

ICAEW Accredited Products Scheme

Software Evaluation

Sage MMS Version 1.0

by Sage (UK) Ltd



Evaluation carried out by: IMIS Software Evaluation Service

Date completed: 11th March 2004

Signed: Θ Πιδγειον

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1.0 Summary

1.1 Introduction

The suitability of accounting software for each particular user will always be dependent upon that user's individual requirements. These requirements should therefore always be fully considered before software is acquired. The quality of the software developers or suppliers should also be considered at the onset.

Fundamentally good accounting software should:

- be capable of supporting the accounting functions for which it was designed.
- provide facilities to ensure the completeness, accuracy and continued integrity of these accounting functions.
- be effectively supported and maintained.

It is also desirable that good accounting software should:

- be easy to learn, understand and operate.
- make best practical use of available resources.
- accommodate limited changes to reflect specific user requirements.

It is essential, when software is implemented, for appropriate support and training to be available.

1.2 Work Performed

In order to effectively evaluate Sage MMS version 1.0, Sage (UK) Ltd completed the detailed questionnaire and provided it to the evaluator to examine. The evaluator then visited the Sage office in Newcastle-upon-Tyne and checked the answers by running the program with the assistance of a member of their technical staff. The questions were individually reviewed and the majority of assessments were confirmed.

Once the questionnaire had been completed, the draft report was prepared and submitted to Sage (UK) Ltd and the ICAEW for approval before completion.

1.3 Suitability for User

Sage MMS version 1.0 is Sage's latest mid-range business solution, built on the .NET platform. It is a powerful accounts and trading solution with a high usability and customisation capability. Sage MMS offers an 'out of the box' solution to many companies with complex business processes. Sage MMS is also a suitable upgrade path for many Line 50 users who are experiencing rapid growth.

Sage MMS is targeted at businesses that are outgrowing their existing accounts and trading solutions – for example, Sage Line 50. Growth can result in many changes to the business: more customers, more suppliers, possibly more stock items. All can entail larger numbers of transactions, and possibly more staff to enter them - or reorganisation of existing staff into more dedicated functions. MMS is designed to accommodate this growth.

Also with growth, reporting and analysis needs become more complex. With a smaller business it's easier to keep tabs on everything, but this becomes much more difficult as the business grows in size and complexity. Cost centres might become necessary to ensure that each area of the business is contributing in a cost-effective way. Again, MMS will complement this kind of company structure.

The Financial modules in Sage MMS broadly reflect the processes in Line 100 v7, but the true 32-bit Windows user interface allowed them to build in more functionality – for example, colour-coded alerts during data entry. The Commercial modules have been completely redeveloped – a major undertaking but one that has allowed them to break with existing products (Line 50 and Line 100) and build the most appropriate functionality for MMS from scratch.

Sage MMS version 1.0 met all of the requirements for the production of accounts and VAT. In addition the version had features for invoice generation, stock control, bank reconciliation, sales and purchase order processing. It can handle multi-currency for normal commercial purposes and includes a report writer. It only offers VAT Invoice Accounting and will produce EC Sales Lists and meets Intrastat requirements, if required.

1.4 Evaluation Conclusion

There were no areas in the evaluation that gave concern. Sage MMS version 1.0 is a well designed accounting package that has been competently written and is supported by Sage (UK) Ltd Accounting through a network of authorised business partners. The combined ledger design incorporating Sales Ledger, Purchase Ledger and General Ledger gives flexibility and accuracy with a facility to printout complete audit trails and reports as required.

In terms of the functionality that is present in the current version and the target market for this product, the product has been adequately specified. The system provides multi-currency and Euro support by holding all transactions in local and base currencies but the nominal ledger is only in base currency. It is relatively easy to use and flexible in its approach.

2.0 Approach to Evaluation

2.1 Objective

To evaluate Sage MMS version 1.0 against a set of criteria developed by the ICAEW to ensure that the software meets the requirements of Good Accounting Software, as laid down in the introduction, Page 3.

2.2 Approach

For this evaluation the ICAEW Functional Requirements Questionnaire was used Sage MMS version 1.0 is a fully integrated ledger and order processing system, separate reports have not been prepared for each ledger. Instead a composite report has been prepared with references made to the appropriate ledger as necessary.

The answers to the questionnaire had been prepared by Sage staff before the evaluation and these answers were used in conjunction with the operation of the various aspects of the system, to confirm their validity. In the event of disagreement between Sage (UK) Ltd and the Evaluator, the evaluator's decision was taken as final and the response changed accordingly.

When the evaluation had been completed, the responses were typeset by the evaluator and draft copies sent to Sage (UK) Ltd and the ICAEW before completion of the final report.

2.3 Software and Hardware Utilised

The software used were the Sage MMS version 1.0 modules: financials incorporating, sales, purchase and general ledgers and cash book, and the commercials comprising, sales and purchase order processing and stock control.

The hardware used was a Compaq 1.7GHz Pentium IV computer with 264Mb RAM and 1.9Gb hard disk running under Windows 2000. The multi-user features were tested using two similar computers on their development network.

2.4 Report Structure

The report has been broken down into its main constituents in the contents page. The evaluation questionnaire was provided by the ICAEW and has been used without alteration or amendment.

3.0 Matters to Consider before Purchasing

3.1 General

Sage MMS version 1.0 is available as either single or multi-user and is sold as financials only or financials and commercials. Whilst providing all of the accounting and invoicing functions it must be understood that it is not designed for larger organisations with highly functional multi-currency requirements.

The ICAEW software evaluation exercise has been developed to cover a wide range of software and there may be areas in the evaluation which show up weaknesses in the Sage MMS version 1.0 system. These weaknesses should be taken into context with the potential market for this product, and in most cases therefore would not be applicable.

3.2 Functional Questions

The minimum and recommended hardware is as follows:

IBM compatible Pentium processor 650MHz or greater (1GHz or greater recommended) with at least 256Mb

At least 250Mb of free disk space

SVGA or higher screen with 800 x 600 resolution

Windows compatible printer

Windows 2000 Professional, XP Professional or NT v4 operating system.

Microsoft Internet Explorer v6.0 (provided on CD).

Networked version requires

Microsoft Windows networking, Novell Netware v5.0 or Novell Netware v6.0.

Databases supported

Propriety Retrieve

Attention should be drawn to the following limitations of Sage MMS version 1.0, as per the ICAEW questionnaire:-

No system log of user activity

User names but passwords optional

Does not support VAT cash accounting

Manual adjustments for VAT errors and partially allowable expenses required

S/L & P/L contras not handled

No reports on changes to master files

No check on unposted S/L & P/L batches at period end

Unable to restore data once archived

System recovery requires assistance from Business Partner

Aged stock report not available

No enforced month ends reports in S/L & P/L

No budgets in S/L & P/L

No substitute stock items held

Stock availability not updated for stock on order

Reports do not show how payments or allocations have been treated

General ledger is single currency only

No previous exchange rates held per currency (see section 7 for other currency limitations)

Retrospective aged sales and purchase ledger reports will be affected by foreign currency revaluation processing.

Only one accounting period open at a time and past periods cannot be reopened

No discrepancy reports provided in Purchase Order Processing as standard

No links to job costing or fixed assets

No log of file updates kept

No scheduled orders

Product not XML compatible (expected in next release)

3.3 Questions relating to Software Supplier

In 1981 Sage was established in Newcastle upon Tyne, and over the last 22 years has developed into the leading supplier of business management software for small to medium sized businesses in the UK. They have also developed into one of the market leaders in France, Germany and the US.

Sage has expanded from offering just accounts software to providing complete, integrated, business solutions for every size of company. Sage floated on the London Stock Exchange in 1989, and entered the FTSE 100 10 years later. They now have over 2.9 million customers worldwide and over 450,000 in the UK.

In 2002 Sage won Business of the Year in the National Business Awards and today is the only remaining technology stock in the FTSE 100. They continue to base their headquarters in Newcastle upon Tyne and employ over 1500 people in the UK, with over 5000 worldwide.

Their most important distribution channel is through their Business Partners and they have built up a worldwide network of 20,000 active Business Partners, over 3000 of which are based in the UK. Sage reseller partners are able to visit customers onsite, to discuss their needs, to recommend the most appropriate Sage package, to install and configure the software, and then to provide training and after-sales support. The Sage training and accreditation process has recently been introduced to enhance Business Partner knowledge.

3.4 Software Installation and Support

The Sage MMS version 1.0 product is sold exclusively through authorised Sage Business Partners who have to undergo a rigorous training and testing process before being accredited to sell and support the software. The system is installed by the Business Partners who can provide advice and assistance in tuning the system to the users' needs.

Hot-line support and training is provided to end users via the Business Partners with Sage supporting the Partners and providing regular refresher training to maintain their level of qualified staff.

Disclaimer

Any organisation considering the purchase of Sage MMS Version 1.0 should consider their requirements in the light of proposals from Sage (UK) Limited and its Business Partner network and potential suppliers of other similarly specified products. Whilst the contents of this document are presented in good faith, ICAEW cannot accept liability for actions taken as a result of comments made herein.

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
1. Security and continuity of processing		
1 i) Are different levels of passwords provided to control access?	Yes	Confirmed
ii) Is this level of security appropriate for the expected level of business using the software?	Yes	Confirmed
2 i) Is each user required to have a personal password?	No username only, password optional.	Confirmed
ii) Can a report be produced detailing all current users and their authority levels?	No - on screen only.	Confirmed
3 So the security features cover:		
i) System access?	Yes	Confirmed
ii) Company access?	Yes	Confirmed
iii) Menu access (ledgers)?	Yes	Confirmed
iv) Sub menu access (ledger facility)?	Yes	Confirmed
v) Field access?	No	Confirmed
4 Does security allow for read and read/write access to be specified separately?	No	Confirmed
5 Can the menus be tailored by the software house or an educated user so that an individual user can only access those functions they are authorised to access?	Yes	Confirmed

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
6 Does the system provide specific levels of password control to authorise master file amendments?	Controlled via access levels.	Confirmed
7 Are there specific security procedures (by passwords or warnings) over the:		
i) Update of ledgers?	Controlled via access levels.	Confirmed
ii) Closing of accounting periods?	Warnings given and confirmation required.	Confirmed
iii) Deletion or archiving of transactions	Warnings given and confirmation required.	Confirmed
8 Is there a clear indication in the system or manuals as to how the data is backed-up and recovered?	Provided by business partners.	Confirmed
9 How is this provided:	Various via business partners.	Confirmed
i) Within the software application?	Backup mechanism is provided by reseller and would involve copying the data files used by the accounting system. These are of known types and will be stored in a known location.	Confirmed
ii) Within the operating system?		
iii) Are any of these procedures automatic?		
iv) Is the user forced or prompted to back-up at certain intervals?		
v) Can the intervals be customised?		
vi) Do the recovery procedures work?		
10 Does the system facilitate recovery procedures in the event of system failure? (E.g. Roll back to the last completed transaction).	System does not provide any transaction roll back facilities. Restore backup and re-key.	Confirmed

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
11 If system failure occurs part way through a batch or transaction, will the operator have to re-input the batch or only the transaction being input at the time of the failure?	Last transaction only.	Confirmed
12 Are there any features provided with the software to help track down processing problems?	Yes – balance ledger discrepancies function.	Confirmed
13 Are system messages clear and are user responses properly structured to ensure that erroneous key strikes do not lead to inappropriate actions?	Yes	Confirmed
14 Is there a system log which details: i) User activity? ii) Error messages? iii) Security violations?	No system log.	Confirmed
15 What are the procedures for handling dates? (E.g. 2 digit, 4 digit).	2 or 4 digits.	Confirmed
i) In the case of two digits what is the break point for the century?	30	Confirmed
ii) Are dates handled consistently throughout the software?	Yes	Confirmed

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
16 Economic and Monetary Union.	System currently supports triangulation.	Confirmed
<p>What approach will the supplier take towards handling the EURO?</p> <p>Consider requirements:</p> <ul style="list-style-type: none"> - before the UK joins the EMU; - transition period, i.e. dual currency in the UK; - post the transition period. 	Conversion routine planned in later versions when required.	Confirmed policy

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
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2. Input of transactions

The following sections in Input of transactions, File maintenance, Processing and Reports are primarily aimed at the three main accounting ledgers (General Ledger, Sales Ledger and Purchase Ledger). Where there are other modules (e.g. Sales Order Processing, generating invoices, Purchase Order Processing and Stock Control) questions, where applicable, need to be related to these modules.

1	Is data input controlled by self-explanatory menu options (and are these menus application-specific)?	Yes Confirmed
2	i) Does the system provide input validation checks such as account code validation, reasonableness (limits, VAT or discount checking) and validity checks?	Yes, on account code, VAT rates and nominal analysis. Confirmed
	ii) Can the user amend data on an input screen prior to update?	Yes Confirmed
3	What are the control features which ensure completeness and accuracy of data input e.g., batch control, matching, review of audit trail; are all input transactions subject to this control?	Optional batch control. Balance of nominal analysis to transaction value. Balance of VAT analysis to transaction value. All details in audit trail. Confirmed
4	Does the system allow for batch control totals? If so:	
	i) Are batches automatically numbered?	G/L journals only, S/L & P/L user entered. Confirmed

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
ii) Are batches forced to balance before ledger update?	Yes, but batch totals can be amended.	Confirmed
iii) Does the system allow the temporary halting of input of a batch to allow for queries or other activities to take priority (e.g. set up a new account)	Yes, where appropriate.	Confirmed
iv) Is the user forced to confirm batch totals?	No	Confirmed
5 Is attempted posting of unbalanced journals rejected? (G/L).	Yes	Confirmed
6 Are input errors highlighted? Are they:		
i) Rejected and reported on screen?	Yes	Confirmed
ii) Rejected and error reports generated?	No	Confirmed
iii) Accepted and posted to suspense?	In certain circumstances.	Confirmed
7 Is a detailed audit trail of all input data generated?		
i) Are transactions allocated a unique reference number by the system?	Yes	Confirmed
ii) Is this trail adequately protected from deletion?	Yes, must print before it can be deleted or archived.	Confirmed

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
8	i) What are the controls to ensure the internal integrity of the ledger(s) or the accounting information, e.g., control of accounts.	Prove ledger balances process provided. Confirmed
	ii) Is it impossible to allocate input values directly to ledger control accounts? (G/L).	Option given to prevent direct posting to control accounts. Confirmed
	iii) Is there a mechanism to allow the user to establish that the total balances on individual accounts agree to a respective control account? e.g. System Integrity Check.	Yes Confirmed
9	i) Can automatic accruals or prepayments be generated?	Yes Confirmed
	ii) Will these automatically be reversed after the period end? (G/L)	Yes Confirmed
10	Is the ledger "open item", rather than "balance forward" (or capable of being maintained as either)? (S/L, P/L, G/L).	Open item in all ledgers. Option for "balance forward" on single P/L and S/L accounts. Confirmed
11	Does the system permit multi debit/credit journals?	Yes Confirmed
12	Are all transactions adequately identified on screen as to type and as to debit or credit?	Yes, by type in S/L & P/L, by debit & credit in G/L. Confirmed

Functional requirements questionnaire
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Question	Supplier Response	Evaluation Confirmation
13 Can separate nominal analysis codes be input for each invoice line? (S/L, P/L, stock)	Yes	Confirmed
14 Can cash receipts and payments be matched to specific invoices?	Yes or entered and allocated later.	Confirmed
15 Will the system permit part payments?	Yes	Confirmed
16 i) Will the system accept credit notes in the purchase ledger?	Yes	Confirmed
ii) Will the system generate credit notes in the sales ledger?	Yes, via SOP.	Confirmed
17 i) Does the system provide for early settlement?	Yes	Confirmed
ii) Can these be automatically generated?	Yes	Confirmed
iii) Are there controls over accepting settlement discounts (e.g. time limits)?	No	Confirmed
iv) Is VAT treated correctly on early settlement discounts?	Yes	Confirmed
18 i) Will the system permit the posting of unallocated cash to the ledgers? (S/L, P/L)	Yes	Confirmed
ii) Are unallocated cash/credit notes specifically reported for follow up?	Where appropriate	Confirmed

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
19 Are outstanding transactions displayed for allocation? (S/L, P/L)	Yes	Confirmed
20 Is it possible for new accounts to be created during sales invoicing or input of purchase invoices?	Yes, using Windows.	Confirmed
21 Is there control over the creation of new accounts?	Via access levels.	Confirmed
22 Is the user prevented or warned from overriding credit limits or discounts? (S/L).	Warned on credit limits, can be prevented from overriding discounts in SOP.	Confirmed
23 If the system enables transactions to be posted to the ledgers whilst performing a bank reconciliation (e.g. standing charges, bank charges etc) are these adequately reported?	Yes	Confirmed
24 i) Does the system accept input files from other computer packages?	Yes, as .csv or in Sage standard input format.	Confirmed
ii) What are the controls in place over the interface?	Transaction validated by import process.	Confirmed
25 Does the system have a facility for calculating interest on late payments?	Yes, user sets list of rates and selects.	Confirmed

Functional requirements questionnaire

Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
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3. Value Added Tax

The following sections detail the general requirements/features of an accounting package in handling VAT. It cannot cover all eventualities or all users and where necessary members should contact their local VAT offices for detailed guidance. The overall objective is to accurately record the accounting for VAT in order to support VAT returns to Customs & Excise.

N.B Cash accounting:

VAT is based on cash payments or receipts for which tax invoices, or equivalent documents are held or issued (for goods or services). Payments in advance are not allowable to input VAT claim until the tax document is received. Receipts in advance or unallocated cash are subject to VAT at the standard rate. On invoice entry the VAT amount should be posted to a general ledger balance sheet input VAT suspense account to be reduced on payment or receipt of the VAT amount with the equal entry to the general ledger balance sheet VAT control account. Reconciliation or VAT analysis should be available for the General Ledger VAT suspense accounts (input and output) to invoices received/issued and the outstanding creditors and debtors listings. (i.e. the amount of VAT in and out should reconcile to the invoices issued, received and expected).

System features

1. Features required for the recording of VAT:

■ UK VAT registration number	Yes	Confirmed
■ EC VAT registration numbers (10)	Yes	Confirmed
■ VAT rate (nn.nn)	Yes	Confirmed
■ rounding, to be applied consistently (up or down to the nearest penny but not to zero VAT)	Yes	Confirmed

2. Security, by password and/or audit trail to control changes to:

■ general ledger VAT control accounts	By access levels	Confirmed
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Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
■ VAT tables	By access levels	Confirmed
■ tolerance levels (if applicable)	None	Confirmed
■ invoice number table	Cannot amend invoice number following initial invoice number setting.	Confirmed
■ changes on VAT code on customer and/ product files	Only accepted VAT code shown on audit trail.	Confirmed
■ VAT calculated on sales invoices or credit notes	Cannot be edited in SOP.	Confirmed

3. Method of operation

a) VAT basis. Can the system handle:

■ invoice (standard) accounting for VAT	Yes	Confirmed
■ cash accounting for VAT?	No	Confirmed

b) Where systems can handle both invoice (standard) and cash methods of accounting for VAT, is the basis clearly identified during set up?

c) Is the ability to change a basis of accounting clearly flagged, i.e. users warned etc. and supported by audit trails to ensure proper VAT treatment of all transactions.

Functional requirements questionnaire
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Question	Supplier Response	Evaluation Confirmation
4. Input VAT (purchases)		
a) Are there sufficient VAT codes to analyse input VAT:		
■ UK VAT chargeable (10 codes)	Yes	Confirmed
■ EC acquisition tax	Yes	Confirmed
■ No VAT	Yes, user defined.	Confirmed
■ Exempt	Yes	Confirmed
■ VAT inclusive	No, can be entered in SOP.	Confirmed
■ reverse charge tax	Yes, user defined.	Confirmed
b) The following invoice details will be required to be input:		
supplier reference	Yes	Confirmed
invoice tax date	Yes	Confirmed
invoice gross total	Goods amount input - VAT & gross calculated.	Confirmed
invoice VAT amount	Calculated from VAT code.	Confirmed
individual invoice lines:		
■ net amount	Yes	Confirmed
■ VAT rate (optional from VAT code, product supplier)	Yes, VAT code but rate also shown.	Confirmed
c) The system should validate individual invoice line VAT	Yes, but without tolerance.	Confirmed

Functional requirements questionnaire
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Question	Supplier Response	Evaluation Confirmation
<p>amounts against the total invoice of VAT (less early settlement at discount) and accept or reject the amount subject to a tolerance. Where the amount is within the tolerance it is the amount on the suppliers' invoice which must be used to derive the amount recoverable.</p>		
<p>d) Where a system allows VAT to be reclaimed on the basis of registered but unposted invoices, the system must allow for the VAT status of invoices to be flagged as:</p>	<p>VAT is based upon posted invoices.</p>	<p>Confirmed</p>
<ul style="list-style-type: none"> ■ VAT not yet reclaimed or ■ VAT claimed 		
<p>5. Output VAT (sales)</p>		
<p>a) Are there sufficient VAT analysis codes to identify the following:</p>		
<ul style="list-style-type: none"> ■ UK chargeable 	<p>Yes</p>	<p>Confirmed</p>
<ul style="list-style-type: none"> ■ EC VAT: goods and related services 	<p>Yes</p>	<p>Confirmed</p>
<p>services only</p>	<p>Yes</p>	<p>Confirmed</p>
<p>process</p>	<p>Yes</p>	<p>Confirmed</p>

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Question	Supplier Response	Evaluation Confirmation
triangulation	Yes	Confirmed
■ Exempt	Yes, user defined.	Confirmed
■ export to a third country	Yes, user defined.	Confirmed
■ UK sale zero rate by certificate/treasury	Yes, user defined.	Confirmed
■ distance selling (supply to an unregistered EC customer)	Yes, user defined.	Confirmed
■ outside scope	Yes, user defined.	Confirmed
b) For each invoice generated:		
■ unique invoice reference	Yes	Confirmed
■ supplier, name, address, EC country code and VAT number	Yes	Confirmed
■ date of invoice	Yes	Confirmed
■ tax point (the date the supply takes place, the date of issue of a tax invoice or receipt of payment if before supply) the date of the tax invoice issued (if within 14 days of the date of supply)	Invoice date used as tax point.	Confirmed
■ customer, name ,	Yes	Confirmed

Functional requirements questionnaire
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Question	Supplier Response	Evaluation Confirmation
address, EC country code and VAT number (if EC)		
■ type of goods supplied, quantity, description, net value, rate of VAT.	Yes, VAT code entered but rate also shown.	Confirmed
■ total net charge	Yes	Confirmed
■ rate of cash discount.	Yes	Confirmed
■ total invoice and VAT value for each rate of VAT	Yes	Confirmed
■ type of supply	Yes	Confirmed
c) Pro forma invoices should be clearly identified as "this is not a tax invoice".	Yes	Confirmed

6. Reporting

The following reports should be available:

a) VAT return by report period (three monthly, monthly or by other month ends if agreed with the local VAT office)	Yes	Confirmed
b) summary of data included in VAT reports	Yes	Confirmed
c) detailed analysis of data included in each return sorted by VAT code and transaction	Yes	Confirmed

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Question	Supplier Response	Evaluation Confirmation
<p>type. Totals of outputs and inputs required for boxes 6 and 7 of the VAT return, to be derived from the net amount totals from the appropriate VAT codes.</p>		
<p>d) total of EC supplies and acquisitions required for boxes 8 and 9 of the VAT return, to be derived from the net amount totals from the appropriate VAT codes.</p>	Yes	Confirmed
<p>e) Audit trails, where appropriate to identify amendments to:</p>		
<ul style="list-style-type: none"> ■ VAT tables 	No	Confirmed
<ul style="list-style-type: none"> ■ Tolerance parameters 	None	Confirmed
<ul style="list-style-type: none"> ■ invoice VAT calculations 	No	Confirmed
<ul style="list-style-type: none"> ■ customer/supplier/product masterfiles 	No	Confirmed
<p>f) full audit trail of details of all VAT postings with variances by report period and country code showing:</p>		
<ul style="list-style-type: none"> ■ customer VAT number, customer, 	No	Confirmed

Functional requirements questionnaire
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Question	Supplier Response	Evaluation Confirmation
reference number (invoice), invoice value ESL indicator.		
g) Exception reports or audit trail of all VAT postings where the computer generated VAT or calculated VAT has been overridden.	No	Confirmed
h) EC sales list (ESL) reconciliation analysis including:	Yes	Confirmed
i) INTRASTAT reports where applicable.	Yes	Confirmed
7. Potential problem areas		
Can the system correctly handle the following circumstances:		
a) VAT control or Suspense accounts, are these protected from direct update by journals?	Yes, if enabled by user.	Confirmed
b) How are errors on VAT accounts corrected?	Manual journals, VAT only invoices to be implemented in next version.	Confirmed
c) VAT treatment of purchase and sales ledger contras	No contras.	Confirmed
■ both items VATable		
■ supplier is non VAT registered		

Functional requirements questionnaire
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Question	Supplier Response	Evaluation Confirmation
d) Reimbursable expenditure, e.g.. Electric charge received and partly recovered from a sub tenant.	Manual procedure.	Confirmed
e) Partially allowable expenditure, e.g. VAT on petrol invoices where employees are provided with petrol (adjustment required for own use)	Manual procedure.	Confirmed
f) Can the system handle cheque refunds to customers? i.e. unusual transactions under cash accounting.	Yes, but does not support cash accounting.	Confirmed
g) Can the system handle invoices with multiple rates of VAT?	Yes	Confirmed
h) Can the system handle write off of bad debts and the VAT consequences?	Yes	Confirmed

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
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4. File maintenance

- | | | | |
|---|--|---|-----------|
| 1 | Is the creation or amendment of standing data (e.g. customer account details) controlled by menu options and are these menus application-specific? | Yes | Confirmed |
| 2 | Does the system provide input validation checks? (e.g. account number validation by displaying the underlying information relating to the account codes such as the description, completeness checks and format checks, i.e. checking that the information has been keyed in correctly). | Yes, account code, short name plus defaults or blanks. | Confirmed |
| 3 | Are input errors highlighted? Are they: | | |
| | i) Rejected and reported on screen? | Yes | Confirmed |
| | ii) Rejected and error reports generated? | No | Confirmed |
| | iii) Accepted and posted to suspense? | No | Confirmed |
| 4 | Does the system prevent an account from being deleted whilst it is still active? | Yes | Confirmed |
| | Are there other constraints over the deletion of accounts? (e.g. movement during | Must have zero balance and no transactions stored on history. | Confirmed |

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
the year, associated sub-accounts).		
5 i) What is the length and scope of reference numbers GL/SL/PL?	G/L is 8/3/3 A/N S/L and P/L 8 A/N plus short name of 8 A/N & 3 analysis codes.	Confirmed
ii) Is it adequate to permit sufficient depth of analysis?	Yes	Confirmed
6 i) Are reports available for users to identify all master file changes?	No	Confirmed
ii) Can reports be invoked which identify the fields which have been modified?	No	Confirmed
iii) Would it be possible to show that these reports provide a complete record of all such changes?	No	Confirmed
iv) Do the reports show how the fields have been modified? (e.g. before and after).	No	Confirmed
7 If the system uses a lot of standing information which changes frequently or regularly, does the system allow for such changes to be effected through the use of parameters or tables?	Yes, parameters and many tables.	Confirmed
8 If so, is the use of such parameters or tables adequately reported?	No	Confirmed

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
9 Is proper control to be exercised over changes to such parameters? (If so, how? For example, through the use of system facilities such as passwords or by inspection of appropriate reports).	By access control.	Confirmed
10 i) Does the system allow selective archiving of old data on a user-defined basis?	Yes, automatic archive after user defined period at period end.	Confirmed
ii) Can this data still be used by the report generator?	Yes	Confirmed
iii) Can archived data be restored?	No	Confirmed
iv) Are there password controls over the handling (retrieval/saving etc) of archived data?	No - automatic archiving.	Confirmed

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
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5. Processing

- | | | | |
|---|---|---|-----------|
| 1 | Does the system ensure that menu options or programs are executed in the correct sequence (e.g. ensure outstanding transactions are processed before month end procedures run)? | No check for unposted batches in S/L & P/L.
Forces posting of unposted batches in G/L.
Sequence in SOP & POP. | Confirmed |
| 2 | i) After an external document (e.g. sales invoice or cheque payment) has been generated and posted to the accounts is it impossible to amend this data? | Can amend non critical data in S/L & P/L (second reference, etc). | Confirmed |
| | ii) Is there an audit trail of all changes to transactions which have updated the ledgers? | No | Confirmed |
| 3 | Can the system calculate prices or values by reference to master file data? | Yes | Confirmed |
| 4 | Does the system provide automatic recalculation, where appropriate, of data input? (e.g. VAT) | Yes | Confirmed |
| 5 | i) Does the system warn the user when the system is out of balance? | No | Confirmed |
| | ii) Is this check done on switching on or on ledger update? | When appropriate process is run. | Confirmed |

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
6 Does the system include routines for recovery from abnormal termination (e.g. power cuts)?	Via business partner.	Confirmed
i) Are these automated?	No	Confirmed
ii) Do they rollback to the last completed transaction?	No	Confirmed

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
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6. Reports

1	Are all reports adequately titled and dated? (e.g. report name, client name, data, period, batch, last entry number, period end, pages, numbers etc.)	Yes, plus time. Confirmed
2	i) Do the reports provide totals where applicable?	Yes Confirmed
	ii) Are these totals calculated or taken from a control file?	Depends on report. Confirmed
3	Is it clear when the report has ended? (totals or end markers)	Yes, totals and selection criteria at end of report even if no selections made. Confirmed
4	Can reports be saved in electronic format (as distinct from just printing)?	Yes, in .csv & .htm formats. Confirmed
	ii) Are such files adequately protected from deletion or amendment?	No Confirmed
5	i) Is a report generator provided as part of the software or as an option associated with it?	Provided Confirmed
	ii) What level of knowledge is required to use the report generator, e.g. beginner, regular user, expert?	Regular user after training. Confirmed

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
iii) Can the report generating facility make use of user-defined fields (including external fields)?	Yes fields can be added to MSS datafiles by business partner and then included in reports.	Confirmed
6 Does the report writer cover all ledgers (transactions) files and balance (all value fields e.g. prior year etc.) files?	Yes	Confirmed
7 i) Are all the parameters or selection criteria used on reports reported?	Yes, at end of report.	Confirmed
ii) Is there an option for reports to exclude nil balances?	Depends on report.	Confirmed
8 Can screen layouts, reports and transaction formats be easily adapted to users' requirements?	Yes, via business partner.	Confirmed
9 Can a hard copy be produced of all screen enquiries?	No	Confirmed
10 Can transaction files for all previous periods of the year be retained in the system to permit enquiries and reports?	Yes	Confirmed
11 Can all reports [transaction listings (G/L), Day books (S/L, P/L)] be reproduced after the period end?	Yes	Confirmed
12 Are reports of all master	No	Confirmed

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
file changes automatically generated or stored for later printing?		
13 Can full lists of master file information be produced?	Yes	Confirmed
14 i) Are all transactions on all reports individually identifiable?	Yes	Confirmed
ii) Do the reports show whether items are debit or credit, and do they give sufficient narrative and coding to enable cross referencing?	Depends on report (CD/DB or type) - no cross referencing.	Confirmed
15 Can the system produce all requisite reports? (For example trial balance, profit and loss account, balance sheet, cash flow statement and VAT reports, (including VAT return, EC Sales Listings and Intrastat returns (SSD), if applicable, in addition to ledger reporting requirements)	Yes, except for cash flow statement.	Confirmed
16 i) Do standard reporting options give sufficient flexibility to tailor individual reports?	Yes, by selection criteria and report generator.	Confirmed
ii) Do these reporting facilities permit multiple key-sorting, variable report intervals and optional selection parameters?	Yes	Confirmed
17 Are standard reports	No, but screen warning given.	Confirmed

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
always produced, even when they are nil returns?		
18 i) Do the standard budget reports provide sufficient analysis of variances?	Yes	Confirmed
ii) Do such reports provide exception reporting, percentage analysis and comparatives? (G/L, S/L, P/L)	Yes, G/L only.	Confirmed
19 Do standard reports show sufficient analysis of trading results? (For example sales analysis by region)?	Yes, via analysis codes.	Confirmed
20 i) Are all movements during each accounting period shown on ledger detail reports?	Yes	Confirmed
ii) Do these reports show how all partial payments or allocations (unallocated cash) have been treated?	No	Confirmed
21 Does the trial balance report show balances carried and brought forward and totals of posted transactions?	No carried forward.	Confirmed
22 Can the management accounts, profit and loss account and balance sheet be sufficiently analysed by cost centers, company and period?	Yes	Confirmed
23 i) Can aged analysis	Yes, not stock.	Confirmed

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
reports be obtained? (sales ledger, purchase ledger, stock).		
ii) Are the age criteria fixed or user definable?	User defined defaults.	Confirmed
iii) Can the age analysis reports be in summary and/or detail (for credit control)?	Yes	Confirmed
24 What controls are there in place so that the user is aware of partly processed transactions (e.g. unposted invoices or uninvoiced dispatches)?	No warning of unposted S/L & P/L batches. Forced to post G/L batches at end of period. Report on uninvoiced dispatches.	Confirmed
25 What controls are there in place to ensure that the correct price/discount has been applied to invoices/credit notes? (e.g. Gross Margin reports)	Gross margin report per stock item but not per invoice. By access level to control price/discount modification.	Confirmed
26 Can the system automatically generate documents for external use? (For example sales invoices and statements, remittance advices and cheques).	Yes	Confirmed
27 i) Can the system control duplicated documents e.g. sales invoices?	Yes, in SOP.	Confirmed
ii) Are these clearly identified as duplicates?	Yes	Confirmed
28 Does the system force	Not in S/L & P/L. Forward	Confirmed

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
the production of month-end reports?	posting summary automatically produced in G/L & cashbook outstanding balances.	
29 Following a month end can transactions still be viewed and can the reports be rerun as at a previous month end?	Yes, for most reports.	Confirmed
30 Can the reporting function make use of external datafiles?	No	Confirmed
31 Does the report generator have the facility to scroll up and down when output to screen?	Yes	Confirmed
32 Can all reports be run without the need for period-end procedures to be initiated?	Yes	Confirmed
33 Does the report generator allow print previews of all reports ?	Yes	Confirmed

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
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7. Performance of requisite accounting functions

1	i) Can the software be used by more than one person at the same time?	Yes in multi-user version.	Confirmed
	ii) Can the same function (e.g. Purchase ledger) be used by more than one person at the same time?	Yes	Confirmed
2	i) Can the software support groups of companies, departments, branches? How many such branches or companies can be supported? Can they be consolidated?	Unlimited companies, departments, cost centers with consolidation.	Confirmed
	ii) Can the system consolidate entities with different charts of accounts?	Yes	Confirmed
3	Is multi-currency processing available? (What is the maximum number of currencies available?) Is conversion to sterling automatic? (G/L, S/L, P/L, stock)	Yes – up to 100 currencies. Conversion in S/L & P/L - G/L base currency only.	Confirmed
4	What are the currency capacities?		
	i) What are the maximum and minimum exchange rates	Min = 0.000001 Max = 999999.999999	Confirmed
	ii) What is the maximum number of currencies?	100	Confirmed

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
5	What currency information is held?	
	i) Currency code/description	Yes Confirmed
	ii) Country	No Confirmed
	iii) Currency rate table.	No - single rate per currency. Confirmed
	iv) Date rates effective.	No Confirmed
	v) Previous rates held.	No Confirmed
6	User controls?	
	i) Can the base currency be selected?	Yes Confirmed
	ii) Can the user override the exchange rates during a transaction?	Yes Confirmed
	iii) Can the user change the exchange rates per account?	No Confirmed
	iv) Is there a restriction on accounts to a single selected currency.	Single currency for invoices, multi-currency for receipts. Confirmed
7	Currency processing	
	i) Can the user manually override the currency calculation?	Generally, no. Confirmed
	ii) Are gains or losses on currency calculations automatically processed?	Yes, but user has to run revaluation process to post. Confirmed
	iii) Can the user override the calculation /processing of currency gains and losses?	No Confirmed

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
iv) Can the user define the treatment of forex gains/losses (e.g. the nominal to write to)?	Yes	Confirmed
iv) How does the currency treat revaluations relating to:?		
■ Ledgers (sales/purchases)	Revaluation processes in S/L, P/L and C/B.	Confirmed
■ Monetary assets/liabilities	G/L is single currency.	Confirmed
■ General ledger accounts	G/L is single currency.	Confirmed
v) Can ledger accounts be defined to take invoices/payments in specified currencies/multiple currencies:?	Single currency for invoices. Payments in any currency.	Confirmed
8 Currency input		
i) Does the system prevent the deletion of the active currency.	Yes	Confirmed
ii) Does the system prevent use of duplicate currency codes?	Yes	Confirmed
iii) Can currency transactions be entered in selected currency and/or base currency?	Selected currency	Confirmed
iv) Are transactions held in selected currency and/or base currency?	Values held for both in S/L & P/L.	Confirmed
v) Can transactions be entered in multiple currencies?	No - single currency per transaction.	Confirmed

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
9 How does the system handle exchange differences?	Value calculated and nominal adjustment posted.	Confirmed
10 What number of accounting periods are provided by the system?		
i) What is the minimum?	12 or 13 for G/L & C/B. 12 for S/L & P/L.	Confirmed
ii) Can the length/ number of periods be adjusted to suit different user requirements?	Yes	Confirmed
iii) How many accounting periods can be open at any one time?	1	Confirmed
iv) How many years can be open?	1	Confirmed
v) Can a period or year be re-opened after it has been closed?	No	Confirmed
11 Are the ends of accounting periods determined by the user rather than being set by the system?	Yes	Confirmed
12 i) Can data from all accounting periods be accessed at any given moment?	Yes	Confirmed
ii) Can previous months be accessed for enquiries or reports?	Yes	Confirmed

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
13 i) Does the system allow posting to more than one accounting period at a time?	Yes – postings to future periods are accepted but deferred until period open.	Confirmed
ii) Is it possible to allocate transactions to:		
a) future periods?	Yes	Confirmed
b) previous closed periods?	No	Confirmed
c) a previously closed year?	Journals only via special high security routine.	Confirmed
iii) If the system allows posting to previous or future accounting periods or years, does it:		
a) Flag/warn the user that it is occurring?	No - uses special routine for past year postings.	Confirmed
b) Revise subsequent periods accordingly?	When required.	Confirmed
c) Will transactions outside the current period be adequately reported and accounted for (e.g. on the VAT return)?	Yes	Confirmed
14 Does the system permit use of budgets and provide comparisons between budgets and actuals? (G/L, S/L, P/L)	Yes - G/L only.	Confirmed
15 i) What is the maximum value of transactions and of totals, that can be handled by the system?	Transactions 14(9).99 Totals 15(9).99	

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
ii) What is the maximum number of transactions that can be handled by the system?	Limited by disk space only.	Confirmed
16 What is the maximum number of accounts on each ledger (e.g. sales ledger, purchase ledger, nominal ledger)?	Limited by disk space only.	Confirmed
17 What is the size and format of account numbers on each ledger?	S/L & P/L – 8 A/N G/L – 8/3/3 A/N	Confirmed
18 Are the control features provided by the software adequate to support effective user controls?		
i) Transaction sequencing?	Sequence number allocated.	Confirmed
ii) Automatic dating of posting transactions?	Posted date stored for transaction.	Confirmed
iii) Identification of user id or program generating (i.e. the source) the transactions?	User ID and source module stored.	Confirmed
18 Does the system have a facility for calculating interest on late payments?	Yes	Confirmed
19 Does the system allow budgets to be set for:		
■ GL?	Yes	Confirmed
■ Sales?	No	Confirmed
■ Purchases?	No	Confirmed
■ Overheads?	Yes	Confirmed
■ Balance sheet?	Yes	Confirmed

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
20 Can budgets be set by period?, yearly?:	By period or year with profile.	Confirmed
21 Can the system automatically generate budgets – if so how (e.g. by % increase on last year/period or by bringing forward historic data)?:	Need to export in .csv file amend (such as actuals +/- %) and import.	Confirmed
22 What are the drill down features available on the system?	Drill down from sales/purchase transaction to nominal, VAT, bank and allocation. Drill down from nominal transaction to sales/purchase, VAT and bank. Drill downs in sales order/delivery & invoice.	Confirmed

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
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8. Sales Order Processing and Invoice Production

1	Does the system start with a quotation or the sales order?	Both allowed.	Confirmed
2	Are recurring or schedule orders handled ?	Recurring but not scheduled.	Confirmed
3	At quotation or initial order state how does the system:		
	i) check stock availability	Not for quote, for order can allocate or check availability.	Confirmed
	ii) highlight alternative stock	Yes	Confirmed
	iii) check credit status of customer - is this:		
	■ on receipt of order	Yes	Confirmed
	■ prior to dispatch	Yes	Confirmed
4	Can the system block		
	■ customer orders	Yes, when on stop.	Confirmed
	■ deliveries	Yes, when on stop.	Confirmed
	■ invoice production	No	Confirmed
5	Where stock is not available is a "back order" raised and a purchase order issued?	Yes, if configured to do so. Suggested purchase orders generated can be accepted, modified or rejected.	Confirmed
6	Does the system handle forward orders?		
	■ only when stock is now available	Yes	Confirmed

Functional requirements questionnaire
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Question	Supplier Response	Evaluation Confirmation
<ul style="list-style-type: none"> ■ to be allocated from future planned stock 	Yes	Confirmed
7 Can multiple addresses be held for each customer (invoice and delivery address).	Single invoice address – unlimited delivery addresses.	Confirmed
8 Are the following documents produced:		
<ul style="list-style-type: none"> ■ Quotations 	Yes	Confirmed
<ul style="list-style-type: none"> ■ Order confirmation 	Yes	Confirmed
<ul style="list-style-type: none"> ■ Picking lists 	Yes	Confirmed
<ul style="list-style-type: none"> ■ Labels 	No	Confirmed
<ul style="list-style-type: none"> ■ Dispatch/Delivery note 	Yes	Confirmed
<ul style="list-style-type: none"> ■ Invoices 	Yes	Confirmed
9 Are the following reports available:		
<ul style="list-style-type: none"> ■ Quotes for which orders not received 	Yes except gross margin (planned for version 2).	Confirmed
<ul style="list-style-type: none"> ■ Orders received (analysis) 	Yes by 6 analysis codes.	Confirmed
<ul style="list-style-type: none"> ■ Items placed on backorder and/or purchase orders raised 	Yes	Confirmed
<ul style="list-style-type: none"> ■ Items dispatched not invoiced 	Yes	Confirmed
<ul style="list-style-type: none"> ■ Items ordered but not dispatched due to stock out 	Yes	Confirmed
<ul style="list-style-type: none"> ■ Gross margin (by invoice or item) 	By item only.	Confirmed

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
10 Are invoice details derived from order input? (e.g. prices, quantity)	Yes	Confirmed
11 i) Can picking lists /dispatch notes be amended for non availability of stock?	Dispatch process allows amendment of quantity.	Confirmed
ii) Is this reported?	No	Confirmed
iii) Items dispatched reflect in final invoice?	Yes	Confirmed
12 Is there one dispatch note and invoice per order?	Multiple per order.	Confirmed
13 How does the system ensure all dispatches are invoiced? e.g. where multiple dispatches are raised per order, or several orders on a single dispatch note.	Invoice triggered by dispatch. Cannot complete order until all items dispatched, invoiced, etc. Can generate invoice for multiple orders/deliveries.	Confirmed
14 Can manual invoices be raised (i.e. without a sales order)?	Yes, via sales ledger for text only invoice i.e. no link to stock.	Confirmed
15 Does the system produce proforma invoices as required?	Yes	Confirmed
16 i) Can returned goods be processed to produce credit notes?	Yes	Confirmed
ii) Are these referenced to the original order/invoice?	No	Confirmed
17 i) Will the product accept orders from the Web?	Yes (required Sage Web Trader Pro).	Confirmed

Functional requirements questionnaire
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Question	Supplier Response	Evaluation Confirmation
ii) How are Web orders integrated with the sales order processing ledgers?	Following review they are imported as new orders.	Confirmed

Functional requirements questionnaire
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Question	Supplier Response	Evaluation Confirmation
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9. Purchase Order Processing

1	Order generation -		
	i) Does the system generate suggested orders?	Process offered to display potential order and generate orders.	Confirmed
	ii) Can orders be generated by the user?	Yes	Confirmed
	■ Is the system easy and efficient to use, i.e. scroll backwards and forwards in the product file, tagging more than one item per order?	Yes	Confirmed
	■ Can more than one supplier be allocated to each product?	Yes	Confirmed
	■ Does the system hold details of substitute products if applicable?	No	Confirmed
2	Based on automatic and manual order generation (above) does the system produce a list of proposed purchase orders, if so, can these be easily amended?	Yes	Confirmed
3	Is stock availability updated for stock on order?	No	Confirmed
4	Can the system handle partially completed orders and returns?	Yes	Confirmed
5	Are receipts checked to orders and discrepancies reported?	Yes, if less than full order remaining outstanding amount reported.	Confirmed

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
6 Are purchase invoices checked to purchase orders, confirmed receipts and discrepancies reported?	Visual during input - no discrepancy reporting but could be custom designed.	Confirmed
7 Are the following reports available:		
i) Purchase Orders raised (analysis)?	Yes - 6 analysis codes.	Confirmed
ii) Purchase Orders not received?	Yes	Confirmed
iii) Goods received discrepancies?	Goods not fully received.	Confirmed
iv) Invoice to goods received discrepancies?	Yes	Confirmed
v) Goods received not invoiced?	Yes	Confirmed
8 Can the system handle "back to back" ordering?	Yes	Confirmed

Functional requirements questionnaire

Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
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10. Stock Control

1 What information is held in respect of stock (and are there any limits):

- | | | |
|--|---|-----------|
| <ul style="list-style-type: none"> ■ Item numbers/description | Item number, short description
60 A/N plus long description. | Confirmed |
| <ul style="list-style-type: none"> ■ Location(s) | Warehouses and bins. | Confirmed |
| <ul style="list-style-type: none"> ■ Quantity, (available, allocated, on order) | On order, in stock, allocated & free. | Confirmed |
| <ul style="list-style-type: none"> ■ Minimum and maximum stock levels | Maximum, minimum & re-order levels. | Confirmed |
| <ul style="list-style-type: none"> ■ Reorder lead times | By supplier with minimum quantity to order. | Confirmed |
| <ul style="list-style-type: none"> ■ Supplier(s) | Multiple suppliers per item. | Confirmed |
| <ul style="list-style-type: none"> ■ Prices/cost/discount details | Comprehensive price/discount matrixes. | Confirmed |
| <ul style="list-style-type: none"> ■ Other stock information: | | |
| <ul style="list-style-type: none"> ■ Batch/serial number | Batch/serial numbers (planned for version 2). | Confirmed |
| <ul style="list-style-type: none"> ■ Weights etc. | Units of measure, supplier part numbers, attachments. | Confirmed |

2 How is stock updated?

- | | | |
|---|--------------------------|-----------|
| <ul style="list-style-type: none"> ■ Dispatch of goods | Yes, or by invoice post. | Confirmed |
| <ul style="list-style-type: none"> ■ Receipt of goods | Yes | Confirmed |
| <ul style="list-style-type: none"> ■ Adjustments | Yes, many options. | Confirmed |
| <ul style="list-style-type: none"> ■ Transfers between locations | Yes | Confirmed |

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
3 Is negative physical stock allowed?	Yes, if enabled by user.	Confirmed
4 Can the system handle "sale or return" stock?	Possible using another warehouse.	Confirmed
5 Can the system handle variations to a standard pack of products?	Yes	Confirmed
6 What methods of stock valuations are allowed? (e.g. average, FIFO, LIFO, standard, etc).	Average, FIFO and standard, set by product.	Confirmed
7 How can stock enquiries be made, i.e. by product code, short name/supplier etc.	Product code and short name. Via search criteria if enabled.	Confirmed
8 Does the system track orders and enable enquiries by date, e.g. list of all stock due on a particular day; stock to be dispatched on a set date?	User defined report.	Confirmed
9 Does the system facilitate the regular counting/ inspection of physical stock (e.g. by producing random/defined stock check lists)?	Yes, process: select items to check - print check list - enter counts - check discrepancies - post adjustments.	Confirmed
10 Can the system handle more complex situations such as:		
■ Bill of Materials	Via third parties.	Confirmed
■ Links to CAD/CAM systems	No	Confirmed
■ Job costings to collate and value WIP.	No	Confirmed

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
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11. User documentation

This section applies to any of; online, hardcopy or other (e.g.WWW) documentation – specify which are applicable.

On-line and manuals per module.

1	Is the manual clearly laid out and understandable?	Yes Confirmed
2	Is the manual comprehensive and accurate?	Yes Confirmed
3	Is there an index to the manual?	Yes, on-line index. Confirmed
4	Is it easy to locate specific topics in the manual when required?	Yes, on-line search and contents list in manuals. Confirmed
5	Is it easy to follow through all procedures in the manual?	Yes Confirmed
6	i) Does the manual include:	
	a) A tutorial section?	No Confirmed
	b) A guide to basic functions?	Yes Confirmed
	c) Pictures of screens?	Yes Confirmed
	d) Completed examples included in the manual?	Yes Confirmed
	e) Specific “error correction” procedures.	No Confirmed
8	i) Are help screens available relating to the task in hand? (context sensitive help).	Yes, at screen level. Confirmed

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
ii) Do they provide on-line instructions on how to use particular features of the software?	Yes	Confirmed
iii) Can they be edited or prepared by the user?	No	Confirmed
9 Will the software supplier make the detailed program documentation (e.g. file definitions for third party links) available to the user, either directly or by deposit with a third party?	Yes, via Developer Program.	Confirmed

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
12. Efficiency		
1 Are the various functions of the system menu-driven, or otherwise easy to initiate? Is there a good response time in the initiation of functions?	Pull-down and table menu driven. Yes, subject to hardware.	Confirmed Confirmed
2 Is data entry easily repeated if similar to previous entry?	Depends on operation.	Confirmed
3 i) Does the system prevent access to a record while it is being updated? Is the locking at file (e.g. purchase ledger) or record (e.g. supplier's account) level?	Generally record locking with some file locks for major processes. Also accounts locked when another user is editing associated table.	Confirmed
ii) Does the system allow for the running of reports whilst records are being updated?	Most, but depends on report.	Confirmed
4 Does the system retain a log of file updates until the next occasion on which the relevant information is reported or the relevant file used in a regular control procedure?	No	Confirmed
5 Can regular reports be easily duplicated if required?	Yes	Confirmed
6 Does the system warn the user when space is becoming short?	No	Confirmed

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
13. Integration and www facilities		
1 i) Are the different accounting applications integrated?	Yes	Confirmed
ii) Are they integrated on real time basis or batch basis?	User choice, mainly real time.	Confirmed
iii) Can the integration of batches be by batch, weekly or monthly?	User choice.	Confirmed
2 Is the ledger updating process satisfactorily controlled by the production of control reports?	Yes	Confirmed
3 What operating systems does the system run under?	All current Microsoft PC operating systems.	Confirmed
4 Can more than one system function be performed concurrently?	Yes	Confirmed
5 i) Can the software be linked to other packages e.g. word processing, graphics, financial modeling, to provide alternative display and reporting facilities?	Yes	Confirmed
ii) Can definable links to spreadsheets be created?	Yes via ODBC.	Confirmed
6 Does the system integrate with any web trading software? External or suppliers own?	Both suppliers own and external.	Confirmed
7 With what other business		

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
application software will the system link? – e.g.:		
■ Payroll	Payroll from Sage. Others via third party.	Confirmed
■ Time/fees	No	Confirmed
■ MRP	No	Confirmed
■ Fixed assets	Via third party.	Confirmed
■ Document management systems	Via third party.	Confirmed
■ Job costing	Via third party.	Confirmed
8 Is the software compatible with XML standards? If so in what respect? (input/ output/ other)?	No - next release planned to meet BASDA XML standards.	Confirmed

Functional requirements questionnaire
Product: Sage MMS Version 1.0

Question	Supplier Response	Evaluation Confirmation
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14. Support and maintenance

- | | | | |
|---|---|--|-----------|
| 1 | Will the supplier or dealer provide corrections to the programs? Are bug fixes free of charge - for how long? | Corrections are FOC to users with annual agreements. | Confirmed |
| 2 | Will the supplier or dealer provide general enhancements to the programs? Will these be provided automatically? Will they be given free of charge? | Yes – offered to users with annual agreements – price depends on scope. | Confirmed |
| 3 | Will the supplier, dealer provide “hot line” support to assist with immediate problem solving? If so, at what cost? At what times will this support be available? | Support via Business Partner. Level and cost of service agreed with Partner. | Confirmed |
| 4 | Is the supplier or dealer capable of giving sufficient ongoing education and training and other support? | Training via Business Partner. | Confirmed |
| 5 | Can the supplier, dealer or some other organisation provide all the hardware, software and maintenance requirements of the user? | Via Business Partner | Confirmed |
| 6 | Is there nationwide support:
■ Telephone
■ Modem link/WWW
■ local dealers/support | Via Business Partner. | Confirmed |

**Functional requirements questionnaire
Product: Sage MMS Version 1.0**

Question	Supplier Response	Evaluation Confirmation
7 Is a warranty offered in respect of specification of the system?	Normal statutory.	Confirmed
8 Will the software supplier/dealer make the program source code available to the user, either directly or by deposit with a third party (Escrow)?	No	Confirmed
9 Are there any unduly restrictive conditions in the license for the software?	No	Confirmed
10 Would the software house be prepared to accept the Institute of Purchasing and Supply model contract?	No	Confirmed