ICAEW Accreditation Scheme

Financial Accounting Software Evaluation

TAS Software

TAS Books for Accountants Version 8

Evaluation carried out by: IT Evaluation Services

Date completed: 3rd February 2009

Signed:

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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 TAS Books for Accountants Version 8 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 TAS Books for Accountants Version 8, a product specialist from the TAS Software completed the detailed questionnaire and provided it to the evaluator to examine. As this software is based around TAS Books 3, that is already ICAEW accredited, TAS Software supplied the evaluator with a copy of the software to test. The evaluator loaded the software onto a computer in his office and ran the various aspects of the software to check the answers and 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 TAS Software staff in order to clarify certain points. In the event of disagreement between TAS Software and the evaluator, the evaluator's decision was taken as final and the response changed accordingly.

TAS Books for Accountants Version 8, 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 software was run on an IBM portable with a Pentium III 644 MHz processor with 256Mb RAM and a 18.6Mb hard disk. The operating system was Microsoft XP Pro version 2002 service pack 2 and the software used throughout was TAS Books for Accountants Version 8.

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
TAS claim to follow a rigorous design, development and testing procedure and allow their customers to participate in determining the future requirements and final testing of products. They aim to release a new version of their accounting software every 12 to 18 months.

3.2   Supplier background
TAS Software was formed in 1989 and was originally based in Epsom but relocated to Newcastle after being acquired by Sage (Ltd) UK in 2001. TAS Software now operates as a division within Sage. TAS claim that their software's Account Processor and Software technologies broke new ground in making computerised accounting easier to use. To date they have won more than 24 awards, recommendations and accreditation. They currently have 40,000 customers throughout the UK & Eire.

3.3   Product background and Suitability for user
TAS BOOKS for Accountants Version 8 is a program designed specifically for Accountants and Bookkeepers that runs under the Windows user interface. This system has been developed from the first versions of TAS BOOKS launched in 1989.

The program allows Accountants and bookkeepers to import and edit client data sets from all levels of TAS Books and to create new data sets through one program interface.

3.4   Typical implementation
TAS Market research and customer data analysis indicate that the large majority of TAS BOOKS users are smaller SMEs with up to 9 employees but they do

have larger SME customers who employ up to 100 employees and some use the multi-user version of TAS BOOKS. A number of these customers are accountants or bookkeepers, both as standard end user customers and also as members of the TAS Accountants Club.

3.5   Vertical applications
       Payroll, CIS and Sage Accounts Production.

3.6   Software and hardware specifications

       3.6.1   Development environment
                TAS uses Visual Basic in its development environment.

       3.6.2   Server platforms
                TAS recommends using Windows Server 2003 for Multi-User applications.

       3.6.3   Databases
                The TAS Books range uses Pervasive V10.10.

       3.6.4   Operating software
                System requirements

                • Microsoft Windows 2000, Windows XP (recommended) or Windows Vista
                • Microsoft .NET v2 framework (this is included on the program CD)
                • Microsoft Internet Explorer v6 or higher (this is included on the program CD)
                • Adobe Acrobat Reader v6 or higher (this is included on the program CD)

       3.6.5   Protocols
                Standard TCP/IP is utilised to communicate between the clients and the server.

       3.6.6   Minimum client PC specification
                Minimum hardware requirements

                • A PC with a 1GHz processor
                • At least 256Mb of RAM.
                • A hard disk with at least 500MB of free space
                • A CD-ROM Drive
                • A monitor with 1024x768 resolution and 24-bit colour
                • An Internet connection

                Recommended hardware requirements

                • A PC with a 2Ghz processor
                • At least 512Mb of RAM
                • A hard disk with at least 500MB of free space

- A CD-ROM Drive
- A monitor with 1280x1024 resolution and 32-bit colour
- A broadband Internet connection

Performance will be improved with higher specification computers.

3.6.7   Support and maintenance
TAS provide customer services to handle all customer contact including: Software Support – handling incoming queries by telephone, fax and email; Customer Care – registering, licensing and general account queries; data Recovery – receiving and repairing / recovering corrupt customer data.

3.7   Software installation and support
TAS Books products are sold directly by TAS via advertising, though various accounting and business partners in practice, through national and independent resellers and by national retailers. Instructions in the Quick Start manuals should be sufficient for users to easily install the product themselves. However, some users are assisted with the implementation of the product by their accountants.

TAS also provides classroom training and one to one on-site training.

3.8   Partner network and related accreditation process
TAS has a network for Accountants in practice and Resellers who use and promote TAS Books products. There is no formal accreditation process.

3.9   Limitations (also see appendix A for differences between product levels)
Passwords are optional except for supervisor
No reports on master file or standing data changes (some changes recorded on audit trail)
No report on user access levels
No batch control totals
Accruals/prepayments not automatically reversed
No purchase invoice register, full input only
No part allocations
No archiving of transactions
Cannot create new accounts during input (only in TB2/3 data sets)
Budgets only for general ledger accounts
No end of report markers
Report writer only for general ledger profit & loss and balance sheet
No budget or cash-flow reports
No printed submitable VAT 100 report (online only)
No VAT scale charges or VAT tolerances (available only in TB2/3 data sets)
The ability to change basis of VAT not clearly flagged
Budget comparisons but not variances
Trial balance does not show carried and brought forward
No project and cost centre analysis
No department analysis (available only in TB2/3 data sets)
No cash-flow or budget reports available
No retrospective month end reports (available only in TB2/3 data sets)

No special VAT schemes handled
No process and triangulation handled for EC VAT
Only duplicate sales invoices identified as copies
Proforma invoices not identified as such (available only in TB2/3 data sets)
Duplicate documents not identified as copies (except sales invoices in TB2/3 data sets)
Limit VAT exception reporting
EC country codes not shown on invoices
No checks for duplicate posting on EC Sales List
Change of VAT accounting method is not shown in the audit trail
Limited multi-currency only in sales, purchase and cashbook ledgers – no revaluations
Limited stock functionality including:
No back to back ordering
No scheduled orders handled
No automatic forward orders (available only in TB3 data sets)
No purchase order processing (available only in TB3 data sets)
No web orders
No stock control (available only in TB3 data sets) only stock list

4.0 Evaluation Conclusion
There were no areas in the evaluation that gave concern. TAS Books for Accountants Version 8 is a well designed package for accountants and bookkeepers that has been competently written and are sold and supported by TAS Software directly. The combined ledger design incorporating Sales Ledger, Purchase Ledger and General Ledger gives flexibility and accuracy with a facility to print-out complete audit trails and reports as required.

The software allows accounts and bookkeepers to import and update client data sets from all levels of TAS Books as well as creating new data sets as required. In provides the same functionality as the equivalent level of the TAS Books product

Disclaimer
Any organisation considering the purchase of TAS Books for Accountants Version 8 should consider their requirements in the light of proposals from TAS Software or its dealers and potential suppliers of other similarly specified products. Whilst the contents of this document are presented in good faith, ICAEW cannot accept liability for actions taken as a result of comments made herein.

APPENDIX A

MAIN DIFFERENCES BETWEEN THE PRODUCTS IN THE RANGE

Features	TAS Books Basic	TAS Books 1 / Zebra	TAS Books 2	TAS Books 3
Multiple passwords	No	No	Yes	Yes
Multiple customer addresses	No	No	Yes	Yes
Currency Invoicing	No	No	Yes	Yes
Sales Ledger Invoices & Credit Notes generated	No	Yes	Yes	Yes
Interest on late payments	No	No	Yes	Yes
Settlement discounts	No	No	Yes	Yes
VAT 100 electronic submission	No	No	Yes	Yes
EC VAT	No	No	Yes	Yes
Intrastat reporting	No	No	No	Yes
EC Sales List	No	No	Yes	Yes
Bank reconciliation	Yes	Yes	Yes	Yes
Multi Currency Input	No	No	Yes	Yes
Euro support (treated as foreign currency)	No	No	Yes	Yes
Marketing Campaign Analysis	No	No	Yes	Yes
Sales Person Analysis	No	No	Yes	Yes
Report Generator (General Ledger only	No	No	Yes	Yes
Multiple departments	No	No	Yes	Yes
Accruals/prepayments	No	No	Yes	Yes
General Ledger budgets	No	No	Yes	Yes
Email reports	No	No	Yes	Yes
Full Stock Control	No	No	No	Yes
Product List	No	Yes	Yes	Yes
Sales Order Processing	No	No	Yes	Yes
Purchase Order Processing	No	No	No	Yes
Multi-company Consolidation	No	No	Yes	Yes
Automated supplier price updating	No	No	No	Yes

Functional requirements questionnaire
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Question	Supplier Response	Evaluator's Comment
5 Security and continuity of processing		
5.1 What security features are included to control access to the application?	User code and password required for Administrator	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	Confirmed
5.3 Is this access to the application managed by:-		
5.3.1 Individual user profiles?	Yes	Confirmed
5.3.2 User groups based on their job roles?	No	Confirmed
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).	User Based	Confirmed
5.5.3 If there is no password facility please state how confidentiality and accessibility control can be maintained within the software?	N/A	
5.5.4 Are single user systems access controlled by password?	Yes	Confirmed
5.5.5 Does the software allow for each user to have separate log on (user ids)?	Yes	Confirmed
If No:-		
5.5.5.1 How does the software track user activity?		
5.5.6 Is each user required to have a personal password?	No, optional, only Administrator P/W mandatory	Confirmed

Question	Supplier Response	Evaluator's Comment
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	Confirmed
5.5.9 Is password complexity available at application level?	Yes	Confirmed

If Yes:-

5.5.9.1 Please specify [e.g. Number of digits, requirement for special characters, numeric, upper/lower case etc.]	Any characters up to max of 12	Confirmed

Question	Supplier Response	Evaluator's Comment
5.5.10 Is there a facility to enforce password changes after a chosen period of time?	No	Confirmed
5.5.11 Is there a facility to specify a minimum age for passwords (e.g. 1 day)?	No	Confirmed
5.5.12 How many previous passwords are retained by the system to limit users recycling passwords (e.g. 24 or 32)?	None	Confirmed
5.6 Please state how security allows for access to be specified separately for :-		
5.6.1 Read?	User profile	Confirmed
5.6.2 Read and write?	User profile	Confirmed
5.6.3 Delete and amend?	User profile	Confirmed
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?	Yes	Confirmed
5.8 Does the software require higher or specific levels of user access for changes to sensitive data, such	Yes	Confirmed

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Question	Supplier Response	Evaluator's Comment
as customer credit limits?		
5.9 Please specify the specific security procedures (by passwords or warnings) over the:-		
5.9.1 Update of ledgers	User Profile	Confirmed
5.9.2 Closing of accounting periods	User Profile	Confirmed
5.9.3 Deletion of transactions	User Profile	Confirmed
5.9.4 Archiving of transactions.	N/A	
5.10 Is it impossible to delete a transaction?	No	Confirmed
If No:		
5.11 How are deletions controlled by the system?	Administrator can delete, other users defined by user profile	Confirmed
5.12 Are deleted transactions retained in the audit trail and denoted as such?	Yes	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?	No – but all can be viewed on the screen	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?	Yes	Confirmed
If No:-		
5.15 Please explain any other protection in place to prevent unauthorised access to data with such facilities.		
5.16 Is the level of security (described with this section) appropriate for the expected size of business using the software?	Yes	Confirmed
5.17 Is there a clear indication in the software or manuals as to how the		

Question	Supplier Response	Evaluator's Comment
data is:-		
5.17.1 Backed-up?	Yes	Confirmed
5.17.2 Recovered?	Yes	Confirmed

5.18 Back ups
How are back ups provided:-

Question	Supplier Response	Evaluator's Comment
5.18.1.1 Within the software application?	Backup procedure on Client Manager screen	Confirmed
5.18.1.2 Within the operating software?	No	Confirmed
5.18.2 Are backup procedures automatic?	No	Confirmed
5.18.3 Is the user forced or prompted to back-up at certain intervals?	No	Confirmed
5.18.4 Can the intervals be customised?	No	Confirmed

5.19 Recovery

Question	Supplier Response	Evaluator's Comment
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).	Roll back to the last completed transaction normally	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?	Transaction at time of failure	Confirmed
5.19.3 Are these automated?	No	Confirmed
5.19.4 Do the recovery procedures work?	Yes	Confirmed
5.20 What features are available within the software to help track down processing problems?	Trial Balance Wizard	Confirmed
5.21 Are software messages clear?	Yes	Confirmed

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Question	Supplier Response	Evaluator's Comment
5.22 Are user responses properly structured to ensure that erroneous key strikes do not lead to inappropriate actions?	Yes	Confirmed
5.23 I s there a software log which details:-		
5.23.1 Error messages?	No	Confirmed
5.23.2 Security violations?	No	Confirmed
5.24 Audit trail		
5.24.1 Does the software have a detailed audit trail?	Yes	Confirmed
5.24.2 Is it impossible to turn off or delete the audit trail?	Yes	Confirmed
5.24.3 Are all master file changes recorded in the audit trail?	No	Confirmed
If Yes:-		
5.24.3.1 Does each change have a system generated reference allocated?	N/A	
5.24.3.2 Are the originator and authoriser identified?	N/A	
5.24.3.3 Is the change date and time stamped?	N/A	
5.24.4 Are all standing data changes recorded in the audit trail?	No	Confirmed
If Yes:-		
5.24.4.1 Does each change have a system generated reference allocated?	N/A	
5.24.4.2 Are the originator and authoriser identified?	N/A	

Question	Supplier Response	Evaluator's Comment
5.24.4.3 Is the change date and time stamped?	N/A	
5.24.5 Is all input data included within the audit trail, including amendments, deletions, journals etc?	Yes	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 upon saving	Confirmed
5.24.6.3 Is the transaction date and time stamped?	Yes - Date only	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?	Source code	Confirmed
5.25 What are the procedures for handling dates? (E.g. 2 digit years, 4 digit years).	User can specify either 2 digit or 4 digit years	Confirmed
5.25.1 In the case of two digits what is the break point for the century?	As per Windows control panel	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.

6.1	Is data input controlled by self-explanatory menu options?	Yes	Confirmed
6.2	Are these menus application-specific?	Yes	Confirmed
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)?	Validation Checks and current period warning. No reasonableness checks.	Confirmed
6.4	Can the user amend data on an input screen prior to update?	Yes – subject to access level	Confirmed
6.5	What control features are within the software to ensure completeness and accuracy of data input?	Transaction balance control and audit trail review	Confirmed
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)	Saved with a unique transaction number	Confirmed
6.8	Does the software allow for batch control totals?	No	Confirmed
If Yes:-			
6.8.1	Are batches automatically numbered?	N/A	
6.8.2	Are batches forced to balance before ledger update?	N/A	

	Question	Supplier Response	Evaluator's Comment
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)	N/A	
6.8.4	Is the user forced to confirm batch totals?	N/A	
6.9	Is attempted posting of unbalanced journals rejected? (G/L).	Yes – but with option of balancing to suspense	Confirmed
6.10	Are input errors highlighted?	Yes	Confirmed
6.11	If Yes are they:-		
6.11.1	Rejected and reported on screen?	Yes	Confirmed
6.11.2	Rejected and error reports generated?	No	Confirmed
6.11.3	Accepted and posted to suspense?	No only with user interaction	Confirmed
6.12	Does the software have an automatic facility to correct/reverse/delete transactions?	Yes – trial balance wizard corrects unbalanced transactions and posts unbalanced amount to suspense account	Confirmed
	If Yes:-		
6.12.1	Are all the double entry transactions documented in the audit trail?	Yes	Confirmed
6.13	What are the controls to ensure the internal integrity of the ledger(s) or the accounting information, e.g., control of accounts.	Integrity check when Trial Balance run	Confirmed
6.14	Is it possible to allocate input values directly to ledger control accounts?	Yes, with warning	Confirmed

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Question	Supplier Response	Evaluator's Comment
If Yes:-		
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?	Trial Balance wizard can check each transaction and attempt to fix	Confirmed
6.15 Can automatic accruals or prepayments be generated?	Yes, as an individual or reversing journal	Confirmed
6.16 Will these automatically be reversed after the period end? (G/L)	No	Confirmed
6.17 Does the software have a purchase invoice register?	No, only full invoice entry	Confirmed
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?	In S/L & P/L	Confirmed
6.19.2 Debit or credit?	G/L. Can drill down to see double entry in S/L & P/L	Confirmed
6.20 Can separate nominal analysis codes be input for each invoice line?	Yes up to a limit of 250	Confirmed
If Yes:-		
6.21 Does this cover:-		
6.21.1 Sales ledger?	Yes	Confirmed
6.21.2 Purchase ledger?	Yes	Confirmed
6.21.3 Stock?	No – 3 only	Confirmed
6.22 Can receipts and payments be matched to specific invoices?	Yes, user can specify either	Confirmed
If Yes:- Is this		
6.22.1 Automatic or manual?	Either	

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	Question	Supplier Response	Evaluator's Comment
6.23	Will the software permit part payments?	Yes, but not part allocations	Confirmed
6.24	Will the software allow:-		
	6.24.1 Payments to be made to customers?	Yes	Confirmed
	6.24.2 Receipts to be received from suppliers?	Yes	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 – TB3 datasets only	Confirmed
6.27	Can the software generate sales credit notes?	Yes	Confirmed
6.28	Does the software handle discounts and promotions?	Yes	Confirmed
6.29	Does the software provide for early settlement discounts?	Yes, specified by user on invoice	Confirmed
6.30	Can early settlement discounts be automatically generated?	Yes	Confirmed
6.31	Are there controls over accepting settlement discounts (e.g. time limits)?	Yes, by time limit but can override	Confirmed
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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Question	Supplier Response	Evaluator's Comment
6.34 Are unallocated cash/credit notes specifically reported for follow up?	Yes	Confirmed
6.35 Are outstanding transactions displayed for allocation?	Yes, all unallocated transactions shown in red	Confirmed
If Yes does this apply to:-		
6.35.1 Sales ledger?	Yes	Confirmed
6.35.2 Purchase ledger?	Yes	Confirmed
6.36 Is it possible for new accounts to be created during input?	Yes	Confirmed
6.37 Does this cover the following ledgers:-		
6.37.1 Sales?	Yes	Confirmed
6.37.2 Purchases?	Yes	Confirmed
6.37.3 General?	No	Confirmed
6.37.4 Stock?	Yes	Confirmed
6.38 What controls are there over the creation of new accounts?	If user has password authority	Confirmed
6.39 Is the originator and/or authoriser identification logged by the software?	No	Confirmed
6.40 Is the user prevented or warned from overriding credit limits or discounts? (S/L).	Credit limit warning, can override discount but can optionally give warning on % margin	Confirmed
6.41 Does the software have a bank reconciliation facility?	Yes	Confirmed
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	Confirmed

	Question	Supplier Response	Evaluator's Comment
6.43	Are these adequately reported?	Yes	Confirmed
6.44	Does the software accept input files from other computer packages?	Yes	Confirmed
	If Yes:-		
	6.44.1 What formats are accepted?	CSV	Confirmed
	6.44.2 What controls are in place over the interface?	Data Import Wizard only allows entry of static data. Use of TAS does validation checks with errors	Confirmed
6.45	Does the software have a facility for calculating interest on late payments?	Yes	Confirmed

	Question	Supplier Response	Evaluator's Comment

7 **File maintenance**

7.1	Are ledgers:-		
	7.1.1 Open item?	Yes	Confirmed
	7.1.2 Balance forward?	No	Confirmed

7.2	Does the above cover:-		
	7.2.1 Sales ledger?	Yes	Confirmed
	7.2.2 Purchase ledger?	Yes	Confirmed
	7.2.3 General ledger?	Yes	Confirmed

7.3	Is a month end routine required to be undertaken?	No	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?	Yes	Confirmed
	7.5.2 User specific?	Yes, by password control	Confirmed

7.6	Is it impossible to delete accounts if the balance if Nil but transactions have been recorded against the code.	Yes	Confirmed
	Does this apply to:-		
	7.6.1 General Ledger?	Yes	Confirmed
	7.6.2 Sales Ledger?	Yes	Confirmed
	7.6.3 Purchase Ledger?	Yes	Confirmed
	7.6.4 Stock?	Yes	Confirmed

7.7	Are there any other constraints over the deletion of accounts?	No Transactions on account	Confirmed

7.8	What is the size and format of reference numbers and descriptions within:-	All descriptions 40 A/N	Confirmed
	7.8.1 General Ledger?	8 A/N	Confirmed
	7.8.2 Sales Ledger?	10 A/N	Confirmed
	7.8.3 Purchase Ledger?	10 A/N	Confirmed

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Question	Supplier Response	Evaluator's Comment
7.8.4 Stock?	20 A/N	Confirmed
7.9 Is the scope of the reference number adequate to permit sufficient depth of analysis?	Yes	Confirmed
7.10 How does the software guard against/warn about, duplicate account numbers on set up?	When type in code if already exists will recall that account	Confirmed
7.11 How does the software enable the traceability - from, to and through the accounting records - of any source document or interfaced transaction?	Via drill down facility	Confirmed
7.12 What drill down/around functionality is available within the software?	Drill down available on many reports	Confirmed
7.13 Can reports be invoked which identify all the fields which have been modified?	Many fields but only records when change made	Confirmed
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?	Yes, lists can be printed	Confirmed
If Yes: – 7.14.1 Is the use of such parameters or tables adequately reported?	Yes, some changes recorded but not new entries	Confirmed
7.15 What controls are within the software over changes to parameters and tables e.g. reporting, password etc?	Controlled by user access	Confirmed

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	Question	Supplier Response	Evaluator's Comment
7.16	Does the software allow selective archiving of old data on a user-defined basis?	No. TAS BOOKS allows direct comparison of data for five financial years. We do not currently remove any transaction data – thus keeping full transaction auditability and linkage. We have not found that performance suffers because of this.	Confirmed
7.17	What controls are in place over the handling of archived data?	N/A	
7.18	Can archived data be used for reporting purposes?	N/A	
7.19	Does the software allow for the restoration of achieved data for audit without affecting current accounting data?	N/A	

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	Question	Supplier Response	Evaluator's Comment
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)?	No specific sequences	Confirmed
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?	No, but under password control unallocated journals can be changed. Allocated journals can have their G/L analysis changed	Confirmed
8.3	Is there an audit trail of all changes to transactions which have updated the ledgers?	Yes, audit trail entry is updated but old transaction is retained in audit history	Confirmed
8.4	Can the software calculate prices or values by reference to master file data?	Yes	Confirmed
8.5	Does the software provide automatic recalculation, where appropriate, of data input? (e.g. VAT)	Yes	Confirmed
8.6	Does the software warn the user when the ledger is out of balance?	Yes in trial balance report	Confirmed
8.7	How is this done e.g. when the software is switching on or on ledger update?	No, when run trial balance	Confirmed

Question	Supplier Response	Evaluator's Comment

9   Performance of requisite accounting functions

Question	Supplier Response	Evaluator's Comment
9.1 What control features are provided by the software to support effective user controls?	Automatic posting to control accounts – transactions must balance	Confirmed
9.2 Is there:		
9.2.1 Transaction sequencing?	Yes, transaction and line numbers	Confirmed
9.2.2 Automatic dating of posting transactions?	Yes	Confirmed
9.2.3 Identification of user id or source of document?	Yes	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?	Unlimited	Confirmed
9.6 Is a group consolidation facility available?	Yes	Confirmed
9.7 Can the software consolidate entities with different charts of accounts?	No, but G/L codes can be missing in a company to be consolidated	Confirmed
9.8 How many levels of nominal analysis can be handled by the software?	Two	Confirmed
9.9 How does the software handle cost centres, departments, divisions?	Can have single or multiple departments up to 3 digits no cost centres or divisions	Confirmed

	Question	Supplier Response	Evaluator's Comment
9.10	How are periods handled by the software?	Fixed 12 or 13 periods – user can define by days for a complete year of 365 days	Confirmed
9.11	How many:-		
	9.11.1 Accounting periods can be set up?	Up to 13 (12 in TB1/Zebra/Basics data)	Confirmed
	9.11.2 Years can be set up?	5 (3 in TB1/Zebra/Basics data)	
9.12	Can the length/ number of periods be adjusted to suit different user requirements?	Fixed 12 or 13 periods – user can define by days for a complete year of 365 days	Confirmed
9.13	How many accounting periods can be open at any one time?	All up to 5 years (3 in TB1/Zebra/Basics data) unless closed by Supervisor	Confirmed
9.14	How many years can be open at any one time?	All up to 5 years – current and up to 4 years past (3 in TB1/Zebra/Basics data) unless closed by Supervisor	Confirmed
9.15	Can a period or year be re-opened after it has been closed?	Supervisor can open / close any period to four years past	Confirmed
	If Yes:-		
	9.15.1 What controls are in place over this function?	Password by supervisor only	Confirmed
	If No:-		
	9.15.2 Is the data archived on the server?		
	9.15.3 Is this accessible for reporting purposes?		
	9.15.4 Can a previous year be restored from backup?		
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

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Question	Supplier Response	Evaluator's Comment
9.18 Does the software handle posting date as well as document date?	Yes	Confirmed
If Yes:-		
9.18.1 Are transactions analysed by posting date or document date?	Posting Date	Confirmed
9.19 Can transactions be posted to more than one accounting period at any point in time?	Yes. can change periods	Confirmed
9.20 Does this cover:-		
9.20.1 General ledger?	Yes	Confirmed
9.20.2 Sales ledger?	Yes	Confirmed
9.20.3 Purchase ledger?	Yes	Confirmed
9.21 Is it possible to allocate transactions to:		
9.21.1 Future periods?	Yes in current year	Confirmed
9.21.2 Previous closed periods?	Yes, when reopened	Confirmed
9.21.3 A previously closed year?	Yes, when reopened	Confirmed
If Yes:-		
9.21.4 What controls are in place e.g. level of authorisation and on screen warnings?	Supervisor only can open/close and on screen warning	Confirmed
9.21.5 Will the software revise subsequent periods accordingly?	If in past year user needs to run routine to recalculate opening balances	Confirmed
9.22 How will transactions outside the current period be:-		
9.22.1 Reported	In period of posting date	Confirmed
9.22.2 Accounted for in the VAT return?	Will be picked up in any un-submitted VAT return	
9.23 Does the software permit use of budgets and provide comparisons between budgets and actuals?	Yes	Confirmed
If Yes:-		
9.23.1 How many versions of budgets/forecasts can be maintained on the system?	3 – Original, Revised and Future	Confirmed

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Question	Supplier Response	Evaluator's Comment

9.24   Are budgets available for:
  9.24.1 General ledger?   Yes – G/L only (No in   Confirmed
                                   Zebra/Basics/TB1 datasets)
  9.24.2 Sales ledger?   No   Confirmed
  9.24.3 Purchase ledger?   No   Confirmed
  9.24.4 Overheads?   No   Confirmed
  9.24.5 Balance sheet?   No   Confirmed

9.25   Can budgets be set by:
  9.25.1 Period?   Yes   Confirmed
  9.25.2 Annually?   No   Confirmed

                                                            Confirmed
9.26   Can the software automatically   Yes   Confirmed
       generate budgets?

       If Yes:-   At year end have option to move   Confirmed
       Please state how this is achieved.   figures

9.27   What is the maximum value of   9(8).99   Confirmed
       transactions and of totals that can
       be handled by the software?

9.28   What is the maximum number of   9(6)   Confirmed
       transactions that can be handled
       by the software?

9.29   What is the maximum number of
       accounts on each ledger:
  9.29.1 Sales ledger?   No Practical Limit   Confirmed
  9.29.2 Purchase ledger?   No Practical Limit   Confirmed
  9.29.3 General ledger?   No Practical Limit   Confirmed

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	Question	Supplier Response	Evaluator's Comment
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.)	Yes	Confirmed
10.2	Do the reports provide totals where applicable?	Yes	Confirmed
10.3	Are these totals calculated or taken from a control file?	Calculated	Confirmed
	Please state the reports that do not feature calculated totals.	Lists	Confirmed
10.4	Is it clear when the report has ended? (totals or end markers)	Totals where appropriate but no end of report markers	Confirmed
10.5	Can reports be saved in electronic format (as distinct from just printing)?	Yes can be saved to CSV file, PDF document or emailed	Confirmed
10.6	Are such files adequately protected from deletion or amendment?	No	Confirmed
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.	G/L report generator for P & L and balance sheet, output documents are stored as word templates and are customisable	Confirmed
10.8	What level of knowledge is required to use the report writer e.g. beginner, regular user, expert?	Beginner with help Manual assistance	Confirmed
10.9	Can the report writer make use of user-defined fields (including external fields)?	No	Confirmed
10.10	Does the report writer enable:-		

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Question		Supplier Response	Evaluator's Comment
10.10.1	Separate access to each system area?	No	Confirmed
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?	No	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?	No – option to include Nil returns	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?	Yes	Confirmed
10.14	Can screen layouts, reports and transaction formats be easily adapted to users' requirements?	Toolbars and report layouts only can be customised	Confirmed
10.15	Can a hard copy be produced of all screen enquiries?	Yes	Confirmed
10.16	Can transaction files for all previous periods of the year be retained in the software to permit enquiries and reports?	Yes	Confirmed
10.17	Are reports of all changes to standing data on customers, suppliers, tax rates etc automatically generated or stored for later printing	No	Confirmed

Question	Supplier Response	Evaluator's Comment

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? — N/A

10.18 Are all transactions on all reports individually identifiable?	Yes	Confirmed
10.19 Do the reports show whether items are debit or credit?	Yes, some by type CR/DP with drill down	Confirmed
10.20 Do reports give sufficient narrative and coding to enable cross referencing?	S/L & P/L by type, G/L by CR/DB – cross referencing on allocation report	Confirmed
10.21 Is it possible to drill down from reports to the ledgers and original transactions?	Yes	Confirmed

10.22 Can the software produce all requisite reports:-

10.22.1	Day books	Yes	Confirmed
10.22.2	Trial balance	Yes	Confirmed
10.22.3	Profit and loss account	Yes	Confirmed
10.22.4	Balance sheet	Yes	Confirmed
10.22.5	Aged debtors	Yes	Confirmed
10.22.6	Aged creditors	Yes	Confirmed
10.22.7	Aged stock	Yes – No TB1/Basics/Zebra data	Confirmed
10.22.8	Aged unallocated cash (debtors)	Yes	Confirmed
10.22.9	Aged unallocated cash (creditors)	Yes	Confirmed
10.22.10	Budgets	No	Confirmed
10.22.11	Cash flow statement	No	Confirmed
10.22.12	VAT reports	Yes	Confirmed
10.22.13	VAT form 100	Yes	Confirmed
10.22.14	EC Sales Listings	Yes	Confirmed
10.22.15	Intrastat returns (SSD)	Yes – TB3 data only	Confirmed

10.23 Are the above reports standard within the software or do they have to be written?	Standard	Confirmed

Question		Supplier Response	Evaluator's Comment
10.24	Is the age criteria fixed or user definable?	3 User defined periods in set-up (fixed in TB1/Basics/Zera date)	Confirmed
10.25	Can the aged analysis and day book reports be in summary and detail?	Yes	Confirmed
10.26	Do standard reporting options give sufficient flexibility to tailor individual reports?	Yes	Confirmed
10.27	Can all reports be reproduced after the period end but @ the month end date:-	Provided no further transactions posted to period	Confirmed
	10.27.1 Transaction listings?	Yes	Confirmed
	10.27.2 Day books?	Yes	Confirmed
	10.27.3 Trial balance?	Yes	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 – No with TB1/Zebra/Basic data	Confirmed
10.29	Do the standard budget reports provide sufficient analysis of variances?	Yes, can compare but no variances	Confirmed
10.30	Do such reports provide exception reporting, percentage analysis and comparatives?	Yes G/L only	Confirmed
10.31	Do standard reports show sufficient analysis of trading results? (E.g. sales analysis by region)?	Yes	Confirmed
10.32	Are all movements during each accounting period shown on sales, purchase, general, stock ledger detail reports?	Yes, within specified range	Confirmed

Question	Supplier Response	Evaluator's Comment
10.33 Do the sales and purchase ledger reports show how all partial payments or allocations (unallocated cash) have been treated?	No, only via the receipt allocation report	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 Trial balance but cannot include both carried and brought forward balances	Confirmed
10.35 Can the management accounts, profit and loss account and balance sheet be sufficiently analysed by:		
10.35.1 Project/job	No	Confirmed
10.35.2 Cost centres	No	Confirmed
10.35.3 Department	No	Confirmed
10.35.4 Division	No	Confirmed
10.35.5 Company	Yes, separate files	Confirmed
10.35.6 Group (if applicable)	No	Confirmed
10.35.7 Can the above be user defined by Period and/or range?	Yes	Confirmed
10.36 What controls are there in place so that the user is aware of partly processed transactions:-	Not possible to hold partly processed transaction – posted in real time	Confirmed
10.36.1 Unposted invoices	N/A	
10.36.2 Uninvoiced dispatches	N/A	
10.36.3 Payments	N/A	
10.36.4 Receipts	N/A	
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)	Prompts user if below user defined margin	Confirmed

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Question	Supplier Response	Evaluator's Comment
10.38 Detail all automatically generated documents for external use. (E.g. sales invoices and statements, remittance advices.)	Invoices, credit notes, sales but not P/L statements, remittance advice & cheques. Most external documents can be sent by email. Plus electronic payments	Confirmed
10.39 Can the software reproduce source documents? [E.g. sales invoices; POs, Remittance advices……]	Yes - Sales/purchase invoices & credit notes, sales statements.	Confirmed
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?	Yes	Confirmed
10.41 Are these clearly identified as duplicates?	Only on sales invoices	Confirmed
10.42 Does the software force the production of month-end reports?	No	Confirmed
10.43 Can the reporting function make use of external data files?	No	Confirmed
10.44 Does the report writer have the facility to scroll up and down when output to screen?	All reports can be displayed and scrolled	Confirmed
10.45 Can all reports be run without the need for period-end procedures to be initiated?	Yes	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?	Some as PDF, CSV or email.	Confirmed

Question	Supplier Response	Evaluator's Comment

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

Question	Supplier Response	Evaluator's Comment
11.1 Does the software have the facility to hold the following VAT information:-		
11.1.1 UK VAT registration number?	Yes for company	Confirmed
11.1.2 Intrastat code?	Yes per item	Confirmed
11.1.3 EC Code?	Yes	Confirmed
11.1.4 EC VAT registration numbers (10)?	Yes with built in format checks	Confirmed
11.1.5 VAT rates (please specify number available)	Yes - 20	Confirmed
11.2 How does the software handle roundings?	Rounds up	Confirmed
11.3 Is this applied consistently?	Yes	Confirmed
11.4 Does the software handle VAT Scale charges with automatic double entry processing?	Yes	Confirmed
11.5 Does the software handle VAT calculation tolerances?	Yes	Confirmed
If Yes do any discrepancies produce:-		
11.5.1 Warning?	Yes	Confirmed
11.5.2 Appear in the audit trail	No	Confirmed
11.5.3 Appear in the VAT exception report?	No	Confirmed

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Question	Supplier Response	Evaluator's Comment
11.6 What security features (password/ audit trail) are in place to control changes made to:		
11.6.1 General ledger VAT control accounts?	Warning	Confirmed
11.6.2 VAT tables set up and change?	Password & audit log	Confirmed
11.6.3 Tolerance levels?	Password & audit log	Confirmed
11.6.4 Invoice sales number table?	Start point by password	Confirmed
11.6.5 Changes on VAT code on customer files?	Password for change to customer	Confirmed
11.6.6 Changes on VAT code on stock files?	Password for change to stock	Confirmed
11.6.7 VAT calculated on sales invoices or credit notes?	Warning can override	Confirmed
11.7 Does the software store and report a VAT return identifier [VRI]?	Yes	Confirmed
11.8 How does the software ensure that that each eligible posting is reported only once in a VAT return?	Flag is entered against transaction in database	Confirmed

Method of operation

Question	Supplier Response	Evaluator's Comment
11.9 VAT basis. Can the software handle:		
11.9.1 Invoice (standard) accounting?	Yes	Confirmed
11.9.2 Cash accounting?	Yes	Confirmed
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?	Yes	Confirmed

Question	Supplier Response	Evaluator's Comment
11.11 Does the software allow for a switching between methods?	Yes	Confirmed
11.11.1 If Yes:- Is the change fully supported by audit trails to ensure proper VAT treatment of all transactions?	Yes – but some manual intervention is needed on next VAT report	Confirmed
11.11.2 Is this ability to change a basis of accounting clearly flagged, i.e. users warned etc.	No	Confirmed
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?	No	Confirmed
11.11.4 Does the software provide useful and relevant information on switching in the software help section?	No – but available through Technical support	Confirmed
11.12 Can the software handle the following VAT schemes:-		
11.12.1 Annual accounting scheme?	No	Confirmed
11.12.2 Flat rate scheme?	Yes	Confirmed
11.12.3 Retail schemes?	No	Confirmed
11.12.4 Account for VAT on the margin?	No	Confirmed
11.13 Can the software be configured to handle partial exemption methods?	No	Confirmed
11.14 Please state the number of VAT codes available for VAT analysis.	20	Confirmed

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Question			Supplier Response	Evaluator's Comment
11.15	How does the software handle:-			
	11.15.1	Outside scope?	Default rate set up	Confirmed
	11.15.2	Distance selling (supply to an unregistered EC customer)?	Std rate and EC flag	Confirmed
11.16	How does the software handle EC VAT:-			
	11.16.1	Goods and related service?	All accepted	Confirmed
	11.16.2	Services only?	Service Amount entered	Confirmed
	11.16.3	Process?	No	Confirmed
	11.16.4	Triangulation?	No	Confirmed
11.17	Does the software include the functionality to identify EU acquisitions?		Yes	Confirmed
	If Yes:-			
11.18	Can the software generate acquisition tax?		Yes	Confirmed
11.19	Can a report be generated of all EU acquisitions and the amounts of acquisition tax generated?		No – user can produce detailed VAT report and manually sort	Confirmed
11.20	Does the software include the functionality to identify transactions liable to reverse charge VAT?		Yes	Confirmed
	If Yes:-			
11.21	Can the software generate reverse charge VAT?		Yes	Confirmed

Question	Supplier Response	Evaluator's Comment
11.22 Can a report be generated of all transactions liable to reverse charge VAT, and the amounts of tax where so generated?	Yes	Confirmed
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?	Yes	Confirmed
11.24 How does the software handle late transactions posted outside the closed VAT return period?	Included in next VAT submission	Confirmed

Input VAT (purchases)

Question	Supplier Response	Evaluator's Comment
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?	No	Confirmed
11.26.3 Internal document reference?	No	Confirmed
11.26.4 Invoice tax point date?	Yes can be different from posting date	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, also VAT only	Confirmed
11.26.8 Individual invoice lines:-		
11.26.8.1 net amount	Yes	Confirmed

Question	Supplier Response	Evaluator's Comment
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?	Any VAT amount changed is shown on the audit log	Confirmed
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	Confirmed

If Yes:-
11.30 Does the software flag the status as:-

11.30.1 VAT not yet reclaimed?	N/A	
11.30.2 VAT claimed?	N/A	

Output VAT (sales)

11.31 Does the software generate sales invoices?	Yes TB2/3 data only	Confirmed

If Yes:-
11.32 For each invoice generated is the following information included on the sales invoice:-

Question		Supplier Response	Evaluator's Comment
11.32.1	Unique software generated invoice reference	Yes	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 – can be different to posting date	Confirmed
11.32.4	Date of issue (if different to the time of supply)	No	Confirmed
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?	No, in table at bottom of invoice	Confirmed
11.35	Does the software handle Proforma invoices?	Yes	Confirmed

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Question	Supplier Response	Evaluator's Comment
If Yes:-		
11.36 Are the invoices clearly identified as "this is not a tax invoice"?	Yes	Confirmed
VAT Reporting		
11.37 Does the software produce a VAT 100 form as standard?	No, need to transfer to 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
11.39 Is the VAT return information available by report on a three monthly basis or any other specified period?	Yes - User definable	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?	Detailed list of all transactions but no analysis sorted by VAT code	Confirmed
11.41 Can the VAT return be recreated showing all the transactions which were included in the original VAT return?	Yes	Confirmed
11.42 Does the software have a separate VAT audit log?	Yes	Confirmed
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.	VAT Audit Log	Confirmed

Question		Supplier Response	Evaluator's Comment
11.43.2	Change from invoice/cash VAT accounting or other Schemes.	No	Confirmed
11.43.3	VAT tolerance.	VAT Audit Log	Confirmed
11.43.4	Changes to VAT rates on customer, supplier, product master files.	VAT Audit Log but VAT rate held in stock not on S/L or P/L accounts	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?	Yes	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?	Audit trail	Confirmed
11.45.2	Does the software denote whether each transaction has been included in a reconciled VAT return?	Only on drill down of transaction	Confirmed
11.45.3	How does it denote which VAT Return the transaction has been included in?	VAT Return reference on drill down	Confirmed
11.46	Does the software produce a VAT Exception report detailing such transactions as:-		
11.46.1	VAT amounts outside tolerance levels?	No	Confirmed

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Question	Supplier Response	Evaluator's Comment
11.46.2 Manual changes to software generated VAT?	Yes, but only if changed on saved transaction	Confirmed
11.46.3 Write offs	No	Confirmed
11.46.4 Zero value invoices?	No	Confirmed

If No for any of the above:-

11.47 How does the software document these occurrences?	Transactions on audit trail	Confirmed
11.48 Does the software handle "intra-community" supply of goods?	Intrastat details held in stock and details from order	Confirmed
11.49 Does the software support production of an EC Sales List?	Yes	Confirmed

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
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).	When accepted transaction flagged and given report reference	Confirmed
11.53 How does the software handle triangulation? E.g. a movement of goods without a related invoice transaction.	N/A	

Question	Supplier Response	Evaluator's Comment
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 – XML VAT and EC Sales reports	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, TB3 data only	Confirmed Confirmed
11.57 How are errors on VAT accounts corrected?	Via entries in the S/L and P/L	Confirmed
11.58 How does the software handle the VAT on purchase and sales ledger contras?	Links sales & purchase accounts together and cancels out VAT	Confirmed
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)?	Fuel scale charges TB2/3 data only	Confirmed
11.60 Can the software handle cheque refunds to customers?	Yes, but cannot print cheques	Confirmed

If Yes:-

Question	Supplier Response	Evaluator's Comment
11.61 How is the VAT accounted for under cash accounting?	Entered onto VAT return as VAT Output	Confirmed
11.62 Can the software handle invoices with multiple rates of VAT?	Yes	Confirmed
11.63 How does the software handle write off of bad debts and the related VAT?	Write off transaction	Confirmed

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Question	Supplier Response	Evaluator's Comment
12 **Currency**		
12.1 Is multi-currency processing available?	Limited multi-currency features in TB2/3 data only	Confirmed
If Yes:-		
12.1.1 State number of currencies available.	Unlimited	Confirmed
12.1.2 Does this cover:-		
12.1.2.1 General ledger	No	Confirmed
12.1.2.2 Sales ledger	Input only with conversion to base currency	Confirmed
12.1.2.3 Purchase ledger	Input only with conversion to base currency	Confirmed
12.1.2.4 Stock	No	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	No	Confirmed
12.1.4.2 Sales ledger	Yes	Confirmed
12.1.4.3 Purchase ledger	Yes	Confirmed
12.1.4.4 Stock	No	Confirmed
12.1.5 Can the user select which currency to value each of the ledgers?	No	Confirmed
If Yes:-		
12.1.6 Does this cover:-		
12.1.6.1 General ledger	No	Confirmed
12.1.6.2 Sales ledger	Yes	Confirmed
12.1.6.3 Purchase ledger	Yes	Confirmed
12.1.6.4 Stock	No	Confirmed
12.1.7 What are the currency capacities?	Large number preset	Confirmed
12.1.8 What are the maximum and minimum exchange rates?	Rates from 0.000001 to 100,000 to base	Confirmed
12.1.9 What approach will the Software House take towards handling the EURO?	Euro treated as foreign currency. Conversion routine if UK changes.	Confirmed

Question	Supplier Response	Evaluator's Comment
12.2 What currency information is held:		
12.2.1 Currency Code/description?	Yes	Confirmed
12.2.2 Country?	Yes	Confirmed
12.2.3 Currency rate table?	Yes	Confirmed
12.2.4 Date rates effective from-to?	No	Confirmed
12.2.5 Previous rates held?	No	Confirmed
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
12.5 Can the user change the exchange rates per account?	No	Confirmed
12.6 Is there a restriction on accounts to a single selected currency?	No	Confirmed
If Yes:-		
12.6.1 What controls are in place over any changes?	N/A	
12.7 Can the user manually over ride the currency calculation?	No - only rate can be changed	Confirmed
12.8 Are gains or losses on currency calculations automatically processed?	User needs to post to gain/loss account	Confirmed
12.9 Can the user over ride the calculation /processing of currency gains and losses?	User decides on such postings	Confirmed
12.10 Can a user override an exchange rate on each transaction?	Yes	Confirmed

Question	Supplier Response	Evaluator's Comment
12.11 Can the user define the treatment of foreign exchange gains/losses i.e. where posted to in the general ledger?	User sets up gain/loss account	Confirmed
12.12 Can ledger accounts be defined to take invoices/payments in specified currencies/ multiple currencies?	No	Confirmed
12.13 Does the software prevent the deletion of the active currency?	No	Confirmed
12.14 Does the software prevent use of duplicate currency codes?	Yes – no new currencies can be added	Confirmed
12.15 Can currency transactions be entered in selected currency and/or base currency?	Yes – foreign currency can be shown on SOP and POP documents (TB3 data only)	Confirmed
12.16 Can transactions be entered in multiple currencies?	Only single currency per transaction	Confirmed
12.17 How does the software handle exchange differences?	User has to post exchange difference to appropriate account	Confirmed
12.18 How does the currency treat revaluations relating to:		
12.18.1 Ledgers (sales/ purchases)	N/A	
12.18.2 Monetary assets/ liabilities	N/A	
12.18.3 General ledger accounts?	N/A	

Question	Supplier Response	Evaluator's Comment

13 Sales Order Processing and Invoice Production

13.1	Does the software start with a quotation or the sales order?	Optional TB2/3 data only	Confirmed
13.2	Are recurring or schedule orders handled?	Yes user can set-up recurring but not scheduled	Confirmed
13.3	At quotation or initial order stage state how does the software:		
	13.3.1 Checks stock availability.	Yes – TB3 data only	Confirmed
	13.3.2 Highlight alternative stock.	User can define an alternative item	Confirmed
13.4	How does the software check credit status of customer:		
	13.4.1 On receipt of order?	Yes	Confirmed
	13.4.2 Prior to dispatch?	No	Confirmed
13.5	Can the software block:		
	13.5.1 Customer orders?	Yes, warning	Confirmed
	13.5.2 Deliveries?	No	Confirmed
	13.5.3 Invoice production?	No	Confirmed
13.6	Where stock is not available is a "back order" raised and a purchase order issued?	Can put on back order but no purchase order raised	Confirmed
13.7	Does the software handle forward orders?	Yes stock allocated at order time – TB3 data only	Confirmed
	If Yes is this:-		
	13.7.1 Only when stock is now available?	Yes	Confirmed
	13.7.2 Allocated from future planned stock?	No	Confirmed
13.8	Can multiple addresses be held for each customer (invoice and delivery address).	Yes – statement address and 99 delivery addresses	Confirmed

Question	Supplier Response	Evaluator's Comment
13.9 Are the following documents produced:		
13.9.1 Quotations?	Yes – TB2/3 data only	Confirmed
13.9.2 Order confirmation?	Yes – TB3 data only	Confirmed
13.9.3 Picking lists?	Yes – TB3 data only	Confirmed
13.9.4 Labels?	Yes – TB2/3 data only	Confirmed
13.9.5 Dispatch/Delivery note?	Yes – TB2/3 data only	Confirmed
13.9.6 Invoices?	Yes – TB2/3 data only	Confirmed
13.10 Are the following reports available:		
13.10.1 Quotes for which orders not received?	Yes	Confirmed
13.10.2 Orders received (analysis)?	Yes	Confirmed
13.10.3 Items placed on backorder and/or purchase orders raised?	Back order - TB3 data only	Confirmed
13.10.4 Items dispatched not invoiced?	Invoice generation creates note. TB3 data only	Confirmed
13.10.5 Items ordered but not dispatched due to stock out?	Outstanding sales report - TB3 data only	Confirmed
13.10.6 Gross margin (by invoice or item)?	Yes analysed by product, item and analysis codes	Confirmed
13.11 Are invoice details derived from order input? (e.g. prices, quantity)	Yes TB3 data only	Confirmed
13.12 Can picking lists /dispatch notes be amended for non availability of stock?	No	Confirmed
If Yes:-		
13.12.1 Is this reported?	N/A	
13.12.2 Are the items dispatched reflected in final invoice?	N/A	
13.13 Is there one dispatch note and invoice per order?	There can be multiple dispatch notes and invoices per order	Confirmed

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Question	Supplier Response	Evaluator's Comment
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.	Documents generated together. No dispatch note in TB2 data	Confirmed
13.15 Can manual invoices be raised (i.e. without a sales order)?	Yes	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, credit note updates stock	Confirmed
13.18 Are these referenced to the original order/invoice?	Yes, if based on original document	Confirmed
13.19 Will the product accept orders from the Web?	No	Confirmed
If Yes:-		
13.19.1 How are web orders integrated with the sales order processing ledgers?	N/A	
13.19.2 What control features are available for checking web orders before processing?	N/A	

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Question	Supplier Response	Evaluator's Comment

14   **Purchase Order Processing – TB3 data only**

	Question	Supplier Response	Evaluator's Comment
14.1	Does the software generate suggested orders?	No – but report on suggested re-order quantities can be produced	Confirmed
14.2	Can orders be generated by the user?	Yes	
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	Confirmed
14.4	Can more than one supplier be allocated to each product?	No, only one	Confirmed
14.5	Does the software hold details of substitute products if applicable?	Alternative can be set by user	Confirmed
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?	No proposed list but a low stock report can be produced	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, but not returns	Confirmed
14.9	Are receipts checked to orders and discrepancies reported?	Outstanding items shows but no warnings for accepted over deliveries	Confirmed
14.10	Are purchase invoices checked to purchase orders, confirmed receipts and discrepancies reported?	Yes, checked but no discrepancies reported	Confirmed
14.11	Are the following reports available:		

Question	Supplier Response	Evaluator's Comment
14.11.1 Purchase Orders raised (analysis)?	Yes	Confirmed
14.11.2 Purchase Orders not received?	Yes via order status	Confirmed
14.11.3 Goods received discrepancies?	No only outstanding orders report	Confirmed
14.11.4 Invoice to goods received discrepancies?	No only outstanding orders report	Confirmed
14.11.5 Goods received not invoiced?	Yes order status report	Confirmed
14.12 Can the software handle "back to back" ordering?	No	Confirmed

Question	Supplier Response	Evaluator's Comment

15   Stock Control – TB3 data only Product list only in TB1/2/Zebra data not in TBB data

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

15.1.1	Item numbers/ description?	20 A/N code 40 A/N description. Only these details held in TB2 data.	Confirmed
15.1.2	Location(s)?	Bin number reporting	Confirmed
15.1.3	Quantity, (available, allocated, on order)?	Yes	Confirmed
15.1.4	Minimum and maximum stock levels?	No – reorder level	Confirmed
15.1.5	Reorder lead times?	No - reorder quantity	Confirmed
15.1.6	Supplier(s)?	Single supplier	Confirmed
15.1.7	Prices/cost/ discount details?	Multiple levels available	Confirmed
15.1.8	Batch/serial number?	No	Confirmed
15.1.9	Weights etc?	Yes	Confirmed
15.1.10	Other – please specify?	Stock type, VAT Rate, Product group, Bar code, unit description, discontinued, commission, stock value, picture, document manager	Confirmed

15.2   How is stock updated?

15.2.1	Dispatch of goods?	Yes on posting invoice	Confirmed
15.2.2	Receipt of goods?	Yes	Confirmed
15.2.3	Adjustments?	Yes	Confirmed
15.2.4	Transfers between locations?	No	Confirmed

15.3	Is negative physical stock allowed?	Yes	Confirmed
15.4	Can the software handle "sale or return" stock?	No, a credit order would need to be raised for returns	Confirmed
15.5	Can the software handle variations to a standard pack of products?	No, but a pack can be defined with a Bill of Materials	Confirmed

Question	Supplier Response	Evaluator's Comment
15.6 What methods of stock valuations are allowed?		
15.6.1 Average	Yes	Confirmed
15.6.2 FIFO	No	Confirmed
15.6.3 LIFO	No	Confirmed
15.6.4 Standard cost	Yes	Confirmed
15.6.5 Other – please specify	Last	Confirmed
15.7 How can stock enquiries be made, i.e. by product code, short name/supplier etc.	By code, group or description but not by supplier	Confirmed
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?	No dispatches due and orders outstanding by date	Confirmed
15.9 Does the software facilitate the regular counting/ inspection of physical stock (e.g. by producing random/defined stock check lists)?	Stock checklist shows date last checked can select by ranges	Confirmed
15.10 Can the software handle more complex situations such as:		
15.10.1 Bill of materials	Yes single level	Confirmed
15.10.2 Links to CAD/CAM systems	No	Confirmed
15.10.3 Job costings to collate and value WIP.	No	Confirmed

Question	Supplier Response	Evaluator's Comment

16 User Documentation

This section applies to any of: online, hardcopy or other (e.g. WWW) documentation – specify which are applicable. Online manual together with printed Getting Started manual.

		Supplier Response	Evaluator's Comment
16.1	Is the manual clearly laid out and understandable?	Yes	Confirmed
16.2	Is the manual comprehensive and accurate?	Yes – quick start and reference	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 – can use search facility in Adobe	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?	No, but sample company	Confirmed
	16.6.2 A guide to basic functions?	Yes	Confirmed
	16.6.3 Pictures of screens?	Yes	Confirmed
	16.6.4 Completed examples included in the manual?	Yes	Confirmed
	16.6.5 Specific "error correction" procedures?	No	Confirmed
	16.6.6 VAT information?	Yes	Confirmed
16.7	Does the documentation clearly specify the actions to be taken by users at each important stage of processing?	Yes	Confirmed
16.8	Are help screens available relating to the task in hand? (context sensitive help).	Yes, at screen level	Confirmed
16.9	Do they provide on-line instructions on how to use particular features of the software?	Yes	Confirmed

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Question	Supplier Response	Evaluator's Comment
16.10 Can they be edited or prepared by the user?	Only if has PDF editing software	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?	No	Confirmed

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Question	Supplier Response	Evaluator's Comment

17   Efficiency

17.1   Are the various functions of the software menu-driven, or otherwise easy to initiate?   Icons tool bars, number driven and drop down menus   Confirmed

17.2   Is there a good response time in the initiation of functions?   Good response subject to hardware power   Confirmed

17.3   Is data entry easily repeated if similar to previous entry?   Yes, in transaction entry and defaults for accounts   Confirmed

17.4   Does the software prevent access to a record while it is being updated?   Locking at record level in multi-user versions. Only one user can update account details at a time   Confirmed

17.5   Is there locking at file or record level?   Record level   Confirmed

17.6   Does the software allow for the running of reports whilst records are being updated?   Yes   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?   System audit log holds details of some but not all changes   Confirmed

17.8   Can regular reports be easily duplicated if required?   Can reprint at any time   Confirmed

17.9   Does the software warn the user when space is becoming short?   Yes   Confirmed

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Question	Supplier Response	Evaluator's Comment
18 **Integration and www facilities**		
18.1 Are the different accounting modules integrated?	Yes	Confirmed
18.2 Are they integrated on real time basis or batch basis?	Real time basis	Confirmed
18.3 Can the integration of batches be by batch, weekly or monthly?	No – at transaction level	Confirmed
18.4 Is the ledger updating process satisfactorily controlled by the production of control reports?	Yes, full audit trails and day books	Confirmed
18.5 What operating systems does the software run under?	Windows 2000, XP and Vista	Confirmed
18.6 Which databases can be used?	Pervasive	Confirmed
18.7 Can more than one software function be performed concurrently?	Yes	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?	Can be linked to Word to print templates. Link to Excel	Confirmed
18.9 Can definable links to spreadsheets be created?	Excel opens automatically if file format saved as CSV	Confirmed
18.10 Does the software integrate with any web trading software?		
18.10.1 External or	No	Confirmed
18.10.2 Suppliers own?	Yes Protx card payments	Confirmed
18.11 Note which other business application software that can be linked to the software:		
18.11.1 Payroll?	Own system	Confirmed

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Question		Supplier Response	Evaluator's Comment
18.11.2	Time/fees?	No	Confirmed
18.11.3	MRP?	No	Confirmed
18.11.4	Fixed assets?	Within package	Confirmed
18.11.5	Document management software?	Use Windows Explorer	Confirmed
18.11.6	Job costing?	Basic within package	Confirmed
18.11.7	CIS?	Own system integrated already	Confirmed
18.11.8	Other – please specify?	Sage Accounts Production	Confirmed
18.12	Is the software compatible with XML standards? If so in what respect? (input/ output/ other)?	VAT filing output	Confirmed

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Question	Supplier Response	Evaluator's Comment
19 Support and maintenance		
19.1 How is the software sold:		
19.1.1 Direct from Software House?	Yes	Confirmed
19.1.2 Via Value Added Reseller (VAR)?	Yes	Confirmed
19.2 How is the product supported:-		
19.2.1 Direct by Software House?	Yes	Confirmed
19.2.2 By VAR?	Yes	Confirmed
19.3 Is the software sold based upon number of users or number of concurrent users?	Yes	Confirmed
19.4 Do VARs have to go through an accreditation process?	No	Confirmed
19.4.1 If Yes please note the process.		
19.4.2 If No please explain how organisations are chosen to be VAR?	Commercial Decision	Confirmed
19.5 In the event of a dispute between Supplier and VAR how can the situation be resolved?	Team Leaders would discuss with them the issue at hand and try to resolve it, if they couldn't come to an agreement then it would escalate to the Sales Manager & if that wasn't sorted then the Head of TAS Software would have the final say	Confirmed
19.6 Detail the types of cover available.	Accountants Club Essentials Accountants Club Plus Bookkeepers Club	Confirmed
19.7 Please note all method of support available :-		
19.7.1 Telephone.	Yes	Confirmed
19.7.2 Modem link.	Yes	Confirmed
19.7.3 Internet.	Yes	Confirmed
19.7.4 Other – specify.	Email	Confirmed

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Question	Supplier Response	Evaluator's Comment
19.8 Please provide an indicative cost of cover.	From £792 to £2280 plus VAT per annum	Confirmed
19.8.1 Are bug fixes free of charge?	Yes, to supported users and to unsupported users for the same version.	Confirmed
19.8.2 For how long?	As needed	Confirmed
19.9 How often are general software enhancements provided?	Annual Upgrade cycle	Confirmed
19.10 Will they be given free of charge?	Yes	Confirmed
19.11 How are enhancements and bug fixes provided to customers?	Web download or disk on request	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?	Included in both levels of cover	Confirmed
19.14 At what times will this support be available?	Mon-Fri 9-5	Confirmed
19.15 Who provides training:		
19.15.1 Direct from Software House?	Yes	Confirmed
19.15.2 From a VAR?	No	Confirmed
19.16 Is hardware and maintenance provided by:		
19.16.1 Software House?	No	Confirmed
19.16.2 VAR?	Possibly	Confirmed
19.17 Is a warranty offered in respect of specification of the software?	Not applicable as subscription based	Confirmed
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)?	No	Confirmed

Question	Supplier Response	Evaluator's Comment
19.19 Are there any unduly restrictive conditions in the license for the software?	Not overly	Confirmed

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Question	Supplier Response	Evaluator's Comment