1.1 Supplier masterdata management and Concur set up

Legend:
- Start
- End
- System
- Data Source/template
- Existing Control
- New Control Required
- Decision
- Database
- Frequency
- Off page reference

New Supplier Set Up | Concur Update | Money Corp Set UP

Third Party Data

Start

Supplier Contract

Lack of contract, value or unfavourable payment terms

Inform Beazley of supplier details or changes to supplier details, e.g.. bank account

MoneyCorp issue log in details

Business user

Require goods/ services

Engage supplier, agree payment terns

Complete new supplier set up form if applicable

Investigate suppliers

Engage Commercial Management if applicable

[C1.1.1] New supplier set up form is approved by an authorised expense approver

[C1.1.14] All requests for access to MoneyCorp are approved by a member of the Board Directors

Accounts Payable

Incorrect supplier information in Agresso

Changes to supplier information in Agresso may be incomplete or inaccurate

Update administration roles in Concur

Update UK car mileage rates

Update configuration & tax

[C1.1.10] Quarterly review of Concur Configuration audit trail

Fraudulent activity may occur

Set up supplier on Agresso & attach supporting documentation

Update supplier details on Agresso & attach supporting documentation

Request new MoneyCorp approver with limit via form

Expense Authorisation list

[C1.1.7] Maintain /update employee data

Barclaycard & other credit card providers

[C1.1.11] Bi-annual review of Concur Configuration including tax

Request new MoneyCorp user via form

Approved by Authorised user. Only Beazley Travel Desk employees should be authorisers

Assign a workflow to each supplier based on new supplier form

[C1.1.2] AP Manager review and approve all supplier changes

Map credit cards to individuals

Start

[C1.2.5] Weekly review of emails/post and completion of Agresso approvals

Inappropriate updates to configuration

End

Inappropriate access

Annual review of MoneyCorp users

End

Agresso Support

Agresso

[C1.1.9] Automated daily Agresso to Concur upload of updates to Agresso.
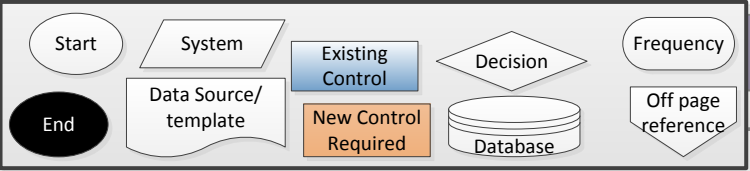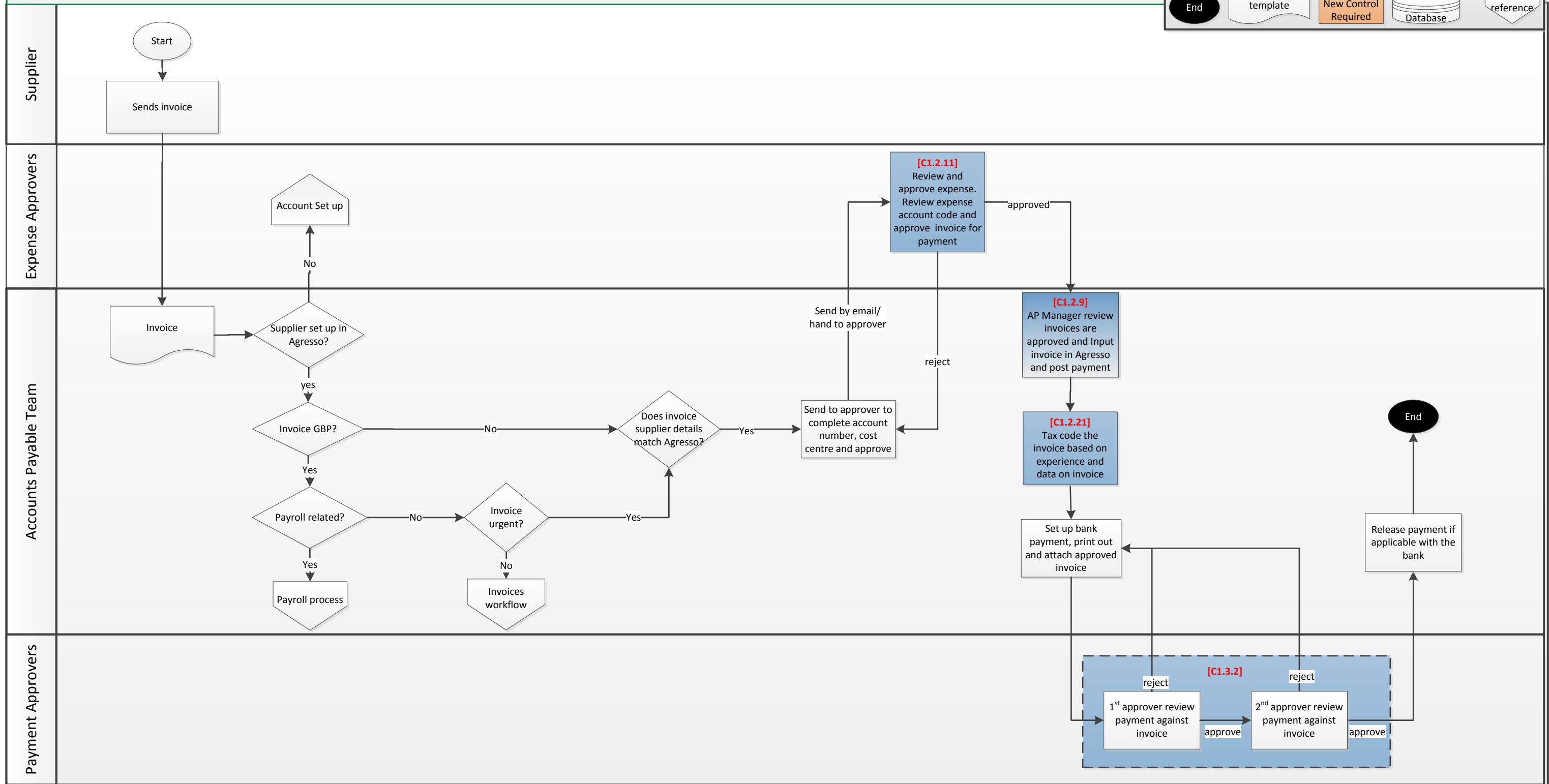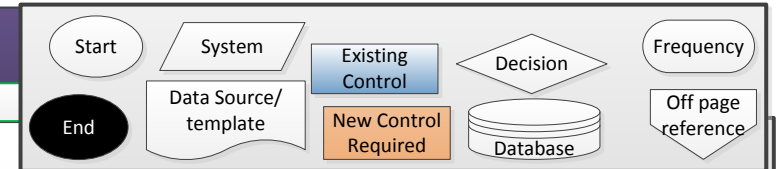
Concur

Incorrect employee data in Concur

1.2 Recording Expenses in Ledger (AP Process/workflow)

Legend: Start | System | Existing Control | Decision | Frequency | End | Data Source/template | New Control Required | Database | Off page reference

Supplier

Start → Sends invoice

Expense Approvers

Account Set up

[C1.2.8] & [C1.2.11] Review invoice. Invoice automatically send to approver for review and approval

Appropriate to approve — Amend cost centre & Approve — Additional Approval

Approve / Reject with reason

Approve

Accounts Payable Team

Invoice

Supplier set up in Agresso? — No → Account Set up — yes

Invoice GBP? — Yes → Invoice urgent? — No → Invoice emailed/ posted

Invoice GBP? — No → Manual Invoice

Invoice urgent? — Yes → Manual Invoice

Posted invoices → Scan invoices received via post to AP Inbox

Emailed invoice → Review and distribute AP Inbox

[C1.1.3] Match supplier invoice details on invoice to details on Agresso

Upload all images to registration screen

Copy folder to personal area

Save all invoices as PDFs in AP folder

Process/record invoices in Agresso

Supplier invoice details match Agresso? — No → Investigate differences and make updates

Supplier invoice details match Agresso? — yes → Is there tax on invoice?

Is there tax on invoice? — no → Ensure that tax is not missing

Is there tax on invoice? — Yes

[C1.2.20] Tax code the invoice based on experience and data on invoice

[C1.2.8] Approved invoices move from A-B status

Any urgent items/have payment terms before the next payment run? — yes → Park invoice and manually pay invoice printing out evidence of approval → Manual Invoice

Any urgent items/have payment terms before the next payment run? — no

Run Remittance Proposal (SU07) Select UK Trade Creditors B Status

Attach manual invoices to pack e.g.. IT invoices

approve → 2nd approver review payment against invoice

Run Remittance Confirmation → Run bank (DB) Payment run

Update Agresso from B - C

Run Remittance to send out emails to suppliers

End

approve

AP Manager

[C1.2.9] AP Manager reviews the payment run and match all manual/ paper invoices Payment Run to the authorised invoices

Payment Approvers

[C1.3.2]

1st Review and approve DB payment run — approve → 2nd Review and approve DB payment run

reject

Reject

Approve

1.2 Recording Expenses in Ledger (AP Process/ Manual Invoices)

Legend:
- Start
- End
- System
- Data Source/ template
- Existing Control
- New Control Required
- Decision
- Database
- Frequency
- Off page reference

Supplier

Start → Sends invoice

Expense Approvers

Account Set up

[C1.2.11]
Review and approve expense. Review expense account code and approve invoice for payment

Accounts Payable Team

Invoice → Supplier set up in Agresso?

- No → Account Set up
- yes → Invoice GBP?
  - No → Does invoice supplier details match Agresso?
  - Yes → Payroll related?
    - Yes → Payroll process
    - No → Invoice urgent?
      - No → Invoices workflow
      - Yes → Does invoice supplier details match Agresso?

Does invoice supplier details match Agresso? → Yes → Send to approver to complete account number, cost centre and approve

Send to approver to complete account number, cost centre and approve → Send by email/ hand to approver → [C1.2.11] Review and approve expense

[C1.2.11] → approved → **[C1.2.9]** AP Manager review invoices are approved and Input invoice in Agresso and post payment

[C1.2.11] → reject → Send to approver to complete account number, cost centre and approve

[C1.2.9] → **[C1.2.21]** Tax code the invoice based on experience and data on invoice

[C1.2.21] → Set up bank payment, print out and attach approved invoice

Release payment if applicable with the bank → End

Payment Approvers

[C1.3.2]
- 1st approver review payment against invoice
  - reject
  - approve → 2nd approver review payment against invoice
    - reject
    - approve → Release payment if applicable with the bank

1.2 Recording Expenses in Ledger(AP/Payroll Expenses)

Legend:
- Start
- End
- System
- Data Source/template
- Existing Control
- New Control Required
- Decision
- Database
- Frequency
- Off page reference

Talent Management

Start → Complete Payroll Request Payment Form → Payroll request review and approval

Payroll request review and approval → Check payment for completeness and accuracy

Complete Payroll Request Payment Form → Send payment request direct to payroll provider → Talent Management s submit reports showing employees and cost centres

Accounts Payable Team

Check form has correct approval → Set up payment on banking system

Post journal to intercompany

Bank

Freeze payment batch and print

AP Manager

Check form

Payment Approvers

[C1.3.2]

reject — 1st approver review payment against invoice — approve — 2nd approver review payment against invoice — reject

approve

Payroll Processor (confidential information)

Post journal from intercompany to P&L → Report from payroll provider stating detail payment per employee → Post journal → End

1.2 Recording Expenses in Ledger (Travel and Entertainment (T&E))

Legend
- Start
- End
- System
- Data Source/template
- Existing Control
- New Control Required
- Decision
- Database
- Frequency
- Off page reference

Concur Payments

Delegate

Start

Team Secretary
- Grant delegate access

Create an expense claim → Complete all relevant fields → If UK VAT receipt select Tax receipt

Import and match available expenses

Is expense form complete without red exceptions? — no → Complete all relevant fields
- yes

Traveller

Barclaycard → Incur Expense → Photocopy receipt and attach to quick expense on the app → Review expense claim (payment type; VAT details; correct account allocation etc.)

Expense claim complete and accurate? — no / yes

Receives cash in bank account → End

Approver

Grant approver delegate access when on annual leave → Another Expense Approver

Cash Advance

[C1.2.12] Monthly Reconciliation of 74361 (cash with employee). Monthly reconciliation of 74634 (cash with AP)

[C1.2.13] Quarterly reconciliation of Barclaycard Control a/c

End

Review expense claim and receipts

Is the expense claim complete and accurate? — no / yes →

Does the claim require additional approval? — Yes / no

[C1.2.10] Expense approvers are line managers unless delegated while out of the office. If allocated to different cost centre a warning message in Concur for approver is shown.

Specialist Approver

Review expense claim and receipts

Accounts Payable

TM provide Employee Data, line managers & bank details

Weekly

Expense Approvers

Update Agresso → Agresso

Daily Concur update

Daily — Concur

Daily reconciliation of feed from Concur – Agresso

Review sample of expense claims for consistency

Are there any errors? — yes / no → Approve report → Concur extract through MoveIT (Daily)

Update Agresso (Daily) → Daily reconciliation of feed from Concur – Agresso → Set BACS run from Employee Creditors

Weekly

Weekly — Review Reconciliation C-Series and make Payment → Reconciliation between AP approved and BACS payment → Update Agresso

Concur Payment Status updated to paid

Tax

Incorrect tax set up in Concur – claim for expense types which are exempt

[C1.1.13] Quarterly Tax Manager review of Tax postings → End

1.2 Recording Expenses in Ledger(Purchases and Other Expenses)

Legend: Start | System | Existing Control | Decision | Frequency | End | Data Source/template | New Control Required | Database | Off page reference

Purchases | Employees Incurred Expenses | Accounting Period End

Third Party

Start → Deliver goods → Send invoice

Business user/approver

[C1.2.11]
Review invoice in workflow and approve/reject
Approver to check: goods/services received; amount including tax; bank account details; cost centre; account code; allocation

[C1.2.8]
Only sent to approvers with appropriate limits on the expense authorisation list

workflow

Review invoice and manually approve/reject

Non workflow/manual

Start → In Concur create an expense claim: Add employee reimbursement; Assign Foreign Currency (UK only); Assign Credit card transactions; Select receipt type

Tax calculated based on the expense type and receipt type

[C1.2.11]
Review expense claim and approve/reject
- Expense claims can only be sent to hierarchical expense approvers

Start → Inform expense team of outstanding expenses

Accounts Payable

Enter invoice/credit note into Agresso including: cost centre; account code; tax code; allocation; bank details

Invoice/credit note can only be assigned to an approved supplier. Credit note will net off against invoices

Workflow/non workflow

[C1.2.9]
Check approver is on expense authorisation list and within limit

[C.2.1.18]
Release expense in Agresso. Posts to P&L and trade creditors. If a prepayment, book to the Balance Sheet, releasing to the P&L

[C1.3.8]
AP review outstanding invoices with the business and chase

Check invoice bank details match Agresso

[C1.3.7]
Review invoice for prompt payment discounts/late payment penalties

Quarterly review of balance sheet reconciliations

[C1.3.7]
AP review invoices close to payment terms to ensure meet deadline

[C1.3.9]
Quarterly review of outstanding credit notes

End

Review expense claim and approve/reject

Post upload into Agresso

For employee reimbursement Posts to P&L and Trade Creditors

Run Concur report with outstanding expenses

Agresso Support

Daily Concur-MoveIT – Agresso upload

Daily reconciliation between Concur and Agresso → End

Expense team

Post Salaries and related expenses

Post Rent Free Releases

Ledger close per Global timetable

Post Lloyds Costs

Deferred Acquisition Costs

[C.2.1.17]
Determine expense accruals and post accruals

End

1.2 Prepayments and Fixed Assets Amortisation

Legend:
- Start
- End
- System
- Data Source/template
- Existing Control
- New Control Required
- Decision
- Database
- Frequency
- Off page reference

Prepayments

Fixed Assets

Accounts Payable

Start → Receives an invoice and posts directly the amounts to prepayments a/c in the ledger

Start

MI Reporting

Prepayments:

MI team reviews the general ledger expense accounts for invoices over 25K for possible prepayments

Investigates invoices posted into the general ledger expense accounts to determine whether the invoices relates to prepayments

Prepayment? → Yes → All invoices relating to prepayments are manually added to the Prepayments Schedule (xls)

Prepayment? → No → End

The prepayments are amortised and expenses allocated to specific periods over the prepayment period

Amortisation journals are calculated and posted to Agresso

[C1.2.25] Prepayment schedule, prepayment amortisation calculations and journals and the reconciliation of prepayments schedule to the general ledger is reviewed and signed off by senior Finance Management → End

[C1.2.24] Prepayment Schedule is reconciled to the general ledger

Fixed Assets:

MI team reviews the general ledger expense accounts for invoices over 25K for possible fixed assets expensed

Investigates invoices posted into the general ledger expense accounts to determine whether the invoices relates to fixed assets

Fixed assets → Yes → All invoices relating to fixed assets are manually added to the Fixed assets Schedule (xls)

Fixed assets → No → End

The fixed assets are amortised and expenses allocated to specific periods over the prepayment period

Amortisation journals are calculated and posted to Agresso

[C1.2.27] Fixed Assets schedule, Fixed assets amortisation calculations and journals and the reconciliation of Fixed assets schedule to the general ledger is reviewed and signed off by senior Finance Management → End

[C1.2.26] Fixed Assets Schedule is reconciled to the general ledger

Agresso

Agresso

Agresso

1.3 Expense Payments (AP/ Direct Debit)

	Direct Debit Set Up	Direct Debit Processing

Legend: Start | System | Data Source/ template | Existing Control | New Control Required | Decision | Database | Frequency | Off page reference | End

Supplier
- Start
- Direct Debit mandate sent to Beazley to complete
- Confirmation of Direct Debit set up

Business individuals
- Request service
- Complete direct debit form and attach invoice

Expense Approvers
- Approve recurring expense
- Approve recurring expense (reject / approve)

Accounts Payable Team
- Agree to pay for service by Direct Debit
- Check direct debit form
- Invoice received/ online
- Review bank statement for DD payments and find backup
- Send for approval
- Pre approved (yes / no)
- Post in Agresso and park
- DR Expense / CR Trade Creditors / DR Trade Creditors / CR Bank
- End

AP Manager/ Agresso Support
- Send approved direct debit form to Supplier or to Bank

Payment Approvers
- [C1.3.2]
- 1st approver review payment against invoice (reject / approve)
- 2nd approver review payment against invoice (reject / approve)

Bank
- Set up Direct Debit
- Direct Debit taken out of bank

1.3 Expense Payments (AP/ Cheques)

Legend:
- Start
- End
- System
- Data Source/ template
- Existing Control
- New Control Required
- Decision
- Database
- Frequency
- Off page reference

Supplier

Start → Cheque requested by supplier for payment → Supplier confirm if payment can be made electronically

Accounts Payable Team

Normal approval – then park if in workflow → Write cheque, stored in safe

Send cheque to Supplier → Post journal in Agresso → End

AP Manager

Ensure cheque details match backing documentation

Payment Approvers

[C1.3.2]

1st approver review payment against invoice —reject—

—approve→ 2nd approver review payment against invoice —reject—

—approve→ (Send cheque to Supplier)

1.3 Expense Payments(AP/ Foreign Currency Expenses)

Delegate

Start

Request a cash advance in Concur

Notify traveller

Count cash and sign out cash in currency folder

Expense via Concur

Return unused coins and notes to AP and sign back in cash in currency folder

Available expense is the foreign currency issued less foreign currency returning in GBP

Traveller

(Request) & Submit a cash advance in Concur

No. Send back to employee

Currency for trip

Unused currency?

no

yes

Submit expense claim

Bank transfer of amount

Reed & Mackay

Log into central Cash Advance in Concur

Is there a valid trip code and is within daily limit?

In Concur enter order reference and approve

yes

Log into MoneyCorp and order currency 5 days before trip

MoneyCorp

Provide order reference Only R&M can order currency online. MoneyCorp process to add approvers

Deliver foreign currency with coverslip for each order

Provide daily invoice

Take money from BBML GBP bank account by DD

Collect Currency in sealed bag

Count currency and post Returns Invoice

Send money from BBML GBP bank account by DD

End

Cash Administrator (AP)

[C.1.1.15] Count cash to ensure matches coverslip. Only authorised employees can collect currency from reception.

In Concur check amount matches coverslip. Note that arrived and approved as careceiver@beazley.com

Audit trail in Concur shows who collects currency & book signed

Accounts Payable

Post journal of invoice

Give currency to PA and Issue in Concur
In Concur check that money has arrived by status before collecting from AP

Count returned currency and Return in Concur

Add currency to Returns Spread sheet noting coins

Log into MoneyCorp and return currency by tripcode. Only authorised employees can return currency MoneyCorp online Add actual return for FX loss

Post journal of invoice including w/o coins and FX

AP approve expense claim

Check receive cash and post journal

Line Manager

AP Manager check cash and spread sheet. Seal the bag. Keep coins in safe, donate to charity

Approve expense claim

End

1.5 Expense Allocation and Analysis

Legend: Start | System | Existing Control | Risk | Frequency | End | Data Source/template | New Control Required | Database | Decision | Off page reference

Create/Update Expense Allocation Rules | Expenses Data Import and Expense Allocation | Posting Expenses Allocation

Third Party/non Finance

Processes A1,A3 & A7

Allocation Rules Manager (ARM)

[C1.5.1]
- Service Company premium (xls)
- HL per cent (xls)
- Expense Allocation rules

Start

Processes A0 - A7

Finance team(User)

Access ARM and connect to Business Plan

Validate HL per cent and Service Company premium

Fix error(s) and re-run validation

Validation successful — Yes

Generate new Allocation Percentage Control Files A1 & A3 (xls)

Allocation Per centage control files (xls)

Update manual control files

Control files A0, A1.1, A2, A4, A5, A6 (xls)

Update other control files

[C1.5.2] Updated expense allocation rules are approved by way of signed off by senior management

Load updated Allocation rules into FDM

Start

FDM Control Sheet (xls)

Select AL Import process, environment, create allocation group

Select source directory

Upload data

FDM Control Sheet (xls)

Select AL Run process, environment, year, month, allocation group,client

Upload data

[C1.5.6] Pre posting review- Reconcile data back to source.

FDM Pivot Table (xls)

Posting Engine Sheet (xls)

Select Expenses process, relevant sub process (A0-A7), time series, client code, scenario, time series, allocation group, accounting period, YoA, Entity

Generate Agresso Batch

Review Posting in SharePoint. Password is required if period is protected.

Post in Agresso

[C1.5.7] Automated email confirmation of successful posting in Agresso

End

FDM (automated)

FDM Cube

[C1.5.3] Automated Email confirmation of successful load of data into FDM

End

Create allocation group based on standard naming format

FDM Cube

[C1.5.4] Automated Email confirmation of successful load of data into FDM

[C1.5.5] Expense allocations automatically calculated in FDM

Agresso Batch Input/ SharePoint