



A central solution for planning and reporting with automated provision of case and financial data for all administrative processes



Branch of industry (or sector)

Public administration: District

Scope of application

Planning
Data entry
Analysis
Reporting

Pre-system

proDoppik, various administrative processes, MS Excel

Technology platform

BOARD

Implementation and consulting

Official partner of BOARD

AIOS Solutions

With the introduction of BOARD, the district of Dithmarschen creates a central data base with highly diverse and profound possibilities for analysis. The district benefits now from the high degree of automation, intelligent interfaces and add-ins, which significantly reduce the effort for planning, analysis and reporting and improve data consistency.

About Dithmarschen

With about 133,000 inhabitants and an area of 1,400 square kilometers, the district of Dithmarschen is part of the metropolitan area of Hamburg, the economic center of Northern Germany. The district itself consists of five cities and 111 municipalities. Their administration

is combined in six offices, with the exception of two cities, which are managed independently. Dithmarschen's economy is dominated by tourism, agriculture and wind energy. The household budget of Dithmarschen is about 180 million euros.

The Challenge

BI for a plethora of pre-systems and administrative processes

The district of Dithmarschen successfully introduced Doppik in 2008. The software solution proDoppik by H&H Datenverarbeitungs- und Beratungsgesellschaft was introduced as a technical financial procedure for budget, public coffers and accounting. H&H further introduced a

comprehensive cost and performance accounting. In the H&H module for cost and performance accounting the annual budgets as well as three quarterly forecasts during the fiscal year are prepared. The data are then transferred to the module for budget, public coffers and accounting and next supplemented with planning data.

Numerous other administrative systems are used in the administrative departments of the district, the most important being "KommBoss" and "KoPers" in human resources, "Info51" and "Lämmkom" for youth and social affairs, "Winowig" for fines, "Gekos" and "OK-Vorfahrt" in construction, environment, public order and road traffic . In addition, a large number of MS Excel lists are used to manage case data.

For an integrated quarterly reporting or respectively for controlling purposes, the most important data and key figures had to be taken manually from the various administrative procedures and systems to be edited in MS Word, Excel or PowerPoint reports depending on the application. The creation and editing of the data alone already required several days. Moreover, the actuality and consistency of the collected data was not guaranteed.

With the introduction of a central reporting and planning solution, all administrative processes should be combined in a single solution and the relevant case and financial data should be automatically provided. Besides, financial planning and

forecasting was to be extended with additional information. Deviation analyses between current data and budget estimates should be standardized.

The BOARD Solution

Certified interface and integration from about ten administrative processes

Within the framework of a selection process, the BI software by BOARD and AIOS Solutions as a partner were chosen for the implementation of a customized BI solution. Experience with the public sector and technical competency in defining and implementing interfaces to administrative procedures and systems were indicative of AIOS. The already certified and predefined interface to proDoppik and its user-friendliness, performance and analysis functions spoke in favor of the BOARD toolkit. Also BOARD had gained top ratings in the field of planning and reporting in numerous market studies, which convinced the district of Dithmarschen that BOARD is a secure investment.

Significant success for the project was achieved within a few days of its launch. The relevant data from H&H were fully integrated into BOARD reporting within one day. The entire project comprised the integration of more than ten administrative procedures and the creation of over 200 individual evaluations, standard reports and planning forms. It is also noteworthy that the project was carried out following a coaching approach to make sure that development work can also be undertaken by the

district's controllers. As a result, know-how transfer to the future users was ensured at an early stage and the dependency on external consultants, for when adjustments are necessary, was minimized.

With the new system, financial and performance data can be evaluated out of various administrative procedures with one click and be combined and edited in reports for instance using traffic light functions for alerts. Thanks to BOARD's user-friendly handling, users can analyze data in a flexible and intuitive way. The combination of planning and analysis in one solution makes it possible to immediately recognize deviations between planned and current data. With just a few mouse clicks the cause of the deviations can be identified. Thus, it is always transparent how many budgetary resources are available per year and in which areas deficits occur.

Targets and planning data, which cannot be recorded in administrative procedures, are entered directly into BOARD via user-friendly and individual input masks. Furthermore deviations between planned and current data have to be commented in the quarterly BOARD reporting. These measures were taken in order to avoid yearly deficits and to increase overall transparency.

Budget data are automatically updated in MS Word and Excel as well as in standard PowerPoint presentations - for example for committee meetings - via the BOARD office add-in. Even short-term changes - for example, just before budget consultation - are automatically transmitted in all

reports and each user can be certain to have the latest figures at hand. This guarantees the integrity of budgetary reports.

The office add-in also allows data that previously managed in MS Excel to be collated and evaluated in BOARD. Typical MS Excel formula errors are eliminated and the data maintenance of corresponding case data is professionalized.

The Customer Benefit

Consistent data and comprehensive analysis ability

With the introduction of BOARD, all data are now available in a centralized solution. Extensive manual workflows for the editing of data in MS Word, Excel and PowerPoint were significantly reduced and thus more time is now available to take over new tasks.

Data errors and inconsistencies that occurred in previous reports due to manual data migration could be eliminated by using the BOARD office add-ins.

The scope of possible analyses has been considerably extended. Existing data can be analyzed

more easily, in different dimensions, with a higher level of detail as well as with a better performance. There are many ways available to display financial and performance data using modern analysis methods (traffic light alert, cockpit, drill-down filter, search, simulation functions). Such would not have been possible before without using great efforts.

All employees have an identical data base at hand, which the users themselves can deploy according to their requirements. The introduction of BOARD turned out a complete success.

"The actual development of the reports and the data retrieval with BOARD required less time than the one-time manual production of a quarterly report!"

Hartmut Krohn, Head of Executive Department Finance and IT, District of Dithmarschen

The Standard Interface between proDoppik and BOARD

In order to connect the module for cost and performance accounting and the module for budget, public coffers and accounting, H&H and AIOS have developed a controlling cockpit, which automatically takes information from proDoppik and evaluates it in preconfigured standard and time series reports.

Additionally detailed information on cases, personnel structure or statistical information can be imported from other administrative procedures.

Via the interface to H&H, among others the following pieces of information are provided:

- Budget, public coffers and accounting report definitions such as (partial) earning plan, (partial) financial plan, (partial) earning statements, (partial) financial statements, liabilities and receivables overview, balance sheet, key figures
- Master data and mapping from the above mentioned such as product accounts, accounts, products, aggregation levels from accounts and products, offices, budget and

investments and the budget item reallocation pool

- Transaction data from the before mentioned module such as debit, credit, reservations, orders, freezes, expenditures exceeding budget or unbudgeted expenses, estimate of the previous year, carryover previous year, financial planning data for following years, forecast current year etc.
- Individual bookings incl. all bookings parameters
- Master data and mapping from the cost and performance accounting module such as key indicators, types of key indicators, key indicator groups, cost centers, services, pre-products, product areas, specialized services, etc.
- Transaction data from the above mentioned module such as current, plan and forecast, incl. consideration of shares in the costs

The data from both modules are provided in about 50 standard reports and cockpits which can be extended as per requirement.

