Understanding OCS

One Corporate System

CGIAR

OCS ONE CORPORATE SYSTEM

ILRI
INTERNATIONAL
LIVESTOCK RESEARCH
INSTITUTE

What is OCS?

OCS stands for One Corporate System. It is an initiative of nine CGIAR centres and the consortium office which are implementing the same business system for managing:

- Human resources (named People and Organizational Development at ILRI) and payroll
- Finance and logistics (travel authorization and expenditure reporting, procure to pay, commitment accounting, inventory, fixed assets management etc.)

- Research management (call for proposal, idea and concept note and proposal development)
- Planning (budgeting)
- Time registration
- People planner and project planner (to be implemented in 2016)

The OCS project is based on a software platform known as Agresso Business World (ABW), supplied by Unit4. OCS will replace many of the current systems in place e.g. Sun System, HR4U etc.

Why do we need OCS?

- **For more efficiency:** Use of OCS will not only significantly speed up most of our administrative processes, but also provide more transparency in them, so bottlenecks and problems can be identified and analyzed better and sooner.

- **For better coordination:** Sharing OCS with other CGIAR centres will help us better collaborate and coordinate efforts in implementing CRPs.

- **For better and more accessible management of information:** With all data in one flexible system, all types of reports can be generated and adapted, often directly by the managers and budget holders themselves.

- **For better quality real-time data:** Having more efficient and transparent processes and one single system (instead of various separate databases), will help increase the quality and timeliness of our data.

- **For donor compliance:** Donors request increasingly more detailed reports and evidence, for example time reports. Having both a time registration and a cost allocation module in Agresso, helps us to comply with those requirements and optimize our donor income.

- **For project management:** Besides many reports to monitor project time and expenditures, Agresso also offers specific project management planning and budgeting tools.

  In other words, it will reduce frustration, duplication of effort, time spent, costs, repetitive data entry etc. OCS will improve processes, program management, accuracy, collaboration and many more.

CGIAR centres involved

What will it mean for you?

Staff:

Less paperwork: Travel advances, related reimbursements and other payment requests will all be requested and processed online. So fewer trips to the finance department and you can easily check the status of each request.

Weekly time registration: Mandatory for all staff, the timesheets will be easily available and prefilled with previous activities, so that you will not have to spent more than 1 or 2 minutes on it each week.

Supervisors:

• Weekly or monthly approval of time registration.

Budget holders:

• You will have direct access to many reports like; budget depletion data, transactions, time spent on your project etc. PMOs will be trained to create and personalize reports to tailor them to project specific requirements etc.

• Easier and integrated budgeting processes (available after second roll out phase, 2016).

Researchers and business developers:

• Pipeline monitoring and Proposal budgeting in OCS (budgeting only after second roll out phase, 2016).

THE WORKSTREAMS

Finance and accounting

The system allows you to capture, monitor and manipulate vast amounts of critical financial data. With several ledgers, it incorporates key workflow elements that help reduce the time taken to perform everyday tasks such as data entry, reporting and transaction management. Production of real-time reports to show the financial status of budgets (commitments, accruals and expenses, cash flow, balance sheet, income and expenditure reports, financial forecasts, and ageing reports).

Research management

The module has the functionality to provide support in recording and tracking development of a project from concept notes and proposals untill project contracts are fully executed. This will involve tracking calls for proposals, providing statistics and forecasts on the proposal pipeline. Will capture status, submission dates, due dates, reporting deadlines, all donor and partner information, co-funding agreements, and associated technical and financial data.

People and organizational development

The single complete HR control and information centre keeps personnel data organized and under control. Key to this is the document archive, which provides a centralized record of all employee information. Personnel are captured once in the HR module and are available in all the other business areas of procurement, finance, travel, allocation of costs and budgeting and project planning.

People planner and project planner

This integrated project management tool brings together the planning and skills management, budgeting and project management all into one place. It significantly improves an organization's ability to plan projects and get them done.

Time registration

Time spent on various activities will be registered each week for full donor compliance, maximizing our income and useful management information. This module will be accessed via a simple web page that is fast and user friendly (2-3 minutes per week). You can monitor your (or staff's) planned vs actual time. It automatically divides and books staff costs to the various projects and provides several overviews to monitor and analyze time.

Planner

The system allows the definition of various budgets in the system. This includes the concept note, proposal and agreement multi-year budget, the annual approved budget, and carry over budget and so on. The system allows for budget analysis, budget forecasting and comparing the budget to actual expenditure.

Logistics

Procurement: With the self-service requisitioning, and automated workflows for approvals, the system helps streamline the purchasing operation and improve accuracy by drastically reducing transaction-processing costs, offering real time procurement tracking. Budget control functionality will also help in ensuring that procurement is only done if there are available funds. The system also supports business process of travel meaning travel requisition, approval and subsequent costs are captured in real-time.

End user training

One of the key activities in this project is capacity development. Just before going live, the end user training will be carried out. Several forms of training will be used to ensure that everyone receives the knowledge required to use the system. There will be courses for those who will use OCS as the primary tool to carry out their daily work. There will also be seminar-style training and e-learning for parts of the system that all staff will use, such as leave applications and procurement.

An online e-learning portal will be set up to assist in organizing the training and making the training materials globally available to all staff. The materials will include interactive videos, documented courses and single page guides.