Ref	Requirement		
	HEADER		
	ICAEW Technical Accreditation Scheme **Financial Accounting Software Evaluation**		
	Financials from OneAdvanced		
	one∧dvanced		
	AUGUST 2020 **Please note that minor updates have been made to this evaluation in March 2025, which were limited to updating the branding / brand name throughout, and updates to the introduction and prologue responses. A full re-accreditation has not been performed as at this date.**		
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1.	**INTRODUCTION AND PROLOGUE**		
Introduction			
1.01	The suitability of 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.		
1.02	Fundamentally, good software should: 1. Be capable of supporting the functions for which it was designed. 2. Provide facilities to ensure the completeness, accuracy, confidentiality and continued integrity of these functions. 3. Be effectively supported and maintained. It is also desirable that good software should: 5. Be easy to learn, understand and operate. 5. Make best practical use of available resources. 6. Accommodate limited changes to reflect specific user requirements. It is essential, when software is implemented, for appropriate support and training to be available.		
Approach to Evaluation			
1.03	The objective is to evaluate a product 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.		
1.04	In order to effectively evaluate the software, a product specialist from the vendor completed the detailed questionnaire and provided it to the ICAEW to examine. The ICAEW's Scheme Technical Manager then reviewed the operation of the various aspects of the software assisted by a member of the vendor's technical staff and checked the answers to confirm their validity. The questions were individually reviewed and commented on and the majority of assessments were confirmed.		
1.05	The Technical Manager discussed the assessment with a member of the vendor's staff in order to clarify any points requiring further information. In the event of disagreement between the supplier and the Technical Manager, the Technical Manager's decision was taken as final and the response changed accordingly.		
1.06	The latest version of the software was used throughout the evaluation.		
1.07	When the evaluation had been completed, a draft copy was sent to the ICAEW Scheme Manager for review before completion of the final report.		
Prologue: Matters to consider before purchase			
1.08	General Overview:	Financials from OneAdvanced is a cloud-based financial management solution designed for medium-large businesses looking to have complete control over their organisations financial accounting. Financials from OneAdvanced is built on over 25 years worth of experience and includes robust financial accounting functionality across core accounting and financial management, asset management, purchasing management and reporting and dashboards.	

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1.09	Supplier background:	OneAdvanced is a leading provider of sector-focused SaaS software, headquartered in Birmingham, UK. Our mission is to power the world of work through eight sector software portfolios. We provide solutions that effortlessly get the job done, allowing our customers to focus on thriving for the people who rely on them. With over 25 years of experience in financial management and with over 3000 customers using our finance solutions, we understand how to empower your financial team to concentrate on strategy and performance.	
1.10	Product background and suitability for the user:	The appetite and demand for cloud-based financial management solutions with a SaaS approach continues to rise. To meet this demand, in September 2017 we developed Financials, based on a mature finance management solution, which has a strong heritage and customer base. This means the solution has deep, rich functionality, as expected within a finance solution servicing mid-market to enterprise level businesses, yet offers all the benefits of Cloud infrastructure and a SaaS pricing and delivery model. The product has a very flexible chart of accounts and enables detailed data capture and reporting. With modules covering core finances, purchase to pay, order to cash and inventory management, as well as optional modules to build the system that best meets the needs of your finance team.	
1.11	Add-on modules:	The majority of applications are included in the base subscription, covering workflow management and business intelligence as standard. Additional modules include items such as a supplier portal, light user modules for procurement, management of tasks, financial planning and purchase invoice automation.	NB: Financial planning and purchase invoice automation are new modules as at March 2025, and were not part of the original accreditation assessment performed in 2020.
1.12	Typical implementation [size]:	The product addresses the business needs for a variety of sectors and size from mid-market to enterprise organisations. Financials has extensive configuration capabilities and the highly experience services team and wide sector expertise, provided by OneAdvanced, enables setup, best practice advice and training in all areas of the application. However, with its "out of the box" design, the solution can be deployed efficiently enabling a fast return on ROI. OneAdvanced operate a train the trainer approach during implementations and can share best practice in the training area. Further levels of involvement/support e.g. development of training materials, training delivery can be negotiated. Ongoing support of the system is a part of the customer support contract.	
1.13	Vertical applications:	In addition to core Financials, the system includes purchase to pay, order to cash, fixed assets, inventory management, workflow, in-built business intelligence and wider applications for document management, light user access and expenses.	
1.14	Server flatform and database:	Server Platform is Amazon Web Services and Database is PostgreSQL	
1.15	Client specification required:	No specific pre reqs required; the solution just requires an up to date browser.	

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1.16	Partner network:	Our partner network includes: Aareon, Civica, Cultura, Escone and MRI Software.	

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2.	**ISSUES AND CONCLUSION**		
Highlighted issues			
2.01	**There are a number of limitations in the product, which while not adversely impacting upon this evaluation may be of importance to some organisations. It is important that any business contemplating the purchase of software reviews the functionality described and limitations therein against its detailed requirements. Attention is drawn in particular to the following areas where the product, on its own, may not be suitable for businesses with certain requirements:**		
2.02	The following weakness/omissions were identified:		
*	It is not possible for a user to undertake "point in time" backups but daily backups are undertaken by OneAdvanced and can be restored on request. In addition, a customer can request point in time backups to be taken by OneAdvanced.		3.38 6.55/56
*	The system is English language only.		5.01
*	Some limited rebranding only is available.		5.02
*	The system does not provide the facility for user-defined fields.		5.12
*	There is no universal search facility.		5.18
*	No service credits for failure to meet SLA.		5.37, 6.28
*	The customer currently has no choice of jurisdiction as to where their data resides.		6.02
*	By default OneAdvanced provide a single production environment. A test environment is available during implementation but if a customer wishes to retain it after go-live then it is chargeable. This may create limitations on more complex system integrations where multiple environments may be required.		6.16/17
*	With regards to any platform recovery, there is no user-group or committee that could take the lead on providing continuity for the software should OneAdvanced be unable to do this.		6.72
*	All solution enhancements are made directly into the live system, however OneAdvanced do test these.		6.84
*	The system has no functionality to update master currency rates via an electronic feed from a third party or via the Internet. However, this is on the roadmap.		7.36
*	The system does not have a default deferred revenue report.		7.88
*	Note that the software is designed for the UK market and thus only supports UK statutory/regulatory compliance.		7.97
*	XBRL-based data exchange is not supported.		7.101
*	The system cannot consolidate billing for multiple orders with the same customer onto a single invoice, as delivery notes and invoice all part of the same set.		8.42
*	Good/services cannot be receipted without a PO.		9.25
*	There are a few VAT-related limitations, including no automatic calculation of fuel charge adjustments, not handling cash accounting and a lack of functionality in relation to EU acquisitions.		11.04 11.11 11.18/19
Evaluation conclusion			
2.03	For the target market of medium-sized/larger organisations at which this product is aimed, it is a flexible and configurable online finance system which should meet the needs of a wide variety of businesses. It supports multi-currency, multi-entity businesses with intercompany accounting requirements, however currently it only supports UK statutory reporting 'out of the box'. Hosting in AWS creates a resilient, scalable option. Other limitations as noted above should be taken into account and if several technical environments are required for integration or test purposes then upfront discussions with the vendor would be required. It continues to be actively developed and enhanced.		
Disclaimers			

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2.04	Any organisation considering the purchase of this software should consider their requirements in the light of proposals from the software supplier or its dealers and potential suppliers of other similarly specified products. Whilst the contents of this document are presented in good faith, neither ICAEW, nor the ICAEW's Technical Manager (or any party nominated by the ICAEW to perform this role on the ICAEW's behalf) will accept liability for actions taken as a result of comments made herein. The decision to purchase software resides entirely with the organisation.		

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3.	**ACCESS AND SECURITY**		
Access control			
3.01	What security features are included to control access to the application?	Access to the system is password controlled. Once authenticated, user access privileges are managed by the system through user roles. SSO and 2FA authentication are also available.	Confirmed
3.02	Can access to functions be managed via a permissions matrix so users can only see (in menus and other links) and access those areas they are authorised to access?	Yes, this is managed through role based access permissions.	Confirmed. Very granular. Functional area and data access related roles are both supported. Data access is inherited for the reporting.
3.03	Is this access to the application managed by:- - Individual user profiles? - User groups or job roles?	Functional and data access permissions are linked to security roles. One or more of these roles can be linked to individual user accounts.	Confirmed
3.04	Can a report be produced detailing all current users, their user groups if relevant, and their authority levels and/or access rights?	Permissions can be enquired upon online and some standard reports are available detailing the permissions linked to security roles.	Confirmed. Granular reporting.
3.05	If menus can be tailored does the system limit the display of menu options to those for which permission has been granted for each user?	Menus linked to user accounts are automatically adjusted by the system to reflect the functional security permissions linked to the user's account e.g. a journal input menu option would be removed if the user security role does not allow journal input.	Confirmed
3.06	Does security allow for access to be limited to: - Read only? - Read/write? - Read/amend/delete?	Yes, each level of update can be tailored e.g. view, insert, copy, amend, disable etc. on a program by program basis. Users can also have separate update and enquiry permissions for different types of data held within the system e.g. a user can enquire upon all supplier details but only update details on a specified types of supplier account.	Confirmed
3.07	If data can be accessed by separate reporting facilities, such as ODBC or an external report writer, is the user access security control applied?	Our own inbuilt reporting solution (Reporting Services) respects user data security permissions. Our public cloud solution (Financials from OneAdvanced) does not permit third party reporting solutions to connect directly to the database tables.	Confirmed. Extracts can take data into Excel or Google docs. Jaspersoft can export data in a number of formats. Additional APIs are being developed to extend the integration for reporting.
3.08	Does the software require higher or specific levels of user access for: - Access to administrator functions? - Changes to sensitive data, such as customer credit limits?	Yes, security roles are entirely user defined as needed. There are no inbuilt security restrictions other than those imposed by customers through the security roles they define i.e. they would set up a security role to regulate/limit administrator permissions.	Confirmed
3.09	Does the system require specific security roles for: - Opening/closing accounting periods (if appropriate)? - Deleting transactions? - Archiving transactions? - Importing transactions from external systems?	Yes, virtually all system functions/processes can be security controlled.	Confirmed
3.10	Does the system security integrate with Microsoft's Active Directory or other tools that provide a single sign-on?	Yes	Confirmed
3.11	Does the system provide 2-factor authentication (2FA)?	Yes	Confirmed
3.12	Does the system allow access restriction to be defined based on a customer's IP address(es)?	No, this would need to be managed by an external user authentication management system such as AD.	Noted
Passwords and access logs			
3.13	Is access to the software controlled by password?	Yes	Confirmed
3.14	Does each user have a separate log on (user id)?	Yes	Confirmed
3.15	If there is no password facility please state how confidentiality and accessibility control is maintained within the software?	Passwords can be managed within the finance system (various policies/controls are available) or through an external user authentication system.	-
3.16	Are passwords masked for any user logging in?	Yes	Confirmed

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3.17	Is password complexity available and enforced?	Yes	Confirmed for Financials from OneAdvanced; or set by Active Directory if SSO enforced.
3.18	How many previous passwords are retained?	This is configurable.	Noted
3.19	Are passwords encrypted?	Yes	Noted
3.20	Are users automatically logged off after a pre-set time not using the system? - Can the time period be changed? - Can any information be viewed without being logged in, including after logging off, if so what information?	Time-out limits are configurable and can be varied for different groups of user. No data can be viewed unless the user is logged onto the system.	Confirmed
3.21	How does the software track user activity?	Input/amendment/authorisation user ID's, dates and times are automatically recorded against master data records/financial transactions. Record/transaction changes can also be logged so that before and after details can be retained in the audit log. Session logs can be activated on demand for specified user accounts to track all activity i.e. enquiries and updates.	Confirmed. Audit trail tracks what was changed and before/after values. Detailed audit report with filtering.
Deletion of transactions			
3.22	Is it impossible to delete a transaction?	It is not impossible to delete transactions but referential integrity checks are carried out. Transactions posted in error must be reversed or corrected. Most transactions may only be removed through in built archiving routines based on being eligible for archive according to configurable policy controls.	Noted. See also 4.13
3.23	If no, then how are deletions controlled by the system?	See previous response.	-
3.24	Are deleted transactions retained in the audit trail (see below) and denoted as such?	The Audit trail covers all updates to the system. Transactions that are archived off system are transferred to flat file or database table and no longer available for on-line access. The only exception to this is within the AR module which has an history database where older transactions can be transferred to and enquired upon on-demand.	Noted
Audit trails			
3.25	Does the system have an audit trail (log) which records all changes to transactions in the system?	Yes, users can elect which tables/fields a detailed audit history should be maintained for i.e. where there is a requirement to hold details of all historical changes.	Confirmed
3.26	Does this log also record any system error messages and/or any security violations?	No, these are contained within the standard audit reports that can be periodically run and referred to on-demand.	Confirmed. Overrides of warnings are recorded. Interfaces log any import warning for subsequent action by a user. System policy can set the way this operates.
3.27	Is it impossible to turn off or delete the audit trail?	No, the detailed audit files can be selectively cleared down by users with appropriate permissions. It is impossible to clear down the headline audit information associated with records/transactions e.g. the user ID/date of the person who input the record/transaction.	Confirmed. Can't clear down own audit log.
3.28	Does the software allocate a system generated sequential unique reference number to each transaction in the audit log, date and time stamp it and record the user id?	Every, record/transaction has a unique key. Sometimes these are system assigned keys and in other cases are user assigned e.g. customer/supplier numbers.	Noted
3.29	Are all master file changes recorded in the audit trail?	They can be if the audit is activated for the table/fields where the record/transaction details are held.	Confirmed
3.30	Are imported /interfaced transactions detailed in the audit trail?	Yes	Confirmed. See 3.26

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3.31	If yes, then how are imported/interfaced transactions differentiated within the audit trail?	Typically through the use of user defined/assigned transaction types.	Confirmed. There is a different "user" for the imports, and the security for this can be set separately.
Compliance			
3.32	Does the system operate in a way that is compliant with data protection legislation including GDPR? How does the system facilitate this?	Yes, sensitive/personal data fields can be identified and archiving/obfuscation processes are provided to remove/mask personal data after specified time periods.	Noted
3.33	Describe your use of sub-processors if any?	We do not use sub-processors in general, our hosting services are provided by OneAdvanced 365 exploiting AWS infrastructure.	Noted
Backup and recovery			
3.34	Is there a clear indication in the software or manuals as to how the data is backed-up and recovered?	Technical documentation is available although OneAdvanced will be responsible for back up and recovery for Cloud hosted customers (public and private).	Noted
3.35	Are backup procedures automatic?	Yes.	Confirmed. AWS sort data centre replication between regions.
3.36	How often are backups taken and to what point can restores be done?	Daily backups. A 15 minute fail over to an alternate server in the event of severe service disruptions.	Noted
3.37	Is the user forced or prompted to back-up at certain intervals and if so can these be customised?	No.	Noted
3.38	How does the software facilitate recovery procedures in the event of software failure? (E.g. roll back to the last completed transaction).	In the event of a failure the system is designed to recover to the last logical unit of work. There should be no or minimal loss for fail overs where the system will recover to logical checkpoints. if a restore to a previous back-up is required, the worst case scenario may be loss of up to 24 hours.	Noted. Users cannot backup/restore the system but can ask OneAdvanced to restore a previous [daily] backup for them if required.
3.39	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?	The system will recover to the last logical checkpoint so there is a possibility that unsaved data will be lost.	Noted
3.40	What features are available within the software to help track down processing problems?	We have our own proactive monitoring systems for hosted customers.	Noted

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4.	**DATA PROCESSING AND REPORTING**		
Input and validation of transactions			
4.01	Is data input controlled by self-explanatory menu options?	Yes, and menu labels may be changed.	Confirmed
4.02	Are these menus user/role-specific?	Yes	Confirmed
4.03	Can the creation or amendment of standing data (e.g. customer account details) be undertaken using menu options or dialogue boxes as opposed to requiring system configuration?	Creation/amendment can be made using online maintenance functions or through imports (flat file and RESTful web service API's), where user permissions allow.	Confirmed. There is an import toolkit for flat-file integration.
4.04	Does the software provide input validation checks such as: - [account] code validation? - reasonableness limits? - validity checks?	Yes, system and user-defined validation checks ensure that on-line entered data and imported data is accurate.	Confirmed
4.05	What control features are within the software to ensure completeness and accuracy of data input?	System and user-defined data validations and optional control totals to check for any missing details i.e. where transactions are entered in batches.	Confirmed
4.06	How does the software ensure uniqueness of the input transactions? (i.e. to avoid duplicate transactions)	These are transaction dependent and include checks on postcodes/bank accounts when creating customers/suppliers, duplicate invoice/journal references etc.	Noted
4.07	Is data input by users validated by scripts or routines in the browser, or other client software, before transmission to the server?	Data validation is performed real-time in the browser for online inputs and at the point of data load for any imported data.	Confirmed. Fields go red if invalid data has been inputted. Validation is on the server.
4.08	Is data input by users validated by routines running on the server before data files are updated?	See previous response.	Confirmed
4.09	Does the above validation ensure that data entered in all input boxes: - Cannot be longer than a maximum length? - Cannot contain unaccepted characters such as semi-colons etc?	Yes	Noted
4.10	Are input errors highlighted?	Yes	Confirmed
4.11	If Yes are they: - Rejected and error report generated on-screen? - Rejected and error reports generated? - Accepted and posted to a temporary account/area?	On screen messages (information, warning & error) are used for online entry and reports for imports. Suspense facilities can be used to assist with handling any import errors.	Confirmed
4.12	Are responses to erroneous data input clear so that they do not lead to inappropriate actions?	Yes	Confirmed
4.13	Does the software have an automatic facility to correct/reverse/delete transactions?	Yes, transaction amendment, reversal and transfer facilities are provided for assisting with error correction.	Noted. See also 3.22
4.14	If yes, are these logged in the audit trail?	Yes, all transaction inputs are audited regardless of how they arise.	Confirmed
4.15	Are all data entries or file insertions and updates controlled to ensure that should part of a data entry fail the whole transaction fails?	Yes, there are controls. The handling options available will be dependent upon transaction type and configuration e.g. import errors can be sent to suspense accounts, transactions can be suspended awaiting online review/correction etc.	Noted
4.16	Are alerts sent to technical support staff when incidents occur to enable data update problems to be investigated and resolved?	Yes, there are workflow alerts to highlight for failed processes, imports etc.	Noted. Failure of background processes can be set to alert users. Database/platform integrity is monitored by OneAdvanced on an ongoing basis.
4.17	Are messages provided to users clearly explaining whether the data entry or file upload has been processed successfully or not?	Yes, the financial audit reports provide this type of information.	Confirmed
Import and export of data			
4.18	For import/batch functions does the software allow for control totals, and if so must this balance before transactions are posted/updated?	Yes, through configuration control totals can be activated for certain transactions.	Noted
4.19	Can files/attachments be uploaded and stored against any transaction?	Yes, the paperclip function allows for file attachments to be associated with online entered and imported transactions.	Confirmed

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4.20	Is there an additional charge made for storage of uploaded files? - If yes, please indicate the cost.	No, with the exception of licence controls associated with some of the purchase invoice automation solutions.	Noted. Separate DMS products are an extra but the inbuilt EDM module is part of the subscription. For very large volumes of OCR storage there may be an additional charge.
4.21	Can data be imported into the system from multiple types of files, e.g. XLS, text, CSV?	Yes	Confirmed
4.22	Explain how the system validates imports into the system and what happens to any import which fails?	Imported data is validated using the same rules that apply to online entered data. Error handling will vary by transaction type and configuration i.e. imported data can be rejected, held for online review/correction or posted to suspense accounts.	Noted
4.23	Are imported /interfaced transactions detailed in the audit trail? *[See also 3.27]*	Yes	Confirmed
4.24	Can data be exported from all areas of the system to multiple formats e.g. XLS, CSV, PDF, text; if so specify which formats are supported?	Yes, all of the formats can be supported plus others e.g. XML, HTML, PPT/X,DOC/X, Google sheets/docs etc.	Confirmed
Data processing			
4.25	Does the software ensure that menu options or programs are executed in the correct sequence (e.g. outstanding transactions are processed before month end is run)?	The system will ensure that certain processing takes place in the required sequence, however, most processing sequences are driven by customers through automated processing schedules.	Noted
4.26	Does the software provide automatic recalculation, where appropriate, of data input? (e.g. VAT)	Yes	Confirmed
4.27	Is a month/period-end routine required to be undertaken?	Yes	Confirmed. The systems also has a set of activity sign-off lists. End of month can be set to auto-roll. End of year is manual.
4.28	Is it <u>imp</u>ossible to delete accounts if the balance if Nil but transactions have been recorded against the code?	Yes, all archiving is subject to referential integrity checks.	Noted
4.29	Are there any other constraints over the deletion of accounts?	They must not be control accounts, exist in reporting structures, allocation tables etc. As mentioned full referential integrity checks are performed.	Noted
4.30	What is the size and format of reference numbers and descriptions within:- - Ledgers? - Stock? - Currencies?	These are ledger/transaction dependent. Currency codes are 3 characters.	Confirmed. There are settings for the format and prefix/suffix of the various series and system numbering.
4.31	How does the software guard against/warn about duplicate account numbers on set up?	Though on screen messages for online inputs and through reports for imports.	Confirmed
4.32	How does the software enable the traceability [from, to and through the accounting records] of any source document or interfaced transaction?	Yes, through 'linked enquiry' facilities.	Confirmed
4.33	What drill down/around functionality is available within the software?	This varies by ledger/transaction type.	Confirmed. Flexible set of "right mouse click" menu of options.
4.34	Are there reports which identify all the fields which have been modified?	Yes, through the transaction audits.	Confirmed
4.35	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?	Policy and control settings are held within system tables that can be modified on-line and sometimes through uploads depending upon the type of policies and controls being maintained.	Confirmed
Report writer			
4.36	Does the system have an in-built report generator or is a third-party solution used (if so please specify)?	Yes, through an inbuilt reporting solution providing dashboards, tabular reports, and charting options.	Confirmed. Jaspersoft is fully integrated.

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4.37	Is the report writer based on a standard SQL-type approach and is it flexible and easy to use?	Report authoring is extremely flexible and allows user defined dashboards and tabular reports to be developed. Users are able to see the SQL queries that underlie the report definitions but the SQL query code cannot be manually changed.	Confirmed
4.38	Can the report generator operate over the financial and operational aspects of the system, e.g. combining service metrics with financial information?	Reports can be developed against any of the data held in the system - financial and statistical e.g. average order value.	Confirmed
4.39	Is a comprehensive data dictionary provided to aid field selection?	Yes	Confirmed. Reporting "domains" are setup to show different types of data.
4.40	Does the system provide a library of reports and templates which can be amended, saved and re-run?	Yes	Confirmed
4.41	Can users create their own reports? If so, what are the controls on users doing this?	Yes, customers regulate which users can run dashboards/reports and which users can create/amend them.	Confirmed
4.42	Can users create saved searches /filters / queries?	Yes, parameter sets can be saved for reuse with both online enquiries and reports.	Confirmed
4.43	Can regular reports be added to user menus in the appropriate area of the system?	Yes, although typically they would be added to quick-link tiles within the 'MyWorkplace' portal and accessed directly through the reporting menus.	Confirmed
4.44	Does the system support the production of on demand (interactive) and scheduled batch reports?	Yes	Confirmed

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5.	**USABILITY**		
Ease of use			
5.01	Does the solution to provide a multi-language user interface?	No, English only.	Confirmed
5.02	Does the system allow for customizable branding and UI (e.g. corporate colour palate, upload company logo, etc)?	Some limited rebranding for Public Cloud customers	Noted
5.03	Are the various functions of the software menu-driven, or otherwise easy to initiate?	Primarily menu driven although quick-link tiles within the 'MyWorkplace' portal can also be provided.	Confirmed
5.04	Does the system have a similar look and feel and overall and consistency between screens and modules?	Yes	Confirmed
5.05	Is there a standard and consistent meaning to function keys in all sections?	Yes	Confirmed. Quick navigation with function keys (referenced in the Help) and functionality for quick data entry (copying values etc).
5.06	Is data entry easily repeated if similar to previous entry?	Yes, utilising the transaction copy function.	Confirmed
5.07	Does the software prevent access to a record while it is being updated?	Yes	Confirmed
5.08	Is there locking at file or record level?	Record	Confirmed
5.09	Does the software allow for the running of reports whilst records are being updated?	Yes	Confirmed
5.10	Can timestamps or user comments be added to transactions?	Yes, through the 'paperclip' function.	Confirmed
5.11	Is there the ability to store preferences and default values on a per-user basis. e.g. department/team/user?	Yes, these exist for use on certain transaction types.	Confirmed. And for reports and favourites.
5.12	Does the system have the ability to provide user-defined fields with associated validation of data input?	No.	Confirmed
5.13	Can the system provide user with reminders and notifications e.g. workflows?	Yes, 100+ configurable workflows are available.	Confirmed
5.14	Describe the tools and features available for a power user to make configuration changes such as amending a workflow.	Workflow rules are maintained within on-line tables some of which can be maintained through imports.	Confirmed, e.g. flexible user-defined approval workflows with hierarchies. A fully graphical workflow engine (BPM) is in the pipeline.
5.15	If the system provides workflows, does it have functionality to substitute/delegate authorisations?	Yes, approval by proxy and workflow re-redirects are available.	Confirmed
5.16	Is there the ability for users to define and configure layouts of letters and forms?	No, providing a customer facing maintenance option is a candidate roadmap item.	Noted
5.17	Can users save the parameters of searches?	Yes	Confirmed
5.18	Does the system have a "universal search" option, allowing a search to be undertaken over all modules of the system?	No	Confirmed
5.19	Can the system store menu option 'favourites' on a per user basis?	Yes	Confirmed
5.20	Can a user open multiple windows accessing the same or different modules of the system?	Yes	Confirmed
5.21	Can more than one software function be performed concurrently?	Yes	Confirmed
User documentation and training			
5.22	Is a manual provided which is clear, informative, accurate and current?	Yes, visible through the on-line help sub-system.	Confirmed
5.23	Is the manual provided as: - hard copy - on CD - by download - via a web-interface?	On-line accessible through the help sub-system.	Confirmed
5.24	Does the manual include: - An index or search facility? - A guide to basic functions of the software? - Pictures of screens and layouts? - Examples? - A tutorial section? - Details of any error messages and their meanings?	An index based search is available. These areas can be explored further at the next stage.	Confirmed. OneAdvanced have implemented an intelligent engine that can prompt users with help relevant to the functions that they are undertaking; to help improve the UX.
5.25	Is context-sensitive help available within the system?	Yes	Confirmed

Ref	Requirement	Response	Reviewer Comments
5.26	Is the manual and/or help editable by the user (subject to the permissions matrix)?	Yes	Confirmed. Changes can't be made to the help system itself but additional help pages (URLs) can be added in that users are directed to. Notes can be added to the user's home page too.
5.27	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 (ESCROW)?	API documentation is provided to customers for use by external systems.	Confirmed. Very detailed API reference documentation exists which is given to customers.
5.28	Please detail the training options available?	Train the trainer' is the default offering with further levels of support/assistance being negotiable.	Noted
5.29	Who provides training: - Software House? - VAR?	Through OneAdvanced (the vendor).	Noted
Support and maintenance			
5.30	How is the software sold: - Direct from the software house? - Via a Value Added Reseller (VAR) or Integrator?	Direct from the software house.	Noted
5.31	How is the product supported: - Direct from the software house? - Via a Value Added Reseller (VAR) or Integrator?	Direct from the software house.	Noted
5.32	Do VARs have to go through an accreditation process?	Any VAR will have to go through an accreditation process.	Noted
5.33	Is the software sold based upon number of named users or a number of concurrent users?	Named users only	Noted
5.34	The supplier should detail the support cover options available, covering: - The hours provided? - Associated costs? - The global regions covered?	Hours provided are 8am-6pm. Costs are included in license fee. Global regions covered are the UK.	Noted
5.35	Detail the process by which customers raise support requests and how these can be viewed/managed?	Customer support portal is available to all customers to raise support queries. These will then be managed by a dedicated support team.	Confirmed. Separate credentials accessed via Workplace.
5.36	Please note the methods of support available: - Telephone? - Internet chat? - Remote access to customer workstation? - Other, please specify?	Telephone, remote access to customer system, responses via customer support portal	Noted
5.37	Do you offer service credits for failure to meet performance around SLA and uptime (if applicable)	Not as part of the standard contractual terms.	Noted
5.38	What is your escalation path for tickets which have not been resolved within a reasonable time?	There is a defined escalation process which includes three different tiers.	Noted. OneAdvanced undertakes pro-active customer success management.
5.39	How often are general software enhancements provided?	General software enhancements and bug fixes are provided on an ongoing basis.	Noted. OneAdvanced has an "ideas portal" where customers can log suggestions for the product roadmap and monitor the progress of ideas from the community.
5.40	Will they be given free of charge?	Enhancements to existing licenced software are generally FOC. Specific non-core value-add modules may incur an additional cost.	Noted
5.41	How are enhancements and bug fixes provided to customers?	General software enhancements and bug fixes are provided on an ongoing basis.	Noted
5.42	Is "hot line" support to assist with immediate problem solving available?	Dedicated phone number for priority calls.	Noted
5.43	If so, is there an additional cost involved?	No, this is covered by the license fee.	Noted
5.44	At what times will this support be available?	Hours provided are 8am-6pm.	Noted

Ref	Requirement	Response	Reviewer Comments
5.45	Is hardware and maintenance provided by: - Software House? - VAR?	Financials from OneAdvanced is hosted on the Amazon Web Services server.	Noted. End user computing is the responsibility of the customer.
5.46	Are there specific restrictive conditions in the license for the software?	No terms and conditions are of an industry standard	Noted
Integration and www facilities			
5.47	Are the different modules of the system fully integrated (i.e. no set-up effort required in order to use the various modules together)?	Integration between modules for data transfer and enquiries is standard.	Noted
5.48	Are they integrated on real time basis or batch basis?	Inter module updates are typically allowed to occur real-time although delayed updates to GL can be configured by transaction type.	Confirmed
5.49	Can the software be linked to other packages e.g. word processing, graphics, financial modelling, to provide alternative display and reporting facilities?	Data can be reported upon using the inbuilt reporting suite or exported for use by third party systems. Direct web service API's are also provided.	Confirmed
5.50	Can definable links to spreadsheets be created?	Data can be exported to spreadsheet templates.	Confirmed. Some data (e.g. journals, budgets) can be uploaded from a spreadsheet template. There is no direct link (ODBC or the like), but some REST APIs are provided. CSV updates can be undertaken via cloud-file uploads.
5.51	Does the system provide secure document storage capability: If so, please give examples of the document types saved and what transactions these might relate to.	Yes, all outbound documents to suppliers and customers are electronically produced, transmitted and stored e.g. purchase orders, payment remittances, sales invoices, customer statements/reminders. Various purchase invoice automation facilities are also provided.	Confirmed. Documents are created as PDFs (default) and can then be saved or emailed as required.
5.52	Can documents be scanned into a secure repository?	Purchase invoices can be emailed to a nominated email address where they are intercepted, processed and stored.	Noted. Can scan to OCR queue if required. Also can store attachments using the "Paperclip" option.
5.53	Does the system provide data migration tools for transactional and master data sets (e.g. employees customers, suppliers, journals, invoices).	Yes	Noted
5.54	What connection mechanisms does the software have and what breadth of functionality in terms of: - operations (add, update, delete)? and - what transactions/data it can access? E.g. if webservices APIs available, then can customers connect to whatever software they wish?	The system supports imports in multiple modes e.g. insert, amend, disable, purge etc. through both file based imports and through RESTful web services.	Noted. See 5.27 above.
5.55	Is the software compatible with XML standards? If so in what respect? (input/ output/ other)?	XML data exchange can be provided on request. OneAdvanced would need to assist here.	Noted
5.56	Does the system support mobile working?	Yes, access can be via any device that supports HTML5 browser access and approvals can be carried out using a dedicated app which is available on IOS/Android devices.	Confirmed. Practically subject to screen size!

Ref	Requirement	Response	Reviewer Comments
6.	**SAAS/HOSTED OPERATION**		
	This evaluation covers the system but not the method by which it is delivered and/or contracted for. Potential users need to satisfy themselves on the security and disaster recovery aspects and licensing of the online system and any data protection issues of their own and customer/supplier information, contained therein, being held on the system, as well as the return of the data when the contract expires or is terminated.		
Data centres and customer data			
6.01	Whose data centres are used and where are these located: - If hosted -- where data centre controlled by a third-party? - If SaaS -- where the software vendor will be in control?	The Financials from OneAdvanced application is delivered from a multi-tenanted SaaS platform hosted within a dedicated AWS tenancy hosted in Dublin and/or London.	Noted
6.02	Does the customer get a choice of the jurisdiction in which their data resides?	No. Financials is currently hosted from Amazon Web Services facilities in Dublin and/or London.	Noted. The customer cannot select this.
6.03	What certification(s) do you hold relating to your data centres and your business operations?	OneAdvanced is aligned and where appropriate, complies with all standards for industry best practice and ensures compliance to information law aspects identified by the Employer, including the following:- • ISO/IEC 27001 (Information technology -- security techniques -- Information security management systems – requirements); • Cyber Essentials Scheme (published by HMG); • Publicly Available Specification (PAS) 555:2013 Cyber Security Risk. Governance and Management (BSi); • 10 Steps To Cyber Security (HMG); • Publicly Available Specification (PAS) 1192-5:2015 Specification for security minded building information modelling, digital built environments and smart asset management (BSi); • Information law requirements under the applicable law including: • Freedom of Information Act 2000 (FoIA 2000) including associated codes of practice and requirements of the Protection of Freedoms Act 2012; • Public Records Act 1958; • Data Protection Act 1998 including associated codes of practice and the Data Protection'	Noted
6.04	Is an SSAE16 (System and Organization Controls) report available?	We do not undertake or produce SSAE 16 or SSAE18 SOC Type 1 or Type 2 audits or assessments as a matter of course. We have reviewed, and will continue to review, whether such certifications/reports are necessary for customer confidence and assurance, but as of this moment we have deemed it not necessary due to very low demand from our customers. We do have a higher demand for ISO 27001 certification and hence it is that certification in which we demonstrate our secure provider status, and on which we rely as evidence/assurance to customers that this is the case.	Noted

Ref	Requirement	Response	Reviewer Comments
6.05	What are the physical controls over the:- - Premises? - Fileservers? - Communications equipment?	Physical access is controlled at building ingress points by professional security staff utilizing surveillance, detection systems, and other electronic means. Authorized staff utilize multi-factor authentication mechanisms to access data centres. Entrances to server rooms are secured with devices that sound alarms to initiate an incident response if the door is forced or held open. Electronic intrusion detection systems are installed within the data layer to monitor, detect, and automatically alert appropriate personnel of security incidents. Ingress and egress points to server rooms are secured with devices that require each individual to provide multi-factor authentication before granting entry or exit. These devices will sound alarms if the door is forced open without authentication or held open. Door alarming devices are also configured to detect instances where an individual exits or enters a data layer without providing multi-factor authentication. Alarms are immediately dispatched to 24/7 AWS Security Operations Centres for immediate logging, analysis, and response.	Noted
6.05	[Continued]	AWS data centres use mechanisms to control climate and maintain an appropriate operating temperature for servers and other hardware to prevent overheating and reduce the possibility of service outages. Personnel and systems monitor and control temperature and humidity at appropriate levels. AWS data centres are equipped with automatic fire detection and suppression equipment. Fire detection systems utilize smoke detection sensors within networking, mechanical, and infrastructure spaces. These areas are also protected by suppression systems. In order to detect the presence of water leaks, AWS equips data centres with functionality to detect the presence of water. If water is detected, mechanisms are in place to remove water in order to prevent any additional water damage.	[Noted]
6.06	Is the space in this/these data centre(s) shared with any other companies?	Yes. The nature of AWS services does not provide for dedicated Data Centre space.	Noted
6.07	Is data for different customers/companies kept:- - On separate servers? - In different databases? - In separate database tables? - In a database with data for other customers and companies using logical security to partition customers' data?	Each customer has their own AWS container and has access only to their own database tables and data.	Noted. Separate customer instances, i.e. a different database for each customer.
6.08	How is it ensured that data for different customers and companies is reliably identifiable and only accessed by authorised users for each customer/company?	Same as 6.07. In addition each user is authenticated using keycloak which can be linked to active directory and/or two factor authentication.	See 6.07
6.09	What controls are in place to prevent users from one customer/company accessing data from another customer/company by accident or by design?	As per 6.07 and 6.08.	See 6.07
6.10	How is [Internet] communication traffic monitored to identify potential problems before they happen: - From a performance perspective? - From a security standpoint?	AWS Cloud trail is used to monitor and audit data loss. AWS Security Hub and Guard Duty is used to monitor for intrusion threats.	Noted

Ref	Requirement	Response	Reviewer Comments
6.11	What procedures are in place to prevent a break in Internet Connection (at the server, client or in between) from causing data corruption?	The system recovers to the last logical unit of work completed.	Noted. A user would have the option to "resume" a session or "clear and restart".
6.12	Are communications between the user's computer and the software service encrypted: - User log in data only? - All data exchanged between user client and software service?	OneAdvanced implement controls to help protect data in transit. There are a set of protocols used such as enforcing encryption in transit, using https with CloudFront , implement secure keys through AWS certificate manager.	Noted
6.13	How is data transmitted to you from customers and from you to your customers encrypted?	OneAdvanced implement controls to help protect data in transit. There are a set of protocols used such as enforcing encryption in transit, using https with CloudFront, implement secure keys through AWS certificate manager.	Noted
6.14	Is data on your servers encrypted at rest?	Yes. AWS provides data-at-rest options and key management to support the encryption process. For example, we encrypt Amazon EBS volumes and configure Amazon S3 buckets for server-side encryption (SSE) using AES-256 encryption. Additionally, Amazon RDS supports Transparent Data Encryption (TDE).	Noted
6.15	What level of encryption is used?	We encrypt Amazon EBS volumes and configure Amazon S3 buckets for server-side encryption (SSE) using AES-256 encryption. Additionally, Amazon RDS provides Transparent Data Encryption (TDE).	Noted
6.16	Is a staging environment provided that is an exact replica of production; which can be used for testing purposes?	By default we provide a single production environment. An option of a second test environment is available and chargeable.	Noted
6.17	Is a test environment provided to test configuration changes? If so, is there an additional charge for this?	By default we provide a single production environment. An option of a second test environment is available and chargeable.	Noted
Access to customer data			
6.18	What are the implications of the Data Protection Act over information held by the hosting service provider, and how does the vendor mitigate these?	OneAdvanced maintain comprehensive and fully documented Data Protection and Information Security Management policies in line with our ISO27001 accreditation. Policies / processes / procedures include :- • Acceptable Use • Remote Access/Wireless • Bring your Own Device • Network Security • Encryption • Physical Security • Personnel Security • Access Control • Incident Response Management • Email/Instant Messaging • Vulnerability Management • Anti-Virus • Secure Software Development All policies and processes to ensure they are in line with GDPR compliance requirements.	Noted

Ref	Requirement	Response	Reviewer Comments
6.19	Are you subject to any legal or regulatory requirements obliging you to retain a copy of customer data?	OneAdvanced is the Data Processor for the hosting assignment and only acts on the documented instructions of the Data Controller (client). The Data Controller is the Data Owner as they control the collection of data and purpose(s) of processing. Copies of any customer data will not be retained on termination of contract. To facilitate planned or unplanned client exit, OneAdvanced will return data in machine readable format and can provide this via the internet on a secure FTP site, or transfer to an encrypted portable hard disk drive for shipping to a location of your choice. No data will be retained unless agreed in a bespoke contract. We will also provide support to the Client and / or replacement vendors in effecting a smooth transition away from OneAdvanced. To manage this, any client exit from OneAdvanced Hosting Services will be Project Managed by OneAdvanced, in consultation with the client.	Noted
6.20	Who will be able to access or see customer data?	Only authorised support personnel have access to client data. Access to customer data by authorised OneAdvanced employees is tightly controlled.	Noted
6.21	Explain the procedures to prevent unauthorised access from staff, or contractors, working for the service provider or any other people with access to the service provider's internal systems.	Access to customer systems and data is permitted only for authorised Operations staff who are required to authenticate using personal credentials and two factor authentication. Access is allowed only from OneAdvanced's secure Management Network.	Noted
6.22	Explain the release management procedures in place and the associated segregation of duties ?	Software changes are applied monthly (out of hours) to all customers via updated container images. These changes include maintenance items, legislation changes and enhancements to the application. As this is a cloud product we will continue to improve the application through iterative releases removing the need for major upgrades in future. New functionality may also be included in the monthly release and would be applied in agreement with each customer as access to this may incur an increase in subscription charges e.g. where a new module is made available.	Noted
6.23	Is there sufficient segregation of duties preventing system developers from accessing and changing live applications and data files?	Yes, the main development team do not have access. Only certain senior members of the team have access and all requests have to go through them and be performed by them.	Noted
6.24	Explain the review and approval procedures covering system operations staff when emergency changes need to be made to live applications and data?	Once a support call or fix is identified this is escalated to a senior member of the development team for further investigation or for a fix to be applied to the hosting environment. Only certain senior members of the team can access this. Each customer has an isolated area.	Noted
6.25	Is an audit trail always maintained of these emergency changes?	Yes. OneAdvanced operate a robust Change Management process.	Noted

Ref	Requirement	Response	Reviewer Comments
6.26	What procedures are in place when members of staff leave to ensure that their system access is stopped?	The OneAdvanced 'leavers' process provides a robust mechanism to ensure that all access rights to systems and information is removed and all property recovered for both OneAdvanced and its customers, and if appropriate, customers are notified of OneAdvanced leavers.	Noted
Platform and service levels			
6.25	What operating systems does the software run under?	Not applicable as it's a SAAS based system.	Noted
6.26	Which databases can be used (Hosted) or are used (SaaS)?	Financials from OneAdvanced operates against a back end PostgreSQL database.	Noted
6.27	What forms of user authentication are supported e.g. user names, passwords certificates, tokens etc.?	System has standard username and password system for users alongside strong encryption and password policies. Two Factor Authentication is also supported.	Noted
6.28	What is the proposed product/service availability percentage?	Our standard Availability SLA is 99.5%.	Noted
6.29	What percentage availability has been achieved over the past 12 months?	Our target SLA has been achieved	Noted
6.30	Is a service level agreement ("SLA") offered regarding: - Service availability? - Data recovery?	Yes. Our standard Availability SLA is 99.5%.	Noted
6.31	Is the service available 24x7 or are there downtime periods for maintenance?	Financials from OneAdvanced will be updated out of hours as required with minimal downtime.	Noted
6.32	Is the customer made aware of maintenance periods in advance?	Yes. Our standard maintenance schedule is communicated in advance via support channels (email). Any unplanned maintenance will be notified using the same channel and in product announcements.	Noted
6.33	Does the application software:- - Require any client software to be installed on the user's computer? - Work entirely within Internet Browser software on the user's computer?	The solution is browser-based and supports any mainstream current versions of browsers, such as Edge, Chrome and Firefox. No other client software / plug-ins are required.	Noted. Also see 6.104 below.
6.34	Where the product/service relies upon downloading and running an executable program, has that program been secured with a digital certificate to verify the source and integrity of the program?	N/A	-
6.35	Does the product/service require the use of any technologies that may be considered as a security risk, e.g. ActiveX, JavaScript, Cookies? If so, describe how the user can mitigate this risk.	No	Noted
Platform security			
6.36	What security steps are taken to prevent and detect intrusion attempts?	AWS Security Hub and Guard Duty is used for this.	Noted
6.37	Is firewall hardware and software used to protect the live systems from unauthorised access?	AWS WAF is utilised. Network firewalls are built into Amazon VPC, and web application firewall capabilities in AWS WAF let you create private networks, and control access to your instances and applications. Extra association with WAF is also optimised using AWS cloud front.	Noted
6.38	Which monitoring software is used to create alerts when intrusion attempts are suspected?	Guard Duty is used to monitor for intrusion threats.	Noted
6.39	Are designated staff responsible for receiving and urgently responding to these alerts?	Yes. Alerts will be monitored and remediated by OneAdvanced's dedicated Cloud Operations team.	Noted

Ref	Requirement	Response	Reviewer Comments
6.40	Have clear procedures been established for identifying and responding to security incidents?	Yes. OneAdvanced have a SOC team responsible for managing security in the cloud. OneAdvanced manage access to the Financials environment through AWS's multifactor authentication and Single Sign-On which allows us to securely control who is authenticated and authorized to use AWS resources. We also take advantage of the AWS services; web application firewalls, Guard Duty and SecurityHub which helps protect Financials from common web exploits. Security and Compliance is a shared responsibility between AWS and OneAdvanced. With the AWS shared responsibility model, OneAdvanced manage our operating systems and applications security. The WebOps team regularly patch, update, and secure the operating systems which is recorded and logged every month. We also take advantage of the AWS WAF service which is a web application firewall that helps protect Financials from common web exploits. AWS allows us control over which traffic to allow or block to Financials by defining customizable web security rules.	Noted
6.41	Is all security sensitive software, such as operating systems and databases, kept up to date with the latest software patches? Please indicate how regularly updates are applied.	Patching will be applied as and when assessed as necessary. The patching of the Hosting Platform is governed by a separate Patching Policy. This details the release cycle of evaluation, testing and deployment on to the environment. OneAdvanced will:- • review patching bulletins from hardware and software vendors; • assess notifications received from industry sources, Software and Hardware Vendors for their criticality and relevance to the Customer Environments; • minimise the downtime of the services whilst patch(es) are being applied. All patching is normally applied during the routine Planned Maintenance windows defined in our Service Levels; • Apply Change Control process.	Noted
6.42	List the procedures and software tools in place to prevent or detect and eliminate interference from malicious code, such as viruses?	All servers are installed with regularly updated AV protection.	Noted
6.43	Is a system log maintained by the service provider that details - User access? - User activity? - Error messages? - Security violations?	OneAdvanced continuously apply performance measurement tools using New Relic, AWS CloudWatch and UpTimeRobot tools to monitor: • Total picture of CPU • Memory • Storage • Workloads • Assessments to prevent trouble • Analytics to troubleshoot specific problems	Noted
6.44	Is this log available to the customer?	Customers are not given access to activity logs outside of the Financials from OneAdvanced application.	Noted

Ref	Requirement	Response	Reviewer Comments
6.45	Have there been any successful unauthorised access attempts been made during the last year? If Yes:- - What was the effect on the business and users? - What steps are in place to prevent this happening again?	No.	Noted
6.46	Is penetration testing regularly carried out by (please indicate frequency of tests): - Staff specialising in this field? - External specialists?	External testing is performed by Surecloud who are our group preferred supplier and any / all identified issues remediated accordingly. At each release we employ Acunetix internally as part of our toolchain. The most recent test was performed in January 2020 and forms part of our solution roadmap planning and budgeting process. The AWS account has AWS WAF, Guard Duty, Config and Security Hub enabled which provides security controls. OneAdvanced follow AWS security and compliance policies are to be found at: https://aws.amazon.com/security/ https://aws.amazon.com/compliance/ https://aws.amazon.com/compliance/iso-27001-faqs/ OneAdvanced have a SOC team responsible for managing security in the cloud.	Noted
6.47	Are procedures in place to ensure that any weaknesses found by penetration testing are addressed quickly?	Yes. All weaknesses / vulnerabilities are mitigated accordingly, which is the responsibility of our dedicated Security and Compliance team.	Noted
6.48	If penetration testing by a specialist is not performed regularly, please indicate the main procedures in place to identify weaknesses?	N/A	-
6.49	Are security procedures regularly reviewed? Please indicate frequency of reviews.	Yes. All security policies and procedures are reviewed annually in line with our ISO27001 accreditation. Such reviews are the responsibility of our dedicated Security & Compliance team.	Noted
6.50	What security reporting is provided demonstrating compliance against certification(s) and policy(ies)?	OneAdvanced do not offer security reporting, unless specifically contracted. All hosting services are, however, within the scope of our ISO27001 certification and as such are underpinned by robust Security Management systems and processes.	Noted
6.51	Are any security breaches communicated to customers?	Yes, via the usual Support process.	Noted
6.52	Do you alert customers to changes in your security practices and regulations and regarding the locations where the customer's data is located?	Yes, however the location of data would never be anticipated to change.	Noted
Backups by the service provider			

Ref	Requirement	Response	Reviewer Comments
6.53	In relation to backups undertaken by the system provider please explain: - How is a customer's data backed up? - How often is this undertaken? - What is backed up? - What's the media used? - Where are backups stored? - How many copies are there? - How long are they retained for? - Who has access to them? - Is the data encrypted?	Daily backups of the Financials database are securely stored in an Amazon Storage Service on multiple devices across multiple facilities within a region. Financials database backups older than one month are archived to an AWS archival service. Backups are stored in AWS S3. AWS S3 default encryption provides a way to set the default encryption behaviour for an S3 bucket. We set default encryption on a bucket so that all new objects are encrypted when they are stored in the bucket. The objects are encrypted using server-side encryption with either Amazon S3-managed keys (SSE-S3) or customer master keys (CMKs) stored in AWS Key Management Service (AWS KMS). When we use server-side encryption, Amazon S3 encrypts an object before saving it to disk and decrypts it when you download the objects.	Noted
6.54	How frequently is a test-restore of backups undertaken?	The solution benefits from a proven and robust backup / restore system. Data restores are performed only on receipt of a request from an authorised customer contact.	Noted
6.55	Can the provider restore from a backups that it has taken at a customer request?	Not applicable.	Noted
6.56	Does a customer have the ability to undertake their own backups?	No	Noted
6.57	If so, can a customer restore data a backup that they have taken?	Not applicable.	Noted
6.58	Is it possible for users to download a backup of their own data?	In Financials, Data download functions are available from all list programs throughout the system.	Noted
6.59	If so, is the downloaded data in a format which can be viewed with relative ease in other software such as PC based spreadsheets or databases?	Yes, data may be downloaded in formats such as .CSV, or direct to Excel, or Google sheets.	Noted
6.60	If sole responsibility for backups rests with users, explain the system, documentation and training support available to ensure that adequate backups are taken and can be used for recovery.	N/A	-
6.61	Are there facilities to test recovery with user managed backups?	N/A	-
Platform recovery			
6.62	What contingency plans are in place to enable a quick recovery from: - Database or application software corruption? - Hardware failure or theft? - Fire, flood and other disasters? - Communication failures?	Financials utilises a highly resilient configuration which allows the environment to be robust without single points of failure. This approach is consistent across all application tiers and ensures that a single server or a whole data-centre becoming unavailable will have minimal impact on service availability i.e. if one server fails, the traffic will be automatically routed a different server in a separate region which will mean no downtime to Financials. AWS data centres use mechanisms to control climate and maintain an appropriate operating temperature for servers and other hardware to prevent overheating and reduce the possibility of service outages. Electrical power systems are designed to be fully redundant and maintainable without impact to operations, 24 hours a day. AWS ensures data centres are equipped with back-up power supply to ensure power is available to maintain operations in the event of an electrical failure for critical and essential loads in the facility.	Noted

Ref	Requirement	Response	Reviewer Comments
6.62	[Continued]	AWS data centres are equipped with automatic fire detection and suppression equipment. Fire detection systems utilize smoke detection sensors within networking, mechanical, and infrastructure spaces. These areas are also protected by suppression systems. Physical access is controlled at building ingress points by professional security staff utilizing surveillance, detection systems, and other electronic means. Authorized staff utilize multi-factor authentication mechanisms to access data centres. Entrances to server rooms are secured with devices that sound alarms to initiate an incident response if the door is forced or held open.	[Noted]
6.63	How often are these plans tested?	In line with our ISO27001 accreditation all policies and procedures and reviewed, and where appropriate tested, at least annually.	Noted
6.64	What is the longest period of time envisaged that service may not be available?	Financials offers a maximum target RPO / RTO of 15 minutes.	Noted
6.65	Are contingency plans documented?	Yes. OneAdvanced have fully documented Business Continuity and Disaster Recovery (BCDR) procedures in line with our ISO27001 accreditation.	Noted
6.66	How often are these plans reviewed and updated?	BCDR policies and procedures are reviewed at least annually and updated accordingly.	Noted
6.67	What are your: - Recovery Point Object (RPO) standards? - Recovery Time Objective (RTO) minimum standards?	Financials utilises a highly resilient configuration which allows the environment to be robust without single points of failure. This approach is consistent across all application tiers and ensures that a single server or a whole data-centre becoming unavailable will have minimal impact on service availability i.e. if one server fails, the traffic will be automatically routed a different server in a separate region which will mean no downtime to Financials. Maximum RPO / RTO targets are 15 minutes.	Noted
6.68	If transaction records are dated and time stamped are the times used local to the user or based on where the server is located?	Time stamps will be local to the SaaS application servers.	Noted
6.69	What protection is in place to enable users to able to access their accounting and other data if the service provider should experience serious difficulties, cease trading or decide to stop providing the service?	With our two main data centre providers Virtus and Six Degrees we have a provision in the agreements which state that should we suffer an insolvency event they agree to enter into discussions with our customers directly in order that the customer has continuity of service. As all services are different we could not be more prescriptive than that. We have escrow for the software i.e. should we suffer an insolvency event this would be deemed to be a "release event" such that the source code for the product would be supplied to a customer who had an escrow agreement with us in order to be able them to support the software.	Noted
6.70	Do these arrangements include: - Standby arrangements for another organisation to continue providing the full service? - Minimal arrangements to at least enable customers to access their data for a sufficient period of time to extract data copies, produce reports and make alternative arrangements?	This would enable the customers to access their data for a sufficient period of time to extract data copies, produce reports and make alternative arrangements.	Noted

Ref	Requirement	Response	Reviewer Comments
6.71	If the system is hosted are there arrangements in place for this third party to continue providing a hosting service in the short term to allow time for customers to negotiate their own arrangements? If so, how long does the arrangement allow?	Yes - 3 months but this is a chargeable service and may be extendable.	Noted
6.72	Is there a user group or committee in existence with sufficient information and understanding to take the lead in setting up arrangements, should the service provider cease trading or decide to stop providing the service?	No.	Noted
6.73	Are there any licence or trading agreements which would become invalid should the service provider go into administration or cease trading? If so, what steps have been taken to protect customers from the impact of this situation arising?	The key service provider involved here would be the datacentre themselves. These are global operators with large numbers of customer sharing each datacentre. Mitigating supplier failure, OneAdvanced own the hardware and are contractually entitled to appropriate notice periods. The provider is also contractually bound to insure the datacentre, third party liability and professional indemnity insurance. Customers additionally have the opportunity to purchase enhanced services, such as backups into an alternate datacentre.	Noted
6.74	What steps been taken to avoid undue reliance on individual members of the vendor's staff?	OneAdvanced operate sizeable teams to support and deliver all aspects of the service. There will be no reliance on single members of staff.	Noted
6.75	Are there any individual members of the vendor's staff whose leaving or illness would significantly reduce, or even stop, the service provider's ability to provide a full and reliable service to customers?	No. OneAdvanced operate sizeable teams to support and deliver all aspects of the service. There will be no reliance on single members of staff.	Noted
Organisational risk management			
6.76	What provisions are in place to protect the customer's use of service in the event of the service provider being acquired by another company?	If the shares of the service provider are acquired by another company, business would continue as normal. If the assets of the service provider are acquired by another company, then the customer's contract would be novated to the new company with the permission of the customer. If the service was discontinued by the new owner then there would be a notice period given to all customers to enable them to move away from the system - subject always to continuation for the then current term of any contract.	Noted
6.77	What provisions are in place to protect the customer's use of the service and risk profile in the event of you acquiring another company, or suddenly increasing your customer base?	OneAdvanced use a combination of tools to monitor services and allow us to take proactive steps in the scaling of the environment. Typical tooling includes: • Foglight, for the database server monitoring • Broadcom UIM tool for monitoring compute, disk etc. This tool allows us to graph history and allows us to predict growth • Zabbix, provides a historical view data on bandwidth utilisation for the internet and N3 connections. • SolarWinds, Network appliance monitoring Additionally Operations are engaged in upcoming projects to allow scaling to occur before new systems are onboarded.	Noted
6.78	What provisions are in place to protect the customer's level of service and risk profile in the event of you divesting functions?	There are no plans to divest any internal functions. In the event that this did occur then a sub-contract would be put in place with any provider of outsourced resources.	Noted
6.79	What is your communication policy on keeping customers updated with any business changing events?	Customers are given nominated account managers with whom to communicate on a day to day basis. In addition customers are invited to a UK based customer conference every year, where the latest company and product information is communicated to the customer base.	Noted

Ref	Requirement	Response	Reviewer Comments
6.80	What other measures are in place to protect your customers in the event of bankruptcy?	In the event of bankruptcy, normal insolvency practice is to permit all customers to continue to use the services but there may be additional charges pending the sale of the business to a third party.	Noted
Platform change management			
6.81	Describe your approach to upgrades including what option customers have not to take upgrades (if any)?	As a SaaS-based solution, updates are applied to the core system for the benefit of all users.	Noted
6.82	Are users able to test the application before new versions go into live use?	OneAdvanced perform thorough testing of all updates and patches prior to deployment.	Noted
6.83	Are users given notice before application changes are applied to the live system?	Yes, via the inbuilt messaging platform. Usually a weeks notice.	Noted
6.84	Are changes delivered into the live environment "switched off" to enable users to test them before enabling them for their environment?	No. OneAdvanced perform thorough testing of all updates and patches prior to deployment.	Noted
6.85	Describe what testing and QA processes are undertaken before upgrades and other changes are made live/available to customers?	All releases are regression tested. Once that is complete stakeholders get access first for early visibility and general UAT, then early adopters before it goes live.	Noted
6.86	If a hosted system, explain the release management procedures in place and the associated segregation of duties ?	Deployment is built by development. Releases are then deployed first to early adopters and then to the main customer base after a period of time. The actual release to the hosted environments is done automatically through an deployment process senior members of the development team handle at the request of the product management team.	Noted
6.87	Are users informed when they next login of the application changes that have gone into live use?	Via the inbuilt messaging platform.	Noted
6.88	Do customer staff have to take any action (e.g. regression testing) when new editions, patches or upgrades are released? If so, please describe what they should ordinarily do.	No. OneAdvanced perform thorough testing of all updates and patches prior to deployment.	Noted
Subscription options			
6.89	What is the minimum level of commitment must the customer sign up to, e.g. 36 months?	3 year minimum contract	Noted
6.90	Where online payment is used, what type of security is used to protect sensitive information?	N/A	-
6.91	Where online subscription / payment is used, is an invoice provided to the customer and, if so, in what format?	N/A	-
6.92	When subscriptions need to be renewed, what advance notice is provided and what is the time limit for renewal?	Customers will receive a renewal price notification around 90 days prior to their renewal start date. Renewal opportunities are closed around 60 days prior to the renewal start date as the majority of customers will be invoiced at this point.	Noted
6.93	Is there a procedure for late renewal and is there a time limit after which subscriptions cannot be renewed?	Our standard terms and conditions state that all subscriptions are renewed on a rolling 12 month basis after the initial period until cancelled. This will be automatically processed unless termination notice is received. Standard cancellation terms are 90 days prior to renewal date.	Noted
6.94	How soon after creating or renewing a subscription (if applicable) can the system / service be used?	Initial usability will usually be determined on installation/go live date and will not necessarily tie into subscription (refer to PS for further details). Automated renewal process ensures that there should be no drop in service whilst renewing.	Noted
6.95	What notifications / confirmations are provided to the customer regarding subscriptions and payments?	Customers will receive a renewal price notification around 90 days prior to their renewal start date. Please refer to Dunning timeline for further communications	Noted
6.96	To what extent are users able to access their accounting and other data if: - They miss one or two payments? - They cease being customers?	Dunning timeline determines when a customer will be placed on support hold. Further payment dispute actions are dealt with on a case by case basis. Refer to Compliance for rules around Right to Use software in event of customer termination.	Noted

Ref	Requirement	Response	Reviewer Comments
6.97	At the end of the contract term, how long does a customer have to obtain a copy of their data from you?	Copies of any customer data will not be retained on termination of contract. To facilitate planned or unplanned client exit, OneAdvanced will return data in machine readable format and can provide this via the internet on a secure FTP site, or transfer to an encrypted portable hard disk drive for shipping to a location of your choice. No data will be retained unless agreed in a bespoke contract. We will also provide support to the Client and / or replacement vendors in effecting a smooth transition away from OneAdvanced. To manage this, any client exit from OneAdvanced Hosting Services will be Project Managed by OneAdvanced, in consultation with the client.	Noted
6.98	At the end of the contract term, how is a customer's data destroyed (if appropriate) and will that destruction be certified?	On client exit, data will be securely deleted from the SaaS platform.	Noted
6.99	What is your processes regarding disposal of end-of-life and failed hardware devices that were used to operate your service?	Specific operational policies – e.g. remote access, disposal of media, background checks – are detailed in the OneAdvanced ISMS Manual.

Electronic equipment and media (including CD's, DVD's, USB devices, Tapes, Personal Computers, Phones, Tablets and Disks) are returned to the OneAdvanced IT team for secure wipe and/or disposal. | Noted |
SaaS/Hosted Reporting			
6.102	Are reports produced from the same software as the financial applications or is separate reporting software used?	We supply reports that are written using the in built reporting tool and also through our integrated Reporting Services and Dashboarding solution, which is based on dedicated BI software.	Noted
6.103	Does any application software (i.e. other than a web browser or PDF reader) need to be installed on the user's computer in order to prepare or view the reports?	No.	Noted
6.104	What browser versions are support:
- On desktop/laptop (PC, Mac, Linux)?
- On Tablets?
- On mobiles?	We support the latest versions of Edge, Chrome and Firefox.	Noted
6.105	Is access to the reporting facilities and data controlled by the same procedures as access to the main application?	Reporting access is specifically set up, but any data range security set up in the application is automatically respected.	Noted
6.106	If it's different, explain the user access control facilities available to ensure information is only viewed by users with appropriate authority?	Reporting access can be controlled using role base permissions, but any data range security imposed on that user within the financial application on line processing, is also respected by the report tools.	Noted
6.107	In what electronic formats are reports produced:-
- PDF?
- XML?
- MS Excel spreadsheet?
- CSV file?
- As html for viewing in a web browser?
- Other, please specify?	All of the formats listed are supported.	Noted
6.108	Are report documents stored on the web server or on the user's computer?
If stored on the web server, are they secure to ensure only users with appropriate authority can get access?	Report distribution is configured by the organisation as needed. Reports generated can be emailed, scheduled or stored in a central repository.	Noted
6.109	If reports can be downloaded to the user's computer are there adequate warnings about the possible dangers of other computers users being able to view the reports and the need to store the documents in a secure storage location?	An organisation determines it's approach to reporting and who may author, run pre-configured reports etc. text cold be included with warnings if necessary.	Noted

Ref	Requirement	Response	Reviewer Comments
6.110	For documents viewable in a browser is any data stored on the user's computer in a web browser cache or temporary file? If Yes: - Is there any protection against other users viewing the report or data on which it is based? - Is it clear on the reports when they were produced and the date of the data on which they are based, so the user can tell whether they are viewing out of date information?	An SSO token is stored when SSO is in use, and the last repository location browsed. There is no actual reporting data stored on the users PC / Browser cache. Information can be added to reports such as ran date, who ran it and the parameters used.	Noted
6.111	Are communications between the browser and the server encrypted for any report related communications?	Yes over HTTPS.	Noted
6.112	If reports are produced dynamically each time the user views them can historical reports be reproduced at any time?	Historical reports may be saved as needed. Most reports will be able to be re-produced but this will depend upon the nature of the report.	Noted
6.113	Can reports viewable in a browser be navigated dynamically by users? For example: - Enabling drill down to more detailed information? - Altering which columns and rows of data are displayed. - Choosing time periods? - Specifying selection criteria?	Yes, if configured to do this.	Noted
6.114	Can report data be reliably copied and pasted direct from browser viewable reports to an MS Excel spreadsheet retaining any table layout?	Yes.	Noted
6.115	If reports are incomplete, for instance due to a poor Internet connection, is sufficient information provided to enable the user to notice that some of the report is missing?	Yes.	Noted

Ref	Requirement	Response	Reviewer Comments
7.	**ACCOUNTING**		
General operation			
7.01	What control features are provided by the software to support effective user controls?	Access to all functions and data can be secured through the security sub-system.	Confirmed
7.02	Is there: - Transaction sequencing? - Automatic dating of posting transactions? - Identification of user id or source of document?	Yes, automatic journal numbering is performed. All GL transactions have a unique identifier	Confirmed
7.03	Is the software available as multi user?	Yes	Confirmed
7.04	Can the same function be used by more than one person at the same time, whilst still retaining the separate user identities?	Yes, although multiple users cannot access the same record in update mode. The first user will access in update mode whereas others will be restricted to view mode.	Noted
7.05	What is the maximum value of transactions and of totals that can be handled by the software?	For a value is 9999999999999.99 +/- (i.e. 13 '9's with 2 decimal places). For quantity is 99999999999.9999 +/- (i.e. 11 '9's with 4 decimal places). For price is 9999999999.99999 +/- (i.e. 10 '9's with 5 decimal places).	Noted
7.06	What is the maximum number of transactions that can be handled by the software (e.g. number sequences, storage capacity, or performance)?	No limit	Noted
7.07	What is the maximum number of accounts on each ledger: - Sales ledger? - Purchase ledger? - General ledger?	No limit	Noted
Chart of Accounts			
7.08	Can the system support a Chart of Accounts including account name and numbering structure, with sufficient dimensions to allow grouping or rollup levels for GL reporting or on-line enquiry	Yes, the Private Cloud solution supports up to 4 primary and up to 5 secondary coding dimensions.	Confirmed
7.09	Does the system allow multiple accounting classification elements to allow grouping or roll-up levels for GL reporting or on-line enquiry?	Yes, each coding dimension can support an unlimited number of hierarchies.	Confirmed
7.10	Can the system restrict GL accounts that a user can access to only those that are authorised by their system role profile set up?	Yes, separate or identical permissions can be defined for update and enquiry purposes.	Confirmed
7.11	Does the system allow users to process additions, deletions, and changes to the Chart of Accounts without extensive programming or system changes?	Yes, CoA maintenance can be easily maintained using online functions and through imports (the latter being useful for effecting mass changes).	Noted. Imports and then validates (as per other imports).
7.12	Does the system prohibit new transactions from posting to General Ledger accounts that have been deactivated?	Yes, codes can be deactivated in entirety or time limited e.g. open from date X, closed from date Y.	Noted. Accounts can be disabled after creation or in advance (time limited codes).
7.13	Can the system prohibit posting of transactions to General Ledger accounts with pre-determined coding element combinations, e.g. a specific account code / cost centre combination that is incongruent?	Yes, using CoA relationship rules/validations.	Confirmed
Multi company operation and analysis			
7.14	Is the software available as multi-company? If so, how many companies are supported?	Yes, there are no practical limits. The system supports inter company (separate system companies with their own CoA and sub-ledgers) and intra company (single system company/sub-ledgers shared by multiple balancing entities).	Noted
7.15	Does the system handle inter-company processing including: - inter-company journals? - the ability to post in both originating and target entity? - processing via SO/PO and the associated tax handling?	Yes	Confirmed
7.16	If so, does the system automatically create the opposite inter-company entries, and also provide an inter-company approval process?	The system automatically creates balancing transactions once transactions are approved that generate balancing transactions (inter/intra company postings).	Confirmed

Ref	Requirement	Response	Reviewer Comments
7.17	Can the system generate an Intercompany document which is compliant with local tax jurisdictional and legal requirements of the transacting parties?	Only UK jurisdiction is supported.	Noted
7.18	Is a group consolidation facility available?	There is some support in this area although complex consolidations are better managed in a specialist system to which data can be exported.	Noted. Simple aggregation is supported within one Company. OneAdvanced say that this is a roadmap item.
7.19	Does the system allow accounts that need to be eliminated on consolidation (e.g. intercompany accounts) to be identified in the system to facilitate automation of these types of consolidation adjustments.	The inbuilt system consolidation eliminates inter/intra company balances.	Noted. For simple aggregation this is essentially just cancelling out.
7.20	Can the software consolidate entities with different charts of accounts? If so, please explain how this may be undertaken.	No. Better managed in a specialist consolidation package for Public Cloud customers.	Noted
7.21	How many levels of nominal analysis can be handled by the software?	Nominal + 8 additional dimensions (up to 3 primary and 5 secondary)	Confirmed
7.22	How does the software handle segmentation of data, e.g. cost centres, departments, divisions?	Cost centres would be a coding/posting dimension and departments/divisions etc. would be reportable elements within hierarchies built above cost centres.	Confirmed
Multi-currency operation			
7.23	Is multi-currency processing available? If so state number of currencies available. Does this cover:- - The ledgers? - Stock?	Yes, multi-currency support is available throughout the system i.e. GL and all sub-ledgers.	Noted. Each system operates in a nominated base currency.
7.24	Does this include: - User selection of a base currency? - Automatic conversion to base currency? - User selection of which currency to value each of the ledgers?	Where multiple system companies are defined (inter company) then each company can operate in a different base currency. All foreign transactions are automatically converted back to the company base currency.	Noted
7.25	Is there a restriction on accounts to a single selected currency? If so what controls are in place over any changes?	Each nominal account can operate in base currency only, a single nominated foreign currency or any foreign currency.	Confirmed
7.26	What currency information is held: - Currency Code/description? - Country? - Currency rate table? - Date rates effective from-to? - Previous rates held?	Exchange rates are held in currency tables by effective date.	Confirmed
7.27	Can a user: - Change the exchange rates per account? - Manually over ride the currency calculation? - Override an exchange rate on each transaction? - Override the calculation /processing of currency gains and losses?	Users can enter base (with auto calculation of the foreign currency), foreign (with auto calculation of the base currency) or both base and foreign (overriding the rate table provided the implied rate falls within an acceptable tolerance level). The system automatically manages realised/unrealised differences in exchange in the sub-ledgers and allows manual GL revaluations on any nominated accounts.	Noted
7.28	Does the system automate the FX revaluation of intercompany balance sheet accounts marked for revaluation with postings to different FX gain or loss accounts as required?	Yes	Confirmed
7.29	Can the user define the treatment of foreign exchange gains/losses i.e. where posted to in the general ledger?	Yes, globally with nominal level overrides.	Confirmed
7.30	Can ledger accounts be defined to take invoices/payments in specified currencies/ multiple currencies?	Yes	Confirmed
7.31	Does the software prevent the deletion of the active currency?	Yes	Confirmed
7.32	Does the software prevent use of duplicate currency codes?	Yes	Confirmed
7.33	Can currency transactions be entered in selected currency and/or base currency?	Yes	Confirmed
7.34	Can transactions be entered in multiple currencies?	No, each transaction is for a nominated currency.	Confirmed
7.35	How does the software handle exchange differences?	Yes, realised and unrealised.	Confirmed

Ref	Requirement	Response	Reviewer Comments
7.36	Does the system have functionality to update master currency rates via an electronic feed from a third party or via the Internet?	No, but rates can be updated from a file. Import from a third-party is on the roadmap.	Confirmed
Journals			
7.37	Detail the types of journal provided? E.g. Fixed and variable journals, manual, reversing, recurring, year-end, statistical?	The system supports standard journals (single period), reversing journals (accruals) and repeating journals. Financial and statistical journals can be processed (both values in a single journal if appropriate).	Confirmed. MCA (Mini CoA Codes) can spread values by a weighting set between GL codes.
7.38	Does the system support the import of journals from an Excel spreadsheet? If so, does it validate the contents on input and an produce an exception report of any failed imports?	Yes, an integrated Excel journal upload spreadsheet is provided which connects using a web service API.	Confirmed
7.39	Can the journal posting be automated based on a pre-defined schedule, i.e. automated prepayments?	Yes, these can be entered at source e.g. prepaid AP invoices.	Confirmed
7.40	Can accruals and pre-payments be entered and the period in which they reverse?	Yes	Confirmed
7.41	Can the system automate accruals and prepayments of open POs (including purchase contracts)?	Yes. Happens automatically in real-time.	Noted
7.42	Can the system validate the accounting data entered into a journal against master data and data validation rules at point of data entry, e.g. GL account & entity combinations?	Yes	Confirmed
7.43	Can the system direct workflow review and approval to designated specialist area approvers for pre-determined accounts, e.g. tax?	Yes, journals can be sent for review and approval by different persons although this is driven by journal type rather than accounts within journals.	Confirmed
Time periods			
7.44	How are periods handled by the software?	Every transaction posts to one or more periods/years. The GL and sub-ledgers have their own current period/year which is separately closed and used to determine which period/year transactions are posted to (user overrides are possible subject to security).	Confirmed. 12 or 13 periods are supported. Weeks could be put into a stream (dimension) for analysis purposes.
7.45	How many:- - Accounting periods can be set up? - Years can be set up?	Monthly periods within the current year and up to 9 future and 9 historic years).	Noted
7.46	Can the length/ number of periods be adjusted to suit different customer requirements?	The system supports calendar months, 445 etc. and year ends are user definable.	Confirmed
7.47	How many accounting periods can be open at any one time?	All periods in the previous, current and next year can be posted to subject to security. Budgets can be posted to CY +9/-9 years.	Confirmed
7.48	How many years can be open at any one time?	See above.	Confirmed
7.49	Does the system support the use of separate tax and accounting periods?	Tax periods are controlled by entering return dates when running tax routines.	Noted
7.50	Can a period or year be re-opened after it has been closed? If so, what controls are in place over this function?	Controlled through security privileges.	Confirmed
7.51	Can data from all accounting periods and years be accessed at any one time?	Yes	Confirmed
7.52	Can previous months and years be accessed for enquiries or reports?	Yes	Confirmed
7.53	Does the software handle posting date as well as document date? If so, are transactions analysed by posting date or document date?	Yes, both can be used for analysis.	Confirmed. Multiple dates are help, including: Posting date (period), input date, authorisation date and document; as well as exchange rate dates (actual and effective).
7.54	If so, does this cover:- - General ledger? - Sales ledger? - Purchase ledger?	All modules.	Noted
7.55	Is it possible to allocate transactions to: - Future periods? - Previous closed periods? - A previously closed year?	Yes, subject to security permissions.	Confirmed

Ref	Requirement	Response	Reviewer Comments
7.56	If so: - What controls are in place e.g. level of authorisation and on screen warnings? - Will the software revise subsequent periods accordingly?	Warning/error messages are generated when users post to past/future periods/years depending upon user permissions.	Confirmed
7.57	How will transactions outside the current period be:- - Reported? - Accounted for in the VAT return?	VAT returns are managed using transaction dates (tax point dates) and once reported are marked as reported so they are not reported again in future returns.	Confirmed
Budgets			
7.58	Does the software permit use of budgets and provide comparisons between budgets and actuals?	Yes	Confirmed. Can allocate a budget to a "balance class" which can be subsequently be reported on; including variances using formulae to compare data in multiple classes.
7.59	Does the software have the ability to import budgets from an Excel spreadsheet, validating the contents on input and providing an exception report of any failed imports?	Yes, an integrated Excel budget download/upload spreadsheet is provided which connects using a web service API.	Confirmed. Two standard templates exist for this.
7.60	How many versions of budgets/forecasts can be maintained on the system? If yes, how many versions of budgets/forecasts can be maintained on the system?	Just over 1300 (two character identifier)	Noted
7.61	Are budgets available for: - General ledger? - Sales ledger? - Purchase ledger? - Overheads? - Balance sheet?	Yes all accounts can be budgeted against unless denied through CoA posting rules.	Noted. Can apply to CoA, but not customers and suppliers; but could hold this at an analysis level.
7.62	Can budgets be set by: - Period? - Annually?	Yes	Noted
7.63	Can budget holders be assigned within the system?	Yes, in so far as users can run enquiries/reports for designated budget responsibility areas.	Confirmed. Usually held against projects. A "light user" could be allocated even if not a core user.
7.64	Can the software automatically generate budgets? If yes, please state how this is achieved.	Yes, automatic planning options are provided to copy/flex budgets within and across years e.g. create next years budget by copying/flexing current year budget values.	Noted. Can create "automatic plans" and also use formulae between classes.
Receipts and payments			
7.65	Can the following types of payments (receipts) be processed: - Cheques and cash - Direct debits and standing orders - Direct payments (on-line banking, BACS, etc.) - Receipts from third-party payment providers (e.g. credit cards, etc.)	Yes, all of the payment modes are supported.	Confirmed
7.66	Is the system able to post payments and receipts to multiple nominal ledger accounts, and the allocation of invoices to different cost centres / departments? If so, can this be automated from the bank statement?	Yes	Confirmed
7.67	Can the system handle: - Manual and batch input of postal cheque receipts? - Cancelled or returned cheques?	Yes	Noted. Failed DDs can also feed back in.
7.68	Does the system have the ability to post transactions against multiple customer accounts?	Yes	Noted. Would need to allocate manually or setup a group account to allocate to (use "associations" for a head office and branches).

Ref	Requirement	Response	Reviewer Comments
7.69	Can the system process: - Refunds to a customer? - Card chargebacks?? - Cancelled standing orders / direct debits?	Yes	Confirmed. Deallocate first and then can cancel transaction and notes in cashbook.
7.70	Does the system provide petty cash functionality?	Yes	Confirmed. Sundry supplier.
7.71	Does the system allow direct payment via BACS or the creation of a file for electronic submission to Internet-based BACS services (all subject to the permissions matrix)?	Yes, although transmission is handled by external BACS systems.	Noted. Produces a standard format BACS file (various formats have already been setup but more can be configured in the "QED" Mapping tool).
Bank reconciliation			
7.72	Is the system able to automate bank account reconciliations (cash book vs. bank account)?	Yes	Confirmed
7.73	Can the system transfer funds in multiple currencies between accounts?	Yes, although separate transfers per currency are required i.e. single journals cannot be processed in multiple currencies.	Noted
7.74	Does the system provide functionality to upload bank statement data from local bank provider? If so please state the banks supported.	Yes, all bank formats can be accommodated.	Noted. Via QED.
7.75	Does the system have the ability to: - Manually reconcile outstanding items? - View and list all unreconciled items?	Yes	Confirmed
7.76	Does the system have a manual override on reconciliation?	Automatically matched items can be unmatched and manually processed.	Confirmed
7.77	Is it possible to reallocate receipts posted to an invoice to another invoice?	Yes	Confirmed
Fixed Assets			
7.78	Does the system allow the creation of an asset from "assets under construction" (AUC) account to the fixed assets register?	Yes	Noted. Can do via projects module or using prompt files.
7.79	Does the system allow the creation of an asset through purchases entered in the purchasing module or purchase ledger?	Yes	Confirmed. Automatic or manual supported.
7.80	Does the system automatically generate fixed asset numbers for assignment to assets?	Yes	Confirmed
7.81	Does the system have a process for disposal of assets including automatic calculation of the gain/loss on disposal and posting of appropriate entries in fixed assets register and General Ledger?	Yes	Confirmed. Full and partial disposals.
7.82	Does the system support the following functions: - Revaluation? - Impairment? - Write-off? - Transfer between group companies?	Yes	Confirmed
7.83	Does the system have automatic calculation of depreciation and posting of entries to the General Ledger?	Yes	Confirmed. Multiple book types are supported.
7.84	Can the system depreciate using a variety of methods? If so, state the methods supported, e.g. straight line, sum of years digits, etc?	Several recognised methods are supported e.g. straight line, reducing balance, sum of the digits plus user defined rates e.g. 40% year 1 60% year 2.	Confirmed. And user-defined using rate codes and weightings.
Revenue Recognition			
7.85	Does the system have rules to facilitate automated revenue recognition accounting process?	The system operates on an accrual accounting basis with prepayment and deferral for payments in advance etc.	Noted
7.86	Can the system recognise and account for revenue based on various methods including: - A single date? - Over a contract term? - Usage against contract? - Time and expenses incurred or performance obligations based on pre-defined criteria entered in the system?	Revenue and expenditure can be recognised in single and multiple periods/years.	Noted. Contract and job billing is supported alongside standard billing. Performance obligations (IFRS15) is not supported.
7.87	Can the system automate posting of revenue in the P&L and deferred revenue in the Balance Sheet according to pre-defined templates?	Yes	Noted. No secondary posting is needed.

Ref	Requirement	Response	Reviewer Comments
7.88	Does the system provide deferred revenue reports showing phasing of revenue recognition for user defined parameters e.g. contract, product?	There is no standard report provided, but we do provide a report tool that could be exploited to satisfy the requirement.	Noted
Balance Sheet Account Reconciliation			
7.89	Does the system facilitate a General Ledger analysis and reconciliation process? - Compare amounts in the GL control accounts with the amounts in the related subsidiary ledgers (sales ledger, purchase ledger, Fixed Assets, Inventory, Payroll, Cash & Bank etc.) - Create reports for those accounts that are out of balance, with aging of reconciling items. - Store reports for future reference to enable review and follow-up of open items through to resolution, and to maintain a full audit trail?	Inter-module reconciliation reports are provided. There is also a general reconciliation facility for managing reconciliation of nominated control accounts typically within the balance sheet.	Noted. There are reports for this. There is a GL reconciliation module.
7.90	If so, can this be carried out on-line?	Yes	Noted
Provisions			
7.91	Can the system facilitate / automate the calculation and posting of journal adjustments for standard accounting provisions such as bad debt?	Bad debt reports/processes are provided for calculating/generating write-off journals.	Noted. Run report. Then go into the accounts and do manual write offs.
Month End Close			
7.92	Does the system have a period close task list with the ability to track close tasks / timelines / owners / status in line with the close calendar?	A user defined activity checklist allows tasks to be signed off indicating the readiness of the system to perform period end close, which can be carried out manually or automated in line with a month end closedown timetable.	Confirmed
7.93	Does the period close checklist include formal sign-off within the system for satisfactory completion of activities?	Yes	Confirmed
7.94	Does the system close an accounting period and permanently prohibit subsequent postings to the closed period, i.e. a hard close?	Posting to closed periods/years is security controlled.	Confirmed
7.95	Can the system allow a closed accounting period/financial year to be-re-opened to permit subsequent postings to the closed period by authorised users, i.e. a soft close or pre-close?	Users with requisite security permissions can post to closed periods/years.	Confirmed
7.96	Does the system generate year end closing journal entries for P&L and Balance Sheet balances and roll over General Ledger balances to the next fiscal year with an audit trail in line with local statutory requirements?	Yes	Confirmed
Statutory Reporting			
7.97	Does the system meet IFRS and local GAAP statutory reporting requirements for all the countries in which it operates?	UK statutory/regulatory compliance is supported.	Noted
7.98	Does the system accept IFRS/local GAAP reporting adjustments?	Yes	Noted. Period 13 supported.
7.99	Can the system adjust balances prior to closing the financial year but after the closing period of the year by setting up additional accounting periods e.g. 'Period 13'?	Yes	Confirmed
7.100	Does the system support the preparation and submission via e-filing of statutory reports in the required format to external authorities? If so, please list the countries where this is supported?	There are no standard electronic filing capabilities such as XBRL, however, financial statements, TB's etc. can be exported in other formats for use by specialist e-filing systems.	Noted. Creates PDF for UK
7.101	Does the system support XBRL-based specifications for the exchange of financial data?	No	Noted

Ref	Requirement	Response	Reviewer Comments
8.	**SALES**		
Setup and processing			
8.01	Does the software start with a quotation or the sales order?	Currently the documentation starts with an Invoice or Credit Note. However, OneAdvanced are soon to release 'Sales Quotations & Order Processing' for Financials. This would mean documentation could begin with a Quotation or Sales Order.	Confirmed
8.02	If a quote then can this subsequently be converted to a sales order (or invoice)?	Quotation will be converted into an order and then subsequently into an invoice	Confirmed. Also links to stock.
8.03	Are recurring or scheduled orders handled?	Yes, it can handle recurring orders. You can set frequency start date and number of occurrences.	Confirmed. "Recurrence" can be set against the order.
8.04	Does the software provide credit-control functionality? If so: - Can notes be recorded against customers? - Does the system provide "on-stop" functionality? - Can chasing (Dunning) letters be produced?	Yes, credit limit and temporary credit limits may be set at customer level along with Credit controllers. Warnings or errors can be issued if a quote or order will go over the customer credit limit. Notes can be recorded against customers via the Diary and or Paperclip function. The system does provide stop credit functionality on an error or warning basis. The integrated Accounts Receivable module supports chase paths and dunning letters.	Confirmed. Complete case management with Dunning steps.
8.05	How does the software check the credit status of a customer: - On receipt of order? - Prior to dispatch?	The system checks credit status at Order stage or Invoice stage (Where SOP is not in use). There is no additional check at dispatch stage.	Confirmed
8.06	Can the software block: - Customer orders? - Deliveries? - Invoice production?	The customer may be disabled to stop Orders, Dispatches and Invoice production.	Confirmed
8.07	At quotation or initial order stage state how does the software: - Check stock availability? - Highlight alternative stock?	Where the item being sold is a stock item, the system automatically checks available stock and displays availability at that point in time. There is no automatic highlighting of alternative Stock, though the operator can navigate to the relevant item, identify alternative items and look at Stock availability for those items manually.	Confirmed
8.08	Where stock is not available is there an option to raise a "back order" and issue an associated purchase order?	Yes, the system raises a demand on store for the relevant item and depending on the configurable item / store controls, replenishment will be initiated either from a parent store or stores, or through automated purchase order.	Confirmed. Different replenishment routes depending on stores.
8.09	Does the software handle forward orders? If so: - Only when stock is now available? - Allocated from future planned stock?	Yes, the system can be recorded with a frequency, start date and number of occurrences. This actually creates a Sales Invoice contract that will generate the recurring invoices and place the demand on store at the same time.	Noted
8.10	Can multiple addresses be held for each customer (invoice and delivery address).	Yes multiple address may be held against each customer and used as Invoice and / or Delivery address.	Confirmed
8.11	Will the product accept orders from the Web? If so, does the software have an in-built e-commerce platform?	Yes, there is an interface to accept incoming Orders from whatever source. An in-built e-commerce platform is a future roadmap candidate item.	Noted
8.12	If so: - How are web orders integrated with the sales order processing ledgers? - What control features are available for checking web orders before processing?	The incoming interface will validate the incoming Order against pre-configured validation routines and report any errors. Application Program Interfaces are available and / or may be developed to meet specific requirements.	Noted

Ref	Requirement	Response	Reviewer Comments
8.13	Can picking lists /dispatch notes be amended for non-availability of stock? If so: - Is this reported? - Are the items dispatched reflected in final invoice?	Picking lists will only show allocated stock and generate back order demand for non-fulfilled demand. Only items that have been dispatched are eligible for Invoice.	Confirmed
8.14	Per order does the software support: - Multiple dispatch notes? - Multiple invoices?	Yes the Order can be dispatched in whole or per line. Yes the Order may be Invoiced as a whole or per dispatch.	Confirmed
8.15	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.	An automatic process will Invoice for dispatched orders after a configured number of days. Enquiries are available to identify dispatched orders that are available for Invoice.	Confirmed
8.16	Can manual invoices be raised (i.e. without a sales order)?	Yes, Efficient transaction entry routines are provided as standard within the OneAdvanced Sales Invoicing (SI) module, enabling users to create and output ad-hoc/one-off/proforma (RFW) invoices and credit notes on-line utilising all elements of the master data	Confirmed
8.17	Does the software produce proforma invoices as required?	Yes	Confirmed. Set via Document Type
8.18	Can returned goods be processed to produce: - Credit notes? - Refunds?	Yes, Credit Notes	Confirmed. Do a "return order" against the SO.
8.19	Are these referenced to the original order/invoice?	Yes, there is transaction drill through to original invoice and order	Confirmed
8.20	How are returns controlled/authorised?	Through security access to the return function.	Confirmed. Option to use an authorisation too.
8.21	Can the system calculate all sales taxes based on ship-to address of all countries it operates?	Yes	Confirmed. Based on tax code and "tax location", at item or customer or for a specific invoice.
8.22	Can the system connect to external tools to obtain sales tax rates / rules / values?	No	Noted
Receipts, cash allocation and statements			
8.23	Can the system display receipts from customers by payment method e.g. DD, BACS, Internet banking, Credit cards, and cheques?	Yes, each transaction legend can be captured and recorded against the transaction	Confirmed
8.24	Where the invoice number is quoted, can the system: - Apply cash against an invoice and clear the invoice where the amounts match? - Apply cash against an invoice and write off small differences where the amounts don't match?	Through the Bank reconciliation processes the system can pick up the transaction from the statement and allocate against the transaction automatically. If the transaction is not known the cash can be placed into unallocated cash against the customer where it can then be matched at a later date.	Noted. Writes off underpayment to control account.2

Ref	Requirement	Response	Reviewer Comments
8.25	Can the system propose matches when the customer is identified and the payment amount matches the amount owed by the customer but there is no invoice detail in the customer remittance?	The AR module supports a wide range of allocation scenarios such as the fully automated 'rules based' allocation of payments received, partial allocation of payments, part payment of invoices and payment de-allocation/reversals. The system clearly displays the allocation status of all transactions (e.g. outstanding balance, unallocated balance etc.). Payments received can be allocated to individual or multiple invoices. Alternatively, payments received and credit notes raised can be posted onto the customers account as unallocated/unmatched and manually allocated by users at a later point in time. A summary level enquiry is also provided that displays a detailed list of all unallocated payments residing on the system, from which the user can select the payment/credit note transaction and navigate to the manual matching screen to complete the allocation process. It should be noted that the system fully supports the ability to receive payments in multiple formats, such as Direct Debit, cheque, cash, credit/debit cards, internet etc."	Noted. "Allocations" allow the priority of match types to be defined. Unallocated goes to "Prompt file" for manual allocation.
8.26	Can a receipt to be posted to an account as unallocated or awaiting invoice?	In respect of the payment receipting and associated allocation/matching to outstanding debt transactions, both manual and automatic payment allocation methods are supported. A wide range of allocation scenarios are provided such as the fully automated 'rules based' allocation of payments received, partial allocation of payments, part payment of invoices, multiple allocation of a single payment transaction and payment de-allocation/reversals. The system clearly displays the allocation status of all transactions (e.g. outstanding balance, unallocated balance etc.). The AR module provides the concept of an unallocated payments list that records and displays details of all payments received that have been posted onto a debtor or suspense account, but have not yet been allocated/matched to the respective invoice(s). Easy-to-use manual allocation routines are provided that allow users to quickly and efficiently match unallocated payments to outstanding invoices. Comprehensive search routines are provided as standard.	Noted. Can post but don't allocate.
8.27	Does the system have on-line cash allocation functionality? If so, explain how this operates, e.g. automatically from a Bank feed.	Through the Bank reconciliation processes the system can pick up identified transaction from the statement and allocate them automatically. If the transaction is not identified as to where it should be allocated, the cash can then be placed into unallocated cash against the customer where it can then be matched at a later date.	Confirmed
8.28	Is it possible to unallocate receipts posted to an invoice and reallocate it to another invoice?	Yes, there is a de-allocation function which will allow the user to reallocate cash if required	Confirmed. One method is to copy and change document type; or create manually.
8.29	Does the allocations of credit notes follow the same steps as for receipts?	Yes	Noted
8.30	Can the system produce statements at any time as at a user defined date?	Yes	Confirmed
8.31	Is it possible to email, fax or produce hard copy statements?	Yes, statements can be emailed	Confirmed

Ref	Requirement	Response	Reviewer Comments
8.32	Does the statement contents include: - All unmatched items (i.e. outstanding items) - A breakdown of outstanding debt grouped by age: e.g. 0-30, 30-60, 60-90, 90+	Yes	Noted. There are templates that can be used.
Sales related documents			
8.33	Are the following documents produced: - Quotations? - Order confirmation? - Picking lists? - Labels? - Dispatch/Delivery note? - Invoices?	All documents bar labels are available.	Noted.
8.34	Are the following reports available: - Quotes for which orders not received? - Orders received (analysis)? - Items placed on backorder and/or purchase orders raised? - Items dispatched not invoiced? - Items ordered but not dispatched due to stock out? - Gross margin (by invoice or item)?	Yes, but users are also able to create their own reports through the OneAdvanced report writer.	Noted; there are well over 100 sales-related reports.
8.35	Are invoice details derived from order input? (e.g. prices, quantity)	Yes, but invoice can be designed to meet customer needs.	Noted. On conversion carries details through.
8.36	Does the software provide the ability to use customer-specific sales invoice templates?	Yes	Noted. Can set a specific document type for a customer.
8.37	Is it possible to produce a VAT only invoice?	Yes	Noted. Directly in sales invoicing. Set the "Tax only" flag.
8.38	Does the system have the ability to re-print a customer invoice on demand?	Yes	Confirmed. Print "reprint" option.
8.39	Can invoices be sent via e-mail directly from the system?	Yes	Confirmed
8.40	Can the system create credit notes with reason codes and requiring authorisation?	Credit notes based on the document type used could require authorisation prior to being posted to the account.	Confirmed
8.41	Does the system provide electronic authorisation for invoices and credit notes?	Yes, for both.	Confirmed
8.42	Can the system consolidate billing for multiple orders with the same customer onto a single invoice?	No	Noted

Ref	Requirement	Response	Reviewer Comments
9.	**PURCHASING**		
Supplier and product setup			
9.01	Does the system allow suppliers to access appropriate information (e.g. standard T&C's, order information) via a supplier portal?	Yes, the e-Supplier portal allows designated suppliers to undertake a range of different tasks.	Confirmed
9.02	Does the system allow suppliers to update their supplier record using a supplier portal?	Yes, address, bank and catalogue maintenance all routed through bac-office workflows.	Confirmed
9.03	Does the system provide an automatic duplicate check for new supplier set up using standard unique fields such as bank account / VAT No. / Company Registration / Address?	Checks on postcode are automatically performed at the tie of account creation. Other checks can be performed through enquiries/reports.	Confirmed. Can run enquiries and reports for duplicates (postcode and bank account details).
9.04	Does the system link to a third-party solution (e.g. Experian or Dun & Bradstreet) to carry out validation checks against supplier master records in the system?	Any validation is manual but details can be stored within Financials from OneAdvanced.	Noted. No automated link but details can be stored.
9.05	Does the system have a multi layer supplier category field within the supplier record to use for procurement analysis?	Yes, an unlimited number of classifications can be assigned to supplier records for analysis purposes.	Confirmed; multiple classifications.
9.06	Can more than one supplier be allocated to each product? If so, can one be set as the preferred supplier?	Yes, where there are multiple they can be ranked.	Confirmed
9.07	Does the software hold details of substitute products if applicable?	Yes	Confirmed
Purchase Order processing			
9.08	Can the software generate suggested purchase orders (based on stock levels)?	Yes, using automatic re-order levels and re-order quantities.	Confirmed
9.09	Can purchase orders be generated by the user?	Yes	Confirmed
9.10	Is stock availability updated for stock on order?	Yes, when PO's are GRN'd physical stock balances are updated. Until then they are included in notional stock balances.	Confirmed
9.11	Can the software handle "back to back" ordering?	Yes when the SOP module is in operation.	Confirmed
9.12	How many order lines can be included on a single purchase order?	Unlimited.	Noted
9.13	is it possible to automatically append the standard terms and conditions to purchase orders?	Yes	Noted. Can make part of the PO template.
9.14	Is it possible to copy an existing purchase order record in order to create a new purchase order record?	Yes	Confirmed
9.15	Does the system support consolidated purchase ordering?	Yes, provided purchase requisitions are in use.	Noted. Set requisitions to be held and then manually convert them using the consolidation workbench.
9.16	Does the system enable the issue of purchase orders by email, EDI and/or via the Internet?	Yes, although PDF/email is the standard offering. Others can be configured by OneAdvanced as part of the implementation.	Noted
9.17	Is it possible to amend or cancel a purchase order?	Yes, and to complete which is treat differently to cancelation i.e. it can be reversed.	Confirmed
9.18	Does the system have the ability to record chasing notes for outstanding purchase orders?	Yes	Confirmed. Can see in portal (via workflows).
9.19	Can the purchase price of items be amended at any time prior to receipt of the goods?	Yes, although approval may be required.	Confirmed
9.20	Does the system provide standard and customisable workflows for authorisation of POs that can align with business delegation of authority?	Yes, flexible approval/routing rules can be defined.	Confirmed
9.21	Can the system restrict buyer purchases by specific purchase types or cost codes?	Yes, through data security restrictions.	Confirmed
9.22	Can the system create blanket purchase orders?	Yes	Noted. Raise value order and then log multiple receipts against it.
9.23	Is it possible to amend the status of a part delivered PO to 'complete'?	Yes, at any time or when entering partial receipts if known at that time that the balance on order can't be fulfilled.	Confirmed
Receipt of goods			
9.24	Does the software track a purchase order and record the receipt of incoming goods or services delivered?	Yes	Confirmed
9.25	Can a user receipt goods/services without a PO?	No	Noted
9.26	Can the software handle partially completed orders and returns?	Yes, returns for credit and replacement can be accommodated.	Confirmed

Ref	Requirement	Response	Reviewer Comments
9.27	Are receipts checked to purchase orders and discrepancies reported?	Yes, various rules can be enforced including permitted tolerances.	Confirmed. Quantity and value mismatches are captured.
9.28	Does the system have functionality to mark goods as faulty and process returns?	Yes	Confirmed. Multiple reasons for return are supported.
Supplier Invoice Processing			
9.29	Can purchase invoices be checked to purchase orders and confirmed receipts and discrepancies reported (3 way matching)?	Yes	Confirmed
9.30	Can the system use tolerance limits (value or %) for 3 way invoice matching?	Yes, global and supplier level tolerances can be accommodated.	Confirmed
9.31	Does the purchase order screen show at line level the Quantity Received, Quantity Billed and does this also reflect in the order status?	Yes	Confirmed
9.32	If quantities delivered and invoiced by a supplier do not match exactly the quantity ordered, can this be recorded in the system?	Yes	Confirmed
9.33	Does the system allow an exception approval process for non-PO invoices via a workflow?	Yes	Confirmed. Normal approval rules can be used.
9.34	Can the system automatically detect duplicate invoices during processing?	Yes, based on invoice reference and reference/tax point date where suppliers legitimately use the same reference.	Confirmed
Supplier Payment processing			
9.35	Does the system support the initiation, approval and processing of payment runs for multiple trading currencies, with the ability to select different payment methods? (See also the "Payments" part of Section 7)	Yes	Confirmed. Separate payment schedule per payment method. Can then manually amend who is on each and value.
9.36	Can the system create payment run proposals for invoices due for payment with approval workflow in line with delegation of authority?	There is no formal approval of payments although users who manage payment processing can be limited through security permissions. Several stages are involved so segregation of duties can prevail.	Confirmed
9.37	Can the system transfer bank payment files directly to secure banking portals without manual intervention?	No, payment files are produced that need to be transferred to payment software.	Noted
Purchasing related documents			
9.38	Are the following reports available: - Purchase Orders raised? - Purchase Orders not received? - Goods received discrepancies? - Invoice to goods received discrepancies? - Goods received not invoiced? - List of cancelled orders?	Yes	Noted. A whole suite of reports is available.

Ref	Requirement	Response	Reviewer Comments
10.	**STOCK**		
Stock processing			
10.01	Does the system provide simple functionality relating to stock?	Yes, through the Inventory Management module.	Confirmed
10.02	What information is held in respect of stock (and are there any limits): - Item numbers/ description? - Location(s)? - Quantity, (available, allocated, on order)? - Minimum and maximum stock levels? - Reorder lead times? - Supplier(s)? - Prices/cost/ discount details? - Batch/serial number? - Weights etc? - Other – please specify?	Comprehensive information can be held against stock items and stores. These can be explored during the onsite evaluation.	Confirmed
10.03	How is stock updated? - Dispatch of goods? - Receipt of goods? - Adjustments? - Transfers between locations? - Other, please specify?	All of these plus stock checks, picks, BIN transfers, +/- adjustments etc.	Confirmed
10.04	Is negative physical stock allowed?	Only in so far as the notional stock balance can be negative triggering back-order replenishments via Purchasing or another store e.g. a warehouse.	Noted
10.05	Can the software handle "sale or return" stock?	Yes	Noted. Could do via a consignment warehouse.
10.06	Can the software handle variations to a standard pack of products?	Yes, through UOM relationships.	Noted
10.07	What methods of stock valuations are allowed? - Average - FIFO - LIFO - Standard cost - Other, please specify	All bar LIFO. The policy can vary by store and store/item where required.	Confirmed
10.08	How can stock enquiries be made, i.e. by product code, short name/supplier etc.	Principally through store and item (product).	Confirmed
10.09	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?	Yes	Confirmed. Can report on due date.
10.10	Does the software facilitate the regular counting/ inspection of physical stock (e.g. by producing random/defined stock check lists)?	Yes although not random. Users must specify which stock items are being counted using a range of criteria e.g. store, BIN locations, ABC class etc.	Confirmed
10.11	Can the software handle more complex situations such as: - Bill of materials - Links to CAD/CAM systems - Job costings to collate and value WIP.	Links to CAD/CAM systems requires further investigation although BOM and WIP can be managed.	Noted. No link to CAD/CAM. No manufacturing but kitting of inventory supported. Integrated time/expenses and WIP module.
10.12	Does the system provide a SKU level stock reorder listing which includes all items under the minimum on-hand quantity or at the re-order point?	Yes	Confirmed that all this information is held. Standard reports or a Jaspersoft report could be generated.

Ref	Requirement	Response	Reviewer Comments
11.	**VALUE ADDED VAT**		
Generally			
	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		
11.01	Does the software have the facility to hold the following VAT information: - UK VAT registration number? - Intrastat code? - EC Code? - EC VAT registration numbers? - VAT rates (please specify number available)	Yes, VAT rates are date effective within VAT code and you can set up as many codes as you require.	Confirmed
11.02	How does the software handle rounding's?	The application calculates tax on a line by line basis (rounded to two decimal places). This is in keeping with HMRC's guidelines Please see Section 17.5.1 of the HMRC VAT guide for more information.	Noted
11.03	Is this applied consistently?	Yes	Noted
11.04	Does the software handle VAT fuel-scale charges with automatic double entry processing?	There is no automatic calculation of fuel charge adjustments.	Noted
11.05	Does the software handle VAT calculation tolerances? If so, do any discrepancies produce: - Warning? - Appear in the audit trail? - Appear in the VAT exception report?	Yes. Discrepancies are reported on-screen and through report with rounding being recognised through a separate GL rounding/VAT variance control account.	Confirmed
11.06	What security features (password/ audit trail) are in place to control changes made to: - General ledger VAT control accounts? - VAT tables set up and change? - Tolerance levels? - Invoice sales number table? - Roles and permissions. Audit trail tracks changes made - Changes on VAT code on customer files? - Changes on VAT code on stock files? - VAT calculated on sales invoices or credit notes?	Security permissions regulate which users have access to which transactions/records and all changes are recorded in the audit trail.	Confirmed
11.07	Does the software store and report a VAT Period Reference, e.g. "01/20"?	VAT extracts are by date range correlating to the VAT return period which may be a month/ quarter etc.	Confirmed. Reports are up to a date. Then "report and update" to set the AR/AP "Tax Date".
11.08	How does the software ensure that each eligible posting is reported only once in a VAT return?	You run the VAT extract in report and update mode. The update marks the transactions as being reported ensuring they are never extracted again even if they fall within the date range of the next extract.	Confirmed, as 11.07
11.09	Can the system make a submission to HMRC under the new Making Tax Digital requirements?	Yes through the Business Tax Portal (BTP) which is an OneAdvanced platform solution that integrates with our own or third party accounting systems.	Noted. Exports CSV into Business Tax Portal.
11.10	Once the submission is made successfully to HMRC, are transactions flagged and the return marked as Submitted?	Yes	Noted
Method of operation			
11.11	VAT basis. Can the software handle: - Invoice (standard) accounting? - Cash accounting?	The finance system supports only accrual accounting based VAT returns.	Noted
11.12	If the software can handle both invoice (standard) and cash methods of accounting for VAT is the basis clearly identified during set up?	Accrual only	Noted
11.13	Can the software handle the following VAT schemes: - Annual accounting scheme? - Flat rate scheme? - Retail schemes? - VAT margin schemes?	Yes, although there is no specialist processing variable by scheme.	Noted
11.14	Can the software handle the standard method of partial exemption?	Yes, PEV processing facilities are provided.	Confirmed

Ref	Requirement	Response	Reviewer Comments
11.15	Please state the number of VAT codes available for VAT analysis.	Unlimited	Confirmed
11.16	How does the software handle: - Distance selling (supply to an unregistered EC customer)? - Outside the scope due to place of supply rules? - Outside the scope of VAT as, e.g. not a supply for a consideration - donations, council rates (should not be included on vat return).	Yes, differentiated through separate VAT codes/locations.	Noted
11.17	How does the software handle: - Goods and related service purchased from the EU? - Services purchased overseas? - Process? - Triangulation?	Yes, although triangulation is no longer required. 'Process' requires further investigation.	Noted
11.18	Does the software include the functionality to identify EU acquisitions of goods? If so, can the software generate acquisition tax?	EU acquisitions are classified using designated VAT codes. There's no ability to auto generate acquisition tax.	Noted
11.19	Can a report be generated of all EU acquisitions and the amounts of acquisition tax generated?	Yes, although any related acquisition tax would need to be manually calculated/recorded	Noted
11.20	Does the software include the functionality to identify transactions liable to reverse charge VAT? If so, can the software generate reverse charge VAT?	Yes, reverse charges are automatically calculated.	Noted
11.21	Can a report be generated of all transactions liable to reverse charge VAT, and the amounts of tax where so generated?	Yes	Noted
11.22	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	Noted
11.23	How does the software handle late transactions posted outside the closed VAT return period?	They can be picked up on the next return or pulled into the current return period if the VAT extract has not yet been run.	Noted
Input VAT (purchases)			
11.24	Can the software handle VAT inclusive amounts and automatically calculate the input VAT?	Yes, handling codes are used to signify whether input values are inclusive/exclusive of VAT.	Confirmed. Using recoverability handling codes.

11.25	Does the software require the following to be entered:
	- Supplier reference?
	- Supplier document reference?
	- Internal document reference?
	- Invoice tax point date?
	- Invoice posting period date?
	- Invoice gross total?
	- Invoice VAT amount?
	- Individual invoice lines:
	    Net amount?
	    VAT rate?
	    VAT code?
		Yes some are mandatory others are optional e.g. internal reference is not mandatory.	Noted

11.26	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	Noted
11.27	Can the user override the software derived input VAT amount and input VAT as shown on the supplier invoice?	Yes, subject to permissible tolerances.	Noted
11.28	Does the software allow VAT to be reclaimed on the basis of registered but unposted invoices?	Yes	Noted
11.29	If so, does the software flag the status as: - VAT not yet reclaimed? - VAT claimed?	VAT claimed.	Noted
Output VAT (sales)			
11.30	Does the software generate sales invoices?	Yes	Confirmed

Ref	Requirement	Response	Reviewer Comments
11.31	For each invoice generated is the following information included on the sales invoice: - Unique software generated invoice sequential reference? - Company name, address, EC country code and VAT number? - The time of supply (tax point) - Date of issue (if different to the time of supply) - Customer's name (or trading name) and address, EC country code and VAT number (if applicable) - The unit price [applies to countable goods or services. E.g. an hourly rate; or a price for standard services.] - A description which identifies the goods or services supplied - Net and VAT amount and the VAT rates.	All of this information can be included on sales invoices.	Confirmed
11.32	Does the software identify supplies that are zero-rated, exempt and outside the scope? If so, is this on the face of the invoice?	Yes	Noted
11.33	Does the software handle Proforma invoices? If so, are the invoices clearly identified as "this is not a tax invoice"?	Yes	Noted
VAT reporting			
11.34	Does the software create a final VAT return and include functionality to submit this data to HMRC under the Making Tax Digital requirements?	Yes through the Business Tax Portal (BTP) which is an OneAdvanced platform solution that integrates with our own or third party accounting systems.	Noted
11.35	If not, does the software have a means of producing reports that supports the completion of the VAT return to enable it to be submitted to HMRC under the Making Tax Digital requirement via another application (where required)?	N/A	-
11.36	Is the VAT return information available by report on a three monthly basis or any other specified period?	Any return periods can be accommodated.	Noted. Date based.
11.37	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	Noted
11.38	Can the VAT return be recreated showing all the transactions which were included in the original VAT return?	Yes, there are two versions of the BTP. The base edition that records imported 9 box values only and the full edition that stores transactions which are used to calculate 9 box values.	Noted. Full audit trail in BTP. Or via a screen enquiry in Financials from OneAdvanced.
11.39	Does the software have a separate VAT audit log?	There are separate tables that VAT processing functions use although for the most part VAT is an attribute of financial transactions in the regular audit trail.	Noted. In the normal transaction log.
11.40	Note where the software details the following non routine event in the audit trail or VAT audit log etc: - Changes to VAT tables. - Change from invoice/cash VAT accounting or other Schemes. - VAT tolerance. - Changes to VAT rates on customer, supplier, product master files.	Point 1 and 4 are recorded within the audit trail. Point 2 not covered (system operates on an accrual rather than a cash accounting basis) and Point 3 validated at entry.	Confirmed
11.41	Are the above changes noted above stamped with a: - User id? - Software generated unique reference number? - Date and time?	User ID/date/time.	Confirmed
11.42	VAT postings: - Are all VAT postings recorded in the audit trail or VAT audit log? - Does the software denote whether each transaction has been included in a reconciled VAT return? - How does it denote which VAT Return the transaction has been included in?	Yes, where the full edition of the BTP is used it is more apparent which VAT return transactions have been reported in. Where the base edition of the BTP is used VAT reports would provide confirmation of the same.	Noted

Ref	Requirement	Response	Reviewer Comments
11.43	Does the software produce a VAT Exception report detailing such transactions as: - VAT amounts outside tolerance levels? - Manual changes to software generated VAT? - Write offs - Zero value invoices? If No for any of the above, how does the software document these occurrences?	The BTP allows ad-hoc and recurring/regular adjustments to be processed against each VAT return.	Noted
11.44	Does the software handle "intra-community" supply of goods?	EC Intrastat processing is supported if this fall under that regime.	Noted
11.45	Does the software support production of an EC Sales List? If so, does the report show EU VAT number, country code, indicator for type of supply (1, 2 or 3), net value (rounded), the customer name, their EC VAT number, and ESL for services and goods?	Yes	Noted
11.46	Does the software produce invoice level reports that enable every value on each EC Sales List report to be traced to source documents?	Yes	Noted
11.47	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).	Yes, by marking transactions as being reported so they are not picked up on subsequent extracts.	Confirmed
11.48	How does the software handle triangulation? E.g. triangulation relates to sale of goods but whilst the 1st supplier sells the goods, it is the intermediary supplier that moves them.	No specific capabilities	Noted
11.49	Does the software have a means of producing a VAT that can be submitted to HMRC under the Making Tax Digital requirement (where required)?	Yes, through the BTP	Noted
11.50	Does the software produce Intrastat reports where applicable?	Yes, through the BTP	Noted
11.51	How are errors on VAT accounts corrected?	VAT errors are corrected either by reissuing of source document or via an amendment journal.	Noted
11.52	How does the software handle the VAT on purchase and sales ledger contras?	All VAT is driven from source documents being contra'd.	Noted
11.53	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)?	The VAT is controlled by customer definable VAT codes.	Noted
11.54	Can the software handle cheque refunds to customers? If so, how is the VAT accounted for under cash accounting?	Cash accounting isn't supported.	Noted
11.55	Can the software handle invoices with multiple rates of VAT?	Yes, VAT codes are held at line level.	Confirmed
11.56	How does the software handle write off of bad debts and the related VAT?	Depends how customers generate write-offs i.e. with or without VAT.	Noted

Ref	Requirement	Response	Reviewer Comments
12.	**REPORTING**		
Global setup			
12.01	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
12.02	Do the reports provide totals where applicable?	Yes	Confirmed
12.03	Are these totals calculated or taken from a control file? Please state the reports that do not feature calculated totals.	Depends upon the report in question.	Noted
12.04	Is it clear when the report has ended? (totals or end markers)	Yes e.g. page 10 of 10	Confirmed
12.05	Can reports be saved in electronic format (as distinct from just printing)? If so, are such files adequately protected from deletion or amendment?	Reports can be saved and exported in multiple formats. Retention/deletion policies are configurable.	Confirmed. If saved outside of the system then it's up to the customer.
12.06	Is a report writer provided as part of the software or as an add on? If so, please state the name of any third party package.	Integral part of the solution.	Confirmed
12.07	What level of knowledge is required to use the report writer e.g. beginner, regular user, expert?	Report authoring is very intuitive using a WYSIWYG interface suitable for use by non-IT staff.	Noted
12.08	Can the report writer make use of user-defined fields (including external fields)?	There are a number of analysis fields provided across modules which can be utilised for customer specific enquiry/reporting needs.	Noted
12.09	Does the report writer enable:- - Separate access to each system area? - Reports to be prepared which combines related data from a number of system areas (e.g. Customers – Sales – Stock items) in the same report?	Reporting domains provide access to key reporting tables. Where necessary domains include data from multiple modules e.g. all sub-ledger domains have access to GL COA fields.	Confirmed
12.10	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 subject to the fields contained within the reporting domain on which the report is based.	Confirmed
12.11	Can users define the parameters, columns, fields and selection criteria used on reports reported?	Yes	Confirmed
12.12	Are standard reports always produced, even when they are nil returns?	This depends upon a flag that controls whether nil reports should be produced.	Noted. Flag on scheduled reported when set to run.
12.13	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	See 12.12
12.14	Can screen layouts, reports and transaction formats be easily adapted to users' requirements?	Online enquiry layouts and reports are adaptable.	Noted. Certain reports have amendable layouts (columns).
12.15	Can a hard copy be produced of all screen enquiries?	Yes using the print screen function and/or by exporting to Excel/Word etc. which can then be printed.	Confirmed
12.16	Can transaction files for all previous periods of the year be retained in the software to permit enquiries and reports?	Yes	Confirmed. Data is present to be enquired and reported upon until archived.
12.17	Are reports of all changes to standing data on customers, suppliers, tax rates etc. automatically generated or stored for later printing? If so, is the report able to capture the nature of the change, user id and data and time of the change?	Yes before and after details can be reported.	Confirmed
12.18	Are all transactions on all reports individually identifiable?	Yes	Noted
12.19	Do the reports show whether items are debit or credit?	Yes	Noted
12.20	Do reports give sufficient narrative and coding to enable cross referencing?	Yes	Noted
12.21	Is it possible to drill down from reports to the ledgers and original transactions?	Yes, using the on-line linked enquiry facility and drillable reports.	Confirmed
Specific reports			

Ref	Requirement	Response	Reviewer Comments
12.22	Can the software produce all requisite reports:- - Day books - Trial balance - Profit and loss account - Balance sheet - Aged debtors - Aged creditors - Aged stock - Aged unallocated cash (debtors) - Aged unallocated cash (creditors) - Budgets - Cash flow statement - VAT reports - VAT form 100 - EC Sales Listings - Intrastat returns (SSD)	Yes	Noted
12.23	Are the above reports standard within the software or do they have to be written?	Most are standard.	Noted. P&L and BS reports would be configured for a customer.
12.24	Is the age criteria fixed or user definable?	User definable.	Noted
12.25	Can the aged analysis and day book reports be in summary and detail?	Yes	Noted
12.26	Do standard reporting options give sufficient flexibility to tailor individual reports?	Yes	Noted
12.27	Can all reports be reproduced after the period end but at the month end date: - Transaction listings? - Day books? - Trial balance?	Yes	Noted
12.28	Is it possible to produce 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?	Retrospective aged debtor/creditor reports can be developed.	Noted. OneAdvanced stated that these retrospective reports are being developed.
12.29	Do the standard budget reports provide analysis of variances?	Yes	Noted
12.30	Do such reports provide exception reporting, percentage analysis and comparatives?	Yes	Noted
12.31	Do standard reports show analysis of trading results? (E.g. sales analysis by region)?	Yes	Noted
12.32	Are all movements during each accounting period shown on sales, purchase, general, stock ledger detail reports?	Yes	Noted
12.33	Do the sales and purchase ledger reports show how all partial payments or allocations (unallocated cash) have been treated?	Yes	Noted. This data is all held within the system.
12.34	Is there a general ledger report that shows balances brought forward and carried forward plus all posted transactions in the period?	Yes	Noted
12.35	Is a trial balance available and is this in summary or detailed format?	Both can be generated.	Confirmed
12.36	Can the management accounts, profit and loss account and balance sheet be sufficiently analysed by: - Project/job - Cost centres - Department - Division - Company - Group (if applicable)	Yes, using reporting hierarchies.	Noted
12.37	Can the above be user defined by Period and/or range?	Yes	Confirmed
12.38	What controls are there in place so that the user is aware of partly processed transactions: - Unposted invoices - Uninvoiced dispatches - Payments - Receipts	Transaction registers hold a record of unposted transactions, partly processed/allocated transactions are distinguished through status and via original and outstanding values	Confirmed

Ref	Requirement	Response	Reviewer Comments
12.39	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)	Discounts can be held against sales/purchase items.	Noted. The system will supply the price based on the price bands set against the items and also using any early-payment discounts against the supplier.
12.40	Detail all automatically generated documents for external use. (E.g. sales invoices and statements, remittance advices.)	Various e.g. purchase orders, payment remittances, sales invoices, statements, reminder letters, paybooks etc.	Noted
Report production			
12.41	Can the software reproduce source documents? E.g. sales invoices; POs, Remittance advices, etc.	Yes, through reprint options.	Confirmed
12.42	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?	Replicas watermarked with 'copy'.	Noted
12.43	Are these clearly identified as duplicates?	Yes	Noted
12.44	Does the software have a suite of month-end reports?	Yes	Noted. Reports can be run at any time. Can also be set in the end-of-month activity checklists.
12.45	Can the reporting function make use of external data files?	Only if the data is imported into the finance systems tables.	Noted
12.46	Does the report writer have the facility to scroll up and down when output to screen?	Yes	Confirmed
12.47	Can all reports be run without the need for period-end procedures to be initiated?	Yes	Noted
12.48	Does the report writer allow print previews of all reports?	Yes	Confirmed
12.49	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