held within each module	E			
6	A user dashboard which either contains an all encompassing analytics suite, or is compatible for integrating with other tools, such as Power BI, allowing the presentation of data on a regular basis or on request in a user friendly format	E			
7	Capacity to 'drill down' through data to enable close scrutiny of specific data elements in a report	E			

8	In addition to the standard suite of payroll exception reporting, the ability to create adhoc payroll exception reports and set parameters accordingly, linked to net and gross pay and all allowances and deductions	E			
9	Ability to generate statutory reports/returns	E			
10	Hold budgeted information about posts and grades and report against 'actuals'	E			
11	The ability to modulate Equal Opportunities reporting data to meet any current requirements of the Public Sector Equality Duty	E			
12	The ability to report error messages to end users when inputting via self service fields, e.g. invalid data or outside of set parameters	E			
13	The ability to easily link data fields when the business change service name to ensure consistency of reporting	E			