

ICAEW Accreditation Scheme

Software Evaluation

IRIS Software Limited

Exchequer v5 & Accounts Office v1



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Date completed: September 2007

Signed:



The Institute of Chartered Accountants in England and Wales has accredited IRIS Exchequer v5 and Accounts Office v1 under the terms of the ICAEW Accreditation Scheme. Purchasers should ensure that the software, its security features and related support meet their own specific requirements, as the Institute will not be liable for any damage whatsoever, incurred by any person, occasioned by the use of the software, or any related products or services howsoever caused.

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1 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.

1.2 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.

2 Approach to evaluation

2.1 Objective

To evaluate IRIS Exchequer v5 & IRIS Accounts Office v1 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 summary.

2.2 Approach and Work performed

In order to effectively evaluate IRIS Exchequer v5 & IRIS Accounts Office v1 a product specialist from IRIS Software completed the detailed questionnaire and provided it to the evaluator to examine. The evaluator then visited the IRIS Software office in Bournemouth and in conjunction with the operation of the various aspects of the system assisted by a member of IRIS Software's technical staff checked the answers to confirm their validity. The questions were individually reviewed and commented on and the majority of assessments were confirmed.

The evaluator discussed the assessments with a member of IRIS Software's staff in order to clarify certain points. In the event of disagreement between IRIS Software and the evaluator, the evaluator's decision was taken as final and the response changed accordingly.

IRIS Exchequer v5 & IRIS Accounts Office v1 were used throughout the evaluation. The evaluation covered the fully integrated sales, purchases and general ledgers and the 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.

When the evaluation had been completed, the responses were typeset by the evaluator and draft copies sent to the ICAEW for review before completion of the final report.

2.3 Software/hardware utilised

The evaluation was carried out using IRIS Exchequer v5.71.001 & IRIS Accounts Office 2006 v1.1 on a PC with an Intel Pentium M 1.6Ghzprocessor, 1Gb RAM and running on Windows XP Pro SP2.

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 Matters to consider before purchase

3.1 General overview

Exchequer is IRIS Enterprise Software's flagship suite of accounting software and is designed to suit companies in the SME and mid-market sectors, typically with between 4-50 concurrent users.

There are both multi-user and client/server versions of the software available, making four different variations of the system in total. Each version shares the same core source code, resulting in a fully scalable solution without the need for any data conversion or re-training of staff when migrating between versions. The software is available in dual-currency (Euro version) and multi-currency (Global version).

Introduced in 2006, IRIS Accounts Office is a suite of accounting software with functionality aligned to appeal to users with less sophisticated requirements. It is designed for businesses with an annual turnover of between £250k and £2 million with up to 3 concurrent users for SME's and up to 8 concurrent users for accounting practices.

3.2 Supplier background

IRIS Enterprise Software is a leading developer of financial software, head-quartered in Bournemouth, United Kingdom with offices in Ireland, New Zealand and Australia. Formed in 1986, the company has an enviable reputation for quality and innovation.

As recognition of this, the Exchequer accounting and business system has won more consecutive 'best mid-range accounting software' awards than any of its rivals, most of these awards being based on customer satisfaction, as well as technical merit.

The company became part of the IRIS Software Group in 2005, which is recognised as one of the UK's leading business software houses (in the Top 6) delivering regulatory, accounting and full service solutions to more than 60,000 UK businesses.

3.3 Product background and Suitability for user

Exchequer is a modular system, with the minimum modules being the Financials, which includes Sales, Purchase and General Ledgers, Invoicing, dynamic links to Excel, Cashbook, Forms Designer and a number of pre-configured reports. There are two main versions of Exchequer, "Euro" with 3 currencies (dual + base) and "Global", with full multi-currency (90 currencies) – it is a simple process to upgrade from Euro to Global.

Optional modules include Stock Control & Bill of Materials, Sales and Purchase Order Processing, Works Order Processing, Telesales, Project & Job Costing, Report Writer, Commitment Accounting, Trade Counter (POS), Payroll and Fixed Assets, e-banking module for bank reconciliation, CRM and Stock Forecasting. The system incorporates Construction Industry Scheme functionality.

Exchequer has also developed a number of "groundbreaking" new modules that help to automate business processes. These include the Paperless Module, for sending transactions using email and fax, Authoris-e for the remote authorisation of transactions using email, and Sentimail providing proactive business alerts using email or SMS.

As core architects behind the BASDA eBIS-XML standard, IRIS Enterprise Software has demonstrated its commitment to the vision of using XML for the seamless exchange of financial transactions electronically, be it from the Internet, or another accounting system as manifested in the e-Business module.

The introduction of an SQL version of Exchequer is scheduled for the Autumn of 2007.

IRIS Accounts Office is a modular system. Additional modules can be added to the core financials base system to tailor the system to the user's requirements. Modules include: Stock, Sales and Purchase Order Processing and a Multi currency module.

Core Philosophies

Prior to installation at a site, a stress-testing tool developed by IRIS Enterprise called Compass is run to emulate intensive use of Exchequer simultaneously across all workstations likely to be using Exchequer. This approach pre-empts any weakness in the infrastructure by teasing out in advance any performance or stability issues before the system goes live. Since Compass is acting on the same set of data tables as Exchequer, it also gives a realistic benchmark of performance that can be used in the future to measure any degradation in speed. This tool is supplied free of charge to the IRIS Enterprise Software VAR network.

Rather than rely on the restoration of backups as the only means of correcting problems, several technologies have been incorporated into Exchequer in an attempt to minimise the down time and inconvenience caused by system issues. These include automatic recovery routines in the event of a system crash and the ability to revert the G/L to a previously agreed position without the loss of any data.

Exchequer exploits a mix of batch and real time updates to ensure that control of the system is very much in the hands of the user. The fundamental use of independent financial periods from transaction dates further enhances the ability of the user to determine exactly at what point in time financial updates take place. Unusually, traditional batch entry with validated batch totals is supported alongside modern normal individual transaction entry.

The ability to view all the associated data and drill down to it in both Exchequer and IRIS Accounts Office should also be noted. A user definable dashboard from within Microsoft Outlook (Microsoft Gold Certified Partner) allows key performance indicators to be displayed on the Exchequer user's Microsoft Outlook screen with full drill-down into the original transaction records within the accounting system.

A comprehensive suite of Excel add-in functions is supplied that allows real time reading of Exchequer's core financial data without the need for clumsy exports. An optional Excel save pack also allows data such as budgets, to be updated from within Excel directly into Exchequer.

Extensive use of background multi-threading technology allows the system to be used even whilst extensive processing tasks are underway.

The .NET tools, a set of VAR COM based developer tools is available which allows aspects of the standard system to be modified in behaviour and provides a method of seamless integration for linking to other COM compliant applications such as Word.

IRIS Accounts Office

IRIS Accounts Office includes a number of features including a multi level drill down facility, LiveLink Microsoft Excel integration, an integrated e-mail facility for sending paperless documents, advanced reporting and analysis including cost centres and departments and true multi-currency functionality.

Its logical interface with intuitive wizards makes it easier to enter and complete day to day transactions and it provides superior levels of analysis including department and cost centre codes.

Seamless integration is provided with the user's accountant so no re-import is required at month or period end and there is no disruption to the business. Accountants can drill down to the original transaction entered in IRIS Accounts Office from their final accounts production program.

3.4 Typical implementation

Exchequer's typical user-profile has between 4-50 concurrent users.

Companies using the Financials only can range from £1M - £1B turnover. Due to the advanced multi-currency and reporting capabilities, it is used by a number of large multi-national conglomerates. However, the type of company that would use a number of the Exchequer modules would typically be a business of £2M - £50M.

Exchequer tends to attract ambitious growing and blue-chip companies, often in the technology markets, that have 'grown up' from an entry level accounting system, and need the functionality of a high-end system at a cost-effective price.

IRIS Accounts Office's typical user profile is between 1-3 concurrent users for SME's and up to 8 concurrent users for accounting practices. The system is used by growing businesses in a wide range of market sectors.

3.5 Vertical applications

IRIS Enterprise Software helps its customers respond to change by providing software that delivers industry functionality with a strong vertical focus on Wholesale and Distribution, Construction, Light Manufacturing, Charities and Not-for-Profit sector and the Retail industry.

Maximising productivity is key to competitiveness in an environment in which slender profit margins are constantly under pressure. The unconstrained access provided by Exchequer to the underlying systems, means that valuable insights can be readily gained into business performance, trends and prospects.

The Exchequer system is especially suited to the verticals listed due to the ease with which distributors' transaction systems can be integrated and the openness of its system architecture.

IRIS Accounts Office's seamless integration with the payroll program, IRIS Payroll Professional, makes it particularly suited to the Distribution, Retail and Service sectors, Nursing and Care Homes and the Hotel and Leisure industry.

3.6 Software and hardware specifications

Network Server Operating Systems (OS)
Microsoft Windows 2000 Server
Microsoft Windows NT Server 3.51 or above
Novell Netware 3.12 or above
*Microsoft Terminal Server (TS)
*Citrix Metaframe (Citrix)
*Citrix Metaframe XP (CitrixXP)
*Microsoft Small Business Server (SBS)
*Microsoft Small Business Server 2000 (SBS2K)

*Client server version of Exchequer is required for these operating systems (not available for Accounts Office).

Server Processor

Netware:	Pentium II 300Mhz
NT/2000	Pentium II 300Mhz
TS/Citrix/CitrixXP	Pentium III 500Mhz
SBS/SBS2K	Pentium III 500Mhz

Server Hard Disk: See "Storage Requirements" Minimum free disk space after installation 500MB

Server RAM, average modules installed:

Netware	Minimum 128MB, +64MB per 5 users
NT/2000	Minimum 128MB, +64MB per 5 users
TS/Citrix	Minimum 256MB, +128MB per 5 users
SBS/SBS2K	Minimum 256MB, +128MB per 5 users

Server RAM, most modules installed:

Netware	Minimum 256MB, +128MB per 5 users
NT/2000	Minimum 256MB, +128MB per 5 users
TS/Citrix	Minimum 512MB, +256MB per 5 users
SBS/SBS2K	Minimum 512MB, +256MB per 5 users

Workstation, average modules installed:

Processor:	Pentium 400+
RAM:	32MB +
Hard Disk:	See "Storage Requirements"
	Sufficient free disk space after installation: Minimum 500MB
O/S	Win95, Win98, WinME, WinNT, Win2000/WinXP

Workstation, Most modules installed:

Processor:	Pentium II 300 Mhz or above
RAM:	128MB +
Hard Disk:	See "Storage Requirements"
	Sufficient free disk space after installation: Minimum 500MB
O/S	Win95, Win98, WinME, WinNT, Win2000/WinXP
Mapping:	A common mapped drive, to the drive where Exchequer is installed, is required for all workstations.

Client Server Requirements

Client server is required for over 10 users and is recommended for over 200 transactions per day.

Client server is also required if Terminal Server, Citrix or Small Business Server are used as the operating systems. It is recommended that for these operating systems the Pervasive SQL engine (see below) is installed on a separate server.

Client server engine required:	Pervasive SQL 2000i for NT or Novell
Protocols required:	IPX/SPX or TCP/IP

Wide Area Networks

Exchequer requires Terminal Server or Citrix in order to run over a Wide Area Network (WAN). It therefore requires the client server version of Exchequer and the Pervasive SQL engine (See above).

Storage Requirements

Application	Approx 150MB
SQL Engine	Approx 200MB
Data	Approx 50MB per 10,000 transactions

3.7 Software installation and support

IRIS Enterprise Software sets the highest standards for its customer support, providing a personal service that is dependent on the individual customer's needs.

3.8 Partner network and related accreditation process

The Exchequer system is either sold directly or through a small network of platinum partners, dependent on the customer's geographical location.

IRIS Accounts Office is available from accountants who are members of the IRIS Plus Partner Programme. It can also be ordered directly from IRIS Enterprise Software.

Resellers of Iris software must attend and pass examinations for a minimum number of courses, depending on the product they are selling and supporting. They must also have a minimum number of staff accredited at any one time.

3.9 Limitations

There are a number of limitations in the products which while not adversely impacting upon this evaluation may be of importance to some businesses. It is important that any business contemplating the purchase of software reviews the functionality described and limitations therein against its detailed requirements. Attention is drawn in particular to the following areas where the products, on their own, may not be suitable for businesses with complex requirements.

Iris Exchequer & Iris Accounts Office

- The software does not record failed login attempts.
- The software does not as standard provide a facility for reporting which fields have been modified in a master file amendment nor what changes were made.
- The software permits a user to override calculated VAT in order to allow small differences in VAT calculations but does not automatically allow differences based on preset tolerances.
- VAT transactions posted after the relevant VAT return has been closed require manual adjustment on the next VAT return.

Iris Accounts Office

The following features which are supported in Exchequer, either as standard or in the noted optional modules, are not available in Accounts Office:

- Triangulation during euro transition period should this be required if the UK adopts the euro.
- Purge option to allow selective archiving of old data.
- OLE / Excel integration.
- Consolidated reporting for groups of companies achieved via OLE / Excel integration.
- Optional add-on module for calculating interest on late payments.
- Consolidation of multiple dispatch notes into a single invoice invoices.
- Optional e-business module supporting the BASDA eBIS-XML standard.
- Identification of alternative product suppliers within purchase order processing.
- Identification of substitute products within purchase order processing.
- Identification of stock locations.
- The ability to specify stock re-order lead times.
- Batch and serial number tracking of stock.
- Variation of standard product packs in stock.
- Alternative product codes in stock.
- Bar codes in stock.
- Object drill on stock tree
- Optional works order processing module.

4 Evaluation conclusion

There were no areas in the evaluation that gave cause for concern. IRIS Exchequer and IRIS Accounts Office are well-designed financial accounting packages that are supported by Iris Enterprise Software and its network of Value Added Resellers.

In terms of the functionality that is available in the current versions and the target market for these products, the products have been adequately specified. They are easy to use and relatively flexible in their approach.

Disclaimer

Any organisation considering the IRIS Exchequer or IRIS Accounts Office should consider their requirements in the light of proposals from IRIS Software Limited or its resellers and potential suppliers of other similarly specified products. Whilst the contents of this document are presented in good faith, neither ICAEW nor Baker Tilly Tax & Advisory Services LLP can accept liability for actions taken as a result of comments made herein.

**Functional requirements questionnaire
IRIS Exchequer v5 & Accounts Office v1**

Question	Supplier Response	Evaluation Confirmation	
5.1 Security and continuity of processing			
1	<p>i) Are different levels of passwords provided to control access?</p> <p>ii) Is this level of security appropriate for the expected level of business using the software?</p>	<p>Yes. A completely customisable hierarchical structure exists for each user grouped by company, modules, functions, and in a number of specific instances down to field level allowing very comprehensive access control.</p> <p>Yes. Due to the granular approach of the security settings, each user profile can be set up to reflect the level of business using the software.</p>	<p>Confirmed. The administrator can specify which functions each user can access.</p> <p>Confirmed.</p>
2	<p>i) Is each user required to have a personal password?</p> <p>ii) Can a report be produced detailing all current users and their authority levels?</p>	<p>Although individual passwords are not a mandatory option. The system will be more auditable by their use.</p> <p>Yes. A complete access listing can be produced for each user.</p>	<p>Confirmed. Password requirement can be forced by the administrator and this should be addressed at implementation.</p> <p>Confirmed.</p>
3	<p>So the security features cover:</p> <p>i) System access?</p> <p>ii) Company access?</p> <p>iii) Menu access (ledgers)?</p> <p>iv) Sub menu access (ledger facility)?</p> <p>v) Field access?</p>	<p>Yes.</p> <p>Yes.</p> <p>Yes.</p> <p>Yes.</p> <p>Yes. For certain key fields.</p>	<p>All confirmed.</p> <p>Users set-up separately in each company with different access levels in each if required. It is possible to copy users from one company to another or to clone a company to speed the process up. Potentially sensitive fields can be hidden e.g. product margins.</p>
4	<p>Does security allow for read and read/write access to be specified separately?</p>	<p>Yes. Where appropriate, each window will control a user's ability to Add, Edit, View etc. This level of security is maintained for each user profile.</p>	<p>Confirmed. A user's ability to add, edit, find and delete records can be controlled.</p>
5	<p>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?</p>	<p>Yes. By managing an individual User profile, the menus can be presented to a specific end-user and refined to only show those options where access is allowed.</p>	<p>Confirmed. Menus only show options available to a user. Menus can be further tailored by a VAR using the developer toolkit.</p>

**Functional requirements questionnaire
IRIS Exchequer v5 & Accounts Office v1**

Question	Supplier Response	Evaluation Confirmation
6 Does the system provide specific levels of password control to authorise master file amendments?	Yes. Where appropriate, each window will control a user's ability to Add, Edit, View etc. This level of security is maintained for each user profile.	Confirmed - level of password control appropriate for this type of product.
7 Are there specific security procedures (by passwords or warnings) over the:		
i) Update of ledgers?	Yes. This is maintained via the user password controls.	Confirmed.
ii) Closing of accounting periods?	Yes. The system operates predominately as an Open period system but can deny access to period settings and restrict posting to previous periods based on a system wide parameter.	Confirmed - users can be prevented from amending accounting period settings.
iii) Deletion or archiving of transactions	Yes. Via full Password control of the built in Purge function. Purge function only available in Exchequer.	Confirmed - purging (Exchequer only) is restricted to a super-user.
8 Is there a clear indication in the system or manuals as to how the data is backed-up and recovered?	Yes. A user can either select Help from the menus, or press F1 anywhere within the system. Then by navigating the help file contents, or by selecting the tab FIND, they can type the word "backup". This would provide the user with some general guidance notes.	Confirmed - adequate guidance is provided.

**Functional requirements questionnaire
IRIS Exchequer v5 & Accounts Office v1**

Question	Supplier Response	Evaluation Confirmation
9	How is this provided:	
i) Within the software application?	Yes. There is provision for running external backup/restore programs from within the Multi Company Manager. This ensures that the user can take ad hoc backups prior to sensitive changes without the need to resort to a system administrator.	All points confirmed. Whilst it is normal with a product of this nature to rely on back-up facilities provided by the operating system or third party software, with Exchequer it is possible to create a link to the back-up software used.
ii) Within the operating system?	Yes. Relative to operating system used	
iii) Are any of these procedures automatic?	Yes. Can be automated if scheduled by operating system or backup software used.	For automated back-ups the features of the back-up software would be relied upon. The link from Exchequer would typically used for ad-hoc back-ups and simplifies this task by enabling such ad-hoc back-ups to be triggered from within Exchequer.
iv) Is the user forced or prompted to back-up at certain intervals?	Typically, backups would be scheduled outside the software.	
v) Can the intervals be customised?	Yes. Relative to the backup software in use.	
vi) Do the recovery procedures work?	Yes. Relative to the backup software in use.	
10	Does the system facilitate recovery procedures in the event of system failure? (Eg Roll back to the last completed transaction).	Confirmed. This was demonstrated by powering down the workstation during an update following entry of sales ledger transactions. Protected mode posting adds a small overhead that increases update times by approximately 20%. If protected mode is not used the "unpost" feature provides a method of "rolling-back" without relying on restoration from back-up.

**Functional requirements questionnaire
IRIS Exchequer v5 & Accounts Office v1**

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?	The software will commit records immediately, thus ensuring that on most occasions even the transaction being worked on will be retrieved in the event of a system failure, only requiring completion. In a worst-case scenario, the user only need re-enter the transaction being input. If a system failure is detected during a mission critical update, protected by Protected mode Posting, the user is warned upon re-logging on, and recovery procedures to complete the process are instigated automatically.	Confirmed by powering down workstation during an update (see 10 above). When the workstation was restarted adequate warnings were provided in addition to guidance on recovery.
12 Are there any features provided with the software to help track down processing problems?	Yes. As described in 11. In addition the software has been uniquely designed on the basis that it is expected to cope with system failures. Several self-monitoring systems at all levels of the software continually check for integrity in areas such as the TB, and will warn immediately of any problems. In addition logs are maintained of any program errors for subsequent analysis.	Confirmed. Using the super-user login it is possible to specify unposting of transactions back to a specific date.
13 Are system messages clear and are user responses properly structured to ensure that erroneous key strikes do not lead to inappropriate actions?	Yes. Throughout the software, there are clear/descriptive messages that guide the user. In addition, the use of "Wizards" guide the actions of users to ensure that the users actions are appropriate for the task.	Confirmed - system messages clear and appropriate.
14 Is there a system log which details:		
i) User activity?	i) An audit trail records all input and processing. An exception report records exceptions, i.e. transactions that did not post into the General Ledger.	Confirmed by reference to an audit trail and an exception report generated as a result of unposted transactions entered in a future period.
ii) Error messages?	ii) – Yes. Should an error occur with the software, a file is inserted into a LOGS directory.	Confirmed.
iii) Security violations?	iii) Only valid logins are accepted invalid logins are not recorded.	N/A invalid login attempts not recorded.

**Functional requirements questionnaire
IRIS Exchequer v5 & Accounts Office v1**

Question	Supplier Response	Evaluation Confirmation
15	16 What are the procedures for handling dates? (E.g. 2 digit, 4 digit).	Confirmed.
	i) In the case of two digits what is the break point for the century?	Confirmed.
	ii) Are dates handled consistently throughout the software?	Confirmed.
16	Economic and Monetary Union.	
	What approach will the supplier take towards handling the EURO?	Confirmed. BASDA level 1 accreditation for Exchequer Enterprise 4.3x awarded March 1999 and BASDA EMU Full Accreditation for Exchequer Enterprise 4.3x awarded January 2001.
	Consider requirements:	
	- before the UK joins the EMU;	
	- transition period, i.e dual currency in the UK;	
	- post the transition period.	
	The software already handles the Euro. IRIS Enterprise Software was one of the first vendors to be accredited by BASDA for Euro Triangulation, and have since been accredited for the conversion of base currency to a Euro base. Due to our Irish user base we have already successfully converted hundreds of companies over to the Euro. Dual currency reporting is provided as a standard feature of the system, as is the ability to report statutory figures like VAT in a different currency to that of the base currency. An essential feature during the transition period acknowledged by BASDA as being unique to Exchequer.	
	No triangulation support in IAO	

**Functional requirements questionnaire
IRIS Exchequer v5 & Accounts Office v1**

Question	Supplier Response	Evaluation Confirmation
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5.2 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 (eg 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. The software has a very clear menu structure. In addition whenever a user hovers their cursor over a button, a Windows tip appears providing a clearer explanation both directly beneath the cursor, and in the footer of the software.
For more experienced users hot keys are provided for quick access to key areas of the system. | Confirmed - menus and on-screen help are clear and self-explanatory. |
| 2 | i) Does the system provide input validation checks such as account code validation, reasonableness (limits, VAT or discount checking) and validity checks? | Yes. Validation tests for mandatory fields such as account codes, stock code, VAT codes occur – ensuring the data integrity within the software. | Confirmed by attempting to continue with sales invoice entry without completing the account code. Unable to continue without entering or selecting a valid code. Attempt to enter an invalid date also failed. |
| | ii) Can the user amend data on an input screen prior to update? | Yes. Once a transaction has been posted to a Daybook, it can still be edited provided user has password control until :-
1) It has been posted to the General Ledger.
2) Monies have been allocated. | Confirmed - sales invoice details could be amended after posting the sales day book but before the nominal ledger had been updated. |
| 3 | What are the control features which ensure completeness and accuracy of data input eg, batch control, matching, review of audit trail; are all input transactions subject to this control? | During the entry of a transaction the products have a range of built in control features ensuring the validity of information such as G/L codes etc. Once entry of a transaction has finished it is then visible on tools such as ObjectDrill, matching. It can also be reviewed on the document audit trail.
A one sided entry is prohibited. | Confirmed - controls appropriate, attempts to create one sided entry failed. |

**Functional requirements questionnaire
IRIS Exchequer v5 & Accounts Office v1**

Question	Supplier Response	Evaluation Confirmation
4 Does the system allow for batch control totals? If so:		
i) Are batches automatically numbered?	Yes, batches are automatically numbered.	Confirmed.
ii) Are batches forced to balance before ledger update?	Yes. This is optional, and based on the users security profile.	Confirmed.
iii) Does the system allow the temporary halting of input of a batch to allow for queries or other activities to take priority (eg set up a new account)	Yes, as an integrated system all areas are available simultaneously. New accounts and GL codes can be created before completing batch entry.	Confirmed - a new sales ledger account was created during entry of a batch of sales invoices.
iv) Is the user forced to confirm batch totals?	Yes. This is optional via a user password setting.	Confirmed - failure to enter batch totals prevented posting.
5 Is attempted posting of unbalanced journals rejected? (G/L).	Yes. Unbalanced journals cannot be stored.	Confirmed - attempt to post unbalanced journal failed.
6 Are input errors highlighted? Are they:		
i) Rejected and reported on screen?	Yes with appropriate warning message and transaction cannot be stored until corrected.	Confirmed - input error prevented with warning.
ii) Rejected and error reports generated?	You can run a pre-posting report to validate any unposted transactions which will already have had field level validation performed on them prior to them being stored.	Confirmed - report showing transactions entered in a day book but not transferred to ledgers by a processing run viewed on-screen.
iii) Accepted and posted to suspense?	Yes. Although this feature is automatic. Should an entry by some unforeseeable reason be unbalanced due to a system failure for example. The posting routines will automatically journal the difference to a suspense account for subsequent investigation, thus ensuring the TB is self-healing.	Confirmed.
7 Is a detailed audit trail of all input data generated?	Yes. Various pre-posting reports are available if required.	Confirmed - audit trails available.
i) Are transactions allocated a unique reference number by the system?	Yes. Every transaction has its own unique transaction number.	Confirmed - also first 3 letters of the transaction number indicated the transaction type.

**Functional requirements questionnaire
IRIS Exchequer v5 & Accounts Office v1**

Question	Supplier Response	Evaluation Confirmation
ii) Is this trail adequately protected from deletion?	Yes, Since Exchequer & Accounts Office are a live systems, the majority of reports are constituted from live transactions, hence reports can be reproduced at all times.	Confirmed - reports generated on the fly so cannot be deleted.
8 i) What are the controls to ensure the internal integrity of the ledger(s) or the accounting information, eg, control of accounts.	<p>Yes. Exchequer & Accounts Office are equipped with two very sophisticated levels of system failure recovery. At the database level, Pervasive SQL has in-built record roll back in the event of system failure. At the application level, mission critical system updates are protected by protected mode posting, which will not commit business rule changes unless a complete set of rules is executed.</p> <p>In addition, should an entry by some unforeseeable reason be unbalanced due to a system failure for example. The posting routines will automatically journal the difference to a suspense account for subsequent investigation, thus ensuring the TB is self-healing.</p>	Confirmed - controls to ensure internal integrity are appropriate.
ii) Is it impossible to allocate input values directly to ledger control accounts? (G/L).	Yes. It is not possible to enter values directly to G/L accounts set up as a control type.	Confirmed - attempts to post to control accounts failed.
iii) Is there a mechanism to allow the user to establish that the total balances on individual accounts agree to a respective control account? eg System Integrity Check.	Yes. There are various reconciliation reports such as Debtors/Creditors that display a posted balance which can be compared to the debtors/creditors G/L control account.	Confirmed by checking total postings from sales day book.
9 i) Can automatic accruals or prepayments be generated?	Yes, an auto daybook exists for Sales, Purchase and Nominal daybooks.	Confirmed - automatic recurring and reversing journal created and operated.
ii) Will these automatically be reversed after the period end? (G/L)	Yes, reverse transaction can be generated for following period.	Correct reversal of test journal confirmed.
10 Is the ledger "open item", rather than "balance forward" (or capable of being maintained as either)? (S/L, P/L, G/L).	Yes. Exchequer & Accounts Office are open item systems.	Confirmed.

**Functional requirements questionnaire
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Question	Supplier Response	Evaluation Confirmation
11 Does the system permit multi debit/credit journals?	Yes. Each journal can have as many entries as required.	Confirmed.
12 Are all transactions adequately identified on screen as to type and as to debit or credit?	Yes, each transaction has its own transaction type and is clearly signed as to whether it is debit or credit.	Confirmed - clearly identified.
13 Can separate nominal analysis codes be input for each invoice line? (S/L, P/L, stock)	Yes. Each transaction line can be stored with a different nominal account code.	Confirmed.
14 Can cash receipts and payments be matched to specific invoices?	Yes, either individually or to multiple transactions with full matching history maintained.	Matching of receipts and payments confirmed.
15 Will the system permit part payments?	Yes, the system will allow part payments. The system also allows one payment to be split over multiple invoices.	Confirmed by entry of sales ledger receipts for both part and multiple invoice payment.
16 i) Will the system accept credit notes in the purchase ledger?	Yes, Exchequer & Accounts Office have the ability to create credit notes in the purchase ledger, and also have an automatic reversing facility, which allows you to generate a contra from an existing transaction.	Confirmed operation of credit note and contra against existing transaction.
ii) Will the system generate credit notes in the sales ledger?	Yes, Exchequer & Accounts Office have the ability to create credit notes in the sales ledger, and also have an automatic reversing facility, which allows you to generate a contra from an existing transaction.	Confirmed operation of credit note and contra against existing transaction.
17 i) Does the system provide for early settlement?	Yes. These can be stipulated manually at the point of transaction entry, or as defaults via customer and supplier accounts, or as global defaults.	Confirmed.
ii) Can these be automatically generated?	Yes, Settlement discount can be applied automatically as a transaction is paid.	Confirmed - sales invoice record shows expected receipt for both cases (discount taken or not).
iii) Are there controls over accepting settlement discounts (eg time limits)?	Yes, Exchequer & Accounts Office determine whether settlement discount is due based on a time limit based in days.	Confirmed - it is also possible to specify the degree of flexibility allowed.
iv) Is VAT treated correctly on early settlement discounts?	Yes. VAT is calculated on the discounted value whether settled within settlement term or not, as per VAT regulations.	Confirmed - correctly calculated.

**Functional requirements questionnaire
IRIS Exchequer v5 & Accounts Office v1**

Question	Supplier Response	Evaluation Confirmation
18 i) Will the system permit the posting of unallocated cash to the ledgers? (S/L, P/L)	Yes, receipts and payments can be posted unallocated and then at a later stage allocated against a sales or purchase ledger entry.	Confirmed.
ii) Are unallocated cash/credit notes specifically reported for follow up?	Yes. Unallocated cash is contained as part of the aging reports. If a list only containing unallocated cash is required, a report would need to be designed using Visual Report Writer.	Confirmed - aged debtors report shows unallocated items.
19 Are outstanding transactions displayed for allocation? (S/L, P/L)	Yes the S/L and P/L display outstanding transactions during allocation. Alternatively an Allocation Wizard permits transactions to be displayed for allocation on an off line basis.	Confirmed.
20 Is it possible for new accounts to be created during sales invoicing or input of purchase invoices?	Yes, Exchequer & Accounts Office allow access to any other part of the system at all times, providing suitable access rights are set for the user.	Confirmed - a new sales ledger account was created during entry of a batch of sales invoices.
21 Is there control over the creation of new accounts?	Yes, user password restrictions can be applied.	Confirmed.
22 Is the user prevented or warned from overriding credit limits or discounts? (S/L).	Yes, system settings from warnings to placing accounts on hold are available.	Confirmed - warning provided that the user can override. It is possible to automatically put accounts in excess of credit limit on "stop" if this was desirable.
23 If the system enables transactions to be posted to the ledgers whilst performing a bank reconciliation (eg standing charges, bank charges etc) are these adequately reported?	Yes. Suitable cut-offs are in place via bank reconciliation, which show you which entries are cleared and not cleared through the bank.	Confirmed by reference to manual bank reconciliation.

**Functional requirements questionnaire
IRIS Exchequer v5 & Accounts Office v1**

Question	Supplier Response	Evaluation Confirmation
24 i) Does the system accept input files from other computer packages?	Yes. Using CSV import or directly through the import or importer modules. There is also a COM or DLL Toolkit that provides a more integrated transfer of input files.	Confirmed.
ii) What are the controls in place over the interface?	Data is validated on CSV construction and at import stage to fall within specified parameters. An error log is produced should an issue arise. The DLL/COM Toolkits validate the whole transaction before posting.	Confirmed.
25 Does the system have a facility for calculating interest on late payments?	Yes via an optional add-on module (not available in IAO).	Confirmed – optional module available if this feature is required (Exchequer only).

**Functional requirements questionnaire
IRIS Exchequer v5 & Accounts Office v1**

Question	Supplier Response	Evaluation Confirmation
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5.3 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. The companies VAT number is entered during set-up, and against each customer/vendor their VAT number can be inserted as a default value,	Confirmed.
■ EC VAT registration numbers (10)	Yes. Each customer/supplier EC VAT registration is also prefixed to assist EC Sales reports.	Confirmed.
■ VAT rate (nn.nn)	Yes. 21 rates of VAT all held to 2 decimal places.	Confirmed.
■ rounding, to be applied consistently (up or down to the nearest penny but not to zero VAT)	Yes. Lline based rounding as per the IDPM VAT method B in accordance with HM Customs and Excise.	Confirmed.
2. Security, by password and/or audit trail to control changes to:		
■ general ledger VAT control accounts	Yes. You cannot post directly to VAT control accounts.	Confirmed - this applies to all control accounts.
■ VAT tables	Yes. Protected by user password.	Confirmed.
■ tolerance levels (if applicable)	No tolerance levels to VAT values amended manually. VAT report does highlight manual VAT entries.	N/A

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Question	Supplier Response	Evaluation Confirmation
■ invoice number table	Yes. Protected by user password to access document numbers.	Confirmed.
■ changes on VAT code on customer and/product files	Yes. Account and stock items can be protect from edit using password controls.	Confirmed.
■ VAT calculated on sales invoices or credit notes	Yes. VAT can be amended manually. VAT report will highlight manually amended VAT entries.	Confirmed.
3. Method of operation		
a) VAT basis. Can the system handle:		
■ invoice (standard) accounting for VAT	Yes, the system handles the standard invoice VAT accounting.	Confirmed.
■ cash accounting for VAT?	Cash Accounting is an option that can be selected during installation.	Confirmed.
b) Where systems can handle both invoice (standard) and cash methods of accounting for VAT, is the basis clearly identified during set up?	Yes	Confirmed.
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.	The option to change is protected by system password and users will be advised to follow specific procedures to change the VAT scheme	Confirmed - users must contact Iris support in order to be able to change the basis of accounting.
4. Input VAT (purchases)		
a) Are there sufficient VAT codes to analyse input VAT:		
■ UK VAT chargeable (10 codes)	Yes, 21 available codes.	Confirmed.
■ EC acquisition tax	Yes provision for Rate A.	Confirmed.
■ No VAT	Yes, Rate Zero.	Confirmed.
■ exempt	Yes, Rate E.	Confirmed.
■ VAT inclusive	Yes, Rate I with provision to select rate for inclusive VAT to be applied.	Confirmed.

**Functional requirements questionnaire
IRIS Exchequer v5 & Accounts Office v1**

Question	Supplier Response	Evaluation Confirmation
<p>■ reverse charge tax</p> <p>b) The following invoice details will be required to be input:</p> <p>supplier reference</p> <p>invoice tax date</p> <p>invoice gross total</p> <p>invoice VAT amount</p> <p>individual invoice lines:</p> <p>■ net amount</p> <p>■ VAT rate (optional from VAT code, product supplier)</p> <p>c) The system should validate individual invoice line VAT 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>Yes. Accounts setup as EC members will calculate reverse charge VAT in VAT report for EC acquisitions and dispatches.</p> <p>Yes. Supplier reference via the Your Ref field, which also checks and warns on duplicate entries.</p> <p>Yes. Tax and invoice date are the same, which defaults to today's date. The user can then override this field.</p> <p>Yes. This is calculated automatically, and is shown on the footer window of the transaction.</p> <p>Yes. This is calculated automatically and is shown on the footer window of the transaction.</p> <p>The net line total is calculated based on unit cost, quantity and discount values.</p> <p>The default VAT rate code is based on either the customer/supplier/stock record defaults. The user has the option to override the default.</p> <p>The user can review the VAT split during the Footer window of the transaction. If there is a difference with the suppliers invoice, it is possible to manually override the VAT amount.</p>	<p>Confirmed.</p> <p>Confirmed.</p> <p>Confirmed.</p> <p>Confirmed.</p> <p>Confirmed.</p> <p>Confirmed.</p> <p>Confirmed.</p> <p>Confirmed.</p>

**Functional requirements questionnaire
IRIS Exchequer v5 & Accounts Office v1**

Question	Supplier Response	Evaluation Confirmation
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:	N/A - Invoices must be posted for VAT to be reclaimed.	N/A
■ VAT not yet reclaimed or	N/A.	N/A
■ VAT claimed	N/A.	N/A
5. Output VAT (sales)		
a) Are there sufficient VAT analysis codes to identify the following:		
■ UK chargeable	Yes. Standard Rate.	Confirmed.
■ EC VAT: goods and related services only	Yes. Code D for Dispatches.	Confirmed.
process	Process is defined on the invoice header.	
triangulation	Triangulation is defined on the invoice header.	
■ exempt	Yes, Rate E.	Confirmed.
■ export to a third country	Yes. Via a specific VAT code which the user can use for this purpose.	Confirmed.
■ UK sale zero rate by certificate/treasury	Yes. Zero Rate.	Confirmed.
■ distance selling (supply to an unregistered EC customer)	Yes. Via a specific VAT code which the user can use for this purpose.	Confirmed.
■ outside scope	Yes. Via a specific VAT code which the user can use for this purpose.	Confirmed.
b) For each invoice generated:		
■ unique invoice reference	Yes. Automatically generated.	Confirmed.

**Functional requirements questionnaire
IRIS Exchequer v5 & Accounts Office v1**

Question	Supplier Response	Evaluation Confirmation
■ supplier, name, address, EC country code and VAT number	Yes. Supplier name, address are automatically part of the invoice. The VAT number can also be printed on the invoice layout (with or without the country code prefix).	Confirmed.
■ date of invoice	Yes. Tax and invoice date are the same, which defaults to today's date. The user can then override this field.	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)	Yes. Tax and invoice date are the same, which defaults to today's date. The user can then override this field.	Confirmed.
■ customer, name, address, EC country code and VAT number (if EC)	Yes. Customer name, address are automatically part of the invoice, the VAT number can also be printed on the invoice layout (with or without the country code prefix)	Confirmed.
■ type of goods supplied, quantity, description, net value, rate of VAT.	Yes. On the invoice line there is a line-type which defaults to the options: Normal, Labour, Freight, Discount, Materials. Quantity, Line description, Net line total, Line VAT code are shown on-screen.	Confirmed.
■ total net charge	Yes. This is shown either at the bottom of the data-entry window or in the Footer window of the transaction.	Confirmed.
■ rate of cash discount.	Yes. This is summarised on the footer window of the transaction.	Confirmed.
■ total invoice and VAT value for each rate of VAT	Yes. This is summarised on the footer window of the transaction.	Confirmed.
■ type of supply	Yes. As well as recalling standard products and services, it is possible to enter free text lines and values.	Confirmed.

**Functional requirements questionnaire
IRIS Exchequer v5 & Accounts Office v1**

Question	Supplier Response	Evaluation Confirmation
c) Pro forma invoices should be clearly identified as "this is not a tax invoice".	Yes. Pro forma invoices may be added as quotations and are printed on user defined pro forma documents.	Confirmed - pro-forma invoices clearly marked as not being a VAT receipt.
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. VAT reports may be set to return by an agreed interval of VAT periods.	Confirmed.
b) summary of data included in VAT reports	Yes. A three part VAT report includes a summary of transactions by VAT code. A cash movement report is provided for Cash Accounting.	Confirmed.
c) detailed analysis of data included in each return sorted by VAT code and transaction 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.	Yes. The detailed VAT report includes all transactions for the selected VAT period by VAT code and are summarised in a format appropriate to the actual VAT return report.	Confirmed.
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.	Yes. Totals for EC dispatches and acquisitions are summarised for EC member accounts.	Confirmed.
e) Audit trails, where appropriate to identify amendments to:		
■ VAT tables	No audit report exists tracking changes to the VAT tables. However the rates for calculations are all stored within each transaction, so altering a rate has no impact on any existing transactions.	N/A

**Functional requirements questionnaire
IRIS Exchequer v5 & Accounts Office v1**

Question	Supplier Response	Evaluation Confirmation
■ tolerance parameters	N/A. Any manual variations for VAT are noted on the VAT Return.	N/A
■ invoice VAT calculations	Yes. The detailed VAT report will highlight items that have had manual VAT applied.	Confirmed.
■ customer/supplier/product masterfiles	No audit report exists for changes made to the customer/supplier/product files.	N/A
f) full audit trail of details of all VAT postings with variances by report period and country code showing:		
■ customer VAT number, customer, reference number (invoice), invoice value ESL indicator.	Yes. Via the VAT Registration report, for base details, and also on the detailed VAT Return.	Confirmed.
g) Exception reports or audit trail of all VAT postings where the computer generated VAT or calculated VAT has been overridden.	Yes. A three part VAT report includes all transaction details for the selected VAT period by VAT code and are summarised by VAT code and presented in a format appropriate to the actual VAT return. Any deviations from the calculated VAT are highlighted on the report.	Confirmed.
h) EC sales list (ESL) reconciliation analysis including:	Yes. EC sales list can be produced from the VAT reports. In addition an EDI export is available for electronic submission to Customs and Excise.	Confirmed.
i) INTRASTAT reports where applicable.	Yes. Arrivals and Dispatched reports are available from the VAT reports. In addition an EDI export is available for electronic submission to Customs and Excise.	Confirmed.

**Functional requirements questionnaire
IRIS Exchequer v5 & Accounts Office v1**

Question	Supplier Response	Evaluation Confirmation
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. VAT control accounts cannot be directly posted to by the user.	Confirmed - this applies to all control accounts.
b) How are errors on VAT accounts corrected?	Transactions posted outside of the correct VAT period are included in the current VAT report and flagged within the report to signify this. Transactions entered incorrectly can be reversed out and input correctly. VAT Only transactions may be entered for VAT only adjustments.	Confirmed.
c) VAT treatment of purchase and sales ledger contras		
■ both items VATable	Enter a purchase and sales transaction. Both entries will appear in the VAT report.	Confirmed.
■ supplier is non VAT registered	Either via a dedicated VAT code, which has the goods flag unticked, or via a journal.	Confirmed.
d) Reimbursable expenditure, eg. Electric charge received and partly recovered from a sub tenant.	Various ways to deal with this. Via the purchase ledger or journals.	Confirmed.
e) Partially allowable expenditure, eg VAT on petrol invoices where employees are provided with petrol (adjustment required for own use)	Yes. The transaction is split into separate lines to reflect the VAT appropriately. The calculated VAT figures can also be overridden.	Confirmed.
f) Can the system handle cheque refunds to customers? i.e unusual transactions under cash accounting.	Yes refunds can be issued and the VAT declared when the transaction is allocated	Confirmed.

**Functional requirements questionnaire
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Question	Supplier Response	Evaluation Confirmation
g) Can the system handle invoices with multiple rates of VAT?	Yes. Each transaction line may have its own VAT rate.	Confirmed - multiple line purchase invoice tested.
h) Can the system handle write off of bad debts and the VAT consequences?	Yes, a bad debt procedure is documented in the help files.	Confirmed.

**Functional requirements questionnaire
IRIS Exchequer v5 & Accounts Office v1**

Question	Supplier Response	Evaluation Confirmation
5.4 File maintenance		
1 Is the creation or amendment of standing data (eg customer account details) controlled by menu options and are these menus application-specific?	Yes, separate menus exist for Customers, Suppliers and General Ledger.	Confirmed - menus are task specific.
2 Does the system provide input validation checks? (eg 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 codes are selected from a list that displays account code, company name, outstanding balance and telephone number. There is no account code check formula but duplicates are not allowed.	Confirmed - use of invalid account codes prevented.
3 Are input errors highlighted? Are they:		
i) Rejected and reported on screen?	Yes. Ordinary errors will be rejected and reported on screen immediately. Transactions are also validated either at the point of saving a line, or saving the transaction.	Confirmed - on-screen warnings clear.
ii) Rejected and error reports generated?	On screen.	Confirmed.
iii) Accepted and posted to suspense?	Rejected prior to posting.	N/A - rejection confirmed.
4 Does the system prevent an account from being deleted whilst it is still active?	Yes. An account cannot be deleted once a transaction has been stored against it.	Confirmed - delete button disabled and greyed-out.
Are there other constraints over the deletion of accounts? (eg movement during the year, associated sub-accounts).	An account cannot be deleted once a transaction has been stored against it.	Confirmed.

**Functional requirements questionnaire
IRIS Exchequer v5 & Accounts Office v1**

Question	Supplier Response	Evaluation Confirmation
5	<p>i) What is the length and scope of reference numbers GL/SL/PL?</p> <p>G/L Code 1-2 billion range. Alt G/L Code 20 chars. G/L Also has independent Cost Centre and Department Analysis for additional reporting. Customer & Supplier Code 6 digit alphanumeric. Alt Customer & Supplier Code 20 chars.</p> <p>ii) Is it adequate to permit sufficient depth of analysis?</p> <p>Yes. Additionally, in Exchequer Master accounts have 4 x 20 Char user definable fields.</p>	<p>Confirmed.</p> <p>Confirmed - potential for further analysis in Exchequer provided by user definable fields in case the codes described in 5 (i) is insufficient.</p>
6	<p>i) Are reports available for users to identify all master file changes?</p> <p>A date last changed field exists within the record, which a report could be designed to exploit via Report Writer.</p> <p>ii) Can reports be invoked which identify the fields which have been modified?</p> <p>N/A</p> <p>iii) Would it be possible to show that these reports provide a complete record of all such changes?</p> <p>N/A.</p> <p>iv) Do the reports show how the fields have been modified? (eg before and after).</p> <p>N/A.</p>	<p>Not provided as standard – would have to be addressed on implementation if required.</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>
7	<p>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?</p> <p>Yes. Changes of this nature can be controlled through our OLE Excel functions, or via CSV imports. OLE Excel links not supported in IAO</p>	<p>This Exchequer feature was illustrated by the amendment of budgets via a spreadsheet. It was also demonstrated that this method could be used to effect global changes in other standing data.</p>
8	<p>If so, is the use of such parameters or tables adequately reported?</p> <p>No, a report of detailing the before and after stage of the information would be recommended.</p>	<p>Appropriate measures should be taken to record before & after position.</p>
9	<p>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).</p> <p>Yes. The OLE functions described above operate under the same User password controls as available inside Exchequer. N/A in IAO</p>	<p>Confirmed. (Exchequer only)</p>

**Functional requirements questionnaire
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Question	Supplier Response	Evaluation Confirmation
10 i) Does the system allow selective archiving of old data on a user-defined basis?	Yes. User can selectively purge accounting information by year, and completed orders by date. As part of this process, empty accounts, stock records and associated information may optionally be destroyed. No Purge Option in IAO	Confirmed (Exchequer only).
ii) Can this data still be used by the report generator?	Yes. In summary form only.	Confirmed.
iii) Can archived data be restored?	Previously archived data cannot be restored to live system but could be kept as an additional company providing a full backup of the data exists immediately prior to the purge being run.	Confirmed.
iv) Are there password controls over the handling (retrieval/saving etc) of archived data?	Yes. The archive company can be password protected.	Confirmed.

**Functional requirements questionnaire
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Question	Supplier Response	Evaluation Confirmation
5.5 Processing		
1 Does the system ensure that menu options or programs are executed in the correct sequence (eg ensure outstanding transactions are processed before month end procedures run)?	As the software is an open period system, allowing postings to previous periods, this is not relevant.	N/A
2 i) After an external document (eg sales invoice or cheque payment) has been generated and posted to the accounts is it impossible to amend this data?	Yes. It is not possible to amend a posted or allocated document or if password setting applied, a printed document.	Confirmed. For example, for posted sales invoices the status is shown as read-only and editing is disabled.
ii) Is there an audit trail of all changes to transactions which have updated the ledgers?	Transactions that update the ledgers cannot be changed once posted. Audit trail and posting reports show how these transactions update ledgers as they are posted.	Confirmed.
3 Can the system calculate prices or values by reference to master file data?	Yes by reference to stock and customer/supplier discounts.	Confirmed.
4 Does the system provide automatic recalculation, where appropriate, of data input? (eg VAT)	Yes, changes to net value, quantities or VAT rates are automatically recalculated.	Confirmed.
5 i) Does the system warn the user when the system is out of balance?	Yes, warnings are issued.	Confirmed - incomplete or unbalanced postings prevented and warnings provided.
ii) Is this check done on switching on or on ledger update?	Should an entry by some unforeseeable reason be unbalanced due to a system failure for example, the posting routines will automatically journal the difference to a suspense account for subsequent investigation, thus ensuring the TB is self-healing. An interruption to a posting run will report a TB imbalance from the posting audit report. Entering the G/L will warn the operator if TB is out of balance.	Confirmed.

**Functional requirements questionnaire
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Question	Supplier Response	Evaluation Confirmation
6 Does the system include routines for recovery from abnormal termination (eg power cuts)?	The software will commit records immediately, thus ensuring that on most occasions even the transaction being worked on will be retrieved in the event of a system failure, only requiring completion. In a worst-case scenario, the user only need reenter the transaction being input. In addition there is the facility to "unpost" the General Ledger back to a prior period without the loss of any data.	Confirmed and tested by powering down workstation during posting of sales ledger invoices to the general ledger.
i) Are these automated?	If a system failure is detected during a mission critical update, protected by Protected mode Posting, the user is warned upon re-logging on, and recovery procedures to complete the process are instigated automatically.	Confirmed - providing this option is enabled.
ii) Do they rollback to the last completed transaction?	Yes. The software is equipped with two very sophisticated levels of system failure recovery. At the database level, Pervasive SQL has in-built record roll back in the event of system failure. At the application level, mission critical system updates are protected by protected mode posting, which will not commit business rule changes unless a complete set of rules is executed, and will roll back is this process is interrupted.	Confirmed. Protected mode posting adds a small overhead that increases update times by approximately 20%. If protected mode is not used the "unpost" feature provides a method of "rolling-back" without relying on restoration from back-up.

**Functional requirements questionnaire
IRIS Exchequer v5 & Accounts Office v1**

Question	Supplier Response	Evaluation Confirmation
5.6 Reports		
1 Are all reports adequately titled and dated? (eg report name, client name, data, period, batch, last entry number, period end, pages, numbers etc.)	Yes. All standard reports are titled, with the appropriate report criteria highlighted.	Confirmed.
2 i) Do the reports provide totals where applicable?	Yes. Totals and subtotals are provided as appropriate to the structure of the selected report.	Confirmed.
ii) Are these totals calculated or taken from a control file?	Yes, mostly calculated but in some instances from control history file.	Confirmed.
3 Is it clear when the report has ended? (totals or end markers)	Yes. Totals and number of records processed indicate the end of a report. Also a page 1 of x is shown.	Confirmed.
4 Can reports be saved in electronic format (as distinct from just printing)?	Yes. A report can be sent either via e-mail or fax (Fax not available in IAO) as well as printed. If it is sent via e-mail then the report is included as an attachment (PDF or EDF).	PDF is a universally accepted format. EDF is an Iris proprietary format developed before PDF became so universal and requires a reader.
ii) Are such files adequately protected from deletion or amendment?	Via operating system security or email system security.	Email reports could be edited or deleted. Reports are built on the fly so deletion is not an issue.
5 i) Is a report generator provided as part of the software or as an option associated with it?	The Report Writer is available as a separate module.	The report generator is an optional module.
ii) What level of knowledge is required to use the report generator, eg beginner, regular user, expert?	The Report Writer is aimed at regular users, or those reasonably proficient with spreadsheet type formulas etc. Training is recommended. Tutorials available from help file. There are also a whole range of sample reports to assist the user (approx 80).	Confirmed.
iii) Can the report generating facility make use of user-defined fields (including external fields)?	Yes. The Report Writer can make use of the user defined fields.	Confirmed - a report referring to user-defined fields was created.

**Functional requirements questionnaire
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Question	Supplier Response	Evaluation Confirmation
6 Does the report writer cover all ledgers (transactions) files and balance (all value fields eg prior year etc.) files?	Yes. The Report Writer covers all areas/ledgers in the software for all periods.	Confirmed.
7 i) Are all the parameters or selection criteria used on reports reported?	Yes. A Report parameters page can be printed at the beginning of the report.	Confirmed.
ii) Is there an option for reports to exclude nil balances?	Yes. As standard several reports give the option to suppress zero balances. Also using Report Writer, the user can insert a condition to ensure that a zero balance is excluded.	Confirmed by reference to aged debtors report with and without zero balances.
8 Can screen layouts, reports and transaction formats be easily adapted to users' requirements?	Transaction form layouts (i.e. Invoices, statements) can be adapted to a user's requirements using the graphical Form Designer supplied with The software. Reports can be amended via the Report Writer. Some screens are customisable but only via VAR's using our developer's toolkit.	Confirmed.
9 Can a hard copy be produced of all screen enquiries?	Yes. A hard copy can be produced for enquiries such as an invoice, or alternatively the criteria of a standard report can be used to replicate the summary accordingly.	Confirmed.
10 Can transaction files for all previous periods of the year be retained in the system to permit enquiries and reports?	Yes. The software open period design means enquiries and reports can be produced for all previous periods/years.	Confirmed.
11 Can all reports [transaction listings (G/L), Day books (S/L, P/L)] be reproduced after the period end?	Yes, a daybook posting can be re-produced for any period or prior posting run.	Confirmed.
12 Are reports of all master file changes automatically generated or stored for later printing?	Yes. By setting up a Sentinel for Sentimail (Exchequer only) to alert via email, it is possible to report on changes to some master records. Alternatively, the Report Writer could also be used.	Confirmed (Exchequer only). Sentimail is a proprietary alerts feature to report specified events by email.
13 Can full lists of master file information be produced?	Yes, there are different types of reports that can also focus on areas of master file information. I.e. From General information to Sales analysis.	Confirmed.

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Question	Supplier Response	Evaluation Confirmation
14 i) Are all transactions on all reports individually identifiable?	Yes where those reports are sufficiently detailed.	Confirmed.
ii) Do the reports show whether items are debit or credit, and do they give sufficient narrative and coding to enable cross referencing?	Yes. Where applicable, reports will show whether items are Debit or Credit. All reports will include a transaction reference for 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. The software's open period design allow access to all prior data. It comes supplied with a comprehensive range of standard reports. In addition seamless links to Excel allow for further management reports like cash flow forecasts and budgetary control.	Confirmed - a standard set of reports covering normal requirements is provided and others can be built using the optional report writer, spreadsheets or other reporting packages. VAR's are able to assist customers to build customer specific reports.
16 i) Do standard reporting options give sufficient flexibility to tailor individual reports?	Yes. Report selection criteria meets most user requirements.	Confirmed.
ii) Do these reporting facilities permit multiple key-sorting, variable report intervals and optional selection parameters?	Yes. The design and criteria options for a standard report have evolved from original conception, and are now at a stage where they cover the vast majority of users' requirements. Any variations on the standard reports not covered by the input criteria would need to be addressed via Report Writer.	Confirmed.
17 Are standard reports always produced, even when they are nil returns?	Yes. Reports will always be produced even if no data is returned.	Confirmed - in certain cases suppression of nil balances is possible.
18 i) Do the standard budget reports provide sufficient analysis of variances?	Yes, depending upon user selected criteria.	Confirmed.
ii) Do such reports provide exception reporting, percentage analysis and comparatives? (G/L, S/L, P/L)	Yes, the G/L will provide comparisons between periods and years. Sale and Purchase reports can display margins.	Confirmed.
19 Do standard reports show sufficient analysis of trading results? (For example sales analysis by region)?	Standard reports can be filtered by cost centers and Departments, product groups, further analysis would require using the Report Writer.	Confirmed.

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Question	Supplier Response	Evaluation Confirmation
20 i) Are all movements during each accounting period shown on ledger detail reports?	Yes. The user can choose from a range of reports to show the detailed movements within a chosen period.	Confirmed.
ii) Do these reports show how all partial payments or allocations (unallocated cash) have been treated?	Yes. You can show how the matching for a transaction is made up, and print it out using the block un-allocate feature.	Confirmed.
21 Does the trial balance report show balances carried and brought forward and totals of posted transactions?	Yes. The software's interactive G/L allows very comprehensive on screen drill down to all areas of the G/L in a clear visual hierarchical format.	Confirmed.
22 Can the management accounts, profit and loss account and balance sheet be sufficiently analysed by cost centres, company and period?	Yes, the most effective way of dealing with management accounts is to use the OLE integration with Excel – which then provides a fast and visually effective reporting route.	Confirmed.
23 i) Can aged analysis reports be obtained? (sales ledger, purchase ledger, stock).	Yes, either using the standard reports or through creating a user specific version via the report writing tools.	Confirmed.
ii) Are the age criteria fixed or user definable?	User definable by days/weeks/months.	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)?	The software operates a daybook approach for incomplete transactions. Their presence on the daybook indicates they are incomplete. Various reports also show these transactions.	Confirmed.
25 What controls are there in place to ensure that the correct price/discount has been applied to invoices/credit notes? (eg Gross Margin reports)	In addition to password controls to limit who can edit prices, there are on screen margin totals per transaction. On screen margin information by account as a historical summary and via the account ledger. Various reports can also report on margin. Sentimail (Exchequer only) can be used to detect any margin discrepancies and alert by exception.	Confirmed. Sentimail provides real-time exception reports by email, SMS or both. This feature was demonstrated by alerting a nominated individual about a low margin sale.

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Question	Supplier Response	Evaluation Confirmation
26 Can the system automatically generate documents for external use? (For example sales invoices and statements, remittance advices and cheques).	Yes. These can be printed individually or as a batch. They can also be generated in PDF format. When printed using the paperless module can be emailed or faxed in PDF or Iris EDF formats. EDF format can be supplied with EDF reader for non Iris users. In addition Exchequer is equipped with the ability to generate BASDA eBIS-XML Purchase Orders and Sales Invoices.	Confirmed. PDF & EDF formats enable electronic transfer of documents. e-BIS-XML enables the transaction to be imported into another e-BIS-XML compliant system without being re-keyed (Exchequer only). e-BIS-XML documents can also be viewed on screen or printed by the recipient for manual entry.
27 i) Can the system control duplicated documents eg sales invoices?	Yes. The software will not post the same invoice number twice, for purchase invoices, the supplier your ref can be tested for duplicates.	Confirmed.
ii) Are these clearly identified as duplicates?	Yes, a warning is given.	Confirmed.
28 Does the system force the production of month-end reports?	As Exchequer & IAO are non destructive open period systems, it is not necessary to enforce end of month reporting, although strict monthly reporting regimens are easily catered for. Use of the Sentimail module (Exchequer only) can schedule reports to be generated automatically as an automated procedure if required.	Confirmed - users are not forced to follow a rigid routine due to the open period nature of the system and the fact that reports can be produced at any time.
29 Following a month end can transactions still be viewed and can the reports be rerun as at a previous month end?	Transactions can be viewed at any time unless purged. Reports with the exception of stock valuation for live stock systems can be rerun at anytime for any previous period.	Confirmed.
In particular - is it possible to print out retrospective aged sales and purchase ledger reports that agree back to the month end trial balance control account figures as at the month-end.	Yes, it is possible to backdate aged debtors & creditors reports in order to agree to historical trial balances as an option at the time of running the reports.	Confirmed.
30 Can the reporting function make use of external datafiles?	Yes. External data needs to be imported into The software first.	Confirmed.
31 Does the report generator have the facility to scroll up and down when output to screen?	Yes. The report displayed on screen can be scroll paged up/down and printed.	Confirmed.

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Question	Supplier Response	Evaluation Confirmation
32 Can all reports be run without the need for period-end procedures to be initiated?	Yes, all reports can be run without the need for a period-end to be initiated.	Confirmed.
33 Does the report generator allow print previews of all reports ?	Yes, then once previewed the user has the option to print directly without having to run the report a second time.	Confirmed.

**Functional requirements questionnaire
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Question	Supplier Response	Evaluation Confirmation
5.7 Performance of requisite accounting functions		
1	<p>i) Can the software be used by more than one person at the same time?</p> <p>ii) Can the same function (eg Purchase ledger) be used by more than one person at the same time?</p>	<p>Yes, subject to multi user licence.</p> <p>Confirmed.</p> <p>Yes, The software operates on the basis of concurrent users in all areas of the system.</p> <p>Confirmed.</p>
2	<p>i) Can the software support groups of companies, departments, branches? How many such branches or companies can be supported? Can they be consolidated?</p> <p>ii) Can the system consolidate entities with different charts of accounts?</p>	<p>The software can support groups of companies, departments and branches. An unlimited number of branches and companies subject to license can be supported. Companies can only be consolidated externally using OLE/Excel integration OLE/Excel integration not available in IAO.</p> <p>Confirmed - supplied with 5 companies as standard.</p> <p>Yes. Consolidated reports can be produced via the OLE/Excel integration (Exchequer only).</p> <p>Confirmed. A group report showing consolidated bank and stock position was demonstrated. Templates for group reports are provided but normally these would need to be tailored by each customer. OLE/Excel integration not available in IAO.</p>
3	<p>Is multi-currency processing available? Is conversion to sterling automatic? (G/L, S/L, P/L, stock)</p>	<p>Conversion to any (not necessarily sterling) base currency is automatic. A translate currency is used to express all values from one currency into another for reporting purposes. Automatic revaluation to restate the accounts at a new exchange rate taking account of any un-realised gains or losses is also a standard part of the multi currency version. Individual debtors or creditors can be held in any currency. Mixed currency allocation is permitted with automatic handling of any realised gain or loss at the time of payment.</p> <p>Confirmed. The product is available in dual-currency (Euro & Sterling) and multi-currency versions.</p>

**Functional requirements questionnaire
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Question	Supplier Response	Evaluation Confirmation
4	What are the currency capacities?	
i) What are the maximum and minimum exchange rates	It is possible to set exchange rates as with six significant figures and six decimal places.	Confirmed.
ii) What is the maximum number of currencies?	89 currencies in Exchequer 29 currencies in IAO	Confirmed. Selection of the most common currencies provided with room to add more up to 89 in Exchequer or 29 in IAO.
5	What currency information is held?	
i) Currency code/description	Currency name. Display symbol. Print symbol.	Confirmed.
ii) Country	Held in description.	Confirmed.
iii) Currency rate table.	Daily rate. Company Rate (not in IAO). Triangulation fields Invert (not in IAO) Float Triangulate rate (not in IAO) Triangulation	Confirmed.
iv) Date rates effective.	Each transaction holds its own exchange rate and so the dates of exchange rates can be derived.	Confirmed.
v) Previous rates held.	Previous rates are held on transactions.	Confirmed.
6	User controls?	
i) Can the base currency be selected?	Yes, at installation for each company.	Confirmed.
ii) Can the user over ride the exchange rates during a transaction?	Yes. On daily rate systems. On company rate systems for VAT purposes only.	Confirmed.

**Functional requirements questionnaire
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Question	Supplier Response	Evaluation Confirmation
iii) Can the user change the exchange rates per account?	Currency rates are set per company within our multi-company manager. Forward rates can be set up on orders.	Confirmed. Normal user controls can be used to allow or restrict changes. When creating an order it is possible to fix the rate for the life of the transaction.
iv) Is there a restriction on accounts to a single selected currency.	If required, General Ledger accounts can be restricted to accept only one currency	Confirmed by attempting to post a different currency to a bank account - warning message generated.
7 Currency processing		
i) Can the user manually over ride the currency calculation?	Yes. On daily rate systems. On company rate systems for VAT purposes only, during transaction entry.	Confirmed.
ii) Are gains or losses on currency calculations automatically processed?	Yes, as currency variance for gains and losses.	Confirmed.
iii) Can the user over ride the calculation /processing of currency gains and losses?	When a payment or receipt is allocated, the realised gain or loss is calculated. The user can decide if they should take it or not. The currency revaluation routine will automatically calculate the unrealised gain or loss and generate a system journal to post the differences.	Confirmed. Warning of under/over allocation alerts user. If option to post as a currency variance is selected it is posted to the nominal ledger currency variance account.
iv) Can the user define the treatment of forex gains/losses (e.g. the nominal to write to)?	Yes, as set in control codes.	Confirmed. Control codes specify which account the variance should be posted to.
iv) How does the currency treat revaluations relating to:?		
■ Ledgers (sales/purchases)	Yes. Revalues posted outstanding values in currency if rate changed.	Confirmed.
■ Monetary assets/liabilities	Yes. Revalued unless Balance Sheet G/L account is set not to revalue.	Confirmed.
■ General ledger accounts	Yes. Unless G/L account is set not to revalue. All Balance Sheet items are revalued. Profit and Loss accounts are notionally revalued as the contra entry to the revaluation generally resides within the P&L as a finance expense.	Confirmed.

**Functional requirements questionnaire
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Question	Supplier Response	Evaluation Confirmation
v) Can ledger accounts be defined to take invoices/payments in specified currencies/multiple currencies:?	Yes. A G/L account can accept any currency or be restricted to one currency.	Confirmed - depending upon whether dual or multiple currency version is used.
8 Currency input		
i) Does the system prevent the deletion of the active currency.	Yes. Although description and symbols can be changed along with the daily rate. The Company rate cannot be amended except during revaluation, and as the transactions all retain their individual currency information a currency can never be theoretically deleted.	Confirmed. All existing transactions would remain in original currency. Revaluations are also subject to user security controls.
ii) Does the system prevent use of duplicate currency codes?	All currencies are given a currency number that is unique.	Confirmed.
iii) Can currency transactions be entered in selected currency and/or base currency?	Yes, at the point of data entry the user can decide which currency the transaction relates to.	Confirmed.
iv) Are transactions held in selected currency and/or base currency?	Yes. Transactions are held in actual currency with a prevailing exchange rate so it can be expressed in base currency at any time.	Confirmed.
v) Can transactions be entered in multiple currencies?	Yes. Nominal Journals can have multiple currency entries. Sales and Purchase transaction have a single nominated currency per transaction.	Confirmed.
9 How does the system handle exchange differences?	As unrealised currency variance during a revaluation and realised currency when allocating currency transactions.	Confirmed correct treatment of variances.
10 What number of accounting periods are provided by the system?	Up to 99 as standard.	Confirmed.
i) What is the minimum?	1	Confirmed.
ii) Can the length/ number of periods be adjusted to suit different user requirements?	Yes. Exchequers' financial period is independent to the system date. Users are responsible for changing periods as required. Specific date ranged periods can be enforced using the user defined period hook.	Confirmed.

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Question	Supplier Response	Evaluation Confirmation
iii) How many accounting periods can be open at any one time?	There is no limit to the number of periods open at any one time.	Confirmed.
iv) How many years can be open?	There is no limit to the number of years open at one time.	Confirmed.
v) Can a period or year be re-opened after it has been closed?	A parameter switch prevents posting to previous periods. In addition a system that has been purged cannot post back into the purged period	Confirmed.
11 Are the ends of accounting periods determined by the user rather than being set by the system?	Either periods can be closed manually, or transaction periods can be set relative to date automatically.	Confirmed.
12 i) Can data from all accounting periods be accessed at any given moment?	Yes, data from all accounting periods can be accessed easily at any time.	Confirmed access to data in all periods.
ii) Can previous months be accessed for enquiries or reports?	Yes.	Confirmed.
13 i) Does the system allow posting to more than one accounting period at a time?	Yes, providing that the period is designated as open.	Confirmed.
ii) Is it possible to allocate transactions to:		
a) future periods?	Yes, but these transactions cannot be posted until the period has been reached	Confirmed.
b) previous closed periods?	No, but under password control it is possible to re-open a previously closed period.	Confirmed.
c) a previously closed year?	No, but under password control it is possible to re-open a previously closed year.	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?	Yes. The posting run will produce an exception report noting these transactions.	Confirmed.

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Question	Supplier Response	Evaluation Confirmation
b) Revise subsequent periods accordingly?	Yes, the implications of any historical movements are taken into account.	Confirmed.
c) Will transactions outside the current period be adequately reported and accounted for (eg on the VAT return)?	Yes. Transactions outside their current VAT period are displayed on the VAT report clearly marked as out of period transactions.	Confirmed.
14 Does the system permit use of budgets and provide comparisons between budgets and actuals? (G/L, S/L, P/L)	Yes, with a wide variety of reporting either on-screen, via reports, or through the OLE integration and Excel.	Confirmed.
15 i) What is the maximum value of transactions and of totals, that can be handled by the system?	Largest Values. Transaction Line 9.99 Billion Transaction Total 999.99 Billion GL (Store/Report) 999.99 Billion. GL (Display) 9.99 Billion. Exchange Rate 12 Significant figs, 6 Decimal places.	Confirmed.
ii) What is the maximum number of transactions that can be handled by the system?	Transactions: 2 Billion. Notepad Lines: 2 Billion. Cost Centres: 50,000. Departments: 50,000. Stock Records: 2 Billion.	Not practicable to verify.
16 What is the maximum number of accounts on each ledger (eg sales ledger, purchase ledger, nominal ledger)?	GL Accounts: 1 Billion. SL/PL Accounts: 1 Million.	Not practicable to verify.
17 What is the size and format of account numbers on each ledger?	G/L Code 9 Numeric up to 2 billion range. Alt G/L Code 20 chars. Customer & Supplier Code 6 digit alphanumeric. Alt Customer & Supplier Code 20 chars.	Confirmed.
18 Are the control features provided by the software adequate to support effective user controls?		
i) Transaction sequencing?	Yes. Each time a transaction is created, it is given a unique reference.	Confirmed.
ii) Automatic dating of posting transactions?	Yes, the system assumes today's date as set by the operating system but can be changed.	Confirmed.

Functional requirements questionnaire

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Question	Supplier Response	Evaluation Confirmation
5.8 Sales Order Processing and Invoice Production		
1 Does the system start with a quotation or the sales order?	An entry can be made at a sales order or quotation stage. A sales quotation may be converted to an order or invoice or deleted if no longer required.	Confirmed.
2 Are recurring or schedule orders handled ?	Yes, repeat orders can be created from quotes from the auto daybook. There is also a delivery date per line for scheduled forward orders.	Confirmed.
3 At quotation or initial order state how does the system:		
i) check stock availability	Sufficient stock warnings are given when adding quotations or orders.	Stock enquiry can be popped up during order entry to check stock level. If order exceeds stock a warning is generated. Product set-up parameters specify whether orders over stock can be entered. Orders placed in excess of stock become unallocated orders.
ii) highlight alternative stock	Alternative stock is supported by an alternative stock code.	Confirmed.
iii) check credit status of customer - is this:		
■ on receipt of order	Yes, credit checking is optional which can be checked on receipt of order and when picking orders.	Confirmed.
■ prior to dispatch		
4 Can the system block		
■ customer orders	When account on credit hold status set no new orders can be added and delivery and invoice creation is blocked.	Confirmed - credit hold blocks new orders.
■ deliveries		
■ invoice production		
5 Where stock is not available is a "back order" raised and a purchase order issued?	The software can generate back to back orders directly from sales orders to fulfil any stock deficiencies.	Back to back order generation confirmed.

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Question	Supplier Response	Evaluation Confirmation
6 Does the system handle forward orders?	Yes. There is a delivery date per line for scheduled forward orders.	Operation of forward orders confirmed.
■ only when stock is now available	Sales orders can delivered from stock or held awaiting stock.	Confirmed.
■ to be allocated from future planned stock	Yes, via the auto pick facility when generating a back to back order.	Confirmed.
7 Can multiple addresses be held for each customer (invoice and delivery address).	Yes. Can have multiple delivery address all linked to a head office, or by using an optional contacts plug-in.	Multiple customer addresses confirmed.
8 Are the following documents produced:		
■ Quotations	Yes.	Confirmed.
■ Order confirmation	Yes.	Confirmed.
■ Picking lists	Yes.	Confirmed.
■ Labels	Yes.	Confirmed.
■ Dispatch/Delivery note	Yes.	Confirmed.
■ Invoices	Yes.	Confirmed.

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Question	Supplier Response	Evaluation Confirmation
9	Are the following reports available:	
■ Quotes for which orders not received	Any quote which remains on the daybook has not been generated as an order. A standard daybook report by quotation is available.	Confirmed - report showing outstanding quotations produced.
■ Orders received (analysis)		
■ Items placed on backorder and/or purchase orders raised	Can be viewed on screen via the outstanding sales orders daybook, or a report can be created using Report Writer.	Confirmed.
■ Items dispatched not invoiced	Yes, standard Order shortages report available.	Order shortage report shows stock required & when.
■ Items ordered but not dispatched due to stock out		
■ Gross margin (by invoice or item)	Can be viewed on screen via the outstanding sales orders daybook, or a report can be created using Report Writer.	Confirmed.
	Yes, via Backorder report.	Confirmed.
		Confirmed.
	Yes, stock sales analysis report based on orders or invoices.	Confirmed.
10	Are invoice details derived from order input? (eg prices, quantity)	Confirmed.
11	i) Can picking lists /dispatch notes be amended for non availability of stock?	Confirmed.
	Yes, quantities picked can be amended at the time of picking.	
	ii) Is this reported?	Confirmed.
	This is reported on picking list.	
	iii) Items dispatched reflect in final invoice?	Confirmed.
	Yes. All invoices derived from orders will reflect their status.	
12	Is there one despatch note and invoice per order?	Option confirmed (Exchequer only).
	This is optional. Despatch notes and invoices may be consolidated or produced to reflect each delivery. No consolidation in IAO	

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	Question	Supplier Response	Evaluation Confirmation
13	How does the system ensure all dispatches are invoiced? eg where multiple dispatches are raised per order, or several orders on a single dispatch note.	Items not invoiced will remain as delivery notes from the order daybook. An invoice all deliveries procedure can be run to invoice any delivery notes automatically.	Confirmed.
14	Can manual invoices be raised (i.e without a sales order)?	Yes, invoices can be raised independently of any orders.	Manual invoice confirmed.
15	Does the system produce proforma invoices as required?	Yes. Quotations can be printed as pro forma invoices.	Confirmed.
16	i) Can returned goods be processed to produce credit notes?	Yes. Credit notes can be added to refund customer and return goods to stock manually or via the Returns Module Returns Module not available for IAO.	Confirmed operation of credit notes & return to stock.
	ii) Are these referenced to the original order/invoice?	Yes. Copy reverse of original document will be referenced in credit document's notes.	Confirmed.
17	i) Will the product accept orders from the Web?	Yes, using the Exchequer e-business module, and providing the orders conform to the BASDA eBIS-XML standard. No e-Bis-XML in IAO	Confirmed (Exchequer only) - this uses a third party web catalogue.
	ii) How are Web orders integrated with the sales order processing ledgers?	They are processed from an e-Business daybook where customer purchase orders or web orders are received as sales orders.	Transactions imported into a quarantine area for checking. Various options to generate order acknowledgement and, when appropriate, order acceptance.

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Question	Supplier Response	Evaluation Confirmation
5.9 Purchase Order Processing		
1 Order generation -		
i) Does the system generate suggested orders?	Yes. Re-orders can be generated automatically using the interactive re-order list, and based on maximum or minimum stock levels. A reorder report can be printed.	Confirmed - suggested order generated based on stock reorder levels
ii) Can orders be generated by the user?	Yes. Orders may be added by a user.	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. Stock items are added to an order by typing the stock code or part of the stock code. All items that share the partial code entered are displayed in a list for selection. Multiple search items available for locating stock.	Confirmed.
■ Can more than one supplier be allocated to each product?	Yes. A preferred supplier can be specified on the stock record and alternative supplier codes added for multiple suppliers. The preferred supplier can be temporarily overwritten via the interactive re-order list. No multiple suppliers in IAO	Confirmed - the user can override suggested supplier. (Exchequer only)
■ Does the system hold details of substitute products if applicable?	There is a comprehensive alternative stock database for each stock item. Not in IAO	Confirmed – equivalent product, superseded by product and complimentary product. (Exchequer only)
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, the suggested order quantity on the interactive re-order list can be amended prior to generating any purchase order, and then subsequently all purchase orders generated from the re-order list can be amended as required.	Confirmed - the user can override either supplier or quantity proposed in suggested order.
3 Is stock availability updated for stock on order?	Yes, on-order quantities are available on the stock record or (in Exchequer only) visible via the ObjectStockEnquiry window.	Confirmed - up to date stock level shown on pop-up window when entering order.
4 Can the system handle partially completed orders and returns?	Yes, partially completed purchase orders will remain on the purchase order daybook until either the balance is written off or the goods have been received.	Confirmed.

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Question	Supplier Response	Evaluation Confirmation
5 Are receipts checked to orders and discrepancies reported?	Yes. When deliveries are received shortages can be written off or left on order and only items received will be processed on deliveries.	Confirmed.
6 Are purchase invoices checked to purchase orders, confirmed receipts and discrepancies reported?	Yes, any incomplete deliveries are retained on order daybook.	Confirmed.
7 Are the following reports available:		
i) Purchase Orders raised (analysis)?	Yes, via Daybook report and Outstanding orders report.	Confirmed.
ii) Purchase Orders not received?	Can be viewed on screen via the outstanding purchase orders daybook, or a report can be created using Report Writer.	Confirmed.
iii) Goods received discrepancies?	Can be viewed on screen via the outstanding purchase orders daybook.	Confirmed.
iv) Invoice to goods received discrepancies?	A report can be produced using the write off information to look at ordered versus delivered discrepancies.	Confirmed.
v) Goods received not invoiced?	Can be viewed on screen via the outstanding purchase orders daybook.	Confirmed.
8 Can the system handle "back to back" ordering?	Yes. Copy back to back on sales orders can produce single or multiple supplier orders.	Operation of back to back ordering confirmed.

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Question	Supplier Response	Evaluation Confirmation
5.10 Stock Control		
1 What information is held in respect of stock (and are there any limits):		
■ Item numbers/description	Item codes - 16 alpha/numeric. Description – 6 lines of 35 characters.	Confirmed. Confirmed.
■ Location(s)	Codes - 3 characters alpha/numeric. Description – 6 lines of 30 characters. Not supported in IAO	Confirmed. Confirmed. (Exchequer only)
■ Quantity, (available, allocated, on order)	The stock record displays quantities in stock, on-order, posted and available.	Confirmed.
■ Minimum and maximum stock levels	Minimum and maximum stock levels are recorded on the stock record.	Confirmed.
■ Reorder lead times	Reorder lead times are available if the Works Order Processing module is installed. Not supported in IAO	Dependent upon availability of the optional Works Order Processing module. (Exchequer only)
■ Supplier(s)	A preferred supplier can be held on the stock record for re-ordering.	Confirmed.
■ Prices/cost/discount details		Confirmed.
■ Other stock information:	Cost price and 8 selling price bands are held on each stock item.	Confirmed.
	Quantity break discounts can be added based on banding and special prices & discounts at customer level.	
■ Batch/serial number	Batch serial number tracking and used by dates are stored in a batch/serial database. Not supported in IAO	Confirmed (Exchequer only).
■ Weights etc.	Sales and purchase unit weights.	Confirmed.

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Question	Supplier Response	Evaluation Confirmation
2	How is stock updated?	
■ Dispatch of goods	When the goods are picked, and then delivered (SDN)	Confirmed.
■ Receipt of goods	When the goods have been received, and then converted to a PDN (Purchase delivery note).	Confirmed.
■ Adjustments	Stock Adjustments (ADJ's) will be made via the Stock Daybook.	Confirmed.
■ Transfers between locations	Adjustment transfers between stock locations can be entered. By default the cost of the item is maintained during the location transfer, and each stock item can be valued using a different method (i.e. LIFO, FIFO, Average, Last Cost or Serial/Batch). Users do have the option of updating the cost price when adjusting stock into the new location if so required.	Confirmed - via stock adjustment day book.
3	Is negative physical stock allowed?	Confirmed.
4	Can the system handle "sale or return" stock?	N/A
5	Can the system handle variations to a standard pack of products?	Confirmed (Exchequer only).
6	What methods of stock valuations are allowed? (eg average, FIFO, LIFO, standard, etc).	Confirmed.
7	How can stock enquiries be made, i.e by product code, short name/supplier etc.	Confirmed.
8	Does the system track orders and enable enquiries by date, eg list of all stock due on a particular day; stock to be dispatched on a set date?	Confirmed.

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Question	Supplier Response	Evaluation Confirmation
9 Does the system facilitate the regular counting/ inspection of physical stock (e.g. by producing random/defined stock check lists)?	Yes. A stocktake procedure allows stock to be frozen whilst it is counted and generates an adjustment for actual stock figures where different. In addition a stock take facility integrating to Excel is also available (Exchequer only).	Confirmed - this can be operated for individual product groups separately.
10 Can the system handle more complex situations such as:		
■ Bill of Materials	Yes. Stock items may be set up as bill of materials managing builds and sub assemblies. Stock may be sold as completed assemblies or by deducting components if no builds are in stock. Kitted stock lines items are also provided for. Extensive management of Bill of Materials is also provided via the optional Works Order Processing Module. WOP Not supported in IAO	Confirmed. Confirmed - additional functionality in optional Works Order Processing module (Exchequer only).
■ Links to CAD/CAM systems	A "Link" button exists, which would allow images to be viewed from a CAD/CAM system etc.	The link button specifies the path to the relevant image file.
■ Job costings to collate and value WIP.	The Job Costing module records labour, overheads, materials and WIP.	Confirmed - Job Costing is an optional module.

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Question	Supplier Response	Evaluation Confirmation
5.11 User documentation		
This section applies to any of; online, hardcopy or other (e.g.WWW) documentation – specify which are applicable.		
1 Is the manual clearly laid out and understandable?	Help files are laid out by topic relative to the software modules. Introductory and how to use topics help user familiarize themselves with using help. The help files are written in the context of some product understanding supported with tutorials. Additionally a hard copy manual is available for IAO.	Confirmed.
2 Is the manual comprehensive and accurate?	The manual are as complete as possible and reviewed regularly to accommodate new features and product changes	Confirmed.
3 Is there an index to the manual?	Yes	Confirmed.
4 Is it easy to locate specific topics in the manual when required?	Yes	Confirmed.
5 Is it easy to follow through all procedures in the manual?	Yes	Confirmed.
6 i) Does the manual include:	Yes	Confirmed. In addition to the on-line help manual, a set of procedures manual is provided for training purposes which include practical exercises. These also act as a useful reference source for key tasks.
a) A tutorial section?	Yes	
b) A guide to basic functions?	Yes	
c) Pictures of screens?	Yes where appropriate	
d) Completed examples included in the manual?	Yes where required	
e) Specific "error correction" procedures.	No, but FAQ sheets available in conjunction with Support	Confirmed.
7 Does the documentation clearly specify the actions to be taken by users at each important stage of processing?	Yes	Confirmed.
8 i) Are help screens available relating to the task in hand? (context sensitive help).	Yes	Confirmed.

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Question	Supplier Response	Evaluation Confirmation
ii) Do they provide on-line instructions on how to use particular features of the software?	Yes each section of help includes an overview.	Confirmed.
iii) Can they be edited or prepared by the user?	Help topics can be annotated but not changed by the user. Topics can be printed as required.	Confirmed - annotations by one user are available to other users.
9 Will the software supplier make the detailed program documentation (eg file definitions for third party links) available to the user, either directly or by deposit with a third party?	Where appropriate	Generally used by VAR's.

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Question	Supplier Response	Evaluation Confirmation
5.12 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?	Menu driven and accessible using short cut keys and return acceptable performance.	Confirmed.
2 Is data entry easily repeated if similar to previous entry?	Yes using F9 repeat option	Confirmed.
3 i) Does the system prevent access to a record while it is being updated? Is the locking at file (eg purchase ledger) or record (eg supplier's account) level?	Any system conflict is resolved by temporary locking that is released when the conflicting process is finished	Confirmed.
ii) Does the system allow for the running of reports whilst records are being updated?	Yes	Confirmed - a useful progress bar indicates time to completion. It is also possible to specify priority of processing tasks.
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	N/A
5 Can regular reports be easily duplicated if required?	Yes	Confirmed.
6 Does the system warn the user when space is becoming short?	Yes, tolerances can be set within the Multi Company Manager to ensure warnings are issued for data files that exceed their specified size.	Confirmed. Multi Company Manager runs in the background to monitor key values and data files, for example to prevent any database file size limitations being exceeded.

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Question	Supplier Response	Evaluation Confirmation
5.13 Integration and www facilities		
1 i) Are the different accounting applications integrated?	Yes, Exchequer & IAO are fully integrated systems.	Confirmed.
ii) Are they integrated on real time basis or batch basis?	Exchequer & IAO use a combination of real time and batch updating.	Confirmed.
iii) Can the integration of batches be by batch, weekly or monthly?	As required by the individual user.	Confirmed.
2 Is the ledger updating process satisfactorily controlled by the production of control reports?	Yes posting report documents updates to ledgers.	Confirmed.
3 What operating systems does the system run under?	<p><i>Server Operating Systems:-</i> Microsoft Windows 2000 Server. Microsoft Windows NT Server 4 Novell Netware 4 or above. Microsoft Terminal Server (TS). Citrix Metaframe (Citrix). Citrix Metaframe XP (CitrixXP). Microsoft Small BusinessServer. Microsoft Small Business Server 2000/2003.</p> <p><i>Workstation O/S:-</i> Windows 98/NT4/2000/XP.</p>	Confirmed by reference to technical specification.
4 Can more than one system function be performed concurrently?	Yes.	Confirmed.
5 i) Can the software be linked to other packages eg word processing, graphics, financial modeling, to provide alternative display and reporting facilities?	Yes. OLE to Excel (Exchequer only). ODBC. COM/DLL Toolkits. Report Writer can link to CSV/dbf files.	Confirmed.
ii) Can definable links to spreadsheets be created?	Yes using a very comprehensive array of real time OLE functions in built into Excel. (Exchequer only).	Confirmed (Exchequer only).

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Question	Supplier Response	Evaluation Confirmation
6 Does the system integrate with any web trading software? External or suppliers own?	Exchequer integrates with web-solutions via the eBusiness module which can communicate with any web-trading software that support the BASDA eBIS-XML standard.	Confirmed (Exchequer only).
7 With what other business application software will the system link? –e g: <ul style="list-style-type: none"> ■ Payroll ■ Time/fees ■ MRP ■ Fixed assets ■ Document management systems ■ Job costing 	Any Windows application that is COM compliant. Yes. Yes via Excel. Yes. Yes. Yes. Yes.	Optional module. Confirmed. 3 rd party products. 3 rd party products. 3 rd party products. Optional module.
8 Is the software compatible with XML standards? If so in what respect? (input/ output/ other)?	Yes, Exchequer was one of the first products to be certified for the BASDA eBIS-XML standard for Orders & Invoices. (In respect of both Input and Output).	Confirmed (Exchequer only).

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Question	Supplier Response	Evaluation Confirmation
5.14 Support and maintenance		
1 Will the supplier or dealer provide corrections to the programs? Are bug fixes free of charge - for how long?	Bug fixes are supplied to customers who have subscribed to a maintenance contract which is renewable on an annual basis.	N/A
2 Will the supplier or dealer provide general enhancements to the programs? Will these be provided automatically? Will they be given free of charge?	Upgrades that incorporate enhancements are supplied to customers who have subscribed to an annual maintenance contract.	N/A
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?	Iris provide a support hotline between the hours of 8.00am to 6.00pm. The cost is calculated at a percentage of their investment. VAR's provide a similar service where support times and costs may vary.	Confirmed.
4 Is the supplier or dealer capable of giving sufficient ongoing education and training and other support?	Iris provide training facilities to both users and VAR's. VAR's are trained to a strictly controlled accreditation level.	Confirmed.
5 Can the supplier, dealer or some other organisation provide all the hardware, software and maintenance requirements of the user?	Exchequer & Accounts Office are provided either directly or via the reseller channel. Iris does not provide hardware, but many of its VAR's do.	Confirmed.
6 Is there nationwide support: ■ Telephone ■ Modem link/WWW ■ local dealers/support	Yes. Yes. Yes.	Confirmed.
7 Is a warranty offered in respect of specification of the system?	No.	N/A - customers should ensure VAR is fully aware of specific business requirements.
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)?	Iris will on request deposit the source code under an ESCROW agreement with NCC. There is an additional cost associated for this service.	N/A

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Question	Supplier Response	Evaluation Confirmation
9 Are there any unduly restrictive conditions in the licence for the software?	No. Licence agreements are available for inspection prior to sale. The terms of the licence must be accepted before installation.	N/A
10 Would the software house be prepared to accept the Institute of Purchasing and Supply model contract?	Pre-dominantly Exchequer & Accounts Office are sold through VAR network located throughout the UK, so this question would need to be raised with each reseller.	N/A