

ICAEW Accreditation Scheme
Financial Accounting Software Evaluation

Corero Systems Ltd

Resource 32000 Version 1.8.5



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Date completed: 12 November 2008

Signed: John Oates

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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, confidentiality 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 Resource 32000 Version 1.8.5 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 Resource 32000 Version 1.8.5 a product specialist from Corero Systems Ltd completed the detailed questionnaire and provided it to the evaluator to examine. The evaluator then visited Corero Systems Ltd office in Rickmansworth, Herts and in conjunction with the operation of the various aspects of the software assisted by a member of Corero Systems Ltd'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 Corero Systems Ltd staff in order to clarify certain points. In the event of disagreement between Corero Systems Ltd and the evaluator, the evaluator's decision was taken as final and the response changed accordingly.

Resource 32000 Version 1.8.5 was used throughout the evaluation. The evaluation covered the fully integrated sales, purchase and general ledgers and where appropriate sales order processing, sales invoicing, purchase order processing and stock software, 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 completed by the evaluator and a draft copy sent to the ICAEW for review before completion of the final report.

2.3 Software/hardware utilised

The accreditation evaluation was performed using version 1.8.5 of Resource 32000 on a laptop with an Intel Core Duo 2.1Ghz processor and 2Gb RAM running under Microsoft Windows XP 2002 SP3.

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

Resource 32000 is a 32-bit client server Microsoft Windows compatible suite of software covering the major areas of accounting and management reporting including stock/inventory, job costing, payroll and time ledgers.

3.2 Supplier background

The "Resource" accounting and management information modular range of products was originally developed by DSR-Resource PLC which was established in the UK during 1983. In October 2000 DSR-Resource PLC was acquired by Mondas PLC who provide consultancy and e-business solutions primarily to the financial sector. Since that time, the Resource range of products have been enhanced and extended to include the latest Human Resources, Continuing Professional Development and Learning Management Solutions.

In February 2007 as part of a rebranding exercise the company was renamed as Corero Systems Limited which is the primary trading subsidiary of the Corero plc group. Corero operates in two divisions – Financial Markets, serving the global banking & securities sector on four continents and Business Systems, delivering solutions to the business and education sectors.

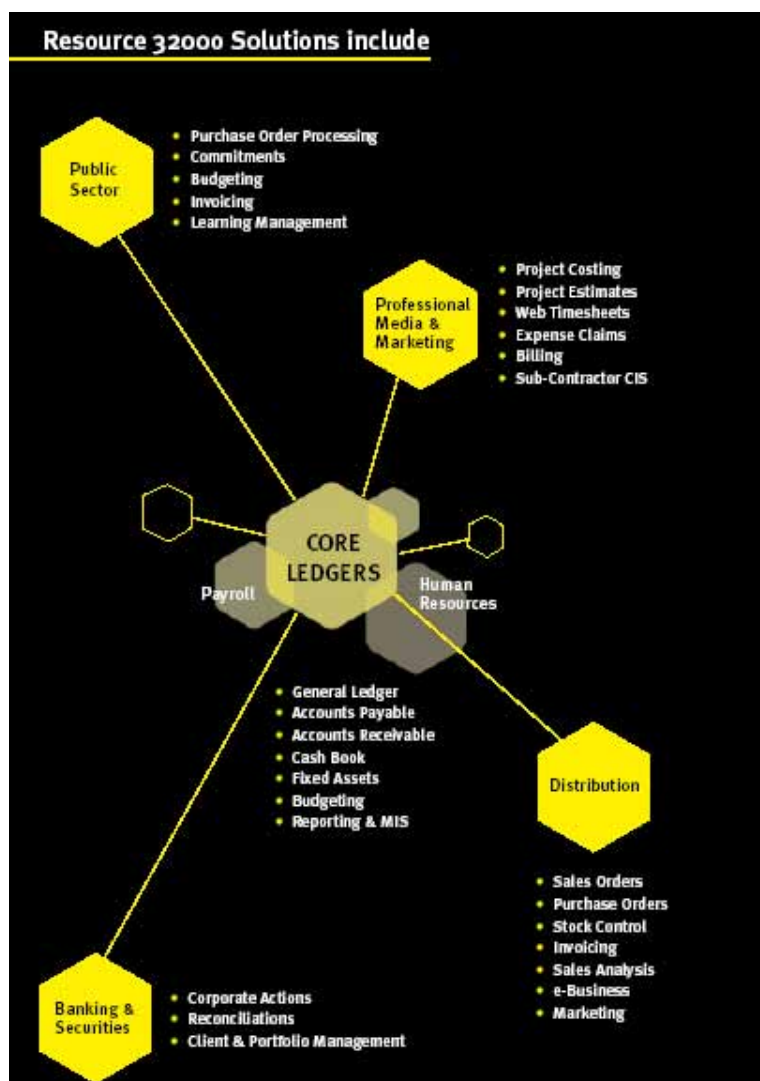
For more information on Corero and its products and services refer to www.corero.com

3.3 Product background and Suitability for user

The first version of Resource I software was installed in the early 1980s. Various levels of software were developed from Resource I to Resource V culminating in the current product "Resource 32000". The first customer site of Resource 32000 was installed at the end of 1997.

Resource 32000 provides comprehensive budgetary controls, full commitment accounting and sophisticated job costing capability that tracks charges and bills expenses. There is strong integration between the various modules in the package and enables the introduction of workflow controlled e-business processes.

In addition to the core modules, Resource 32000 includes a number of additional modules which are not covered in detail by the software accreditation scheme. Details of these modules are provided in the appendix on pages 9-12 to enable the reader to understand the full scope of the software but, insofar as they are not specifically referred to within the questionnaire, these features have not been included in the evaluation of the software.



3.4 Typical implementations

Professional Services - Integrated project costing, web-based timesheet and expense solution to ensure accurate, up-to-date billing and project control.

Public Sector & Education - Comprehensive budget control, commitment accounting and purchase order processing for the public sector.

Distribution - Sales order processing with back-to-back integration with purchase order processing & stock control including eBIS-XML functionality.

3.5 Vertical applications

Resource's comprehensive budget controls and commitment accounting together with its focus on addressing specific industry drivers and needs within its markets, has made it a popular in the public sector including Education where it is a market leader in Colleges of Further Education.

XML technology has been built into Resource 32000 to provide integration with web based trading systems in particular the education sector's HEeP and FEOnline systems using the XcBL standard.

3.6 Software and hardware specifications

3.6.1 Server platforms

Data Server

Software	Microsoft SQL Server 2000 Standard (SP 3) or Above
Processor	Intel Pentium, 1.5 GHz or above
Operating System	Microsoft Windows 2000 Server or above
Memory	1 GB
Disk	10GB.

Clients running Novel 4 or above can use Sybase SQL Anywhere V7 or V8.
Clients running UNIX can operate with Oracle 8i or above. If running Windows 2003 and SQL 2005 memory to be increased by a minimum of 1Gb.

Web Server

Software	All supplied by Corero (i.e. IIS is not required)
Processor	Intel Pentium Processor, 1.5GHz
Operating System	Windows 2000 Server Service Pack 4 or Above
Memory	2GB
Disk	10GB.

Resource 32000 Client Workstations

Processor	Intel Pentium 1Ghz
Operating System	Microsoft Windows 2000/XP/Vista
Memory	512 MB.
Disk	20-30MB on each PC to install Report Writer, ODBC drivers etc.

Resource 32000 Web Software Client Workstations

Any machine capable of running a modern 'Web Browser'. An example would be any Windows PC running Internet Explorer 5.5 or above with 128MB of RAM and a 300 MHz Pentium or better.

3.6.2 Databases

For Microsoft Platforms – SQL Server 7 or 2000

For Netware – Sybase Adaptive Server Anywhere version 7 or 8

For HP Unix – Oracle 8i or 9i

3.6.3 Operating software

Windows 32 bit operating system i.e. Windows 95 through Windows XP
Thin-Client Mode: Microsoft Terminal Server or Citrix

3.6.4 Client PC specification

Recommended – Pentium 700 with 128MB RAM and 100MB Free Hard Drive Space

Minimum – Pentium 200 with 64MB RAM and 100MB Free Hard Drive space

3.7 Software installation and support

Corero offers a complete consultancy, implementation and training service. Customers are supported by a telephone support helpdesk which is available during UK office hours and a customer extranet which is available 24x7.

3.8 Partner network and related accreditation process

Corero Systems Ltd deals direct with its clients and does not operate a dealer network.

3.9 Limitations

There are a number of limitations in the product which while not adversely impacting upon this evaluation may be of importance to certain organisations. It is important that any organisation 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 product, on its own, may not be suitable for organisations with certain specific requirements:

- The system updates ledgers in real-time. Limited batch processing is available as an option in the sales ledger only.
- The software does not provide calculation of interest on late payments but a report could be provided to facilitate this.
- The system does not cater for cash VAT accounting.
- A report detailing effective dates for historical currency rates is not provided as standard.
- A report detailing over-ridden VAT calculations is not provided as standard.
- Production of a cash flow statement is not provided as a standard feature but a report could be provided based upon customer requirements.
- The system does not provide budgeting functionality for the sales and purchase ledgers.
- The system does not automatically identify EU acquisitions and generate EU acquisition tax as standard but a report could be created to facilitate this if required.
- The system does not automatically identify transactions liable to reverse charge VAT and generate reverse charge VAT as standard but a report could be created to facilitate this.
- A report detailing exceptional VAT transactions is not provided as standard but if required could be provided based upon customer requirements.

4 Evaluation conclusion

There were no areas in the evaluation that gave concern. Resource 32000 v1.8.5 is a well designed financial accounting package that will be supported direct by Corero Systems Ltd.

In terms of the functionality that is present in the current version and the target market for this product, the product has been adequately specified. It is easy to use and relatively flexible in its approach.

Disclaimer

Any organisation considering the purchase of Resource 32000 Version 1.8.5 should consider their requirements in the light of proposals from Corero Systems Ltd 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 and Accounting Limited can accept liability for actions taken as a result of comments made herein.

Appendix

Resource 32000 includes a number of additional modules which are not covered in detail by the software accreditation scheme. Details of these modules are provided below in order to enable the reader to understand the full scope of the software but, insofar as they are not specifically referred to within the questionnaire, these features have not been included in the evaluation of the software

Web Browser

- Remote access for non financial users
- Controlled access to a sub set of data
- Requisitioning and Purchase Ordering
- Time sheets and Expenses
- Self Service HR
- Conditional workflow and approval process
- Budget Checking
- Budget Holder reporting
- Financial report distribution
- Drill down to source transactions including scanned images
- Approval of purchase invoices on scanned images
- Project and Job enquiries
- Proactive alerts to approvers with instant access to transaction

Cash Book

- Multiple cashbooks with multi-currency
- Full daily, weekly, monthly and periodic standing order controls
- Full bank reconciliation procedures
- Full integration with other cash impact ledgers
- Regular receipt and payment systems

Fixed Assets

- Multiple user-defined codes per asset
- Multiple depreciation methods and rates
- Full asset history and enquiries
- Automatic journals for write-offs and sales
- Fixed asset revaluation systems
- Year end schedules for audit purposes
- Summary fixed asset lists and reports
- Asset location controls
- Bar Coding

Payroll

- Automatic gross and tax calculations in multiple payrolls
- Multiple periods and payment methods
- Full departmental controls into N/L and jobs
- Pension scheme calculations
- Comprehensive security systems and passwords
- Comprehensive year end returns reporting
- Tax, NI, SSP, SMP tables user changeable
- Timesheet entry by jobs or employees
- Extensive enquiries and reporting

Job Costing

- Full live and archive job histories for enquiry and reporting
- Multiple budgets with commitment accountability
- Multiple user-defined cost codes
- Multiple billing methods including flat fee
- Full multi-currency
- Full integration to other ledgers
- Jobs linked to departments or cost centres

Expenses

- Full timesheet and expense input with extensive analysis
- Powerful timesheet authorisation systems
- Strong live and archive data held for enquiry and reporting
- Analysis reporting against budgets
- Staff availability enquiries and reporting
- Staff profitability information against standard
- Fully integrated to other ledgers
- User definable billing rates by employee and task
- Powerful enquiry and reporting facilities

Assemblies

- Full parts explosion with multi levels
- Standard cost recalculation
- What-if enquiries for raw material price changes
- Batches linked to Job Costing and Stock System
- Kitting links to Sales Order Processing
- Automatic purchase orders from required materials
- Post non-stock costs and other finished components to batches

Marketing Database

- Automatic mass or selective mailing facilities
- Customer history detail of all contacts
- Links to Sales Ledger, Sales Invoicing, Sales Order Processing
- Multiple contacts per customer with recorded Decision Makers
- Automatic allocation of prospects to staff
- Powerful suggested contacts systems
- Automatic call prompting after selected times
- Import names and address lists etc

Human Resources

- Recording and maintenance all employee personal details including post detail
- Recording of Absences, Qualifications and Training courses
- Review functionality with scheduled/actual dates and outcomes
- Recruitment and Vacancy Tracking
- Automatic production of the SIR Return
- Facilitates easy statistical analysis and reporting
- “Self Service” available for change of personal details, holiday bookings etc

Subcontractor Module

- Full Sub Contractor details including Employer and Public Liability Insurances
- Full support for CIS4, CIS5 & CIS6 schemes
- Alerts on CIS scheme Expiry Date
- Support for Retentions
- Integrated with both Purchase Ledger & Project Costing

Continuing Professional Development

- Maintenance of Training Providers and all associated details, locations etc
- Recording of Course detail, the instances of these courses and the outcomes
- Automatic Skills Gap Analysis driven by qualifications or competencies required by posts
- Course Bookings and authorisation
- Achievement and Review maintenance
- Production of and recording of Course Evaluation Forms
- Statistical analysis available on the outcome of evaluations
- “Self Service” available for Training Requests and Evaluation Input
- Integration with Project Costing for Course Costing and Budget Management

Learning Management System

- Organisation Configuration and Management
- Programme Management
- Enquiries, Admission and Enrolments
- Full Student Record
- Examinations
- Record Tutor Groups
- Registers and Attendance
- Assessment Tracking
- Curriculum Balancing
- ILR Production
- Fully Flexible Reporting

Task Manager

- Provides User “Intray” of Allocated Tasks/Authorisations
- Typical Tasks include Purchase Orders; Purchase Ledger Invoices; Project Initiations; Holiday Requests.

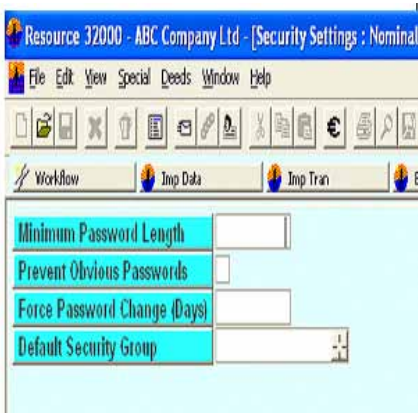
Functional requirements questionnaire
Product Resource 32000
Version 1.8.5

Question	Supplier Response	Evaluator's Comment
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5 Security and continuity of processing

5.1	What security features are included to control access to the application?	Password to control access to menu item, nominal code, department etc. Security is also down to field level within static data	Confirmed.
5.2	Can access to application functions be managed so users can only see (in menus and other links) and access those functions they are authorised to access?	Yes, users do not see functions and data they do not have access to	Confirmed.
5.3	Is this access to the application managed by:- 5.3.1 Individual user profiles? 5.3.2 User groups based on their job roles?	It may be both. Group profiles may be used as templates for individual profiles	Confirmed - access rights can be set for groups & individual users. Up to 99 access levels can be defined in addition to providing or restricting access to specific fields and functions for individual users / groups.
5.4	If menus can be tailored would this override the application access control?	No	Confirmed.
5.5	Passwords		
5.5.1	Is access to the software controlled by password?	Yes	Confirmed.
5.5.2	Please state the basis of control available (e.g., role based etc).	Individual (although an individual may be in a role grouping)	Confirmed – both available.
5.5.3	If there is no password facility please state how confidentiality and accessibility control can be maintained within the software?	N/A	N/A
5.5.4	Are single user systems access controlled by password?	Yes	Confirmed.

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Question	Supplier Response	Evaluator's Comment
<p>5.5.5 Does the software allow for each user to have separate log on (user ids)?</p> <p>If No:- 5.5.5.1 How does the software track user activity?</p>	Yes	Confirmed.
5.5.6 Is each user required to have a personal password?	Yes	Confirmed.
5.5.7 Are passwords one-way encrypted? [i.e. Is it impossible for anyone to see other user's passwords in the software?]	Yes	Confirmed.
5.5.8 Are passwords masked when entered by any user logging in?	Yes, they are not shown	Confirmed.
<p>5.5.9 Is password complexity available at application level?</p> <p>If Yes:- 5.5.9.1 Please specify [e.g. Number of digits, requirement for special characters, numeric, upper/lower case etc.]</p>	<p>Yes</p> <p>This may be specified by the system</p> 	Confirmed – can set minimum password length & prevent obvious passwords.
5.5.10 Is there a facility to enforce password changes after a chosen period of time?	Yes	Confirmed.
5.5.11 Is there a facility to specify a minimum age for passwords (e.g. 1 day)?	Yes, a password could be valid for one day	Confirmed.

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Question	Supplier Response	Evaluator's Comment
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5.5.12	How many previous passwords are retained by the system to limit users recycling passwords (e.g. 24 or 32)?	None	N/A – not available.
5.6	Please state how security allows for access to be specified separately for :- 5.6.1 Read?	Security is at field level and can be set for read only, write, or hidden completely	Confirmed.
	5.6.2 Read and write?		
	5.6.3 Delete and amend?		
5.7	Are any data files, such as budgets or price updates, imported by users validated by the application software before main data files are updated?	All imported files are validated prior to update. Invalid data is not allowed	Confirmed.
5.8	Does the software require higher or specific levels of user access for changes to sensitive data, such as customer credit limits?	Users may not have access to the maintenance screens at all. There is full segregation of duties. Security is at field level, therefore customer credit limits, bank accounts etc may be protected.	Confirmed – 99 security levels available each of which can be specified down to field level.
5.9	Please specify the specific security procedures (by passwords or warnings) over the:- 5.9.1 Update of ledgers	All functions may be password protected via the user access rights. Menus may also be tailored, therefore users may be blocked from seeing these options.	Confirmed.
	5.9.2 Closing of accounting periods	As 5.9.1	Confirmed.
	5.9.3 Deletion of transactions	N/A – transactions may not be deleted	Confirmed.
	5.9.4 Archiving of transactions.	As 5.9.1	Confirmed.

Functional requirements questionnaire
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Question	Supplier Response	Evaluator's Comment
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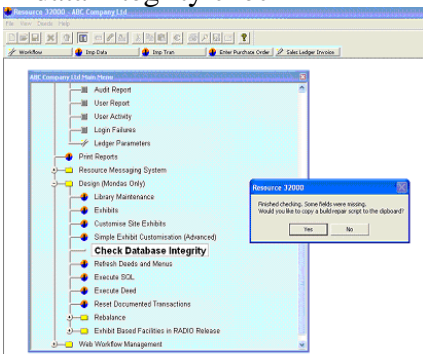
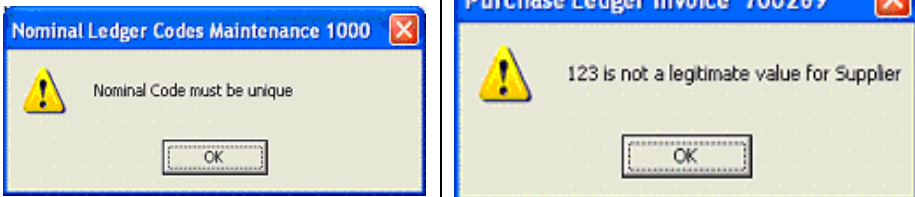
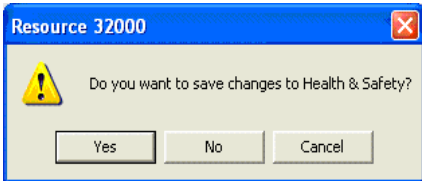
5.10 Is it impossible to delete a transaction? If No: 5.11 How are deletions controlled by the system?	Yes, once it has been approved and posted.	Confirmed.
5.12 Are deleted transactions retained in the audit trail and denoted as such?	N/A – transactions cannot be deleted.	Confirmed.
5.13 Can a report be produced detailing all current users, via user groups if relevant, and their authority levels and/or access rights?	Yes – this is a screen enquiry which can be sent to an Excel report	Confirmed.
5.14 If data can be accessed by separate reporting facilities, such as ODBC or separate report writer, is the user access security control applied? If No:- 5.15 Please explain any other protection in place to prevent unauthorised access to data with such facilities.	Yes, although the front end security does not have to replicate the back end security	Confirmed – by default the application security levels apply but it is possible to apply different security levels to reporting via the web front-end.
5.16 Is the level of security (described with this section) appropriate for the expected size of business using the software?	Security may be adapted to suit any size or structure of business. Security may be at individual user level, at group level, or a combination of both. That is, a group profile is used as a skeleton for an individual to avoid “starting from scratch” whenever a new employee is added.	Confirmed.

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Question	Supplier Response	Evaluator's Comment
5.17 Is there a clear indication in the software or manuals as to how the data is:- 5.17.1 Backed-up? 5.17.2 Recovered?	Back up and recoveries are done via the operating system, e.g. SQL server. Resource supports numerous operating systems. The processes required will be covered as part of the implementation and documented on site.	Confirmed – more appropriate to rely on back-up procedure relevant to the relevant database operating system.
5.18 Back ups How are back ups provided:- 5.18.1.1 Within the software application? 5.18.1.2 Within the operating software?	Backups are done via the operating system	Confirmed.
5.18.2 Are backup procedures automatic?	They may be scheduled via the operating system	Confirmed.
5.18.3 Is the user forced or prompted to back-up at certain intervals?	Screen prompts remind the user to back up the database when doing period and year ends	Confirmed.
5.18.4 Can the intervals be customised?	Prompts relate to specific periodic functions – back-up intervals will be set by database operating system.	Confirmed.
5.19 Recovery 5.19.1 Please state how the software facilitates recovery procedures in the event of software failure? (E.g. roll back to the last completed transaction).	The system will roll back to the last saved, and balancing, transaction. This is done via the operating system (SQL)	Confirmed.
5.19.2 If software 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?	Only the transaction being input at the time of failure. Resource is not a batch system, and therefore only one transaction will be affected.	Confirmed. Normally the system recovers automatically but for exceptional circumstances a “rebalance” function can be used with the guidance of technical support to achieve full recovery.

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Question	Supplier Response	Evaluator's Comment
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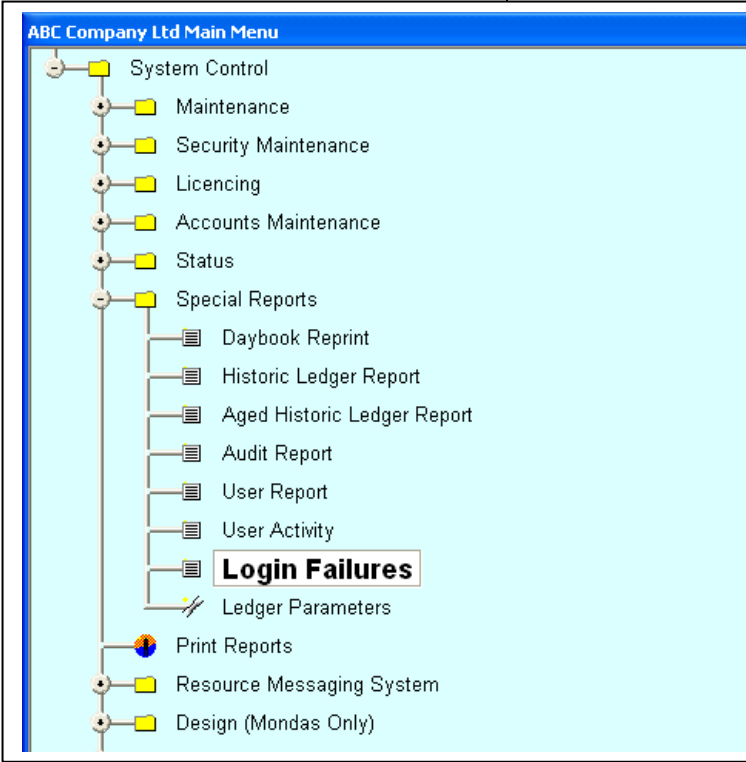
5.19.3 Are these automated?	Automation may be done via the underlying database, rather than in the application itself	Confirmed.
5.19.4 Do the recovery procedures work?	Yes! Although we would advise our clients to regularly test their procedures	Confirmed.
5.20 What features are available within the software to help track down processing problems?	<p>A data integrity check</p> 	Confirmed.
5.21 Are software messages clear?	<p>Yes, they tell the operator exactly what the problem is</p> 	Confirmed.
5.22 Are user responses properly structured to ensure that erroneous key strikes do not lead to inappropriate actions?	<p>Yes, and inappropriate or invalid input is immediately highlighted to the operator, i.e. they are not allowed to proceed</p> <p>Significant actions require confirmation</p>	<p>Confirmed.</p> 

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Question

Supplier Response

Evaluator's Comment

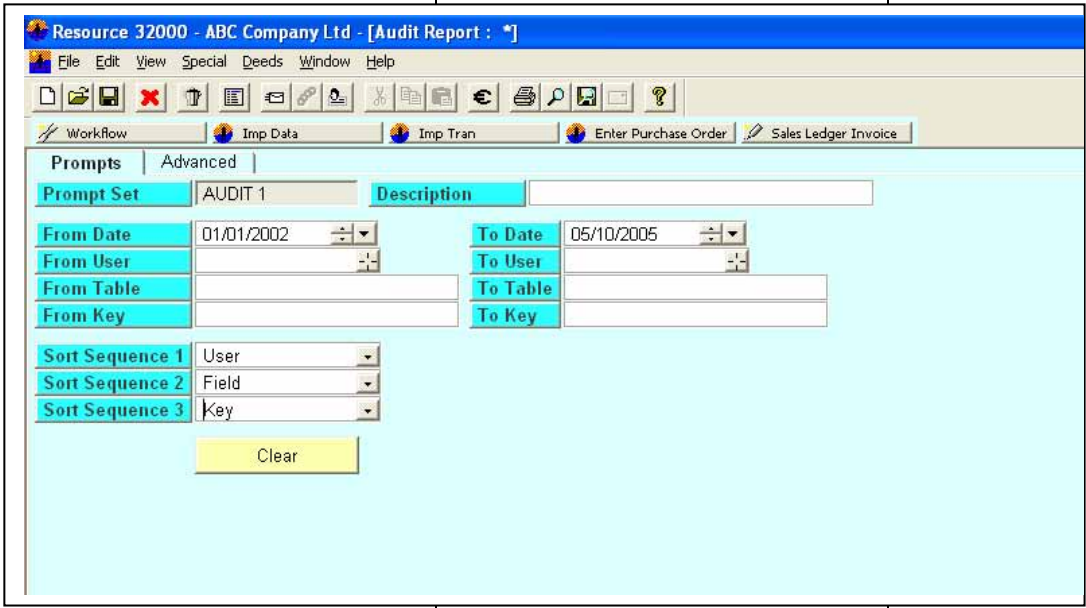
<p>5.23 Is there a software log which details:- 5.23.1 Error messages?</p>	<p>No, other than for imported data</p>	<p>System error messages are logged and can be reported, user error messages are not logged with the exception of failed login attempts.</p>
<p>5.23.2 Security violations?</p> 	<p>Yes</p>	<p>Confirmed – failed login attempts can be reported.</p>

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Question

Supplier Response

Evaluator's Comment

<p>5.24 Audit trail</p> <p>5.24.1 Does the software have a detailed audit trail?</p>	<p>Yes, for any date/user/table etc</p>	<p>Confirmed.</p>
		
<p>5.24.2 Is it impossible to turn off or delete the audit trail?</p>	<p>Yes</p>	<p>Confirmed.</p>
<p>5.24.3 Are all master file changes recorded in the audit trail?</p> <p>If Yes:-</p> <p>5.24.3.1 Does each change have a system generated reference allocated?</p>	<p>Yes</p> <p>Not master file changes, only transactional input</p>	<p>Master file changes are recorded in the audit trail. It is possible to specify that particular static data field changes are not recorded in order to keep the log size manageable.</p> <p>Master file changes are date & time stamped.</p>
<p>5.24.3.2 Are the originator and authoriser identified?</p>	<p>Yes, and multiple authorisers if appropriate, together with dates and times</p>	<p>Confirmed.</p>
<p>5.24.3.3 Is the change date and time stamped?</p>	<p>Yes, of input and authorisation</p>	<p>Confirmed.</p>

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Question	Supplier Response	Evaluator's Comment
5.24.4 Are all standing data changes recorded in the audit trail? If Yes:- 5.24.4.1 Does each change have a system generated reference allocated?	Yes No	It is possible to specify that particular static data field changes are not recorded in order to keep the log size manageable. Recorded static data changes are date & time stamped.
5.24.4.2 Are the originator and authoriser identified?	Yes	Confirmed.
5.24.4.3 Is the change date and time stamped?	Yes	Confirmed.
5.24.5 Is all input data included within the audit trail, including amendments, deletions, journals etc?	Yes, via the transaction daybook	Confirmed.
5.24.6 Does the software allocate a system generated unique reference number to each transaction?	Yes	Confirmed.
5.24.6.1 Is this stamped with a user id?	Yes	Confirmed.
5.24.6.2 Is this unique reference number presented to the user at time of input?	Yes	Confirmed.
5.24.6.3 Is the transaction date and time stamped?	Yes	Confirmed.
5.24.7 Are all imported /interfaced transactions allocated a software generated reference number?	Yes	Confirmed.
5.24.8 How are transactions differentiated within the audit trail?	By transaction type within module	Confirmed.

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5.25	What are the procedures for handling dates? (E.g. 2 digit years, 4 digit years).	Dates must include a 4 digit year. If a 2 digit year is used, the system has a “window” rule which assumes that entered dates are between 1930 and 2029	Confirmed.
5.25.1	In the case of two digits what is the break point for the century?	Between 1930 and 2029	Confirmed.
5.25.2	Are dates handled consistently throughout the software?	Yes	Confirmed.

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Question

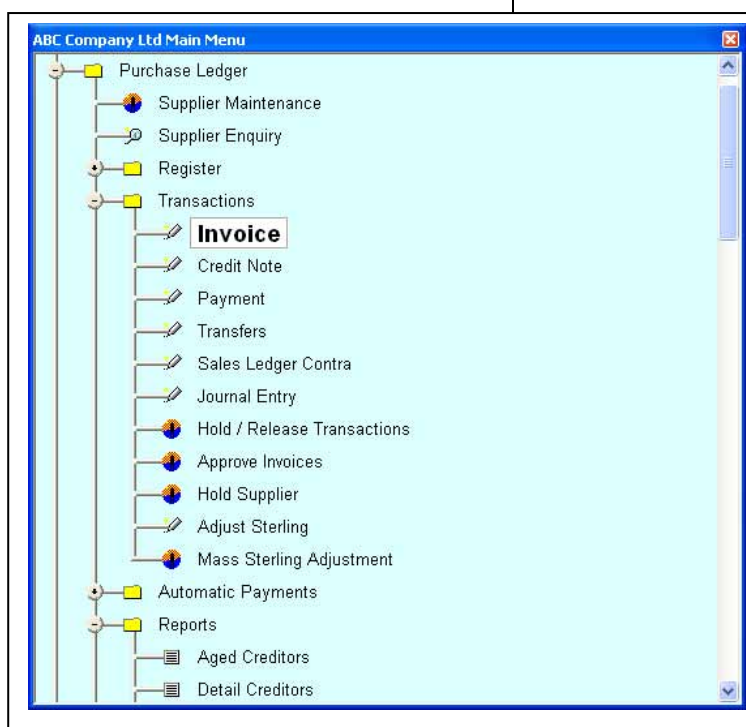
Supplier Response

Evaluator's Comment

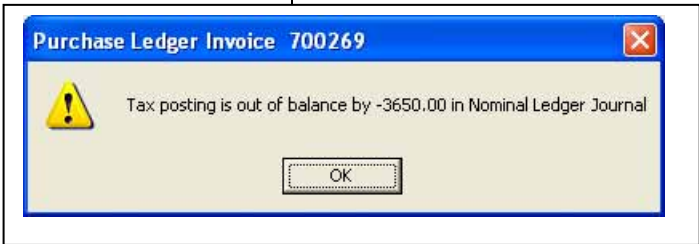
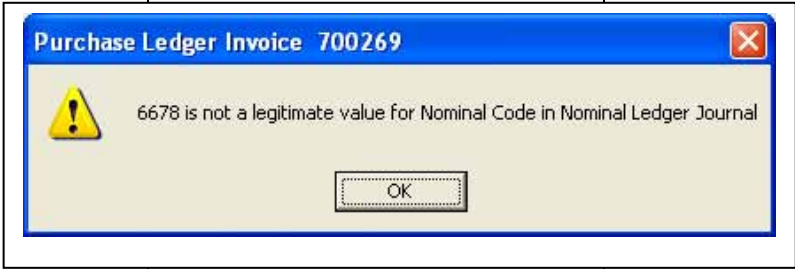
6 Input of transactions

The following sections in Input of transactions, File maintenance, Processing and Reports are primarily aimed at the three main accounting ledgers and where applicable Sales Order Processing, Sales Invoicing, Purchase Order Processing and Stock Control.

<p>6.1 Is data input controlled by self-explanatory menu options?</p>	<p>The system has a very comprehensive menu system that is ledger specific and allows for easy processing of data</p>	<p>Confirmed – all menus are self-explanatory and easy to follow.</p>
<p>6.2 Are these menus application-specific?</p>	<p>Application and ledger specific</p>	<p>Confirmed.</p>



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Question	Supplier Response	Evaluator's Comment
<p>6.3 Does the software provide input validation checks such as account code validation, reasonableness (limits, VAT or discount checking) and validity checks (VAT check-digit calculations)?</p>	<p>Yes, and potential errors are highlighted at the point of input</p> <p>(VAT is calculated automatically based on either gross or net input, although if manually overwritten, the system will check the values against the VAT code and highlight improbabilities)</p> <div data-bbox="338 875 1040 1117" data-kind="parent" data-rs="2">  </div> <div data-bbox="483 1164 1281 1431" data-kind="parent" data-rs="2">  </div>	<p>Confirmed. Pop-up message warns of invalid data or format and prevents processing.</p>
<p>6.4 Can the user amend data on an input screen prior to update?</p>	<p>Yes, although some fields may be “locked”, such as control accounts and system generated reference numbers</p>	<p>Confirmed.</p>

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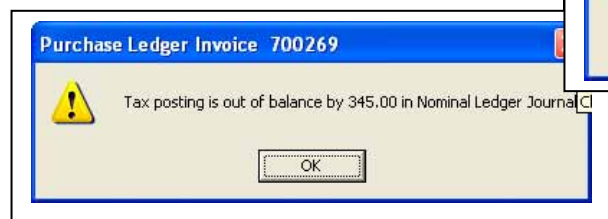
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Question

Supplier Response

Evaluator's Comment

6.5 What control features are within the software to ensure completeness and accuracy of data input?



All transactions must balance prior to any update occurring

Valid codes are picked from a dropdown list to ensure accuracy

Transactions will not be posted when required data is missing



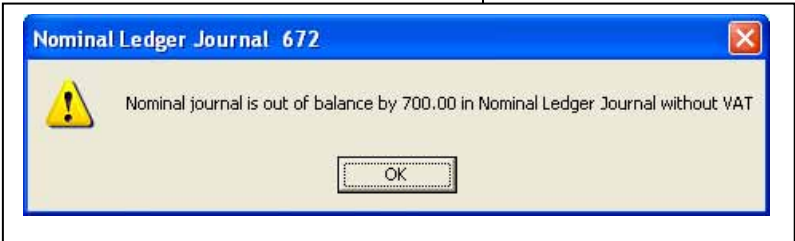
Confirmed.



Additionally, numerous defaults may be held against suppliers, customers, nominal codes etc to reduce manual input and the possibility of error

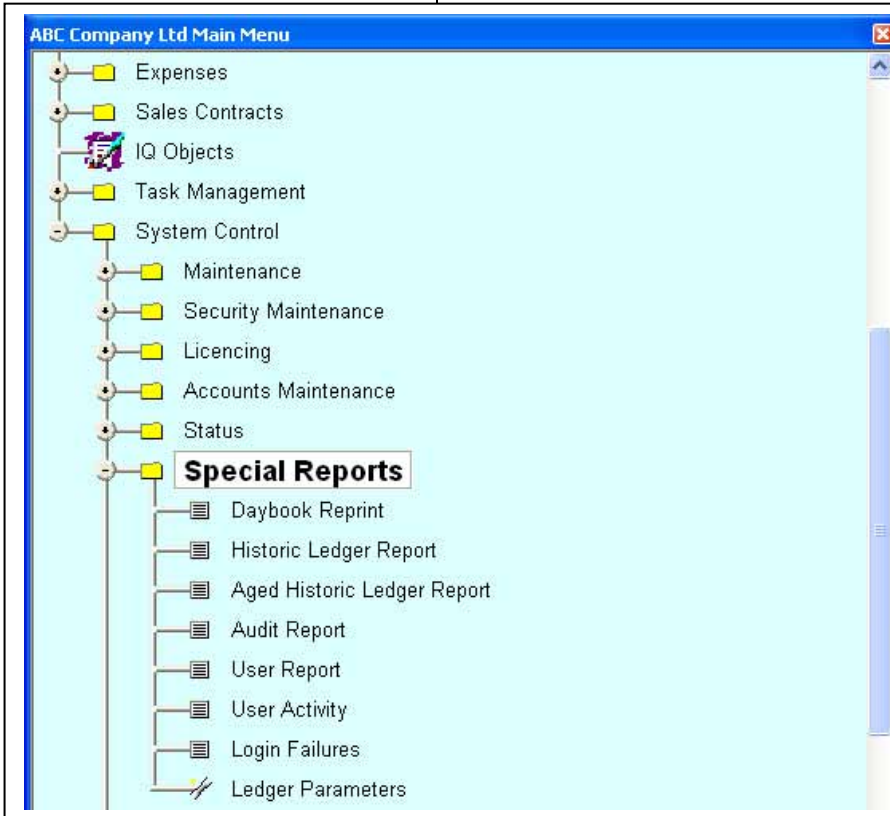
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Question Supplier Response Evaluator's Comment

6.6	Are all input transactions subject to this control?	Yes	Confirmed.
6.7	How does the software ensure uniqueness of the input transactions? (i.e. to avoid duplicate transactions)	Account references and codes are checked for uniqueness as are invoice references.	Confirmed.
6.8	Does the software allow for batch control totals? If Yes:-	No batch facility exists as the system runs in "real time"	Confirmed - the system updates ledgers in real-time following each entry.
6.8.1	Are batches automatically numbered?		
6.8.2	Are batches forced to balance before ledger update?	N/A – individual transactions are forced to balance prior to update	Confirmed.
6.8.3	Does the software allow the temporary halting of input of a batch to allow for queries or other activities to take priority (e.g. set up a new account)	Batches N/A but individual transactions can be paused while other activities take place.	Confirmed multiple tasks can be undertaken at any one time.
6.8.4	Is the user forced to confirm batch totals?	N/A	N/A
6.9	Is attempted posting of unbalanced journals rejected? (G/L).	Yes, non balancing entries are not allowed	Confirmed – journals must be balanced before posting.
			

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Question	Supplier Response	Evaluator's Comment
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6.10	Are input errors highlighted?	Yes	Confirmed.
6.11	If Yes are they:-	Yes, at the point of input	Confirmed.
	6.11.1 Rejected and reported on screen?		
	6.11.2 Rejected and error reports generated?	<p>There are standard reports to highlight activity at user level and login failures.</p> <p>When mass data imports are taking place, there are also error reports recording invalid data that has been rejected</p>	Confirmed.
			
	6.11.3 Accepted and posted to suspense?	No, as they will not be accepted	Confirmed – errors must be corrected before posting.

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Question	Supplier Response	Evaluator's Comment
<p>6.12 Does the software have an automatic facility to correct/reverse/delete transactions?</p> <p>If Yes:-</p> <p>6.12.1 Are all the double entry transactions documented in the audit trail?</p>	<p>No, all entries must be a full audited transaction. Once they are posted, they cannot be amended</p>	<p>Confirmed.</p>
6.13 What are the controls to ensure the internal integrity of the ledger(s) or the accounting information, e.g., control of accounts.	<p>Control accounts may be protected from manual postings</p> <p>All update is real time and simultaneous, and therefore it is impossible for any ledger to get out of balance</p> <p>Control reports and screen enquiries are available throughout the system to summarise balances for quick and easy manual checking</p>	<p>Confirmed.</p>
<p>6.14 Is it possible to allocate input values directly to ledger control accounts?</p> <p>If Yes:-</p> <p>6.14.1 Please note the mechanisms available to allow the user to establish why the total balances on individual accounts do not agree to a respective control account?</p>	<p>Nominal accounts may be designated as control accounts, in which case manual input will not be allowed</p>	<p>Confirmed – posting to accounts marked as control accounts is prevented.</p> <p>N/A</p>
6.15 Can automatic accruals or prepayments be generated?	<p>Accrual and prepayment journals are a standard document type</p>	<p>Confirmed operation of each type of accrual & prepayment journal.</p>
6.16 Will these automatically be reversed after the period end? (G/L)	<p>Yes</p>	<p>Confirmed – it is also possible to specify the reversal period.</p>

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Evaluator's Comment

6.17	Does the software have a purchase invoice register?	Yes	Confirmed – available but optional whether it is used.
6.18	Does the software permit multi debit/credit journals?	Yes	Confirmed.
6.19	How are transactions identified on screen/reports as to:- 6.19.1 Type? 6.19.2 Debit or credit?	Each transaction has a type code, and debits and credits are clearly shown in different columns. Operators may choose which data they see, and the subsequent sorting and filtering they require	Confirmed.

The screenshot displays the 'Resource 32000 - ABC Company Ltd - [Nominal Ledger Codes : Stationery]' window. The interface includes a menu bar (File, Edit, View, Special, Deeds, Window, Help), a toolbar with various icons, and a main data area. The data area shows a table of transactions with columns: Transaction Date, Transaction Type, Department, Nominal Code, DR, CR, and Description. The table lists transactions from 19/03/2004 to 29/08/2004, with a total of £14,125,387.64. A 'Define Your Columns' dialog box is open, allowing users to select which columns to display. The dialog box has checkboxes for Transaction Date, Reference, Transaction Type, Department Code, Nominal Code, DR, CR, Account Code, Period, Account Description, Comment, Year, and Units. The 'OK' button is highlighted.

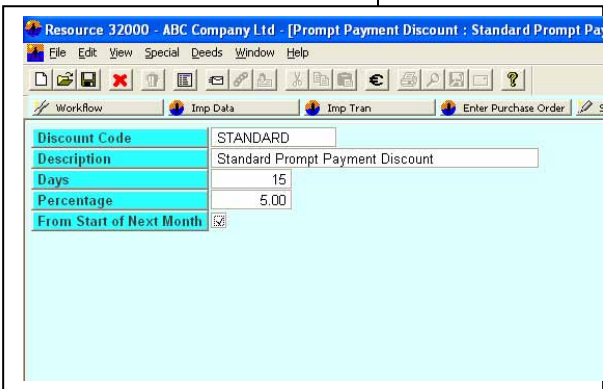
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6.20 Can separate nominal analysis codes be input for each invoice line?	Yes	Confirmed. Each line can be further analysed e.g. between departments, budgets or funding providers.
If Yes:- 6.21 Does this cover:- 6.21.1 Sales ledger? 6.21.2 Purchase ledger? 6.21.3 Stock?	Yes, all ledgers and modules	Confirmed.
6.22 Can receipts and payments be matched to specific invoices? If Yes:- Is this 6.22.1 Automatic or manual?	Yes, fully allocated or partially allocated It may be either, or a combination of both	Confirmed. Confirmed.
6.23 Will the software permit part payments?	Yes	Confirmed.
6.24 Will the software allow:- 6.24.1 Payments to be made to customers? 6.24.2 Receipts to be received from suppliers?	Yes, there is "refund" calculation and processing Yes	Confirmed. Confirmed.
6.25 Does the software handle purchase credit notes?	Yes	Confirmed.
6.26 Is there an ability to automatically amend stock if applicable?	Yes	Confirmed.
6.27 Can the software generate sales credit notes?	Yes	
6.28 Does the software handle discounts and promotions?	Yes, discounts may be held at customer, supplier, or stock item level	Confirmed.

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6.29	Does the software provide for early settlement discounts?	Yes, unlimited user defined	Confirmed – prompt payment codes can be defined for stock, customers & suppliers.
6.30	Can early settlement discounts be automatically generated?	Yes, held against the supplier or customer record	Confirmed operation of both overall default terms as well as customer specific terms.
6.31	Are there controls over accepting settlement discounts (e.g. time limits)?	Yes, these are held against the discount master record	Confirmed - either within time period or before specific date eg. in following month.
			
6.32	Is VAT treated correctly on early settlement discounts?	Yes	Confirmed.
6.33	Will the software permit the posting of unallocated cash to the ledgers?	Yes	Confirmed.
	Does this apply to:-		
	6.33.1 Sales ledger?	Yes	Confirmed.
	6.33.2 Purchase ledger?	Yes	Confirmed.

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6.34 Are unallocated cash/credit notes specifically reported for follow up?	They will appear separately on the daybook Unallocated cash or credit notes will also appear on standard reports such as the Credit Control report and the Detail Creditors report	Confirmed.
6.35 Are outstanding transactions displayed for allocation? If Yes does this apply to:- 6.35.1 Sales ledger?	Yes, when cash or journals are being posted, all outstanding transactions are offered for allocation. This applies to both the Sales Ledger and the Purchase Ledger	Confirmed. Confirmed.
6.35.2 Purchase ledger?	This applies to both the Sales Ledger and the Purchase Ledger	Confirmed.
6.36 Is it possible for new accounts to be created during input?	Yes, new accounts may be added "on the fly", as may other processes such as enquiries and report requests subject to user permissions Multiple windows may be open simultaneously	Confirmed creation of new customer during entry of sales invoice.
6.37 Does this cover the following ledgers:- 6.37.1 Sales?	Yes, all ledgers	Confirmed.
6.37.2 Purchases?		
6.37.3 General?		
6.37.4 Stock?		
6.38 What controls are there over the creation of new accounts?	Access to all maintenance areas is by menu access, and then field access within a record. This is standard security throughout the software	Confirmed.

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Question	Supplier Response	Evaluator's Comment
6.39 Is the originator and/or authoriser identification logged by the software?	Yes, and is shown wherever relevant	Confirmed.
6.40 Is the user prevented or warned from overriding credit limits or discounts? (S/L).	Yes, a warning is displayed within Sales Order Processing when a credit limit will be exceeded.	Confirmed. A configuration option at set-up allows prevention of order if required.
6.41 Does the software have a bank reconciliation facility?	Yes, both manual and automatic	Confirmed. Tolerance levels can be set with review & approve prior to completing reconciliation.
6.42 Does the software enable transactions to be posted to the ledgers whilst performing a bank reconciliation (e.g. standing charges, bank charges etc)?	Yes, multiple screens may be active simultaneously	Confirmed operation of "wild reconciliation" transaction type for handling this type of issue.
6.43 Are these adequately reported?	All transactions are reported via document type on the audit trail	Confirmed.
6.44 Does the software accept input files from other computer packages? If Yes:- 6.44.1 What formats are accepted?	Yes, in a controlled and audited manner Any ODBC datasource such as text, Excel, Access, rdbm	Confirmed.
6.44.2 What controls are in place over the interface?	Fields are validated as records are read from the source data. A full list is produced of all errors, and the correct and valid transactions may be accepted, or the entire batch rejected	Confirmed. It is possible to set duplicate entries to be rejected or merged. Import can either be performed using a general import function or by building a specific menu item.
6.45 Does the software have a facility for calculating interest on late payments?	No	N/A - not available as standard but report could be created if this was required.

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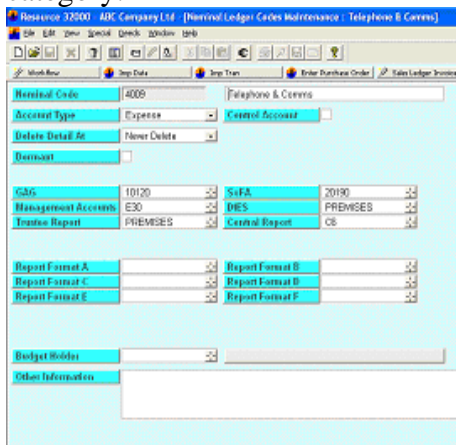
Question	Supplier Response	Evaluator's Comment
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7 File maintenance


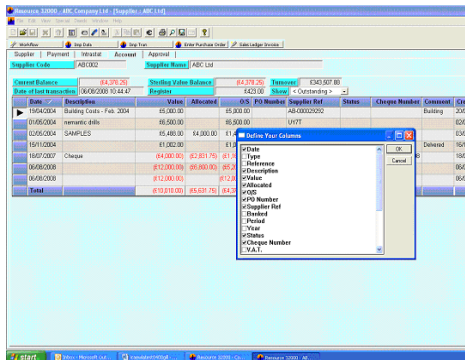
7.1	Are ledgers:- 7.1.1 Open item? 7.1.2 Balance forward?	Open item on screen – either/both on reports	Confirmed.
7.2	Does the above cover:- 7.2.1 Sales ledger? 7.2.2 Purchase ledger? 7.2.3 General ledger?	Yes Yes Yes	Confirmed. Confirmed. Confirmed.
7.3	Is a month end routine required to be undertaken?	Yes, however Resource is designed to be used in multiple years and periods simultaneously so it is not critical that it is done. A month end will permanently prevent any further postings for that period, however, specific users may be prevented from posting to past periods only. All month ends must be performed prior to the year end taking place	Confirmed.
7.4	Is the creation or amendment of standing data (e.g. customer account details) controlled by menu options?	Yes	Confirmed.
7.5	Are menus:- 7.5.1 Application specific? 7.5.2 User specific?	User (or group/profile) specific	Confirmed.

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Question	Supplier Response	Evaluator's Comment
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7.6	<p>Is it <u>impossible</u> to delete accounts if the balance is Nil but transactions have been recorded against the code.</p> <p>Does this apply to:-</p> <p>7.6.1 General Ledger?</p> <p>7.6.2 Sales Ledger?</p> <p>7.6.3 Purchase Ledger?</p> <p>7.6.4 Stock?</p>	<p>Yes, all ledgers if there have been transactions for that year and the previous year.</p> <p>Accounts may also be made "dormant" which will prevent them showing on current listings</p>	<p>Confirmed.</p> <p>Confirmed – postings to "dormant" accounts are prevented.</p>
7.7	<p>Are there any other constraints over the deletion of accounts?</p>	<p>There must have been no transactions against the account during the current year or the previous year.</p>	<p>Confirmed.</p>
7.8	<p>What is the size and format of reference numbers and descriptions within:-</p> <p>7.8.1 General Ledger?</p> <p>7.8.2 Sales Ledger?</p> <p>7.8.3 Purchase Ledger?</p> <p>7.8.4 Stock?</p>	<p>Reference numbers are to a maximum of 16 alphanumeric characters and the subsequent description is to 50 characters in all ledgers</p>	<p>Confirmed.</p>
7.9	<p>Is the scope of the reference number adequate to permit sufficient depth of analysis?</p>	<p>Analysis is held outside of the reference number.</p> <p>The advantage of this is that the reference number itself may then be quite short and straightforward. Any reference (supplier, customer, nominal, product etc) may have multiple analysis codes to provide comprehensive multi dimensional analysis. These are extremely easy to add and amend, and thus the requirements of the business are not restricted by the analysis which may be held within the reference number itself.</p>	<p>Confirmed – additional analysis available by unlimited additional categories and options within each category.</p> 

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Question	Supplier Response	Evaluator's Comment
7.10 How does the software guard against/warn about, duplicate account numbers on set up?	The system will not allow duplicate account numbers, and will alert the operator.	Confirmed. 
7.11 How does the software enable the traceability - from, to and through the accounting records - of any source document or interfaced transaction?	In the usual way via the audit trail and day book	Confirmed – shows type of change, key field, value after change, user, date & time.
7.12 What drill down/around functionality is available within the software?	<p>There is full visibility as to the history and associated transactions from any item on an enquiry screen.</p> <p>Any external document, image etc may also be linked and retrieved via the “links” icon at the top of the screen</p> <p>Users may elect what information is available to them at any time</p> <p>In this way, all relevant information is displayed at one time rather than multiple screens having to be accessed.</p>	Confirmed. 
7.13 Can reports be invoked which identify all the fields which have been modified?	Via the audit reports	Confirmed.

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7.14 If the software uses a lot of standing information which changes frequently or regularly, does the software allow for such changes to be effected through the use of parameters or tables?

If Yes: –

7.14.1 Is the use of such parameters or tables adequately reported?

Yes, each ledger has a parameters facility which holds ledger defaults

Confirmed.

7.15 What controls are within the software over changes to parameters and tables e.g. reporting, password etc?

Using the standard system security, this is controlled at menu and record level by password.

Confirmed.

All changes are also logged on the audit trail

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7.16 Does the software allow selective archiving of old data on a user-defined basis?	<p>No, whilst allocated transactions are flagged as “archived” at period end, they are still held in the same database and therefore available for enquiry and reporting purposes, as is the current data.</p> <p>The deletion of data is done at ledger level for a specific period</p> <p>However should there be an issue with this as regards volume of transactions, we work with our clients to archive data on a selective basis.</p>	Confirmed – full archiving unlikely to be desirable given modern hardware & database capacities. Such flagging of data as “archived” simply prevents it from being displayed. Periodic house-keeping routines move matched items into this “archive” but the display of archived items can be toggled on and off quickly via a button for this purpose.
7.17 What controls are in place over the handling of archived data?	To all intents and purposes, it is treated the same as current data	Confirmed – “archived” data remains available.
7.18 Can archived data be used for reporting purposes?	Yes	Confirmed – “archived” data remains available.
7.19 Does the software allow for the restoration of achieved data for audit without affecting current accounting data?	Unless data has been selectively deleted, archived and current data is held in the same database and so restoration is unnecessary.	Confirmed.

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8 Processing

8.1	Does the software ensure that menu options or programs are executed in the correct sequence (e.g. ensure outstanding transactions are processed before month end procedures run)?	Yes, for example, the period end cannot be run whilst there are un-posted daybooks and month ends must be run before year ends.	Verified prevention of period closedown where daybook had not been printed.
8.2	After an external document (e.g. sales invoice or cheque payment) has been generated and posted to the accounts is it impossible to amend this data?	Yes, once any transaction has been posted it is impossible to change financial or nominal detail without going through a fully audited contra or cancellation procedure.	Confirmed - fields that can be amended are restricted to non-critical data.
8.3	Is there an audit trail of all changes to transactions which have updated the ledgers?	All transactions are audited and visible.	Confirmed – all transactions are recorded in the audit trail.
8.4	Can the software calculate prices or values by reference to master file data?	Yes, product codes may have standard prices held which will calculate values on invoices and orders. These may be amended at the point of entry if the user is authorised to make such changes	Confirmed.
8.5	Does the software provide automatic recalculation, where appropriate, of data input? (e.g. VAT)	Yes, should values change, the VAT will change accordingly	Confirmed
8.6	Does the software warn the user when the ledger is out of balance?	The ledger will not be able to get out of balance as only balancing entries are posted. Should there be a system failure, it will roll back to the last balancing transaction	Confirmed
8.7	How is this done e.g. when the software is switching on or on ledger update?	N/A	N/A

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Question	Supplier Response	Evaluator's Comment
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9 Performance of requisite accounting functions

9.1 What control features are provided by the software to support effective user controls?	<ul style="list-style-type: none"> • Defaults at system, ledger, and record level • System generated sequence numbers • Duplicate invoice checking • Control accounts with system entries only allowed • Full audit trails with user ID, date and time stamps 	Confirmed.
9.2 Is there:		
9.2.1 Transaction sequencing?	Yes, generally this is system generated, but it may be set to be manual	Confirmed.
9.2.2 Automatic dating of posting transactions?	Yes, date and time	Confirmed.
9.2.3 Identification of user id or source of document?	Yes, and approvers	Confirmed.
9.3 Is the software available as multi user?	Yes	Confirmed.
9.4 Can the same function be used by more than one person at the same time, whilst still retaining the separate user identities?	Yes	Confirmed.
9.5 Is the software available as multi-company?	Yes	Confirmed.
If Yes:- How many companies are supported?	No limit	

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9.6	Is a group consolidation facility available?	Yes. Multiple databases automatically create a consolidated database	Confirmed – would need setting up on implementation.
9.7	Can the software consolidate entities with different charts of accounts?	Yes, accumulation is done via the structure of the systems, rather than ad hoc mapping of disparate accounts	Confirmed – would need setting up on implementation.
9.8	How many levels of nominal analysis can be handled by the software?	5 elements to the nominal code (cost centre, nominal and 3 user definable analysis codes), and 16 analysis codes linked to the nominal	Confirmed.
9.9	How does the software handle cost centres, departments, divisions?	All these are entities which may be hierarchically linked	Confirmed.
9.10	How are periods handled by the software?	All transactions are input in a period, rather than a date	Confirmed.
9.11	How many:- 9.11.1 Accounting periods can be set up? 9.11.2 Years can be set up?	13 Unlimited	Confirmed. Confirmed.
9.12	Can the length/ number of periods be adjusted to suit different user requirements?	Yes	Confirmed.
9.13	How many accounting periods can be open at any one time?	It is possible to post to any period that has not actually been closed (subject to user security)	Confirmed.
9.14	How many years can be open at any one time?	It is possible to post to any period that has not actually been closed (subject to user security)	Confirmed.


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9.15	<p>Can a period or year be re-opened after it has been closed?</p> <p>If Yes:-</p> <p>9.15.1 What controls are in place over this function?</p> <p>If No:-</p> <p>9.15.2 Is the data archived on the server?</p> <p>9.15.3 Is this accessible for reporting purposes?</p> <p>9.15.4 Can a previous year be restored from backup?</p>	<p>No, but there is a prior year adjustment period</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Confirmed.</p> <p>Confirmed – “archiving” merely suppresses display of data which remains in the database available for reporting.</p>
9.16	Can data from all accounting periods and years be accessed at any one time?	Yes	Confirmed.
9.17	Can previous months and years be accessed for enquiries or reports?	Yes	Confirmed.
9.18	Does the software handle posting date as well as document date?	The posting date is held against the transaction, although the document date is used for analysing	Confirmed.
	<p>If Yes:-</p> <p>9.18.1 Are transactions analysed by posting date or document date?</p>		
9.19	Can transactions be posted to more than one accounting period at any point in time?	A document is posted to one period. However, journals may then be set up to accrue or prepay that value over a number of periods	Confirmed.
9.20	Does this cover:-		
	9.20.1 General ledger?	Yes – all.	Confirmed.
	9.20.2 Sales ledger?		
	9.20.3 Purchase ledger?		

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Question	Supplier Response	Evaluator's Comment
<p>9.21 Is it possible to allocate transactions to:</p> <p>9.21.1 Future periods?</p> <p>9.21.2 Previous closed periods?</p> <p>9.21.3 A previously closed year?</p> <p>If Yes:-</p> <p>9.21.4 What controls are in place e.g. level of authorisation and on screen warnings?</p> <p>9.21.5 Will the software revise subsequent periods accordingly?</p>	<p>Yes</p> <p>No</p> <p>No</p> <p>It is possible to allocate transactions to any period provided that it has not been closed (and subject to user security)</p> <p>For every field or process, there is a security setting from 0 (everyone can see/do) to 99 (no one can see/do).</p> <p>Users, and user groups have their own security setting, and anything higher than their own is hidden to them, anything lower than their own is available to them</p> <p>Yes</p>	<p>Confirmed.</p> <p>Confirmed.</p> <p>Confirmed.</p>  <p>Confirmed.</p> <p>Confirmed.</p>
<p>9.22 How will transactions outside the current period be:-</p> <p>9.22.1 Reported</p> <p>9.22.2 Accounted for in the VAT return?</p>	<p>They will be reported on all reports and enquiries for the relevant period</p> <p>They will be included in the correct VAT return for future postings, and the next VAT return for historic postings</p>	<p>Confirmed.</p> <p>Confirmed.</p>

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9.23	Does the software permit use of budgets and provide comparisons between budgets and actuals? If Yes:- 9.23.1 How many versions of budgets/forecasts can be maintained on the system?	Yes Unlimited (16 digit code)	Confirmed. Confirmed.
9.24	Are budgets available for: 9.24.1 General ledger? 9.24.2 Sales ledger? 9.24.3 Purchase ledger? 9.24.4 Overheads? 9.24.5 Balance sheet?	Yes No No Yes Yes	Confirmed. N/A N/A Confirmed. Confirmed.
9.25	Can budgets be set by: 9.25.1 Period? 9.25.2 Annually?	Yes Yes Or for any period or duration	Confirmed. Confirmed.
9.26	Can the software automatically generate budgets? If Yes:- Please state how this is achieved.	No, but import facilities exist and any existing budget may be "saved as" to create templates	Confirmed. Automatic % increase can be achieved by exporting to spreadsheet, applying increase and re-importing to the product.
9.27	What is the maximum value of transactions and of totals that can be handled by the software?	nnn,nnn,nnn,nnn,nnn.nn	Confirmed.
9.28	What is the maximum number of transactions that can be handled by the software?	Limited only by disk space	Not practicable to verify
9.29	What is the maximum number of accounts on each ledger: 9.29.1 Sales ledger? 9.29.2 Purchase ledger? 9.29.3 General ledger?	No maximum, only restricted by code length (16 alphanumeric)	Confirmed.

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10 Reports

10.1	Are all reports adequately titled and dated? (E.g. report name, client name, data, period, batch, last entry number, period end, pages, numbers etc.)	All reports are titled and include <ul style="list-style-type: none"> • Company name • Report name • Date • Time • Page numbers 	Confirmed.
10.2	Do the reports provide totals where applicable?	Yes, and subtotals	Confirmed.
10.3	Are these totals calculated or taken from a control file? Please state the reports that do not feature calculated totals.	Calculated	Confirmed.
10.4	Is it clear when the report has ended? (totals or end markers)	Yes, by totals and grand totals	Confirmed.
10.5	Can reports be saved in electronic format (as distinct from just printing)?	Yes, to a spool file	Confirmed – also to a PDF for example.
10.6	Are such files adequately protected from deletion or amendment?	Access to the spooler may be restricted	Confirmed – also see above.
10.7	Is a report writer provided as part of the software or as an add on? Please state the name of any third party package.	There are comprehensive standard parameterised reports within the software, provided as part of the package. If a more sophisticated report writer is required, we provide IQ Objects	Confirmed - integration with IQ Objects appeared to be seamless. Export to spreadsheet and IQ Objects are built in to the software, an optional “Analyst” tool is available for sophisticated reporting via spreadsheets.
10.8	What level of knowledge is required to use the report writer e.g. beginner, regular user, expert?	A regular user	Reasonable all-round knowledge of the system would be required.

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Question	Supplier Response	Evaluator's Comment
10.9 Can the report writer make use of user-defined fields (including external fields)?	Yes	Confirmed.
10.10 Does the report writer enable:- 10.10.1 Separate access to each system area? 10.10.2 Reports to be prepared which combines related data from a number of system areas (e.g. Customers – Sales – Stock items) in the same report?	Yes Yes, reports may be written from any area of the system	Confirmed.
10.11 Can users define the parameters, columns, fields and selection criteria used on reports reported?	Yes	Confirmed.
10.12 Are standard reports always produced, even when they are nil returns?	They will be produced with the message “No requested data found”	Confirmed.
10.13 Is there an option for reports to exclude nil balances, this year or where there are nil balances this year and last year, to enable a comparative report to be produced with the completeness of both years' being maintained?	Generally, nil balances are excluded from reports. Some reports have the “from” and “to” balance as a parameter. These may be amended either by ourselves or the user if they are not in an ideal format	Confirmed.
10.14 Can screen layouts, reports and transaction formats be easily adapted to users' requirements?	The standard reports are templates which can be modified to meet user requirements. Screen layouts may be adapted by users to include/sort/filter the data required	Users are able to make screen layout changes e.g. column size, display order, sorting. These changes are user specific and are retained for the particular user's future sessions.

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Question	Supplier Response	Evaluator's Comment
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10.15 Can a hard copy be produced of all screen enquiries?	Yes, screen enquiries may be sent to print They may also be copied and pasted onto Excel as xls documents	Confirmed.
10.16 Can transaction files for all previous periods of the year be retained in the software to permit enquiries and reports?	Yes At nominal code level, there is the option to delete detail <ul style="list-style-type: none"> • At year end • At period end • Never 	Confirmed.
10.17 Are reports of all changes to standing data on customers, suppliers, tax rates etc automatically generated or stored for later printing? If Yes:- 10.17.1 Is the report able to capture the nature of the change, user id and data and time of the change?	Yes, held in the audit trail Yes	Confirmed – it is possible on system set-up to restrict the degree to which standing data changes are recorded if this is required to avoid the log file becoming unnecessarily large. Confirmed.
10.18 Are all transactions on all reports individually identifiable?	Yes, all transactions have a unique identifier	Confirmed.
10.19 Do the reports show whether items are debit or credit?	Yes, usually by separate columns	Confirmed.
10.20 Do reports give sufficient narrative and coding to enable cross referencing?	Yes, all appropriate codes are shown to enable speedy cross referencing	Confirmed.
10.21 Is it possible to drill down from reports to the ledgers and original transactions?	Yes, Drill down and around	Confirmed – e.g. drill back to customer account from aged debtors report.

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Question	Supplier Response	Evaluator's Comment
<p>10.22 Can the software produce all requisite reports:-</p> <p>10.22.1 Day books</p> <p>10.22.2 Trial balance</p> <p>10.22.3 Profit and loss account</p> <p>10.22.4 Balance sheet</p> <p>10.22.5 Aged debtors</p> <p>10.22.6 Aged creditors</p> <p>10.22.7 Aged stock</p> <p>10.22.8 Aged unallocated cash (debtors)</p> <p>10.22.9 Aged unallocated cash (creditors)</p> <p>10.22.10 Budgets</p> <p>10.22.11 Cash flow statement</p> <p>10.22.12 VAT reports</p> <p>10.22.13 VAT form 100</p> <p>10.22.14 EC Sales Listings</p> <p>10.22.15 Intrastat returns (SSD)</p>	<p>Yes, either as standard system reports or customised reports set up during implementation</p> <p>Not as standard, as every company has different requirements. However, any data within Resource may be used in the report writer for customised reports</p>	<p>Confirmed – all available except cash flow statements. Any data sheet can be saved as text or dragged to another application such as MS Excel.</p> <p>Cash flow statements are not standard but could be created to customer requirements.</p> <p>The Intrastat data sheet has been specifically set up to be in a format that will be acceptable to HMRC.</p>
10.23 Are the above reports standard within the software or do they have to be written?	Generally are standard, with run time parameters. Customised layouts and formats may be written as part of the implementation as a once only exercise.	Confirmed.
10.24 Is the age criteria fixed or user definable?	User definable at run time	Confirmed.
10.25 Can the aged analysis and day book reports be in summary and detail?	Yes, they are two different reports within Resource	Confirmed.

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Question

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Evaluator's Comment

10.26 Do standard reporting options give sufficient flexibility to tailor individual reports?

We believe so, as the run time parameters may also incorporate user defined analysis

Confirmed.

10.27 Can all reports be reproduced after the period end but @ the month end date:-

10.27.1 Transaction listings?

10.27.2 Day books?

10.27.3 Trial balance?

Yes, reports may be produced for an "as at" date or period

Confirmed.

10.28 Is it possible to print out retrospective month end aged sales and purchase ledger reports that agree back to the month end trial balance control account figures as at the month end?

Yes, there is retrospective reporting to an "as at" date

Confirmed.

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Question	Supplier Response	Evaluator's Comment
10.29 Do the standard budget reports provide sufficient analysis of variances?	Yes, any report may show actual vs any budget	Confirmed - reports showed actual, budget and comparative for period and year-to-date.
10.30 Do such reports provide exception reporting, percentage analysis and comparatives?	Yes, these reports are use IQ Objects and may be customised to client requirements	Confirmed.
10.31 Do standard reports show sufficient analysis of trading results? (E.g. sales analysis by region)?	Yes, the user defined analysis fields allow comparative results at any level	Confirmed.
10.32 Are all movements during each accounting period shown on sales, purchase, general, stock ledger detail reports?	Yes, all relevant transactions are shown on all reports	Confirmed.
10.33 Do the sales and purchase ledger reports show how all partial payments or allocations have been treated?	Yes, all audited	Confirmed.
10.34 Is there a general ledger report that shows balances brought forward and carried forward plus all posted transactions in the period?	Yes	Confirmed.
10.35 Can the management accounts, profit and loss account and balance sheet be sufficiently analysed by:	Sufficient levels of coding structures available for any analysis or entity level.	
10.35.1 Project/job	Yes	Confirmed.
10.35.2 Cost centres	Yes	Confirmed.
10.35.3 Department	Yes	Confirmed.
10.35.4 Division	Yes	Confirmed.
10.35.5 Company	Yes	Confirmed.
10.35.6 Group (if applicable)	Yes	Confirmed.
10.35.7 Can the above be user defined by Period and/or range?	Yes	Confirmed.

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Question	Supplier Response	Evaluator's Comment
<p>10.36 What controls are there in place so that the user is aware of partly processed transactions:-</p> <p>10.36.1 Unposted invoices 10.36.2 Uninvoiced dispatches 10.36.3 Payments 10.36.4 Receipts</p>	<p>Reports show sales invoices which have not been posted, awaiting authorisation or amendment</p> <p>Purchase invoices are either on the register or posted</p> <p>Receipts and payments are either posted or not, there is no middle area</p> <p>Reports will show uninvoiced dispatches</p>	<p>Confirmed. E.g. sales order book includes 7 progress stages which can be pre-defined to indicate the stage which has been reached in the processing of any transaction.</p>
<p>10.37 State the controls that are in place to ensure that the correct price/discount has been applied to invoices/credit notes? (e.g. Gross Margin reports)</p>	<p>Prices may be linked to customer, product, or both</p>	<p>Confirmed - various options available e.g. by salesperson, by product or in total.</p>
<p>10.38 Detail all automatically generated documents for external use. (E.g. sales invoices and statements, remittance advices.)</p>	<p>Sales invoices Statements Dunning letters Cheques and remittances Orders, sales and purchase Delivery notes</p>	<p>Confirmed.</p>
<p>10.39 Can the software reproduce source documents? [E.g. sales invoices; POs, Remittance advices.....]</p>	<p>Yes, all documents may be reprinted</p>	<p>Confirmed.</p>
<p>10.40 Are the duplicates an exact replica of the relevant financial and VAT accounting information as stored on original documents [i.e. they do not take account of any subsequent changes to the standing data?</p>	<p>Yes, the document is reprinted, it is not recalculated</p>	<p>Confirmed.</p>

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10.41	Are these clearly identified as duplicates?	Yes, all shown as reprints	Confirmed. Options exist to either print or reprint. Reprints are clearly marked as such. If a document has already been printed, the print button is disabled and only the reprint button works.
10.42	Does the software force the production of month-end reports?	Daybooks must be printed before a month can be closed.	Confirmed.
10.43	Can the reporting function make use of external data files?	Yes, IQ Objects is a cross database reporting tool	Confirmed.
10.44	Does the report writer have the facility to scroll up and down when output to screen?	Yes, it can scroll up and down	Confirmed.
10.45	Can all reports be run without the need for period-end procedures to be initiated?	Yes, they can be run at any time	Confirmed.
10.46	Does the report writer allow print previews of all reports?	Yes	Confirmed.
10.47	Can transactions and standing data be output directly to other formats e.g. CSV, txt, XML, PDF etc. for any period of time required?	Yes	Confirmed.

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Question	Supplier Response	Evaluator's Comment
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11 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 HMRC office for detailed guidance. The overall objective is to accurately record the accounting for VAT in order to support VAT returns to HMRC.

Software features		
11.1	Does the software have the facility to hold the following VAT information:-	
11.1.1	UK VAT registration number?	Confirmed.
11.1.2	Intrastat code?	Confirmed.
11.1.3	EC Code?	Confirmed.
11.1.4	EC VAT registration numbers (10)?	Confirmed.
11.1.5	VAT rates (please specify number available)	Unlimited tax rates can be set up with the date that the rate came into force.
11.2	How does the software handle roundings?	Confirmed.
11.3	Is this applied consistently?	Confirmed.
11.4	Does the software handle VAT Scale charges with automatic double entry processing?	Confirmed.
11.5	Does the software handle VAT calculation tolerances?	Confirmed.
	If Yes do any discrepancies produce:-	Would need to be addressed on implementation if required.
	11.5.1 Warning?	

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Question	Supplier Response	Evaluator's Comment
11.5.2 Appear in the audit trail	These are not standard reports, but if required they could certainly be written and scheduled for automatic production	Would need to be addressed on implementation if required.
11.5.3 Appear in the VAT exception report?	These are not standard reports, but if required they could certainly be written and scheduled for automatic production	Would need to be addressed on implementation if required.
11.6 What security features (password/ audit trail) are in place to control changes made to: 11.6.1 General ledger VAT control accounts?	Both - password controlled security is required to make changes, and all changes will subsequently be shown on the audit trail. Control accounts may also be flagged as such, and disallow manual input	Confirmed.
11.6.2 VAT tables set up and change?	As 11.6 above	Confirmed.
11.6.3 Tolerance levels? 11.6.4 Invoice sales number table?	20p as standard As 11.6 above	Confirmed.
11.6.5 Changes on VAT code on customer files?	As 11.6 above	Confirmed.
11.6.6 Changes on VAT code on stock files?	As 11.6 above	Confirmed.
11.6.7 VAT calculated on sales invoices or credit notes?	As 11.6 above	Confirmed.
11.7 Does the software store and report a VAT return identifier [VRI]?	Yes, any transaction that appears "out of period" will be flagged	Confirmed.
11.8 How does the software ensure that that each eligible posting is reported only once in a VAT return?	Yes, any transaction that appears "out of period" will be flagged	Confirmed – unusual transactions are shown separately on the VAT report.

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Method of operation		
11.9 VAT basis. Can the software handle: 11.9.1 Invoice (standard) accounting?	Yes	Confirmed.
11.9.2 Cash accounting?	No	Cash accounting unlikely to be relevant to users of this software.
11.10 If the software can handle both invoice (standard) and cash methods of accounting for VAT is the basis clearly identified during set up?	N/A – cash accounting not available	N/A
11.11 Does the software allow for a switching between methods?	N/A	N/A
11.11.1 If Yes:- Is the change fully supported by audit trails to ensure proper VAT treatment of all transactions?	N/A	N/A
11.11.2 Is this ability to change a basis of accounting clearly flagged, i.e. users warned etc.	N/A	N/A
11.11.3 Does the software alert the user that they require HMRC authorisation if they attempt to apply, retrospectively, the 'Cash Accounting Scheme' for VAT accounting?	N/A	N/A
11.11.4 Does the software provide useful and relevant information on switching in the software help section?	N/A	N/A

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Question	Supplier Response	Evaluator's Comment
11.12 Can the software handle the following VAT schemes:-		
11.12.1 Annual accounting scheme?	Resource handles standard VAT accounting with the facility of multiple user defined codes and rates	Confirmed.
11.12.2 Flat rate scheme?	Yes	Confirmed.
11.12.3 Retail schemes?	Yes	Confirmed.
11.12.4 Account for VAT on the margin?	Yes	Confirmed.
11.13 Can the software be configured to handle partial exemption methods?	Yes	Confirmed.
11.14 Please state the number of VAT codes available for VAT analysis.	Unlimited, user defined	Confirmed.
11.15 How does the software handle:-	Resource handles standard VAT accounting with the facility of multiple user defined codes and rates	Confirmed.
11.15.1 Outside scope?		
11.15.2 Distance selling (supply to an unregistered EC customer)?	Resource handles standard VAT accounting with the facility of multiple user defined codes and rates	Confirmed.
11.16 How does the software handle EC VAT:-	Analysis codes at stock level highlight which products are stock, which are services for the correct treatment of the VAT	Confirmed.
11.16.1 Goods and related service?		
11.16.2 Services only?	Can be identified using one of unlimited analysis codes	Confirmed.
11.16.3 Process?	Can be identified using one of unlimited analysis codes	Confirmed.
11.16.4 Triangulation?	Can be identified using one of unlimited analysis codes	Confirmed.

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Question	Supplier Response	Evaluator's Comment
11.17 Does the software include the functionality to identify EU acquisitions?	This would require a manual workaround using a specific tax code, but could be done	Confirmed, not standard but could be achieved – would need to be addressed upon implementation if required.
If Yes:- 11.18 Can the software generate acquisition tax?	No, but it can be reported upon using the tax code specified in 11.17 above	Would need to be addressed upon implementation if required.
11.19 Can a report be generated of all EU acquisitions and the amounts of acquisition tax generated?	Yes, per specific tax code	Confirmed, a VAT code could be set-up to indicate EC acquisition tax and a report created to identify these transactions.
11.20 Does the software include the functionality to identify transactions liable to reverse charge VAT?	Yes, per specific tax code	Confirmed, a VAT code could be set-up to indicate reverse charge VAT and a report created to identify these transactions.
If Yes:- 11.21 Can the software generate reverse charge VAT?	Manually, not automatically using specific tax code	Confirmed, requires manual intervention.
11.22 Can a report be generated of all transactions liable to reverse charge VAT, and the amounts of tax where so generated?	A report could be created to identify transactions with a specified tax code.	Would need to be addressed upon implementation if required.
11.23 Does the software have a facility to reconcile the VAT returns amounts for input, output and net VAT payable/recoverable to the General ledger control account?	Via a report and enquiry screens	Confirmed.
11.24 How does the software handle late transactions posted outside the closed VAT return period?	It will include them in the next return	Confirmed.

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Question	Supplier Response	Evaluator's Comment
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Input VAT (purchases)		
11.25 Can the software handle VAT inclusive amounts and automatically calculate the input VAT?	Yes	Confirmed.
11.26 Does the software require the following to be entered:-		
11.26.1 Supplier reference?	Yes	Confirmed.
11.26.2 Supplier document reference?	Yes (and subject to duplication checking)	Confirmed.
11.26.3 Internal document reference?	Yes, usually system generated	Confirmed.
11.26.4 Invoice tax point date?	Yes, will default to input date if not entered	Confirmed.
11.26.5 Invoice posting period date?	Yes	Confirmed.
11.26.6 Invoice gross total?	Yes	Confirmed.
11.26.7 Invoice VAT amount?	Yes, will calculate automatically	Confirmed.
11.26.8 Individual invoice lines:-	Yes	Confirmed.
11.26.8.1 net amount		
11.26.8.2 VAT rate (optional from VAT code, product supplier)	Yes	Confirmed.
11.27 Does the software 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 the software tolerance?	Yes, there is a standard default tolerance of 20p	Confirmed.

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Question	Supplier Response	Evaluator's Comment
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11.28 Can the user override the software derived input VAT amount and input VAT as shown on the supplier invoice?	Yes	Confirmed.
11.29 Does the software allow VAT to be reclaimed on the basis of registered but unposted invoices?	No. At this stage the invoices are not posted to the P & L and BS and therefore will not appear on any VAT control reports	Confirmed – the system prevents this.
If Yes:- 11.30 Does the software flag the status as:- 11.30.1 VAT not yet reclaimed?	N/A	N/A
11.30.2 VAT claimed?		
Output VAT (sales)		
11.31 Does the software generate sales invoices? If Yes:- 11.32 For each invoice generated is the following information included on the sales invoice:- 11.32.1 Unique software generated invoice reference	Yes, to user defined formats Invoices may include any data Yes	Confirmed. Confirmed. Confirmed.
11.32.2 Your name, address, EC country code and VAT number?	Yes	Confirmed.
11.32.3 The time of supply (tax point)	Yes	Confirmed.
11.32.4 Date of issue (if different to the time of supply)	Yes	Confirmed.

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Question	Supplier Response	Evaluator's Comment
11.32.5 Your customer's name (or trading name) and address, EC country code and VAT number (if applicable)	Yes	Confirmed.
11.32.6 The unit price [applies to countable goods or services. E.g. an hourly rate; or a price for standard services.]	Yes	Confirmed.
11.32.7 A description which identifies the goods or services supplied.	Yes	Confirmed.
11.33 Does the software identify supplies that are zero-rated or exempt on an invoice and that there is no VAT payable?	Yes	Confirmed.
If Yes: 11.34 Is this by way of a report?	Yes, invoices are basically a report and therefore may include any relevant fields of data or text	Confirmed.
11.35 Does the software handle Proforma invoices?	No	Not as standard but it would be possible to set one up on implementation using one of 9 available document types that can be associated with sales transaction.
If Yes:- 11.36 Are the invoices clearly identified as "this is not a tax invoice"?	N/A	This would need to be addressed on implementation if required.

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VAT Reporting		
11.37 Does the software produce a VAT 100 form as standard?	No, but it does produce a report with the relevant values to populate the form	Confirmed.
If No:- 11.38 Does the software have a means of producing reports that support the completion of the VAT return?	Yes	Confirmed production of figures for VAT return in addition to detailed report, summarised by daybook, providing source of figures.
11.39 Is the VAT return information available by report on a three monthly basis or any other specified period?	Yes	Confirmed.
11.40 Is there a detailed and summary analysis of all transactions included in each return sorted by VAT code and transaction type making up the total in each of the boxes on the VAT 100 Form?	Yes	Confirmed.
11.41 Can the VAT return be recreated showing all the transactions which were included in the original VAT return?	All transactions which are included in a VAT form may be reported on	Confirmed.
11.42 Does the software have a separate VAT audit log?	Only via the control account	Confirmed.

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11.43	Note where the software details the following non routine event in the audit trail or VAT audit log etc:- 11.43.1 Changes to VAT tables.	Audit trail	Confirmed - it is possible to set any field within the system for which alterations should be logged. Alterations can either be viewed on screen or a report generated which shows alterations to either tables or individual fields within tables.
11.43.2	Change from invoice/cash VAT accounting or other Schemes.	N/A	N/A cash accounting not available
11.43.3	VAT tolerance.	This cannot be done by a normal user	Confirmed.
11.43.4	Changes to VAT rates on customer, supplier, product master files.	Audit trail	Confirmed.
11.44	Are the above changes noted above stamped with a:- 11.44.1 User id?	Yes	Confirmed.
11.44.2	Software generated unique reference number?	No	Confirmed.
11.44.3	Date and time?	Yes	Confirmed.
11.45	VAT postings 11.45.1 Are all VAT postings recorded in the audit trail or VAT audit log?	All postings are recorded in the daybooks and the audit trails	Confirmed.
11.45.2	Does the software denote whether each transaction has been included in a reconciled VAT return?	Not directly but this information can be obtained from a special VAT report	Confirmed.

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Question	Supplier Response	Evaluator's Comment
11.45.3 How does it denote which VAT Return the transaction has been included in?	The special VAT report shows total per daybook and the day book report shows individual transactions.	Confirmed.
11.46 Does the software produce a VAT Exception report detailing such transactions as:- 11.46.1 VAT amounts outside tolerance levels?	No	The creation of such reports would need to be addressed upon implementation if required.
11.46.2 Manual changes to software generated VAT?	No	N/A
11.46.3 Write offs	No	N/A
11.46.4 Zero value invoices?	No	N/A
If No for any of the above:- 11.47 How does the software document these occurrences?	As any other transaction or data file change	Confirmed – audit trail.
11.48 Does the software handle “intra-community” supply of goods?	Yes but zero rating cannot be applied automatically, requires manual intervention.	Confirmed, the system records the required information to facilitate compliance but the decision whether to zero rate supplies must be made manually.
11.49 Does the software support production of an EC Sales List?	Yes	There are two ESL reports available, by date and period/year
If Yes:- 11.50 Does the report show the country code, the customer name, their EC VAT number, the invoice reference and indicators for different types of despatches?	Yes	Confirmed.

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Question	Supplier Response	Evaluator's Comment
11.51 Does the software produce invoice level reports that enable every value on each EC Sales List report to be traced to source documents?	Yes	Confirmed.
11.52 Does the software have a means of ensuring that each eligible posting on the EC Sales List is reported only once? (Please state how this is done within the software).	A transaction will appear on any Sales List within whose parameters it is relevant	Confirmed.
11.53 How does the software handle triangulation? E.g. a movement of goods without a related invoice transaction.	Via the stock module, if it is internal stock	Confirmed.
11.54 Does the software produce the relevant documents in a format [e.g. CSV or XML] that can be uploaded direct to the HMRC gateway?	Yes	Confirmed.
11.55 Can these be electronically transmitted direct from the system?	Yes	Confirmed.
11.56 Does the software produce Intrastat reports where applicable?	Yes	Confirmed.
11.57 How are errors on VAT accounts corrected?	Via journal	Confirmed.
11.58 How does the software handle the VAT on purchase and sales ledger contras?	A normal purchase/sales contra will not affect the VAT account	The contra value is simply transferred between the debtors and creditors control accounts.

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11.59	How does the software handle partially allowable expenditure, e.g. VAT on petrol invoices where employees are provided with petrol (adjustment required for own use)?	User definable VAT rates & codes may be input for calculation at line level of any transaction	Confirmed.
11.60	Can the software handle cheque refunds to customers?	Yes, either on an individual basis or in mass	Confirmed.
If Yes:-			
11.61	How is the VAT accounted for under cash accounting?	No cash accounting	N/A
11.62	Can the software handle invoices with multiple rates of VAT?	Yes, VAT is at line level	Confirmed – VAT code specified for each line.
11.63	How does the software handle write off of bad debts and the related VAT?	Manual journal	Confirmed - only possible using manual entry.

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12 Currency

12.1	Is multi-currency processing available?	Yes	Confirmed.
	If Yes:-		
12.1.1	State number of currencies available.	Unlimited transaction currencies and two base currencies	Confirmed.
12.1.2	Does this cover:-		
12.1.2.1	General ledger	Yes	Confirmed.
12.1.2.2	Sales ledger	Yes	Confirmed.
12.1.2.3	Purchase ledger	Yes	Confirmed.
12.1.2.4	Stock	Yes	Confirmed.
12.1.3	Is conversion to sterling automatic?	Yes	Confirmed.
	If Yes:-		
12.1.4	Does this cover-		
12.1.4.1	General ledger	Yes	Confirmed.
12.1.4.2	Sales ledger	Yes	Confirmed.
12.1.4.3	Purchase ledger	Yes	Confirmed.
12.1.4.4	Stock	Yes	Confirmed.
12.1.5	Can the user select which currency to value each of the ledgers?	Yes, either of the two base currencies	Confirmed.
	If Yes:-		
12.1.6	Does this cover:-	Yes	Confirmed.
12.1.6.1	General ledger	Yes	Confirmed.
12.1.6.2	Sales ledger	Yes	Confirmed.
12.1.6.3	Purchase ledger	Yes	Confirmed.
12.1.6.4	Stock	Yes	Confirmed.
12.1.7	What are the currency capacities?	nnn,nnn,nnn,nnn and 9 decimal places	Confirmed.
12.1.8	What are the maximum and minimum exchange rates?	nnn,nnn,nnn,nnn and 9 decimal places	Confirmed.
12.1.9	What approach will the Software House take towards handling the EURO?	Conversion routine from Sterling to Euro for primary base currency	Confirmed.

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12.2	What currency information is held: 12.2.1 Currency Code/description?	<ul style="list-style-type: none"> • Currency code • Currency description • Decimal places • Exchange rate • Invert exchange rate? • Symbol to be used • Whether in the EU 	Confirmed.
12.2.2	Country?	Yes	Confirmed.
12.2.3	Currency rate table?	No	N/A
12.2.4	Date rates effective from-to?	No	N/A – it is not possible to report historical rates
12.2.5	Previous rates held?	No	N/A
12.3	Can a base currency be selected?	Yes	Confirmed.
12.4	Can the user over ride the exchange rates during a transaction?	Yes	Confirmed - translated amount can be amended for an individual transaction unless restricted by administrator.
12.5	Can the user change the exchange rates per account?	System parameter – may be locked or available for amendment	Confirmed.
12.6	Is there a restriction on accounts to a single selected currency? If Yes:- 12.6.1 What controls are in place over any changes?	Yes Locked, cannot be changed	Confirmed. Confirmed.
12.7	Can the user manually over ride the currency calculation?	Yes	Confirmed – unless restricted.
12.8	Are gains or losses on currency calculations automatically processed?	Yes, and posted to a designated Gains/Losses account	Confirmed.

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Question	Supplier Response	Evaluator's Comment
12.9 Can the user over ride the calculation /processing of currency gains and losses?	The treatment is defined via system parameters.	Confirmed - parameters define the treatment for each ledger.
12.10 Can a user override an exchange rate on each transaction?	Yes	Confirmed – unless restricted.
12.11 Can the user define the treatment of foreign exchange gains/losses i.e. where posted to in the general ledger?	The treatment is defined via system parameters.	Confirmed.
12.12 Can ledger accounts be defined to take invoices/payments in specified currencies/ multiple currencies?	One account is one currency, although the payment may be entered in any currency, it will be converted to the account currency	In the sales & purchases ledgers the customer or supplier defines the currency. In the nominal ledger any single currency can be used.
12.13 Does the software prevent the deletion of the active currency?	Yes – except by the system administrator	Confirmed.
12.14 Does the software prevent use of duplicate currency codes?	Yes	Confirmed - all currency codes must be unique.
12.15 Can currency transactions be entered in selected currency and/or base currency?	Yes, unless defaulted by account	Confirmed.
12.16 Can transactions be entered in multiple currencies?	Any transaction may be in any currency, although a transaction may only be in one currency	Confirmed.
12.17 How does the software handle exchange differences?	By automatically calculating the variance and posting to the designated P & L account	Confirmed.

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<p>12.18 How does the currency treat revaluations relating to:</p> <p>12.18.1 Ledgers (sales/purchases)</p> <p>12.18.2 Monetary assets/liabilities</p> <p>12.18.3 General ledger accounts?</p>	<p>The ledgers will be revalued according to a user defined rate</p>	<p>Confirmed.</p>
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Question	Supplier Response	Evaluator's Comment
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13 Sales Order Processing and Invoice Production

13.1 Does the software start with a quotation or the sales order?	It can do both	Confirmed.
13.2 Are recurring or schedule orders handled?	Yes, for non stock items, there is a Sales Contracts module for this	Confirmed.
13.3 At quotation or initial order stage state how does the software: 13.3.1 Checks stock availability. 13.3.2 Highlight alternative stock.	Stock availability may be checked at either quotation or order stage. Alerts warn of insufficient stock, or where it may be available in another depot	Confirmed. When a sales order is raised, the current position of stock is shown to the operator highlighting any shortfall.
13.4 How does the software check credit status of customer: 13.4.1 On receipt of order? 13.4.2 Prior to dispatch?	At the point of raising a quotation or order	Confirmed. Warning generated and order accepted. However the order is placed on hold and the only way of removing "hold" status is to increase available credit.
13.5 Can the software block: 13.5.1 Customer orders? 13.5.2 Deliveries? 13.5.3 Invoice production?	Customers may be placed on stop which will prevent new orders being taken Deliveries will be prevented if the order is on hold Invoices will be prevented if the order is on hold	Confirmed - customer placed on hold automatically by exceeding credit limit or manually. Confirmed. Confirmed.
13.6 Where stock is not available is a "back order" raised and a purchase order issued?	Yes, a back order is raised, and optionally a purchase order may be automatically raised	Confirmed. If back to back ordering is enabled when a shortfall is highlighted the operator may select the "Back to Back" tab and the system calculates the purchase order needed. Activating the "Save PO" option creates the purchase order.

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<p>13.7 Does the software handle forward orders?</p> <p>If Yes is this:-</p> <p>13.7.1 Only when stock is now available?</p> <p>13.7.2 Allocated from future planned stock?</p>	<p>Yes</p> <p>Either</p>	<p>Confirmed.</p> <p>Confirmed.</p>
<p>13.8 Can multiple addresses be held for each customer (invoice and delivery address).</p>	<p>Yes, unlimited addresses may be held</p>	<p>Confirmed - unlimited addresses per customer, 2 addresses per order.</p>
<p>13.9 Are the following documents produced:</p> <p>13.9.1 Quotations?</p> <p>13.9.2 Order confirmation?</p> <p>13.9.3 Picking lists?</p> <p>13.9.4 Labels?</p> <p>13.9.5 Dispatch/Delivery note?</p> <p>13.9.6 Invoices?</p>	<p>Yes. There may be 9 user defined stages</p>	<p>Confirmed.</p> <p>A new document to print required label format can be created with the report writer.</p>
<p>13.10 Are the following reports available:</p> <p>13.10.1 Quotes for which orders not received?</p> <p>13.10.2 Orders received (analysis)?</p> <p>13.10.3 Items placed on backorder and/or purchase orders raised?</p> <p>13.10.4 Items dispatched not invoiced?</p> <p>13.10.5 Items ordered but not dispatched due to stock out?</p> <p>13.10.6 Gross margin (by invoice or item)?</p>	<p>Yes, these are all available</p>	<p>Lost quotations report - with reasons.</p> <p>Using sales order book for any specified period with option to show whether invoiced.</p> <p>Confirmed.</p> <p>Orders to invoice report.</p> <p>Confirmed.</p> <p>Confirmed.</p>

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Question	Supplier Response	Evaluator's Comment
13.11 Are invoice details derived from order input? (e.g. prices, quantity)	Yes, and there are options for additional details to be passed to the invoice such as description, date etc	Confirmed.
13.12 Can picking lists /dispatch notes be amended for non availability of stock?	Yes	Confirmed.
If Yes:-		
13.12.1 Is this reported?	This can be done via system setup and parameterisation	Confirmed.
13.12.2 Are the items dispatched reflected in final invoice?		
13.13 Is there one dispatch note and invoice per order?	The operator may select the number of invoices and despatch notes	Confirmed.
13.14 How does the software ensure all dispatches are invoiced? e.g. where multiple dispatches are raised per order, or several orders on a single dispatch note.	There is a "Mass Progression" facility which will automatically raise invoices for all despatches which match specified criteria. A report is also available which shows orders to be invoiced at any time	Confirmed.
13.15 Can manual invoices be raised (i.e. without a sales order)?	Yes, there is a standalone sales invoicing function	Confirmed.
13.16 Does the software produce proforma invoices as required?	Yes	Confirmed.
13.17 Can returned goods be processed to produce credit notes?	Yes, when goods are returned the operator may flag whether a credit note is to be created	Confirmed.
13.18 Are these referenced to the original order/invoice?	As a description or comment	Confirmed.

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Question	Supplier Response	Evaluator's Comment
<p>13.19 Will the product accept orders from the Web?</p> <p>If Yes:-</p> <p>13.19.1 How are web orders integrated with the sales order processing ledgers?</p> <p>13.19.2 What control features are available for checking web orders before processing?</p>	<p>Yes</p> <p>An electronic PO is created from an SO. We have interfaced to clients ecommerce web sites.</p> <p>Resource 32000 is a financial application with a user front end which may be accessed via a web browser.</p> <p>The web product encompasses the following areas:</p> <ul style="list-style-type: none"> • Purchasing • Time and Expenses • Reporting <p>Product functionality and security is held within the core application, and web users have access to a subset of data and processes. The concept is to give remote and non financial users access to the areas of the system which are relevant to their roles, in an easy to use and non intimidating fashion.</p> <p>Full conditional workflow for web users is available, and approval routines may be held prior to the transaction being updated centrally by Finance.</p> <p>Static data is also maintained in the core application.</p> <p>Thus, whilst the core system of Resource 32000 may be used in isolation, the browser front end, cannot.</p> <p>They are imported into the core product as a quotation where they will be checked for validity prior to fulfilment</p>	<p>Confirmed.</p> <p>Confirmed.</p> <p>Confirmed – web orders are held I a queue for authorisation by the finance department prior to being imported for processing either individually or as a batch.</p>

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14 Purchase Order Processing

14.1	Does the software generate suggested orders?	Yes	Confirmed.
14.2	Can orders be generated by the user?	Yes	Confirmed.
14.3	Is the software easy and efficient to use, i.e. scroll backwards and forwards in the product file, tagging more than one item per order?	Yes, we believe the system is intuitive and easy to use by all employees with minimal training	Confirmed - products are added to the order line by line and the product file can be browsed.
14.4	Can more than one supplier be allocated to each product?	Yes	Confirmed - each product has default supplier and alternative supplier. The price can only be recorded for the default supplier.
14.5	Does the software hold details of substitute products if applicable?	Yes	Confirmed – a single substitute can be set up for each product.
14.6	Based on automatic and manual order generation (above) does the software produce a list of proposed purchase orders, if so, can these be easily amended?	Yes, each order must be approved before it may be progressed. They may be amended at any time prior to progression	Confirmed.
14.7	Is stock availability updated for stock on order?	Yes	Confirmed.
14.8	Can the software handle partially completed orders and returns?	Yes	Confirmed.
14.9	Are receipts checked to orders and discrepancies reported?	Yes	Confirmed.
14.10	Are purchase invoices checked to purchase orders, confirmed receipts and discrepancies reported?	Yes	Confirmed.

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14.11 Are the following reports available:		
14.11.1 Purchase Orders raised (analysis)?	Yes, standard report	Confirmed.
14.11.2 Purchase Orders not received?	Yes, standard report	Confirmed.
14.11.3 Goods received discrepancies?	May be written but not standard	Data stored but not included in standard reports.
14.11.4 Invoice to goods received discrepancies?	May be written but not standard	Data stored but not included in standard reports.
14.11.5 Goods received not invoiced?	Yes, standard report	Confirmed - aged goods awaiting invoice report.
14.12 Can the software handle “back to back” ordering?	Yes A purchase order may be automatically generated by a sales order	Confirmed creation of a purchase order from sales order with insufficient stock on a product for which back to back ordering enabled.

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15 Stock Control

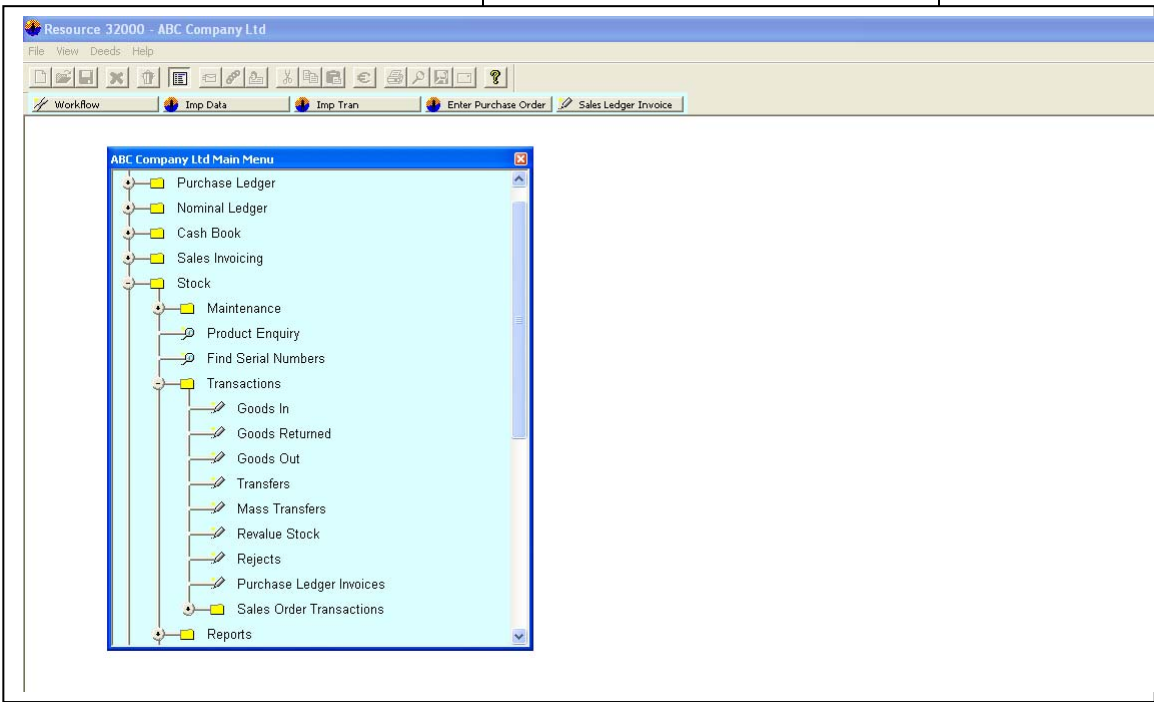
15.1	What information is held in respect of stock (and are there any limits):-		
15.1.1	Item numbers/ description?	Yes (16 character field)	Confirmed.
15.1.2	Location(s)?	Yes, depot locations and bin numbers	Confirmed.
15.1.3	Quantity, (available, allocated, on order)?	Yes	Confirmed.
15.1.4	Minimum and maximum stock levels?	Yes, at depot level	Confirmed.
15.1.5	Reorder lead times?	Yes	Confirmed.
15.1.6	Supplier(s)?	Yes	Confirmed – plus 1 alternative.
15.1.7	Prices/cost/ discount details?	Yes <ul style="list-style-type: none"> • RRP • Landed uplift % • Uplifted price • Sterling cost price • Sale price • Unit price • Unit cost • Quantity break 	Confirmed.
15.1.8	Batch/serial number?	Yes	Confirmed.
15.1.9	Weights etc?	Unit weight and unit volume	Confirmed.
15.1.10	Other – please specify?	Multiple user defined analysis codes Nominal code default VAT defaults Product group Commodity code RRP, landed uplift, margin	Confirmed.

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15.2	How is stock updated?		
	15.2.1 Dispatch of goods?	Yes	Confirmed.
	15.2.2 Receipt of goods?	Yes	Confirmed.
	15.2.3 Adjustments?	Yes	Confirmed.
	15.2.4 Transfers between locations?	Yes	Confirmed.
			
15.3	Is negative physical stock allowed?	No	Confirmed - transactions that would create negative stock are prevented.
15.4	Can the software handle “sale or return” stock?	Yes, by using “supplier rejects” functionality	To exclude SoR stock from valuation, would need to book in at zero value. Subsequent purchase transaction would create cost of sale.

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15.5	Can the software handle variations to a standard pack of products?	Packs may be split	Number per pack is recorded and part packs can be purchased or sold.
15.6	What methods of stock valuations are allowed?		
15.6.1	Average	No	N/A
15.6.2	FIFO	Yes	Confirmed
15.6.3	LIFO	Yes	Confirmed
15.6.4	Standard cost	No	N/A
15.6.5	Other – please specify	Serial, Batch ,Product	Confirmed
15.7	How can stock enquiries be made, i.e. by product code, short name/supplier etc.	Product code Description Keyword Product group Nominal code Alternative product code Supplier code	Confirmed - using normal wildcard characters.
15.8	Does the software track orders and enable enquiries by date, e.g. list of all stock due on a particular day; stock to be dispatched on a set date?	There are dedicated reports for this: <ul style="list-style-type: none"> a historical “movements” report which shows what happened on a date or between a range of dates a forward “expected receipts” report (via POP) a forward “orders due” report (via SOP) 	Confirmed.
15.9	Does the software facilitate the regular counting/ inspection of physical stock (e.g. by producing random/defined stock check lists)?	Yes, there is “stocktake” and inventory functionality	Confirmed availability of perpetual inventory functionality.

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15.10	Can the software handle more complex situations such as:		
15.10.1	Bill of materials	Yes, a BOM module is available	Assemblies module provided (see additional details in prologue). Not suitable for complex manufacturing but adequate for simple kitting.
15.10.2	Links to CAD/CAM systems	No	N/A
15.10.3	Job costings to collate and value WIP.	Job Costing is integrated with BOM and stock for a full solution	Confirmed - see further details in prologue.

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16 User Documentation

This section applies to any of: online, hardcopy or other (e.g. WWW) documentation – specify which are applicable.		
16.1 Is the manual clearly laid out and understandable?	Yes	Confirmed.
16.2 Is the manual comprehensive and accurate?	Yes. Template manuals are shipped and customised manuals are built up during implementation	Confirmed.
16.3 Is there an index to the manual?	Yes	Confirmed.
16.4 Is it easy to locate specific topics in the manual when required?	Yes	Confirmed.
16.5 Is it easy to follow through all procedures in the manual?	Yes	Confirmed.
16.6 Does the manual include:		
16.6.1 A tutorial section?	Yes	User guides specific to each installation will be created upon installation.
16.6.2 A guide to basic functions?	Yes	Confirmed.
16.6.3 Pictures of screens?	Yes	Confirmed – specific to each customer.
16.6.4 Completed examples included in the manual?	Yes. Template manuals are shipped and customised manuals are built up during implementation	Confirmed – specific to each customer.
16.6.5 Specific “error correction” procedures?	Yes. Template manuals are shipped and customised manuals are built up during implementation	Confirmed – specific to each customer.
16.6.6 VAT information?	As regards codes and set up information	Confirmed.

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16.7	Does the documentation clearly specify the actions to be taken by users at each important stage of processing?	Yes. Template manuals are shipped and customised manuals are built up during implementation	Confirmed – specific to each customer.
16.8	Are help screens available relating to the task in hand? (context sensitive help).	Yes	Confirmed quick access to pop-up menu which includes access to context sensitive help.
16.9	Do they provide on-line instructions on how to use particular features of the software?	Yes	Confirmed.
16.10	Can they be edited or prepared by the user?	Yes.	Confirmed.
16.11	Will the Software House make the detailed program documentation (e.g. file definitions for third party links) available to the user, either directly or by deposit with a third party?	Directly to the user	Would need to be addressed at purchase stage if required.

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17 Efficiency

17.1	Are the various functions of the software menu-driven, or otherwise easy to initiate?	Menu driven, and/or via hotkey shortcuts at the top of the screen at user level	Confirmed.
17.2	Is there a good response time in the initiation of functions?	Yes	Confirmed.
17.3	Is data entry easily repeated if similar to previous entry?	Yes, copy and paste is available extensively throughout the software	Confirmed. Also save-as feature to copy everything apart from reference and individual lines can be copied using ALT-A.
17.4	Does the software prevent access to a record while it is being updated?	Record level locking.	Confirmed.
17.5	Is there locking at file or record level?	Record level locking.	Confirmed.
17.6	Does the software allow for the running of reports whilst records are being updated?	Yes – with the exception of transaction day books, purchase ledger remittances and other reports which would be affected.	Confirmed.
17.7	Does the software 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?	Yes	Confirmed - audit history of user/date/time stamped alterations to any fields in the database. A report of these alterations can be requested en-masse or individual fields can be queried for their change-history on-screen.
17.8	Can regular reports be easily duplicated if required?	Yes, reports may be run for any point in time	Confirmed.
17.9	Does the software warn the user when space is becoming short?	No	N/A - feature of underlying database.

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18 Integration and www facilities

18.1	Are the different accounting modules integrated?	Yes, there is simultaneous update to all relevant ledgers and modules	Confirmed.
18.2	Are they integrated on real time basis or batch basis?	Real time	Confirmed.
18.3	Can the integration of batches be by batch, weekly or monthly?	Real time	Confirmed.
18.4	Is the ledger updating process satisfactorily controlled by the production of control reports?	Yes, all ledgers have control reports and routines	Confirmed.
18.5	What operating systems does the software run under?	All Windows versions and Unix	Confirmed.
18.6	Which databases can be used?	SQL, Oracle, Sybase	Confirmed.
18.7	Can more than one software function be performed concurrently?	Yes, there is full Windows functionality and multi tasking is allowed with no impact on licence use	Confirmed.
18.8	Can the software be linked to other packages e.g. word processing, graphics, financial modelling, to provide alternative display and reporting facilities?	Yes	Confirmed.

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18.9 Can definable links to spreadsheets be created?	Yes, there is full import functionality and all enquiry screens may be copied onto Excel. Resource also utilises the Analyst reporting tool which is an Excel tool	Confirmed.
18.10 Does the software integrate with any web trading software?	Yes, there may be integration to purchasing portals and Resource has its own web order purchasing module	Confirmed.
18.10.1 External or		
18.10.2 Suppliers own?	Yes, we can configure this	Confirmed.
18.11 Note which other business application software that can be linked to the software:		
18.11.1 Payroll?	Yes, Resource also has a payroll partner as well as 3 rd party integration	Confirmed.
18.11.2 Time/fees?	Yes, Resource also has its own time and expenses module	Confirmed.
18.11.3 MRP?	No	N/A
18.11.4 Fixed assets?	Yes, Resource also has its own fixed assets module including bar coding	Confirmed.
18.11.5 Document management software?	Yes, Resource also has its own scanning module in addition to being able to integrate to 3 rd party products	Confirmed.
18.11.6 Job costing?	Yes, Resource also has its own comprehensive job costing module	Confirmed.
18.11.7 CIS?	No	N/A
18.11.8 Other – please specify?	Budgeting Reporting BI Web applications HR	Confirmed.
18.12 Is the software compatible with XML standards? If so in what respect? (input/ output/ other)?	Yes, for input and output	Confirmed.

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19 Support and maintenance

19.1	How is the software sold:	Yes	Confirmed.
19.1.1	Direct from Software House?		
19.1.2	Via Value Added Reseller (VAR)?	No	N/A
19.2	How is the product supported:-		
19.2.1	Direct by Software House?	Yes	Confirmed.
19.2.2	By VAR?	No	N/A
19.3	Is the software sold based upon number of users or number of concurrent users?	Concurrent users for core product and named users (seats) for web users	Confirmed.
19.4	Do VARs have to go through an accreditation process?	Direct only	N/A
19.4.1	If Yes please note the process.		
19.4.2	If No please explain how organisations are chosen to be VAR?		
19.5	In the event of a dispute between Supplier and VAR how can the situation be resolved?	N/A	N/A
19.6	Detail the types of cover available.	Telephone support helpdesk available during UK office hours and customer extranet available 24x7.	Confirmed.
19.7	Please note all method of support available :-		
19.7.1	Telephone.	Yes (UK office hours)	Confirmed.
19.7.2	Modem link.		
19.7.3	Internet.	Also, customer extranet (24x7)	Confirmed.
19.7.4	Other – specify.		

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19.8	Please provide an indicative cost of cover.	20% of the licence cost pa	Subject to each customer contract.
19.8.1	Are bug fixes free of charge?	Yes	Confirmed.
19.8.2	For how long?	Indefinitely	
19.9	How often are general software enhancements provided?	Annually	Confirmed.
19.10	Will they be given free of charge?	Yes	
19.11	How are enhancements and bug fixes provided to customers?	CD and online support where appropriate	Confirmed.
19.12	Is "hot line" support to assist with immediate problem solving available?	Yes	Confirmed.
19.13	If so, is there an additional cost involved?	No, it is included within the annual maintenance	Confirmed.
19.14	At what times will this support be available?	Office hours, and outside of office hours by arrangement	Confirmed.
19.15	Who provides training:	Direct	Confirmed.
19.15.1	Direct from Software House?		
19.15.2	From a VAR?		
19.16	Is hardware and maintenance provided by:	Direct	Confirmed.
19.16.1	Software House?		
19.16.2	VAR?		
19.17	Is a warranty offered in respect of specification of the software?	Yes, in accordance with our licence terms	Confirmed.

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19.18 Will the software supplier/dealer make the program source code available to the user, either directly or by deposit with a third party (Escrow)?	An Escrow scheme operated by NCC group is available	Subject to customer contract if required.
19.19 Are there any unduly restrictive conditions in the license for the software?	No	N/A

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