

Cash Allocation Automation



The Why?

Cash allocation is a daily activity within the Technical Accounts team and the analysis of the timesheets show that approx. 40% of the time is spent completing this task. The process was mainly manual. A significant proportion of the overall time spent on the task was spent on simple, repetitive task like copying and pasting transactions from the BOXI report into the daily cash allocation spreadsheet.

There was a need to automate this part of the income allocation to reduce the time spent by staff and allow them to focus on the value-added activities. Finding the right solution would allow us to improve and maintain quality of service provided to ELFS clients and migrate new clients without increasing staffing levels.

What were the changes expected?

After exploring various off the shelf products, a decision was made to build a bespoke app internally as the organisation had development capacity. This was due to be more cost efficient, and easy to customise to the peculiarities of our NHS income (which is a mixture of invoiced and direct income).

- Target solution to match 55% of transactions
- Potential savings of up to 2.75WTE
- 4 clients initially selected for testing ensuring all transaction types are covered, before rolling out across all client base.
- Engage with team to get buy in, with focus on most impactful transactions and sharing of best practices through collaboration.
- Solution successfully went Live and has been in use by the Technical accounts team since the 26th of November 2024.



The Solution.....

FEATURES



Web based app allows you to upload Boxi report bank statement and remittances to generate editable excel document



Reads PDF bank statement and remittances, then checks BOXI report and mapping table for allocation details e.g. invoice numbers, financial codes



Downloads template without data, manually adds remittances and change settings for the eFin uploader all in one application



Detects duplicate errors with invoices and can be used offline



Mapping table is Live document which can be amended as and when required



VAT split and allocation (Input and Output)

The screenshot shows the 'Cash Allocation' web application interface. At the top, there's a header with the ELFS logo and a 'Documents' button. Below the header, a green banner states 'This is the CURRENTLY ACTIVE version of the app.' The main form area includes a 'Direct Debits' checkbox (checked), a 'Select Trust:' dropdown, and input fields for 'Bank ID:', 'Bank Cost Centre:', and 'Bank Account Code:'. A large grey box with a yellow dot in the center contains the text 'Drag and drop files here or click to select files here'. To the right of this box are three buttons: 'Load', 'Calculate', and 'Download'. Below the form, there are two purple buttons: 'Upload and Boxi Report' and 'Upload Other CSV / Excel Files'. A step indicator shows '2' for the second step. Below these buttons, there's a section for 'Errors' with a '4' indicating the number of errors. At the bottom right, there's a red square icon with a white 'd'.

BENEFITS

- ✓ Current match rate over the first 4 months has been approx. 57%
- ✓ Time spent on cash allocation reduced by approx. 15%
- ✓ Simple and easy user-friendly interface
- ✓ Compatible with eFin Excel Uploader

User Feedback

**"It has achieved
the goal of
reducing time
spent on mundane
tasks"**

**"67% of income to
code has been
allocated by the app.
It has been great for
allocation of credit
card income"**

**"To date 53% of my
debtors have
been allocated by the
app. It has been great
for allocation
of debtors who make
regular payments"**



What Next?

- Review issue backlog
- Identify more remittances based on impact and frequency
- Improve cash allocation solution to allocate more remittances and increase match rate to $<70\%$

