**ICAEW Accreditation Scheme**

**Financial Accounting Software Evaluation**

**PS Financials Limited**

**PS Financials**
**Version 6.0**



**Evaluation carried out by: John Oates**

**Date completed:  30 May 2014**

**Signed:**

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# 1      Summary

## 1.1      Introduction

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

## 1.2      Fundamentally, good accounting software should:

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

It is also desirable that good accounting software should:

- Be easy to learn, understand and operate.
- Make best practical use of available resources.
- Accommodate limited changes to reflect specific user requirements.

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

# 2      Approach to evaluation

## 2.1      Objective
To evaluate **PS Financials version 6.0** against a set of criteria developed by the ICAEW to ensure that the software meets the requirements of Good Accounting Software, as laid down in the summary.

## 2.2      Approach and Work performed
In order to effectively evaluate **PS Financials version 6.0,** a product specialist from the **PS Financials Limited** completed the detailed questionnaire and provided it to the evaluator to examine.  The evaluator then visited the **PS Financials Limited** office in Peterborough and in conjunction with the operation of the various aspects of the software assisted by members of **PS Financials** staff checked the answers to confirm their validity.  The questions were individually reviewed and commented on and the majority of assessments were confirmed.

The evaluator discussed the assessments with members of **PS Financials** staff in order to clarify certain points.  In the event of disagreement between **PS Financials** and the evaluator, the evaluator's decision was taken as final and the response changed accordingly.

**PS Financials version 6.0** was used throughout the evaluation.  The evaluation covered the fully integrated sales, purchase and nominal ledgers and where appropriate sales order processing, sales invoicing, purchase order processing and

stock software, separate reports have not been prepared for each ledger. Instead a composite report has been prepared with references made to the appropriate ledger as necessary.

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

2.3     Software/hardware utilised
An Intel i7 6Gb RAM laptop with SQL Server 2008R2 running under Windows 7.

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

## 3     Matters to consider before purchase

3.1     General overview
PS Financials is a multi-currency, multi-dimension, unified ledger system. The unified ledger approach means that there is no requirement for reconciliation processes, that the system is always in balance, and that analysis and reporting is easily achieved without the need for complex database table joins.

Last reviewed in April 2010, PS Financials has benefited from significant research and development investment over the last four years. With much of the development being focused on combining support for more advanced accounting functionality with improvements in ease of use, administration and change. The developments have resulted in a system that has significantly moved on and has now become a class leader in some sectors. The key development areas have been:

- Introduction of unlimited dimensions, ledgers, values and budgets.
- Consolidation
- Role based security
- User definable Event Rules
- User definable Accounting Rules
- Data transformation and integration
- Pivot grid enquires
- Full bi-directional integration with Microsoft Reporting Services
- Creation of sector specific reporting packs
- Accreditation by HMRC for the HMRC Gateway
- Introduction of new modules including Recurring Income Management, Direct Debits, Document Automation, Workflow, Portal.

The PS Financials system offers great flexibility to customers in what information they can hold, in terms of ledgers, dimensions, and values to ensure the system meets even the most challenging accounting requirements.

4

Analysis and reporting structures are easily changed as future requirements dictate, providing significant flexibility. Users can create their own favourite enquiries to facilitate their day-to-day tasks. This leads to very high user acceptance. Pivot table style analysis grids make it easy to sort, group and total any data held within the system.

The end-user enquiry and reporting features have been greatly enhanced since the last release. The latest release now includes the ability for "drill-anywhere" functionality, which allows the users to drill from any place in the system to another area. This can be used for classic drill-down capabilities – such as drilling from summary to detailed transactions - but can also be used to invoke data and information external to the system. For example drilling from a customer account to all the emails held in Microsoft Outlook relating to that customer account. It is also possible to drill from and to Microsoft Reporting Service reports.

External connections to 3$^{rd}$ party applications or data sources are managed via XML schema definitions which define the target application and any necessary parameters, this can be to both local applications or data sources (i.e. ones on the clients network domain) or can be too internet services or locations. There is therefore no known limitation.

At transaction entry stage, dependent on the type of document to be posted, the transaction will be linked to a set of "dimensions", ensuring that each transactions is analysed at the point of posting to all the different ways in which the client wishes to analyse their business. (A dimension is a metric of the business, e.g. Cost Centre, Department, Region, Employee, basically anything by which income, expenditure or statistical values is measured).

Each dimension can also be a "ledger" in its own right – for instance Sales, Purchase, Asset, Staff, Product, Project, Fund, etc – and then have its own associated analysis fields. The PS Financials application now supports unlimited-dimensions, unlimited-ledgers and unlimited values; allowing a customer to be able to analyse, slice, and dice transactional and statistical information very efficiently.

Supporting the flexibility at the heart of the accounting system, the User Defined Input (UDI) screens automate complex calculations, simplify data entry and reduce input errors. The UDI screens can be in any layout, font, colour, character set and language that are supported by Microsoft Windows. The screens can also contain arithmetic rules and lookups to assist the user. UDIs can be designed to automate tasks including:

- Apportionments
- Accruals
- Partial VAT calculations
- Carbon emissions
- Enforcement of posting rules

The PS Financials application features Event Rules which are core to the application and included in the product licencing. These are triggered by an event taking place in the Accounting database, for example, a posting to a nominal code or a balance being reached.

The actions range from making a posting to alerting a user of an action via email.  Events can trigger automated messages and emails to alert users, including:

- Items for approval
- Transactions posted
- Budget exceeded

Enquiries & Reporting

- All enquiries / reports can be viewed on screen, printed, emailed or sent to Excel
- Enquiry screens allow multiple runtime selection criteria
- Enquiry screens incorporate drag and drop functionality to facilitate data grouping
- Full drill down and around facilities are provided throughout the system
- Unrestricted "Date-Range" and "AS AT" date enquiries and reports available across all ledgers
- Enquiry definitions can be saved as "Favourites" for individual users or the whole organisation
- User defined fields can be created and used within enquiries and reports
- Custom columns can be defined and added to enquiry screens

3.2     Supplier background

PS Financials, based in the UK, provide a complete accounting software solution to over 1,500 organisations in over 45 countries across the Education, Commercial, Finance, Hospitality, Care & Healthcare and Not for Profit sectors.

PS Financials provides its solutions either as on premise basis or via a secure private cloud.  PS Financials does not work through third party resellers and all implementations are undertaken by PS Financials own staff.

3.3     Product background and Suitability for user

PS Financials is a financial management application suitable for organisations of between 2 and 400 users – though there is no defined limitation – within the public, non-profit and business services sectors.

PS Financials is a unified ledger system and offers many features, including:

**An unlimited number of ledgers** can be created including: sales, purchase, nominal, job/project, staff, asset, Investments, fund, etc.  This provides great flexibility and the ability to easily analyse and view transactions.

**Unlimited number of dimensions** for use in the analysis of transactions.

**Control Accounts for all ledgers**; for example sales and purchase ledgers exist within their own lists and thereby separating the main chart from any subsidiary ledger.  This greatly reduces the number of nominal codes in the chart of accounts.

All of these ledgers are **totally integrated** and updated in real-time. Information is therefore always up to date and reflects postings made in other areas of the system, instantly.

**Reporting** data is all in one area, which considerably simplifies the maintenance and writing of ad-hoc reports.

**Ledgers and reporting structures** are easily restructured as future requirements dictate, again providing great flexibility.

**Multiple views** of the data can be created so that every user is able to look at data in the format that they require, understand and prefer. This leads to high user acceptance of PS Financials.

**Period end work** is reduced as all ticking exercises, checks on distributions and interfaces are no longer required – the unified ledger eliminates the need.

**Seamless Drill down** as there are no modular boundaries, drill down and investigation can take place by simply 'clicking' on a transaction.

**User Defined Input forms** can be created in any format, language, colour, font and have logos and bitmaps embedded. These may have arithmetic rules and look-ups and will automate tasks such as apportionment rules, accruals for costs etc. The aim is to simplify input and reduce errors under the full control of the accounts department.

**The PS Rules engine** provides a proactive workflow and email alert facility that automates complex apportionments and cost allocations, asset depreciation as well as sophisticated automation of complex rules such as inter-company transactions, depreciation or cost allocations.

**The inbuilt Reporting Grids** system provides an "Excel pivot table" style view of any data and analysis structure to group, sort, etc. All columns are definable, sorted in real-time and can be dragged and dropped to any position as required. The "custom columns" can be created to provide any additional data fields for comparisons or analysis purposes.

**Integration with other applications** is a key design feature with the integrated batch import, the API for batch or real-time integration and the DTT, their Data Transformation Tool for collecting and transforming data automatically on entry into PS Financials.

3.4    Typical implementation

PS Financials is a scaleable product serving organisations with 2 to 400 concurrent

users.  PS Financials clients typically:

- Have multiple income streams, needs for detailed analysis and reporting
- Need to integrated multiple data sets from 3rd party systems
- Need to be able to analyse financial and statistical data in multiple methods
- Need to be able to consolidate across locations, companies and often countries
- Often have complex regulatory reporting requirements
- Often have complex multi-currency requirements
- Want to reduce on-going costs
- Want to remove reliance upon spreadsheets for many tasks for instance consolidation

3.5     Vertical applications

Core markets are:

- Education
- Care & Healthcare
- Not for Profit
- Business Services
- Museums, Visitor Venues & Hospitality
- Financial Services

3.6     Software and hardware specifications

3.6.1          Development environment

PS Financials is developed using the Microsoft .NET framework and is optimised for Microsoft SQL Server.

3.6.2          Server platforms

Wintel platforms running either Windows Server 2008 or Window Server 2012

3.6.3          Databases

Microsoft SQL Server 2008R2, 2012 or 2014

3.6.4          Operating software

Microsoft Windows Server 2008 or Microsoft Windows Server 2012
Microsoft Windows 7 or 8.1
Internet Explorer 10 or 11, Chrome, Firefox or Safari

3.6.5          Protocols

TCP/IP

3.6.6          Minimum client PC specification

| Requirement | Minimum |
|---|---|
| **Platform** | Windows Intel |
| **Computer / Processor** | Dual Core |
| **Memory** | 2 Gb |
| **Hard Disk Space Required** | 100 Mb |
| **Display** | SVGA capable of displaying 1024 x 768 |

### 3.6.7 Support and maintenance

Written, implemented and supported by PS Financials. Support available 9:00am to 5:00pm Monday to Friday, excluding English public holidays. Special arrangements are available on request.

### 3.7 Software installation and support

Written, implemented and supported by PS Financials. Support available 9:00am to 5:00pm Monday to Friday, excluding English public holidays. Special arrangements are available on request.

### 3.8 Partner network and related accreditation process

PS Financials is only sold and supported directly by PS Financials Limited.

### 3.9 Limitations

There are a number of limitations in the product, which while not adversely impacting upon this evaluation may be of importance to 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:

- In a number of areas (indicated within the questionnaire), the functionality described is not available as standard with the vanilla product but would be implemented as part of the implementation services that are provided by PS Financials. Most user input screens are designed upon implementation to the requirements of each customer based upon a set of templates. Similarly a number of reports (including audit trails) will need to be specified and built during implementation. It will therefore be important for all such requirements to be fully considered and specified prior to implementation. The additional cost of any changes required should be identified prior to contract signature.
- The system does not currently support the use of tolerances to handle VAT calculation differences. The PSF UDI functionality allows calculations to be performed automatically during data input; it would be possible to implement a tolerance limit for these types of posting. For documents posted via the PSF web portal application it is not possible to dictate tolerance limits for VAT however the PSF event engine could be configured to alert users each time a transaction posted exceeded an agreed tolerance limit

- a significant part of the system's operation with regard to VAT is required to be setup on a customer specific basis by PSF
- PS Financials has no sales order capabilities but does have sales invoice and service invoice capabilities, a facility very useful for non-product orientated companies, i.e. professional and business services
- PS Financials is not intended to be used for inventory management and replenishment (although it does have the capability to hold a stock/product ledger)
- The system does not support cash accounting for VAT as this is not considered to be relevant to the target market for this software.

## 4      Evaluation conclusion

There were no areas for concern.  PS Financials v6 is a strong and user-friendly system that is well supported by PS Financials Limited.  In terms of the functionality that is available within the current version and the target market for this software, the product has been adequately specified and is straight-forward to use.

**Disclaimer**
*Any organisation considering the purchase of PS Financials version 6 should consider their requirements in the light of proposals from PS Financials Limited or its dealers and potential suppliers of other similarly specified products.  Whilst the contents of this document are presented in good faith, neither John Oates nor ICAEW cannot accept liability for actions taken as a result of comments made herein.*

# Functional requirements questionnaire
## Product PS Financials
## Version 6.0

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|

## 5 Security and continuity of processing

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| 5.1 What security features are included to control access to the application? | Full password control. Based on both levels of access and also role based security. User security can be loaded from Active Directory is required. Users can be secured by business process, function, organisational hierarchy, record (row) and field (column). | Noted |
| | | |
| 5.2 Can access to application functions be managed so users can only see (in menus and other links) and access those functions they are authorised to access? | Yes, this can be both at an individual and at a role level. | Confirmed |
| | | |
| 5.3 Is this access to the application managed by:-<br>5.3.1 Individual user profiles?<br>5.3.2 User groups based on their job roles? | Security is managed by user groups, a user group can be a single individual or a group of individuals with similar roles. | Confirmed |
| | | |
| 5.4 If menus can be tailored would this override the application access control? | No, as the menu and option access is part of the role security. Only those users with the relevant security role can see the options. | Noted |
| | | |
| 5.5 Passwords<br>5.5.1 Is access to the software controlled by password? | Yes. This can be linked to Active Directory if required. | Noted |
| 5.5.2 Please state the basis of control available (e.g., role based etc). | By role and by individual profile. | Confirmed |
| 5.5.3 If there is no password facility please state how confidentiality and accessibility control can be maintained within the software? | Not applicable. | N/A |
| 5.5.4 Are single user systems access controlled by password? | Yes, the security model is consistent regardless of the | Confirmed |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| | scale of the implementation. | |
| 5.5.5 Does the software allow for each user to have separate log on (user ids)?<br><br>If No:-<br>5.5.5.1 How does the software track user activity? | Yes.<br><br><br><br><br><br>Not applicable | Confirmed<br><br><br><br><br><br>N/A |
| 5.5.6 Is each user required to have a personal password? | Yes | Confirmed |
| 5.5.7 Are passwords one-way encrypted? [i.e. is it impossible for anyone to see other user's passwords in the software?] | Yes | Noted |
| 5.5.8 Are passwords masked when entered by any user logging in? | Yes | Confirmed |
| 5.5.9 Is password complexity available at application level?<br><br>If Yes:-<br>5.5.9.1 Please specify [e.g. Number of digits, requirement for special characters, numeric, upper/lower case etc.] | Yes.<br><br><br><br><br>There is no limit to the number of digits or the format of the password as this is controlled at a system parameter level. The parameter can be used to define any combination of number of digits, and formatting. | Confirmed<br><br><br><br><br>Noted |
| 5.5.10 Is there a facility to enforce password changes after a chosen period of time? | Yes, a group has a password expiry number of days set by the administrator | Noted |
| 5.5.11 Is there a facility to specify a minimum age for passwords (e.g. 1 day)? | A password can have an expiry date, which can be anything from 1 day ahead. | Confirmed |
| 5.5.12 How many previous passwords are retained by the system to limit users recycling passwords (e.g. 24 or 32)? | Two. Although if the user is Active Directory authenticated then it adopts the policies set out in active Directory | Noted |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| | | |
| 5.6 Please state how security allows for access to be specified separately for :- <br> 5.6.1 Read? | A user can be designated as read only, this prevents any create, update, or delete action. | Confirmed |
| 5.6.2 Read and write? | A user can be designated as read and write only; this prevents any delete or amend action. | Confirmed |
| 5.6.3 Delete and amend? | A user can be designated as being allowed only to delete or amend, and are prevented from creating. | Confirmed |
| | | |
| 5.7 Are any data files, such as budgets or price updates, imported by users validated by the application software before main data files are updated? | All import data files are validated. The validation occurs in a number of ways. 1. The user initiating the import needs to have the right to initiate the action, 2. The user needs to have the right for the action that will occur if the import is successful e.g. creation of new master or transaction record; 3. The import process follows the same core system objects as a user entering a transaction through an input screen and therefore is validated in the same way e.g. lookup references must exist, transactions must balance etc. | Noted. This applies exactly the same security as is used by direct input. <br><br> See 6.44 for more explanation. |
| | | |
| 5.8 Does the software require higher or specific levels of user access for changes to sensitive data, such as customer credit limits? | Yes, if required. This is part of the security model parameters whereby users are defined in roles and roles have privileges. | Noted |
| | | |

| | Question | Supplier Response | Evaluator's Comment |
|---|---|---|---|
| 5.9 | Please specify the specific security procedures (by passwords or warnings) over the:- | | |
| | 5.9.1    Update of ledgers | Confirmation warning | The system requests the user to formally confirm an update is intended. |
| | 5.9.2    Closing of accounting periods | Period access is controlled by user security levels. E.g. only a supervisor may have access to certain closed periods. | Noted |
| | 5.9.3    Deletion of transactions | Transactions cannot be deleted after posting. | Confirmed.  I attempted to delete a transaction, but the "delete function" is no longer available |
| | 5.9.4    Archiving of transactions. | Archiving is not required as customers wish to keep all data online for analysis/trend/comparative reporting. | Confirmed.  Archiving is available as a special request, but is rarely used these days. |
| | | | |
| 5.10 | Is it impossible to delete a transaction? | Yes | Confirmed – no option available |
| If No: | | | |
| 5.11 | How are deletions controlled by the system? | Not applicable. | N/A |
| | | | |
| 5.12 | Are deleted transactions retained in the audit trail and denoted as such? | Not applicable | N/A |
| | | | |
| 5.13 | Can a report be produced detailing all current users, via user groups if relevant, and their authority levels and/or access rights? | Yes. The report also allows the users access to modules, and role privileges with those modules to be reported on. A second set of repots also provides details security information relating to specific data within the system e.g. which Nominal Accounts a user has access too. | Confirmed.  Demonstrated. |
| 5.14 | If data can be accessed by | Yes. Reporting via ODBC is | Noted.  Direct access is |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| separate reporting facilities, such as ODBC or separate report writer, is the user access security control applied? <br><br> If No:- <br> 5.15 Please explain any other protection in place to prevent unauthorised access to data with such facilities. | denied via the SQL security. The Reporting Service reports, Datawarehouse and Excel integration for PowerPivot include role security. <br><br> Not applicable. | denied to the data, as it goes through the PSF security model <br><br><br><br><br><br> N/A |
|  |  |  |
| 5.16 Is the level of security (described with this section) appropriate for the expected size of business using the software? | Yes as all of our clients expect this level of security. | Agreed |
|  |  |  |
| 5.17 Is there a clear indication in the software or manuals as to how the data is:- <br> 5.17.1 Backed-up? <br> 5.17.2 Recovered? | Not applicable as the database is Microsoft SQL Server and therefore the backup and recovery of client data is provided by Microsoft or 3<sup>rd</sup> party products, PSF provide advice and assistance should it be required. | N/A |
|  |  |  |
| 5.18 Back ups <br> How are back ups provided:- <br> 5.18.1.1 Within the software application? <br> 5.18.1.2 Within the operating software? | Backups are a feature of the underlying Microsoft SQL Server database. There are numerous options available as standard from Microsoft and also 3<sup>rd</sup> party hardware and software solutions for larger organisations. A backup can be initiated on demand using the Microsoft SQL Management Studio application. <br> PSF recommend as a minimum daily backups on a traditional rotating backup version basis. | Noted |
| 5.18.2 Are backup procedures automatic? | They can be automated via use of the Microsoft supplied | Noted |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| | utilities and/or 3$^{rd}$ party products. | |
| 5.18.3 Is the user forced or prompted to back-up at certain intervals? | Yes via the Microsoft supplied utilities. | Noted |
| | | |
| 5.19 Recovery<br>5.19.1 Please state how the software facilitates recovery procedures in the event of software failure? (e.g. roll back to the last completed transaction). | PSF utilises the Microsoft SQL Server rollback/forward and recovery facilities. | Noted |
| 5.19.2 If software failure occurs part way through a batch or transaction, will the operator have to re-input the batch or only the transaction being input at the time of the failure? | Only the transaction being input at the time. | Noted |
| 5.19.3 Are these automated? | Not applicable. | |
| 5.19.4 Do the recovery procedures work? | Yes | Noted. PSF carry out regular backups and restores for testing purposes |
| | | |
| 5.20 What features are available within the software to help track down processing problems? | In the event of a system failure, PSF incorporates an audit facility that will test the integrity of the entire database and highlight any potential problems.<br><br>Traces can be applied to track and monitor transaction processing. These are used to track a reported problem to find the root cause. | Confirmed. Whenever an error or warning occurs, the message shown on the screen can be emailed or sent directly to PSF Support with an XML file to allow PSF to identify the problem. Tested. |
| | | |
| 5.21 Are software messages clear? | Yes | Confirmed |
| | | |

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| | Question | Supplier Response | Evaluator's Comment |
|---|---|---|---|
| 5.22 | Are user responses properly structured to ensure that erroneous key strikes do not lead to inappropriate actions? | Yes | Confirmed |
| | | | |
| 5.23 | Is there a software log which details:-<br>5.23.1  Error messages? | The trace features of the underlying technical architecture enable the complete record of all the steps involved in the transaction processing. Traces are generally disabled for day to day use and enabled when an issue has been identified and are used to replicate a problem. In addition the "log shipping" feature of Microsoft SQL Server enables each and every action to be tracked to a log file for later analysis. Error messages are recorded in trace and also the log shipping. | Confirmed |
| | 5.23.2  Security violations? | Yes as part of the audit trail. | Noted.  An example report was run showing the failed logons. |
| | | | |
| 5.24 | Audit trail<br>5.24.1  Does the software have a detailed audit trail? | Detailed auditing is provided with flexibility to specify what events and data are to be recorded. | Confirmed |
| | 5.24.2  Is it impossible to turn off or delete the audit trail? | Under the control of the system manager. | The systems administrator is allowed to back up the audit trail, then truncate the file to reduce its size.  Thus if a date range is determined and no transactions are found, the report should then be run on the archive. |

# Functional requirements questionnaire
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| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| 5.24.3 Are all master file changes recorded in the audit trail?<br>If Yes:-<br>    5.24.3.1 Does each change have a system generated reference allocated? | System Administrators have the option to select what is and is not audited at the table and field level. In this way the audit requirements of a specific organisation can be encompassed. Standing data is included in the audit. | Noted |
|     5.24.3.2 Are the originator and authoriser identified? | Yes | Confirmed |
|     5.24.3.3 Is the change date and time stamped? | Yes | Confirmed |
| 5.24.4 Are all standing data changes recorded in the audit trail?<br>If Yes:-<br>    5.24.4.1 Does each change have a system generated reference allocated? | Yes<br><br><br>Yes for all PSF standard fields. | Noted |
|     5.24.4.2 Are the originator and authoriser identified? | Yes for all PSF standard fields. | Confirmed |
|     5.24.4.3 Is the change date and time stamped? | Yes for all PSF standard fields. | Confirmed |
| 5.24.5 Is all input data included within the audit trail, including amendments, deletions, journals etc? | Yes. Detailed auditing is provided with flexibility to specify which events and data and to be recorded. | Confirmed |
| 5.24.6 Does the software allocate a system generated unique reference number to each transaction? | Yes, though a user might decide to turn this off where data is interfaced from another system, so that systems reference number is used. | Confirmed |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| 5.24.6.1 Is this stamped with a user id? | Yes | Confirmed |
| 5.24.6.2 Is this unique reference number presented to the user at time of input? | It is generated at the point of submission. | Confirmed |
| 5.24.6.3 Is the transaction date and time stamped? | Yes | Confirmed |
| 5.24.7 Are all imported /interfaced transactions allocated a software generated reference number? | Yes, the same rules apply as if they were keyed in | Noted |
| 5.24.8 How are transactions differentiated within the audit trail? | Yes via the use of specific document type identifiers. | Confirmed |
| | | |
| 5.25 What are the procedures for handling dates? (e.g. 2 digit years, 4 digit years). | Either option is available. The application conforms to Windows standards and if a 2-digit year is entered, it will be converted by the application to 4-digit year format. | Noted |
| 5.25.1 In the case of two digits what is the break point for the century? | PSF uses the break point set in the regional Windows setting of the client PC. | Noted |
| 5.25.2 Are dates handled consistently throughout the software? | Yes | Noted |

# Functional requirements questionnaire
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| Question | Supplier Response | Evaluator's Comment |
|---|---|---|

**6          Input of transactions**

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

| | Question | Supplier Response | Evaluator's Comment |
|---|---|---|---|
| 6.1 | Is data input controlled by self-explanatory menu options? | Yes. Data input is completed through user definable input screens (UDIs) that can be tailored to suit individual customers. | Confirmed.  Version 6 has been enhanced to allow direct links to the areas users use most, so it is more efficient for them.  Thus, a user can go straight to their direct input areas without having to go through all the links in the application. |
| | | | |
| 6.2 | Are these menus application-specific? | Yes | Confirmed |
| | | | |
| 6.3 | Does the software provide input validation checks such as account code validation, reasonableness (limits, VAT or discount checking) and validity checks (VAT check-digit calculations)? | Yes. All data field input is validated on entry and error messages and wring s displayed immediately should the input fail validation. | Confirmed |
| | | | |
| 6.4 | Can the user amend data on an input screen prior to update? | Yes. Prior to update the user can return to any field to modify it. | Confirmed |
| | | | |
| 6.5 | What control features are within the software to ensure completeness and accuracy of data input? | All documents posted must contain a valid date, valid nominal and account codes and must balance before an update can be completed. Should an invalid entry be made than an option is presented to search for the correct code of to create a new one. | Confirmed.  I attempted to post to an invalid date and the system did not allow this, coming up with an explanatory error message. |
| | | | |
| 6.6 | Are all input transactions subject to this control? | Yes | Noted |
| | | | |
| 6.7 | How does the software ensure uniqueness of the input | Specific business process rules can be embedded with a UDI to | Confirmed – a "duplicate invoice" error message is provided. |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| transactions? (i.e. to avoid duplicate transactions) | warn of duplicate reference numbers. This allows for not only common business processing but also for customer specific requirements. | |
| | | |
| 6.8 Does the software allow for batch control totals?<br>If Yes:-<br>6.8.1 Are batches automatically numbered? | The PSF application works on a real time basis and it is a unified ledger system there is no requirement for batch or "step" posting. | Confirmed – the system is not designed for batch entry but if a customer requires this it would be possible to work in this way. |
| 6.8.2 Are batches forced to balance before ledger update? | All transactions have to balance. | Confirmed – see above. |
| 6.8.3 Does the software allow the temporary halting of input of a batch to allow for queries or other activities to take priority (e.g. set up a new account) | PSF is a Windows application supporting multiple sessions per device. This allows users to pause processing on one windows and open another window to support the prioritised query. | Confirmed |
| 6.8.4 Is the user forced to confirm batch totals? | Not required. | N/A |
| | | |
| 6.9 Is attempted posting of unbalanced journals rejected? (G/L). | Yes. All postings must balance. | Confirmed |
| | | |
| 6.10 Are input errors highlighted?<br><br>6.11 If Yes are they:-<br>6.11.1 Rejected and reported on screen? | Yes. All errors are reported immediately to screen.<br><br>Yes | Confirmed |
| 6.11.2 Rejected and error reports generated? | Not applicable as all errors are rejected and the users prevented from posting. | N/A |
| 6.11.3 Accepted and posted to suspense? | PSF has the concept of a "hold" area which allows documents that are in error to be posted to a holding table where they can subsequently be corrected and posted to the live system. This functionality can be enabled and disabled for each user as | Confirmed. Users can subsequently enquire on the "hold" area, amend the items, then move them into "live". The Rules Engine would normally be set up to notify the administrator of items remaining in the "hold" area. |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| | required. | |
| | | |
| 6.12 Does the software have an automatic facility to correct/reverse/delete transactions? | Yes. The PSF application has a facility to generate a corrective reversing transaction based on the incorrect transaction. | Confirmed |
| If Yes:- 6.12.1 Are all the double entry transactions documented in the audit trail? | Yes. | Noted |
| | | |
| 6.13 What are the controls to ensure the internal integrity of the ledger(s) or the accounting information, e.g., control of accounts. | The PSF application is a unified ledger system and therefore there is no requirement for reconciliation processes or two-step posting as all postings happen in real time. A unified accounting system works as a single book in which two entries, a debit and credit, are made at the same time. All of the debits add to the same value as all of the credits. The result is that no control accounts are required and no transfers to other ledger books.

There is no requirement for you to reconcile control accounts, and no opportunity for your system to be out of balance. | Confirmed |
| | | |
| 6.14 Is it possible to allocate input values directly to ledger control accounts? | Yes. | Confirmed |
| If Yes:- 6.14.1 Please note the mechanisms available to allow the user to establish why the total balances | All postings must still balance to 0.00 in order to be successful and any postings made will | |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| on individual accounts do not agree to a respective control account? | always be reflected in the nominal ledger, i.e. it is not possible to post a one sided journal to a supplier account which in turn does not update the purchase ledger control account<br><br>The unified ledger design of PSF means it is impossible under normal circumstance, for a control account not to agree with its constituent parts. In the event of a system failure, the inbuilt audit facility will check this and automatically correct any errors. | |
| | | |
| 6.15 Can automatic accruals or prepayments be generated? | Yes. Accruals and prepayments can all be automatically accounted for. | Confirmed – e.g. by using a template journal to defer income on an annual charge and accrue corresponding sales commission. |
| | | |
| 6.16 Will these automatically be reversed after the period end? (G/L) | Yes. Any journal can be optionally automatically reversed in a chosen future period. | Confirmed option to reverse journal in the following month or a subsequent period. |
| | | |
| 6.17 Does the software have a purchase invoice register? | Yes. | Confirmed |
| | | |
| 6.18 Does the software permit multi debit/credit journals? | Yes. An unlimited number of a debit/credit lines can be entered on a single journal. | Confirmed |
| | | |
| 6.19 How are transactions identified on screen/reports as to:-<br>6.19.1   Type?<br>6.19.2   Debit or credit? | Yes. Each transaction is related to a document type and credit are displayed with a minus sign. | Confirmed |
| | | |
| 6.20 Can separate nominal analysis codes be input for each invoice line? | Yes. Each line can have entirely different combinations of analysis codes. | Confirmed |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| If Yes:-<br>6.21 Does this cover:-<br> 6.21.1 Sales ledger?<br> 6.21.2 Purchase ledger?<br> 6.21.3 Stock? | <br><br>Yes<br>Yes<br>Yes | All confirmed |
| | | |
| 6.22 Can receipts and payments be matched to specific invoices?<br><br>If Yes:- Is this<br>6.22.1 Automatic or manual? | Yes. Allocations can optionally be made on any account in the systems for example, allocating the reversal of an accrual to the original entry for ease of reconciliation.<br>Both – it can be automated or manual dependent upon the client's requirement. | Confirmed |
| | | |
| 6.23 Will the software permit part payments? | Yes | Confirmed |
| | | |
| 6.24 Will the software allow:-<br>6.24.1 Payments to be made to customers? | <br>Yes | Confirmed |
| 6.24.2 Receipts to be received from suppliers? | Yes | Confirmed |
| | | |
| 6.25 Does the software handle purchase credit notes? | Yes | Confirmed |
| | | |
| 6.26 Is there an ability to automatically amend stock if applicable? | Yes | Confirmed |
| | | |
| 6.27 Can the software generate sales credit notes? | Yes | Confirmed |
| | | |
| 6.28 Does the software handle discounts and promotions? | Yes | Confirmed. Tested using terms and different discount rates. |
| | | |
| 6.29 Does the software provide for early settlement discounts? | Yes | Confirmed |
| | | |
| 6.30 Can early settlement discounts be | Yes. Discounts are automatically | Confirmed |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| automatically generated? | generated, posted and allocated on payment. Includes an option to calculate net or gross. | |
| | | |
| 6.31 Are there controls over accepting settlement discounts (e.g. time limits)? | Yes | Confirmed |
| | | |
| 6.32 Is VAT treated correctly on early settlement discounts? | Yes. When creating settlement terms it is possible to determine if the discount is based on the "Gross" or "Net" of the transaction with the VAT then being calculated accordingly | Confirmed – the treatment of early settlement discounts needs to be specified during implementation in order to adopt the appropriate VAT treatment. |
| | | |
| 6.33 Will the software permit the posting of unallocated cash to the ledgers?<br><br>Does this apply to:-<br>6.33.1 Sales ledger? | Yes<br><br><br><br><br>Yes | All confirmed – can be allocated either on entry or later.<br><br><br><br>Noted |
| 6.33.2 Purchase ledger? | Yes | Noted |
| | | |
| 6.34 Are unallocated cash/credit notes specifically reported for follow up? | Yes | Confirmed. Unallocated items are shown as "O" (Open) and can be coded in a different colour set by the user. |
| | | |
| 6.35 Are outstanding transactions displayed for allocation?<br><br><br><br><br><br>If Yes does this apply to:-<br>6.35.1 Sales ledger? | Yes. Colour coding is used to differentiate between different states of the transaction. Outstanding transactions can therefore easily distinguished from closed transactions.<br><br><br>Yes | All confirmed. Any report set up can then be easily saved and rerun in the future. |
| 6.35.2 Purchase ledger? | Yes | |
| | | |
| 6.36 Is it possible for new accounts to be created during input? | Yes. Provided the user has the appropriate security permissions. | Confirmed |
| | | |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| 6.37 Does this cover the following ledgers:- | | All confirmed |
| 6.37.1 Sales? | Yes | |
| 6.37.2 Purchases? | Yes | |
| 6.37.3 General? | Yes | |
| 6.37.4 Stock? | Yes | |
| | | |
| 6.38 What controls are there over the creation of new accounts? | Full control defined by role privilege. Create, update etc. | Confirmed |
| | | |
| 6.39 Is the originator and/or authoriser identification logged by the software? | Yes | Confirmed |
| | | |
| 6.40 Is the user prevented or warned from overriding credit limits or discounts? (S/L). | Yes. Warnings are provided as standard. Additional options for treatment to be adopted will be defined during a client's implementation. For example an order can be accepted as unauthorised for a subsequent later authorisation. It is also possible to set maximum trading limits for a period and/or single transaction. | Confirmed. Tested – a user is warned, but can override. An order can be accepted as unauthorised for subsequent authorisation. It is also possible to set maximum trading limits for a period and/or a single transaction.

From a management perspective, the system can be set up to notify managers by email when rules are overridden.

These event rules would normally be set up by the customer, rather than PS Financials having to be involved. |
| | | |
| 6.41 Does the software have a bank reconciliation facility? | Yes. Including sophisticated auto-matching with tolerances. | Confirmed |
| | | |
| 6.42 Does the software enable transactions to be posted to the ledgers whilst performing a bank reconciliation (e.g. standing charges, bank charges etc)? | Yes. New transactions can be entered whilst the bank reconciliation is still on line. The application window does not have to be closed and can be refreshed at any time. | Confirmed. As the reconciliation relates to transactions already recorded, adding new transactions whilst this is running has no effect on this process. |

| | Question | Supplier Response | Evaluator's Comment |
|---|---|---|---|
| 6.43 | Are these adequately reported? | Yes | Confirmed |
| 6.44 | Does the software accept input files from other computer packages?<br><br>If Yes:-<br>6.44.1 What formats are accepted? | Yes. The PSF application has been designed from the outset to be able to operate as the hub of an organisations fiscal management. As such, it has strong bi-directional integration capabilities. There is an API that provides for the seamless interaction between PSF and 3$^{rd}$ party systems. The most commonly used method though is the Data Transformation Tool (DTT) which allows data feeds to be mapped, parsed, validated and updated into the system. The DTT can also generate outbound data streams. DTT can handle multiple different data types including flat file (CSV), XML, SQL Tables, Excel. DTT invokes the same security and business process rules as defined for normal data entry and thus ensures that data is processed correctly and in accordance with the client policy. | Confirmed |
| | 6.44.2 What controls are in place over the interface? | All data imported into PSF – either via API or DTT – is fully validated against both security rule as well as business process rules. | Confirmed – option to either reject errors or post to holding database for rectification.  With the new event driven workflow facility, an event can be set up to cause an interface to happen. |
| | | | |
| 6.45 | Does the software have a facility for calculating interest on late payments? | Yes. PSF includes a sophisticated rules engine that allows for fully automated user defined calculations and postings to cater for client specific rules regarding transactions such as interest calculation, WIP adjustment etc, | Confirmed – specific requirements should be defined on implementation and rules set up accordingly.<br><br>The rules engine would be set up to automate any processes such as inter-company calculations, |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| | | cancelling late cheques and interest calculations. |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|

## 7        File maintenance

| | Question | Supplier Response | Evaluator's Comment |
|---|---|---|---|
| 7.1 | Are ledgers:-<br>7.1.1    Open item?<br>7.1.2    Balance forward? | Open Item | Confirmed |
| 7.2 | Does the above cover:-<br>7.2.1      Sales ledger?<br>7.2.2       Purchase ledger?<br>7.2.3       General ledger? | <br>Yes<br>Yes<br>Yes | All confirmed |
| 7.3 | Is a period end routine required to be undertaken? | Closing the input to a financial period is the only month end routine. | Confirmed.  There is no month end routine as such, rather it is a process whereby as a period is finished, once it is completed only the Systems Administrator can have access to changing transaction in that period. |
| 7.4 | Is the creation or amendment of standing data (e.g. customer account details) controlled by menu options? | Yes. With security at the functional level. | Confirmed.  This is all set up on implementation and subsequently controlled by the Systems Administrator. |
| 7.5 | Are menus:-<br>7.5.1 Application specific?<br>7.5.2 User specific? | <br>Yes<br>Yes | <br>Confirmed<br>Confirmed |
| 7.6 | Is it impossible to delete accounts if the balance is Nil but transactions have been recorded against the code.<br><br>Does this apply to:-<br>7.6.1    General Ledger?<br>7.6.2    Sales Ledger?<br>7.6.3    Purchase Ledger?<br>7.6.4    Stock? | Yes. No account can be deleted that contains transactions or budgets.<br><br><br>Yes<br>Yes<br>Yes<br>Yes | Confirmed.  If the account has any sort of record against it, it cannot be deleted.<br><br><br>Confirmed<br>Confirmed<br>Confirmed<br>Confirmed |
| 7.7 | Are there any other constraints over the deletion of accounts? | Yes. No live accounts can be deleted and the user needs to have the appropriate security privileges. | Confirmed |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| | | |
| 7.8 What is the size and format of reference numbers and descriptions within:-<br>  7.8.1  General Ledger?<br>  7.8.2  Sales Ledger?<br>  7.8.3  Purchase Ledger?<br>  7.8.4  Stock? | All nominal codes are twelve (12) alphanumeric characters.<br><br>When posting a transaction, as well as the Nominal code and unlimited number of analysis fields (or dimensions) can also be posted. This allows for unlimited analysis combinations.<br><br>Each analysis fields is in itself 12 alphanumeric characters in length and there is a description for each Account and Analysis code of 256 characters. | Confirmed.  The restriction of 30 characters for a description has been replaced with one of 256 characters through the use of an alternative field, though the previous field can still be used, to give backwards version compatibility. |
| | | |
| 7.9 Is the scope of the reference number adequate to permit sufficient depth of analysis? | When posting a transaction, as well as the Nominal code and unlimited number of analysis fields (or dimensions) can also be posted. This allows for unlimited analysis combinations.<br><br>The analysis codes can be put into "sets" and these sets are then associated to the Nominal codes, thus enabling different combinations to be used in context to the purpose of the Nominal code.<br><br>Example usages are:<br>  1. A sales transaction could be linked to Sales account, Product analysis, and Sales Representative.<br>  2. A purchase transaction could be linked to Purchase account, Employee, Project account and Fund | Confirmed |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| | Account. | |
| | 3. A Fixed Asset transaction could be linked to Asset account, Project account, Vehicle Account, Employee Account. | |
| | In addition management and alternative reporting definitions can be defined using hierarchy "indexes". | |
| | | |
| 7.10 How does the software guard against/warn about, duplicate account numbers on set up? | Duplicate accounts cannot be set up. | Confirmed. The system will not allow this. |
| | | |
| 7.11 How does the software enable the traceability - from, to and through the accounting records - of any source document or interfaced transaction? | Full traceability is integral to the system i.e. a requisition is linked to a purchase order, which is linked to one or more GRN/SRN, which are linked and 3-way matched with the purchase invoice, which is settled on more or many payments.<br><br>In addition documents inbound (purchase invoice for example) and outbound (purchase order) can be converted to PDF format and held against the transaction. Thus enabling the user to have both the full traceability but also copies of the original paper documents.<br><br>As well as the linked financial transactions (purchase order, GRN, invoice, etc) the system has full traceability of the relevant postings to the ledgers, bank, VAT etc. | Noted |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| | | |
| 7.12 What drill down/around functionality is available within the software? | Full drill down, up and across from any originating point. Also the reports now support drill down to source transactions and documents. | Confirmed. Also through using Microsoft Reporting Services, a user can drill from a report back into the data in the system. |
| | | |
| 7.13 Can reports be invoked which identify all the fields which have been modified? | Yes. PSF tracks each change made to any static data entries and records them into a separate table within the security database, standard reports are provided within PSF to allow these changes to be reported on | Confirmed |
| | | |
| 7.14 If the software uses a lot of standing information which changes frequently or regularly, does the software allow for such changes to be effected through the use of parameters or tables?<br><br>If Yes: –<br>7.14.1 Is the use of such parameters or tables adequately reported? | Yes.<br><br><br><br><br><br><br><br>Yes, as the parameter tables are governed by the same audit rules and reporting as any other standing data table. | Confirmed. There is a separate audit table which tracks the changes. |
| | | |
| 7.15 What controls are within the software over changes to parameters and tables e.g. reporting, password etc? | All options and all data records are secured through a combination of security levels and role profiles. Only authorised users have access to change parameters etc. Table structures cannot be amended. | Confirmed |
| | | |
| 7.16 Does the software allow selective archiving of old data on a user-defined basis? | PSF does not have a standard archiving function as all data is retained. Database level archiving is possible, though no customer has ever requested this. | Confirmed |
| | | |

| Question | | Supplier Response | Evaluator's Comment |
|---|---|---|---|
| 7.17 | What controls are in place over the handling of archived data? | As standard PSF does not require data to be archived. If a customer does wish to archive historic data then customer specific process can be put in place to support the customer requirements.<br><br>There is no restriction. This is more a matter of customer preferences as to what they would and would not wish to archive. Most customers wish to retain all data. | Noted. |
| | | | |
| 7.18 | Can archived data be used for reporting purposes? | Yes. The new PSF Data Warehouse is designed to support the integration of both live and archived data into a single reporting and analysis optimised data warehouse. The PSF Data Warehouse module is a separately licensed module. | Noted. |
| | | | |
| 7.19 | Does the software allow for the restoration of achieved data for audit without affecting current accounting data? | Yes, as archived data would be held in a separate PSF database that can be accessed via the PSF application – provided the user has the appropriate security privileges. | Noted. |
| | | | |

# Functional requirements questionnaire
## Product PS Financials
## Version 6.0

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|

## 8 Processing

| | Question | Supplier Response | Evaluator's Comment |
|---|---|---|---|
| 8.1 | Does the software ensure that menu options or programs are executed in the correct sequence (e.g. ensure outstanding transactions are processed before month end procedures run)? | Yes. Where a set sequence is required in the process, the menu available to the user reflects the sequence to guide the users through the required steps. | Confirmed |
| 8.2 | After an external document (e.g. sales invoice or cheque payment) has been generated and posted to the accounts is it impossible to amend this data? | Once a transaction is posted it cannot be changed. If the transaction was posted incorrectly then there is an option to generate a reversing posting based on the first posting. | Confirmed - the application does not permit changes to posted transactions. |
| 8.3 | Is there an audit trail of all changes to transactions which have updated the ledgers? | The application does not permit changes to the posted transactions. All transactions and reversing transactions are audit trailed. | Confirmed |
| 8.4 | Can the software calculate prices or values by reference to master file data? | Yes. An unlimited number of master data tables (known as ledgers in PSF) can be held in the system and calculations performed at the point of data entry based on the master tables. | Confirmed – e.g. sales commission calculated according to a table of commission rates. |
| 8.5 | Does the software provide automatic recalculation, where appropriate, of data input? (e.g. VAT) | Yes | Confirmed |
| 8.6 | Does the software warn the user when the ledger is out of balance? | All transactions have to balance. It is not possible to post an out of balance transaction. Therefore the unified ledger is always in balance. | Confirmed |

| | Question | Supplier Response | Evaluator's Comment |
|---|----------|-------------------|---------------------|
| 8.7 | How is this done e.g. when the software is switching on or on ledger update? | If a user attempts to post an out of balance transaction then they will be notified and not permitted to continue until they have made the relevant adjustment to the transaction they are trying to post. | Confirmed and tested |

# Functional requirements questionnaire
## Product PS Financials
## Version 6.0

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|

## 9       Performance of requisite accounting functions

| | Question | Supplier Response | Evaluator's Comment |
|---|---|---|---|
| 9.1 | What control features are provided by the software to support effective user controls? | PSF provides warning and guidance messages e.g. on posting dates outside of period ranges, unbalanced documents etc. In addition the Workflow engine and Event engine can be used to monitor and control user actions and approval steps, segregation of duties etc. | Confirmed.  Examples noted. Workflow is written in Windows Workflow Foundation. |
| 9.2 | Is there:<br>9.2.1       Transaction sequencing? | Yes. All transaction are identified by a unique document type and number. Numbers are sequenced automatically, ranged or input manually. | All confirmed |
| | 9.2.2   Automatic dating of posting transactions? | Yes. All transaction are date and time stamped. | |
| | 9.2.3   Identification of user id or source of document? | Yes. All transactions have user ID and source references. | |
| 9.3 | Is the software available as multi user? | Yes | Confirmed |
| 9.4 | Can the same function be used by more than one person at the same time, whilst still retaining the separate user identities? | Yes | Confirmed |
| 9.5 | Is the software available as multi-company?<br><br>If Yes:-<br>How many companies are supported? | Yes<br><br><br><br>Unlimited.  There are unlimited companies included in the base licence cost, i.e. there are no additional charges for extra companies. | Confirmed<br><br><br><br>Confirmed |

## Functional requirements questionnaire
## Product PS Financials
## Version 6.0

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| | | |
| 9.6 Is a group consolidation facility available? | Yes | Confirmed |
| | | |
| 9.7 Can the software consolidate entities with different charts of accounts? | Yes. | Confirmed |
| | | |
| 9.8 How many levels of nominal analysis can be handled by the software? | The PSF application has unlimited levels of Nominal analysis.<br><br>The analysis codes are known as Detailed Analysis Fields and act as dimension to the Nominal account.<br><br>The analysis fields can be combined into Analysis Sets and Sets are then allocated to Nominal Accounts to provide a context sensitive group of analysis codes relevant to the Nominal account being posted to.<br><br>This then allows different analysis codes to be prompted for on data entry dependent on the context of the Nominal account being posted to. For example, a sales transaction might prompt for Customer, Product, Sales Representative, Region; whereas a purchase transaction might prompt for Supplier, Project, Fund, and Employee.<br><br>In addition, separate analysis, reporting and management hierarchies structures can be defined, these are known as | Confirmed. This is a big change introduced with version 6 giving a far greater set of options for analysis compared to the previous version. |

| Question | | Supplier Response | Evaluator's Comment |
|---|---|---|---|
| | | "Indexes". | |
| | | | |
| 9.9 | How does the software handle cost centres, departments, divisions? | These can either be part of the segmented Nominal code structure, or can the Nominal code can be used to indicated the subjective (income or expense) type and then the Cost Centres, Departments, etc are handled at Analysis Fields. These are then linked to Ledgers and the system will then automatically maintain a Department Ledger, Cost Centre ledger etc. This allows for analysis and reporting of income an expenditure by the objective element (Cost Centre, Department, etc). | Confirmed |
| | | | |
| 9.10 | How are periods handled by the software? | There are unlimited numbers of periods. All transactions have an effective date which determines which fiscal period the transactions falls into. There is no requirement for period end processes. | Confirmed |
| | | | |
| 9.11 | How many:- | | |
| | 9.11.1 Accounting periods can be set up? | Unlimited | Confirmed |
| | 9.11.2 Years can be set up? | Unlimited | Confirmed |
| | | | |
| 9.12 | Can the length/number of periods be adjusted to suit different user requirements? | Yes. This can be defined at the company/legal entity level. | Confirmed. For example 4 week periods are possible, 4/4/5 weekly reporting and also month ends that are not at the end of the calendar month. |
| | | | |
| 9.13 | How many accounting periods can be open at any one time? | No limit. The customers own business policy define what periods they allow postings to | Confirmed |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| | and by whom, this is managed by the security model. | |
| | | |
| 9.14 How many years can be open at any one time? | No limit. The customers own business policy define what year they allow postings to and by whom, this is managed by the security model. | Confirmed |
| | | |
| 9.15 Can a period or year be re-opened after it has been closed?<br><br>If Yes:-<br>9.15.1 What controls are in place over this function?<br><br>If No:-<br>9.15.2 Is the data archived on the server?<br>9.15.3 Is this accessible for reporting purposes?<br>9.15.4 Can a previous year be restored from backup? | Yes if the user has sufficient security privilege.<br><br><br>Controlled by the security model, which in itself is defined by the customer own policies.<br><br>Not applicable. | Confirmed |
| | | |
| 9.16 Can data from all accounting periods and years be accessed at any one time? | Yes | Confirmed |
| | | |
| 9.17 Can previous months and years be accessed for enquiries or reports? | Yes | Confirmed |
| | | |
| 9.18 Does the software handle posting date as well as document date?<br>If Yes:-<br>9.18.1 Are transactions analysed by posting date or document date? | Yes.<br><br><br>Analysed by document date. | Confirmed<br><br><br>Confirmed |
| | | |
| 9.19 Can transactions be posted to more than one accounting period at any point in time? | Yes. Though generally this is applied to transactions such as reversing transactions. It is also possible for a single transaction | Confirmed |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| | input to trigger the automatic creation of transaction into other periods. This is used for example for deferred income, pre-payments etc. | |
| 9.20 Does this cover:-<br>  9.20.1 General ledger?<br>  9.20.2 Sales ledger?<br>  9.20.3 Purchase ledger? | Yes<br>Yes<br>Yes | |
| | | |
| 9.21 Is it possible to allocate transactions to:<br>  9.21.1 Future periods? | Yes, provided the user's security profile allows for it. | All confirmed |
|   9.21.2    Previous closed periods? | Yes | |
|   9.21.3 A previously closed year? | Yes, provided the user's security profile allows for it. | |
| If Yes:-<br>  9.21.4 What controls are in place e.g. level of authorisation and on screen warnings? | The user's security profile needs to allow for it. If they do have the security profile for this action, then in the case of of a prior year and additional warning message will be given. | |
|   9.21.5 Will the software revise subsequent periods accordingly? | Yes | |
| | | |
| 9.22 How will transactions outside the current period be:-<br>  9.22.1    Reported | If the user's security role provides the rights to post outside the current period then this is a valid action. All reports can be run across multiple periods. | Confirmed |
|   9.22.2    Accounted for in the VAT return? | If the corresponding VAT period is closed the users is warned | Confirmed |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| | onscreen and the VAT element is automatically analysed in the next open VAT period. VAT periods are maintained separately from the financial periods. | |
| | | |
| 9.23 Does the software permit use of budgets and provide comparisons between budgets and actuals?<br>If Yes:- | Yes | Confirmed |
|     9.23.1 How many versions of budgets/forecasts can be maintained on the system? | An unlimited number of budgets and forecasts can be maintained. | Confirmed |
| 9.24 Are budgets available for:<br>    9.24.1 General ledger?<br>    9.24.2 Sales ledger?<br>    9.24.3 Purchase ledger?<br>    9.24.4 Overheads?<br>    9.24.5 Balance sheet? | <br>Yes<br>Yes<br>Yes<br>Yes<br>Yes | <br>All confirmed |
| | | |
| 9.25 Can budgets be set by:<br>    9.25.1 Period?<br>    9.25.2 Annually? | <br>Yes<br>Yes | Confirmed |
| | | |
| 9.26 Can the software automatically generate budgets?<br><br>If Yes:-<br>Please state how this is achieved. | Yes. PSF has functionality called "Budget Worksheets" which allows a draft budget to be generated by selecting actuals up to a determined period along with previous budget/forecast data for the remaining periods; this draft budget can then be manipulated and posted into PSF as a new budget This works for Budgets at the account level. If the client wishes to budget at the transaction level then PSF can provide an integrated Excel budget modelling extension. | Confirmed |
| | | |
| 9.27 What is the maximum value of transactions and of totals that can | There is no maximum value. | Confirmed |

| | Question | Supplier Response | Evaluator's Comment |
|---|---|---|---|
| | be handled by the software? | | |
| | | | |
| 9.28 | What is the maximum number of transactions that can be handled by the software? | Unlimited as defined by the SQL database | Confirmed |
| | | | |
| 9.29 | What is the maximum number of accounts on each ledger: | | |
| | 9.29.1    Sales ledger? | Unlimited | All confirmed |
| | 9.29.2    Purchase ledger? | Unlimited | |
| | 9.29.3    General ledger? | Unlimited | |

**Functional requirements questionnaire**
**Product PS Financials**
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| Question | Supplier Response | Evaluator's Comment |
|---|---|---|

## 10      Reports

| | Question | Supplier Response | Evaluator's Comment |
|---|---|---|---|
| 10.1 | Are all reports adequately titled and dated?  (E.g. report name, client name, data, period, batch, last entry number, period end, pages, numbers etc.) | Yes | Confirmed for both Microsoft Reporting Services and PSF. |
| | | | |
| 10.2 | Do the reports provide totals where applicable? | Yes | Confirmed for both Microsoft Reporting Services and PSF. |
| | | | |
| 10.3 | Are these totals calculated or taken from a control file?  Please state the reports that do not feature calculated totals. | Calculated | Confirmed for both Microsoft Reporting Services and PSF. |
| | | | |
| 10.4 | Is it clear when the report has ended?  (totals or end markers) | Yes | Confirmed for both Microsoft Reporting Services and PSF. |
| | | | |
| 10.5 | Can reports be saved in electronic format (as distinct from just printing)? | Yes. PDF, XML, Excel, CSV, MHTML, TIFF, Word. | Confirmed for both Microsoft Reporting Services and PSF. |
| | | | |
| 10.6 | Are such files adequately protected from deletion or amendment? | Yes. Via security profiles. It is also permitted to copy a report format to create a new variation of the report and then add that to the reporting menu. | Where a report is created it can be written to a read-only archive, where permissions are restricted and deletion is not permitted.  Confirmed for both Microsoft Reporting Services and PSF. |
| | | | |
| 10.7 | Is a report writer provided as part of the software or as an add on?  Please state the name of any third party package. | Yes.  Microsoft Reporting Services which is provided as part of the underlying database. | Confirmed |
| | | | |
| 10.8 | What level of knowledge is | Simple reports can be created | Confirmed |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| required to use the report writer e.g. beginner, regular user, expert? | by a beginner using the Microsoft Report Builder Wizard. The creation of increasingly more sophisticated reports requires equally increasing amounts of Microsoft Reporting Services knowledge. | |
| | | |
| 10.9 Can the report writer make use of user-defined fields (including external fields)? | Yes. For external fields or data sources these can also be incorporated provided the external fields/data has been described to the database. | Confirmed, so long as the fields have been described to the database. |
| | | |
| 10.10 Does the report writer enable:- | | |
| 10.10.1 Separate access to each system area? | Yes | Confirmed |
| 10.10.2 Reports to be prepared which combines related data from a number of system areas (e.g. Customers – Sales – Stock items) in the same report? | Yes | Confirmed |
| | | |
| 10.11 Can users define the parameters, columns, fields and selection criteria used on reports reported? | Yes | Confirmed |
| | | |
| 10.12 Are standard reports always produced, even when they are nil returns? | Yes | Confirmed.  Yes, it will provide a header and footer and with no data – example run. |
| 10.13 Is there an option for reports to exclude nil balances, this year or where there are nil | Yes | Confirmed |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|

| | | |
|---|---|---|
| balances this year and last year, to enable a comparative report to be produced with the completeness of both years being maintained? | | |
| | | |
| 10.14 Can screen layouts, reports and transaction formats be easily adapted to users' requirements? | Yes | Confirmed |
| | | |
| 10.15 Can a hard copy be produced of all screen enquiries? | Yes | Confirmed |
| | | |
| 10.16 Can transaction files for all previous periods of the year be retained in the software to permit enquiries and reports? | Yes | Confirmed |
| | | |
| 10.17 Are reports of all changes to standing data on customers, suppliers, tax rates etc automatically generated or stored for later printing?<br><br>If Yes:-<br>10.17.1 Is the report able to capture the nature of the change, user id and data and time of the change? | The audit trail retains all details of changes until the audit trail is archived. The audit trail manager can be used to archive storage of high volumes of data.<br><br><br>Yes | Confirmed<br><br><br><br><br><br><br>Confirmed |
| | | |
| 10.18 Are all transactions on all reports individually identifiable? | Yes. All transactions are uniquely identifiable by document type and document reference. | Confirmed |
| | | |
| 10.19 Do the reports show whether items are debit or credit? | Yes | Confirmed |
| | | |
| 10.20 Do reports give sufficient narrative and coding to enable cross referencing? | Yes. In addition many of the reports support drill down and through back to original | Confirmed |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| | documents and attachments. | |
| | | |
| 10.21 Is it possible to drill down from reports to the ledgers and original transactions? | Yes | Confirmed |
| | | |
| 10.22 Can the software produce all requisite reports:- | | All confirmed |
| 10.22.1 Day books | Yes – this is a standard report | |
| 10.22.2 Trial balance | Yes – this is a standard report included in the application. | |
| 10.22.3 Profit and loss account | Yes – this is a standard report included in the application. | |
| 10.22.4 Balance sheet | Yes – this is a standard report included in the application. | |
| 10.22.5 Aged debtors | Yes – this is a standard report included in the application. | |
| 10.22.6 Aged creditors | Yes – this is a standard report included in the application. | |
| 10.22.7 Aged stock | Yes – via the report writer | |
| 10.22.8 Aged unallocated cash (debtors) | Yes – this is a standard report included in the application. | |
| 10.22.9 Aged unallocated cash (creditors) | Yes – this is a standard report included in the application. | |
| 10.22.10 Budgets | Yes – this is a standard report included in the application. | |
| 10.22.11 Cash flow statement | Yes –this is a standard report included in the application | |
| 10.22.12 VAT reports | Yes – this is a standard report | |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| 10.22.13    VAT form 100 | included in the application. | |
| 10.22.14    EC Sales Listings | Yes – this is a standard report included in the application. | |
| 10.22.15    Intrastat returns (SSD) | Yes – via the report writer | |
| | Yes – via the report writer | |
| | | |
| 10.23   Are the above reports standard within the software or do they have to be written? | The majority of the listed reports are now standard within the application. Those that are not standard can be generated using the reporting tools. | Confirmed |
| | | |
| 10.24   Is the age criteria fixed or user definable? | User definable. | Confirmed |
| | | |
| 10.25   Can the aged analysis and day book reports be in summary and detail? | Yes | Confirmed |
| | | |
| 10.26   Do standard reporting options give sufficient flexibility to tailor individual reports? | Yes. All standard reports have options in terms of selection criteria – for instance, budget version for comparison, row and column sort and selection, format, detailed or summary etc. | Confirmed |
| | | |
| 10.27   Can all reports be reproduced after the period end but at the month end date:- <br><br> 10.27.1   Transaction listings? <br> 10.27.2   Day books? <br> 10.27.3   Trial balance? | Yes, PSF supports full "as at" reporting <br><br><br><br> Yes, see above | All confirmed |

# Functional requirements questionnaire
## Product PS Financials
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| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| | Yes, see above Yes, see above | |
| | | |
| 10.28 Is it possible to print out retrospective month end aged sales and purchase ledger reports that agree back to the month end trial balance control account figures as at the month end? | Yes, PSF supports full "as at" reporting | Confirmed |
| | | |
| 10.29 Do the standard budget reports provide sufficient analysis of variances? | Yes | Confirmed |
| 10.30 Do such reports provide exception reporting, percentage analysis and comparatives? | Yes | Confirmed. Examples run. |
| | | |
| 10.31 Do standard reports show sufficient analysis of trading results? (E.g. sales analysis by region)? | Yes | Confirmed |
| | | |
| 10.32 Are all movements during each accounting period shown on sales, purchase, general, stock ledger detail reports? | Yes | Confirmed |
| | | |
| 10.33 Do the sales and purchase ledger reports show how all partial payments or allocations (unallocated cash) have been treated? | Yes | Confirmed |
| | | |
| 10.34 Is there a general ledger report that shows balances brought forward and carried forward plus all posted transactions in the period? | Yes | Confirmed |
| | | |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| 10.35 Can the management accounts, profit and loss account and balance sheet be sufficiently analysed by:<br>10.35.1    Project/job | Yes. The PSF application allows for each transaction to be analysed in multiple ways dependent on the customer requirements. In additional, hierarchical indexes allow for grouping and totalling by multiple management structures. | All confirmed |
| 10.35.2    Cost centres | Yes | |
| 10.35.3    Department | Yes | |
| 10.35.4    Division | Yes | |
| 10.35.5    Company | Yes | |
| 10.35.6    Group (if applicable) | Yes | |
| 10.35.7    Can the above be user defined by Period and/or range? | Yes | |
| | | |
| 10.36 What controls are there in place so that the user is aware of partly processed transactions:-<br><br>10.36.1  Unposted invoices<br>10.36.2  Uninvoiced dispatches<br>10.36.3  Payments<br>10.36.4  Receipts | Yes. Transactions are clearly identified with a status which, for example, shows a transaction awaiting approval or on hold.<br><br>Additionally, if the Workflow system is being used then it is possible to trace the status of the transaction within the Workflow processes itself.<br><br>Reports can be produced to reflect the above information. | Confirmed |
| | | |
| 10.37 State the controls that are in place to ensure that the correct price/discount has been applied to invoices/credit notes? (e.g. Gross Margin reports) | The UDIs can check the discounts on an invoice to a rate held in a master file, or work from selection lists. Error and warning messages will be displayed to the user on an incorrect entry. | Confirmed |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| | Customer specific exception reports can be produced. | |
| | | |
| 10.38 Detail all automatically generated documents for external use. (E.g. sales invoices and statements, remittance advices.) | Any document type can be associated with an output document. Commonly delivered to clients are the following:<br><br>Purchase Order<br>Remittance Advice<br>Sales Invoice<br>Credit Note<br>Customer Statement<br>Direct Debit Statement | Confirmed |
| | | |
| 10.39 Can the software reproduce source documents? [E.g. sales invoices; POs, Remittance advices……] | Yes | Confirmed |
| | | |
| 10.40 Are the duplicates an exact replica of the relevant financial and VAT accounting information as stored on original documents [i.e. they do not take account of any subsequent changes to the standing data? | Depending on whether the client is using the Document Automation suite (which captures an image PDF of the document at the type of creation) then the options are to either:<br><br>1. Issue a PDF image of the original<br>2. Generate a replica based on current standing data and the transaction data at the time of the original transaction. | Confirmed |
| | | |
| 10.41 Are these clearly identified as duplicates? | Yes – if so requested by the client during the implementation. | Confirmed |
| | | |
| 10.42 Does the software force the | Reports can be run and any | Confirmed |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| production of month-end reports? | time and can be based on "as at the date" criteria. There is no specific month-end requirements within the application. | |
| | | |
| 10.43 Can the reporting function make use of external data files? | Yes – provided the external data files have been described to the SQL database. | Confirmed |
| | | |
| 10.44 Does the report writer have the facility to scroll up and down when output to screen? | Yes | Confirmed |
| | | |
| 10.45 Can all reports be run without the need for period-end procedures to be initiated? | Yes | Confirmed |
| | | |
| 10.46 Does the report writer allow print previews of all reports? | Yes | Confirmed |
| | | |
| 10.47 Can transactions and standing data be output directly to other formats e.g. CSV, txt, XML, PDF etc. for any period of time required? | Yes | Confirmed |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|

## 11 Value Added Tax

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

| Software features | | |
|---|---|---|
| 11.1 Does the software have the facility to hold the following VAT information:- | | |
| 11.1.1 UK VAT registration number? | Yes | Confirmed |
| 11.1.2 Intrastat code? | Yes | Confirmed |
| 11.1.3 EC Code? | Yes | Confirmed |
| 11.1.4 EC VAT registration numbers (10)? | Yes | Confirmed |
| 11.1.5 VAT rates (please specify number available) | Yes. Unlimited number of VAT rates. | Confirmed |
| | | |
| 11.2 How does the software handle roundings? | Rounds 5 and above upwards, up to 5 downwards. | Confirmed |
| | | |
| 11.3 Is this applied consistently? | Yes | Confirmed |
| | | |
| 11.4 Does the software handle VAT scale charges with automatic double entry processing? | Yes. Detailed VAT calculations can be defined within the UDI and therefore can be tailored to the client's specific business requirements. | Confirmed – specific detailed requirements should be defined upon implementation. |
| | | |
| 11.5 Does the software handle VAT calculation tolerances? | The PSF UDI functionality allows calculations to be performed automatically during data input; it would be possible to implement a tolerance limit for these types of posting. For documents posted via the PSF web portal application it is not possible to dictate tolerance | Noted |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| If Yes do any discrepancies produce:- 11.5.1  Warning? | limits for VAT however, the PSF event engine could be configured to alert users via email each time a transaction posted exceeded an agreed tolerance limit.<br><br>Yes, if required and also through an event rule. | Noted |
| 11.5.2  Appear in the audit trail | If required this can be configured in the UDI to post a transaction relating to the difference. | Noted |
| 11.5.3  Appear in the VAT exception report? | If required this can be configured to be on a VAT exception report. | Noted |
| | | |
| 11.6  What security features (password/ audit trail)  are in place to control changes made to: 11.6.1    General ledger VAT control accounts? | Both password and audit trail. | Confirmed |
| 11.6.2    VAT tables set up and change? | Both password and audit trail. | Confirmed |
| 11.6.3    Tolerance levels? | Tolerance limits can only be changed subject to the relevant security rights on the database. | Confirmed |
| 11.6.4    Invoice sales number table? | Sales invoice numbers can only be changed subject to the relevant security rights on the database.<br><br>In addition, duplicate sales invoice numbers cannot be posted. | Confirmed |
| 11.6.5    Changes on VAT code on customer files? | Both password and audit trail. | Confirmed |
| 11.6.6    Changes on VAT code on stock files? | Both password and audit trail. | Confirmed |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| 11.6.7   VAT calculated on sales invoices or credit notes? | Both password and audit trail. | Confirmed |
| | | |
| 11.7   Does the software store and report a VAT return identifier [VRI]? | They are defined by the VAT ledger account, which defines the VAT period in which they should appear. | Noted |
| | | |
| 11.8   How does the software ensure that that each eligible posting is reported only once in a VAT return? | VAT control accounts are subject to open account management and returned transactions will be allocated and therefore excluded from future reports. | Noted |
| | | |
| **Method of operation** | | |
| | | |
| 11.9   VAT basis.  Can the software handle:<br>11.9.1  Invoice (standard) accounting? | Yes.  Also, Applications for Payment can be set up as a special document/transaction type. | Noted |
| 11.9.2       Cash accounting? | No, as PSF is designed for organisations of greater than £1.3M turnover and/or that use standard accounting principles. | Noted |
| | | |
| 11.10  If the software can handle both invoice (standard) and cash methods of accounting for VAT is the basis clearly    identified during set up? | Not applicable | Noted |
| | | |
| 11.11  Does the software allow for a switching between methods? | Not applicable | Noted |
| 11.11.1     If Yes:-<br>Is the change fully supported by audit trails to ensure proper VAT treatment of all transactions? | Not applicable | Noted |

| Question | | Supplier Response | Evaluator's Comment |
|---|---|---|---|
| 11.11.2 | Is this ability to change a basis of accounting clearly flagged, i.e. users warned etc. | Not applicable | Noted |
| 11.11.3 | Does the software alert the user that they require HMRC authorisation if they attempt to apply, retrospectively, the 'Cash Accounting Scheme' for VAT accounting? | Not applicable | Noted |
| 11.11.4 | Does the software provide useful and relevant information on switching in the software help section? | Not applicable | Noted |
| | | | |
| 11.12 | Can the software handle the following VAT schemes:- | | |
| | 11.12.1 Annual accounting scheme? | Yes. Detailed VAT calculations are defined in the UDI and therefore able to be tailored to the customer specific requirements during the implementation. | Noted |
| | 11.12.2 Flat rate scheme? | Yes. See above | Noted |
| | 11.12.3 Retail schemes? | Yes. See above | Noted |
| | 11.12.4 Account for VAT on the margin? | Yes. See above | Noted |
| | | | |
| 11.13 | Can the software be configured to handle partial exemption methods? | Yes. VAT can be calculated line by line. Or performed as an automated retrospective adjustment. | Noted |
| | | | |
| 11.14 | Please state the number of VAT codes available for VAT analysis. | Unlimited | Noted |
| | | | |
| 11.15 | How does the software handle:- 11.15.1 Outside scope? | Separate VAT types can be configured allowing end users to select the correct VAT code during data input with the accounting transaction being | Noted |

| Question | | Supplier Response | Evaluator's Comment |
|---|---|---|---|
| | | dictated by the VAT code selected. | |
| 11.15.2 | Distance selling (supply to an unregistered EC customer)? | Separate VAT types can be configured allowing end users to select the correct VAT code during data input with the accounting transaction being dictated by the VAT code selected. | Noted |
| | | | |
| 11.16 | How does the software handle EC VAT:- | | |
| 11.16.1 | Goods and related service? | Detailed VAT calculations are defined in the UDI and therefore can be configured to the exact requirements of the client during the implementation. | Noted |
| 11.16.2 | Services only? | See above | Noted |
| 11.16.3 | Process? | See above | Noted |
| 11.16.4 | Triangulation? | See above | Noted |
| | | | |
| 11.17 | Does the software include the functionality to identify EU acquisitions? | Yes | Noted |
| 11.18 | If Yes:- Can the software generate acquisition tax? | Yes, detailed VAT calculations are defined in the UDI and therefore can be configured to the exact requirements of the client during the implementation. | Noted |
| | | | |
| 11.19 | Can a report be generated of all EU acquisitions and the amounts of acquisition tax generated? | Yes, via the use of reporting tools. | Noted |
| | | | |
| 11.20 | Does the software include the functionality to identify transactions liable to reverse charge VAT? | Yes. Detailed VAT calculations are defined in the UDI and therefore can be configured to the exact requirements of the client during the implementation. | Noted |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| If Yes:-<br>11.21 Can the software generate reverse charge VAT? | Yes, detailed VAT calculations are defined in the UDI and therefore can be configured to the exact requirements of the client during the implementation. | Noted |
| | | |
| 11.22 Can a report be generated of all transactions liable to reverse charge VAT, and the amounts of tax where so generated? | Yes. Detailed VAT calculations are defined in the UDI and therefore can be configured to the exact requirements of the client during the implementation. | Noted |
| | | |
| 11.23 Does the software have a facility to reconcile the VAT returns amounts for input, output and net VAT payable/recoverable to the General ledger control account? | VAT postings are made to the balance sheet at the time of transaction input. Analysis and reports showing detailed transaction making up each total are available. | Noted |
| | | |
| 11.24 How does the software handle late transactions posted outside the closed VAT return period? | Late transactions will be posted automatically in the next available open VAT return period. | Noted |
| | | |
| **Input VAT (purchases)** | | |
| 11.25 Can the software handle VAT inclusive amounts and automatically calculate the input VAT? | Yes | Noted |
| | | |
| 11.26 Does the software require the following to be entered:- | | |
| 11.26.1 Supplier reference? | Yes | Confirmed |
| 11.26.2 Supplier document reference? | Yes | Confirmed |
| 11.26.3 Internal document reference? | Yes. Though best practice is that this is system generated. | Confirmed |
| 11.26.4 Invoice tax point date? | Yes. Though this can be set to be a default. | Confirmed |
| 11.26.5 Invoice posting period date? | Yes. Though this can be set to be a default. | Confirmed |
| 11.26.6 Invoice gross total? | Yes | Confirmed |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| 11.26.7   Invoice VAT amount? | Yes. However, this can be a calculated field. | Confirmed |
| 11.26.8   Individual invoice lines:-<br>11.26.8.1              net amount | Yes. Though this can be a calculated field. | Confirmed |
| 11.26.8.2       VAT rate (optional from VAT code, product supplier) | Yes. Though best practice is that the selection of the VAT code determines the appropriate VAT rate. | Confirmed |
|  |  |  |
| 11.27   Does the software validate individual invoice line VAT amounts against the total invoice of VAT (less early settlement at discount) and accept or reject the amount subject to the software tolerance? | This can be defined as part of the client's business processes within the UDI, if requested by the client. As standard this would not normally be configured. | Confirmed – the client should specify the required treatment at implementation. |
|  |  |  |
| 11.28   Can the user override the software derived input VAT amount and input VAT as shown on the supplier invoice? | Yes. If permitted by the client's business processes. | Noted |
|  |  |  |
| 11.29   Does the software allow VAT to be reclaimed on the basis of registered but unposted invoices? | Yes. Invoices can be registered and when the VAT return is closed, the system allocates all the transactions relating to the return together, both those posted to financial periods and those in the registered period. | Noted |
| If Yes:-<br>11.30   Does the software flag the status as:-<br><br>  11.30.1 VAT not yet reclaimed? | Yes<br><br>The registered VAT lines are allocated to a VAT period. The associated VAT period controls which period the input VAT is reclaimed in, rather than the period in which the invoice is posted. When a registered | Noted |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| | invoice is then approved and moved to an accounting period, the association with the relevant VAT period remains. | |
| 11.30.2 VAT claimed? | As above. | Noted |
| | | |
| **Output VAT (sales)** | | |
| 11.31 Does the software generate sales invoices? | Yes | Confirmed |
| If Yes:-<br>11.32 For each invoice generated is the following information included on the sales invoice:- | | |
| 11.32.1 Unique software generated invoice reference | Yes | Confirmed |
| 11.32.2 Your name, address, EC country code and VAT number? | Yes. | Confirmed |
| 11.32.3 The time of supply (tax point) | Yes | Confirmed |
| 11.32.4 Date of issue (if different to the time of supply) | Yes | Confirmed |
| 11.32.5 Your customer's name (or trading name) and address, EC country code and VAT number (if applicable) | Yes | Confirmed |
| 11.32.6 The unit price [applies to countable goods or services. E.g. an hourly rate; or a price for standard services.] | Yes | Confirmed |
| 11.32.7 A description which identifies the goods or services supplied. | Yes | Confirmed |
| | | |
| 11.33 Does the software identify supplies that are zero-rated or exempt on an invoice and that | Yes | Confirmed |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| there is no VAT payable? | | |
| If Yes:<br>11.34   Is this by way of a report? | Displayed on the invoice. | Confirmed |
| | | |
| 11.35   Does the software handle Proforma invoices? | Yes | Confirmed |
| If Yes:-<br>11.36   Are the invoices clearly identified as "this is not a tax invoice"? | Yes | Confirmed |
| | | |
| **VAT Reporting** | | |
| 11.37   Does the software produce a VAT 100 form as standard? | Yes | Confirmed |
| If No:-<br>11.38   Does the software have a means of producing reports that support the completion of the VAT return? | Not applicable as VAT 100 is generated as standard. | Noted |
| | | |
| 11.39   Is the VAT return information available by report on a three monthly basis or any other specified period? | Any period as VAT periods can be user defined e.g. monthly, quarterly etc and the reporting is then driven by the system parameter. | Confirmed |
| | | |
| 11.40   Is there a detailed and summary analysis of all transactions included in each return sorted by VAT code and transaction type making up the total in each of the boxes on the VAT 100 Form? | Yes | Confirmed |
| | | |
| 11.41   Can the VAT return be recreated showing all the transactions which were included in the original VAT return? | Yes | Confirmed |
| | | |
| 11.42   Does the software have a separate VAT audit log? | VAT audit logs are part of the ledger and transaction auditing functionality. Detailed auditing is provided with flexibility to specify exactly which events and data are recorded. | Noted |

| | Question | Supplier Response | Evaluator's Comment |
|---|---|---|---|
| 11.43 | Note where the software details the following non routine event in the audit trail or VAT audit log etc:- | | |
| | 11.43.1 Changes to VAT tables. | Not recorded in audit trail. | Noted |
| | 11.43.2 Change from invoice/cash VAT accounting or other Schemes. | Not applicable. | Noted |
| | 11.43.3 VAT tolerance. | Not applicable as VAT tolerance are not supported. | Noted |
| | 11.43.4 Changes to VAT rates on customer, supplier, product master files. | VAT code applied to a transaction is recorded with that transaction. | Confirmed |
| | | | |
| 11.44 | Are the above changes noted above stamped with a:- | | |
| | 11.44.1 User id? | Yes | Confirmed |
| | 11.44.2 Software generated unique reference number? | Yes | Confirmed |
| | 11.44.3 Date and time? | Yes | Confirmed |
| | | | |
| 11.45 | VAT postings | | |
| | 11.45.1 Are all VAT postings recorded in the audit trail or VAT audit log? | All VAT postings are part of the transaction data shown in the audit trail. | Confirmed |
| | 11.45.2 Does the software denote whether each transaction has been included in a reconciled VAT return? | Yes, through the use of a status to indicate whether it is Open or Paid. | Confirmed |
| | 11.45.3 How does it denote which VAT Return the transaction has been included in? | The VAT period is recorded with the transaction | Confirmed |
| | | | |

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| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| 11.46 Does the software produce a VAT Exception report detailing such transactions as:- | | |
|    11.46.1 VAT amounts outside tolerance levels? | VAT tolerance not supported | Noted |
|    11.46.2 Manual changes to software generated VAT? | No | Noted |
|    11.46.3 Write offs | Yes | Confirmed |
|    11.46.4 Zero value invoices? | Yes | Confirmed |
| | | |
| If No for any of the above:-<br>11.47 How does the software document these occurrences? | System audit trail | Confirmed |
| | | |
| 11.48 Does the software handle "intra-community" supply of goods? | Yes. Detailed VAT calculations are embedded in the input screen and therefore can be configured to the client exact requirements. | Confirmed |
| | | |
| 11.49 Does the software support production of an EC Sales List? | Yes, via the reporting tools. | Confirmed |
| If Yes:-<br>11.50 Does the report show the country code, the customer name, their EC VAT number, the invoice reference and indicators for different types of despatches? | Yes, via the reporting tools. | Confirmed |
| | | |
| 11.51 Does the software produce invoice level reports that enable every value on each EC Sales List report to be traced to source documents? | Yes, via the enquiry screens. | Confirmed |
| | | |
| 11.52 Does the software have a means of ensuring that each eligible posting on the EC Sales List is reported only once? (Please state how this is done within the software). | Yes, via the use of the status to indicate whether it is Open or Paid. | Confirmed |
| | | |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| 11.53 How does the software handle triangulation? E.g. a movement of goods without a related invoice transaction. | Detailed VAT calculations are embedded in the input screens and therefore can be tailored to exact client requirements. | Confirmed |
| 11.54 Does the software produce the relevant documents in a format [e.g. CSV or XML] that can be uploaded direct to the HMRC gateway? | Yes | Confirmed |
| 11.55 Can these be electronically transmitted direct from the system? | Yes | Confirmed |
| 11.56 Does the software produce Intrastat reports where applicable? | Yes, via the report writer | Confirmed |
| 11.57 How are errors on VAT accounts corrected? | Journal corrections | Confirmed |
| 11.58 How does the software handle the VAT on purchase and sales ledger contras? | Input screen design allows the display of balances and therefore the requirement can be embedded into the screen. | Confirmed |
| 11.59 How does the software handle partially allowable expenditure, e.g. VAT on petrol invoices where employees are provided with petrol (adjustment required for own use)? | Input screen design allows for the requirement to be embedded into the screen to specific customer requirements. | Confirmed – clients should specify at the implementation stage if this is required. |
| 11.60 Can the software handle cheque refunds to customers?<br><br>If Yes:- | Yes | Confirmed |
| 11.61 How is the VAT accounted for under cash accounting? | Not applicable as Cash Accounting not supported. | N/A |
| 11.62 Can the software handle invoices with multiple rates of VAT? | Yes | Confirmed |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| | | |
| 11.63 How does the software handle write off of bad debts and the related VAT? | Input screen design allows for the requirement to be embedded into the screen to specific customer requirements. | Confirmed |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|

**12        Currency**

| | | |
|---|---|---|
| 12.1   Is multi-currency processing available?<br><br>If Yes:- | Yes | Confirmed |
| 12.1.1  State number of currencies available. | Unlimited | Confirmed |
| 12.1.2  Does this cover:- | | |
|     12.1.2.1  General ledger | Yes | Confirmed |
|     12.1.2.2  Sales ledger | Yes | Confirmed |
|     12.1.2.3  Purchase ledger | Yes | Confirmed |
|     12.1.2.4  Stock | Yes | Confirmed |
| 12.1.3  Is conversion to sterling automatic?<br><br>If Yes:- | Yes, if sterling considered to be "home" or "base" currency. | Confirmed |
| 12.1.4  Does this cover- | | |
|     12.1.4.1  General ledger | Yes | Confirmed |
|     12.1.4.2  Sales ledger | Yes | Confirmed |
|     12.1.4.3  Purchase ledger | Yes | Confirmed |
|     12.1.4.4  Stock | Yes | Confirmed |
| 12.1.5  Can the user select which currency to value each of the ledgers?<br>If Yes:-<br>12.1.6  Does this cover:- | Yes | Confirmed |
|     12.1.6.1  General ledger | Yes | Confirmed |
|     12.1.6.2  Sales ledger | Yes | Confirmed |
|     12.1.6.3  Purchase ledger | Yes | Confirmed |
|     12.1.6.4  Stock | Yes | Confirmed |
| 12.1.7  What are the currency capacities? | It is possible to hold an unlimited number of currencies with the ability to hold a rate per day for each currency. Typically up to four currencies are recorded per transaction row, but it is possible to have unlimited currencies. | Confirmed |
| 12.1.8  What are the maximum and minimum exchange rates? | No limit | Confirmed |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| | | |
| 12.2 What currency information is held: | | |
| 12.2.1 Currency Code/description? | Yes | Confirmed |
| 12.2.2 Country? | Yes | Confirmed |
| 12.2.3 Currency rate table? | Yes | Confirmed. The option is to hold a rate per day. |
| 12.2.4 Date rates effective from-to? | Yes | Confirmed |
| 12.2.5 Previous rates held? | Yes | Confirmed |
| | | |
| 12.3 Can a base currency be selected? | A base currency (or "home" currency) is defined for the legal entity. From this point onwards all transaction are as a default minimum in base currency without the base currency having to be selected. | Confirmed |
| | | |
| 12.4 Can the user over ride the exchange rates during a transaction? | Yes, subject to security privilege. | Confirmed |
| | | |
| 12.5 Can the user change the exchange rates per account? | Yes, subject to security privilege. | Confirmed |
| | | |
| 12.6 Is there a restriction on accounts to a single selected currency?<br><br>If Yes:-<br>12.6.1 What controls are in place over any changes? | Yes.<br><br><br>An account can have its own nominated account currency and subject to security, other currencies can also be posted to the account. In this case all currencies are recorded: account currency, document currency, home value etc. Specific users can be restricted to certain currencies via the use of security privileges. | Noted |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| | | |
| 12.7 Can the user manually over ride the currency calculation? | Yes, subject to security privilege. | Confirmed |
| | | |
| 12.8 Are gains or losses on currency calculations automatically processed? | Yes. Realised losses and gains are posted immediately. This is also a routine for periodically revaluing currency balances. | Confirmed |
| | | |
| 12.9 Can the user override the calculation/processing of currency gains and losses? | Yes. It is possible to select when the processing of gains/losses takes place. | Confirmed |
| | | |
| 12.10 Can a user override an exchange rate on each transaction? | Yes. The user can change the exchange rate for each transaction line within a document. | Noted |
| | | |
| 12.11 Can the user define the treatment of foreign exchange gains/losses i.e. where posted to in the general ledger? | Yes. Predefined nominal accounts are set for exchange write off. | Confirmed |
| | | |
| 12.12 Can ledger accounts be defined to take invoices/payments in specified currencies/ multiple currencies? | Yes. The default currency can set for each account within a ledger. | Confirmed |
| | | |
| 12.13 Does the software prevent the deletion of the active currency? | Yes | Confirmed |
| | | |
| 12.14 Does the software prevent use of duplicate currency codes? | Yes | Confirmed |
| | | |
| 12.15 Can currency transactions be entered in selected currency and/or base currency? | Yes | Confirmed |
| | | |
| 12.16 Can transactions be entered in multiple currencies? | Yes. A single line of a transaction could for example include the following currencies: home, nominal, account, | Confirmed |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| | document. | |
| | | |
| 12.17 How does the software handle exchange differences? | Realised differences are written to the exchange gains/losses account at time of allocation of currency transaction. | Confirmed |
| | | |
| 12.18 How does the currency treat revaluations relating to:<br><br>12.18.1    Ledgers (sales/ purchases)<br>12.18.2    Monetary assets/ liabilities<br>12.18.3    General ledger accounts? | A currency revaluation facility is standard and revalue balances on the ledgers and monetary assets. | Confirmed |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|

## 13 Sales Order Processing and Invoice Production

| | | | |
|---|---|---|---|
| 13.1 | Does the software start with a quotation or the sales order? | PS Financials is a financial accounting product only and is not designed for sales order processing. | Noted |
| | | | |
| 13.2 | Are recurring or schedule orders handled? | Recurring and scheduled invoicing is supported, but not sales orders. | Noted |
| | | | |
| 13.3 | At quotation or initial order stage state how does the software: 13.3.1 Checks stock availability. 13.3.2 Highlight alternative stock. | Not applicable | Noted |
| | | | |
| 13.4 | How does the software check credit status of customer: 13.4.1 On receipt of order? 13.4.2 Prior to dispatch? | Not applicable | Noted  N/A N/A |
| | | | |
| 13.5 | Can the software block: 13.5.1 Customer orders? 13.5.2 Deliveries? 13.5.3 Invoice production? | Not applicable Not applicable Yes | N/A N/A Noted |
| | | | |
| 13.6 | Where stock is not available is a "back order" raised and a purchase order issued? | Not applicable | N/A |
| | | | |
| 13.7 | Does the software handle forward orders?  If Yes is this:- 13.7.1 Only when stock is now available? 13.7.2 Allocated from future planned stock? | Not applicable | N/A |
| | | | |
| 13.8 | Can multiple addresses be held for each customer (invoice and | Yes, it is possible to configure multiple ledgers holding each | Noted |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| delivery address). | relevant address | |
| | | |
| 13.9 Are the following documents produced: | | |
|    13.9.1    Quotations? | Not applicable | N/A |
|    13.9.2    Order confirmation? | Not applicable | N/A |
|    13.9.3    Picking lists? | Not applicable | N/A |
|    13.9.4    Labels? | Not applicable | N/A |
|    13.9.5    Dispatch/Delivery note? | Not applicable | N/A |
|    13.9.6  Invoices? | Yes | Noted |
| | | |
| 13.10 Are the following reports available: | Not applicable | All N/A |
|    13.10.1    Quotes for which orders not received? | | |
|    13.10.2    Orders received (analysis)? | | |
|    13.10.3    Items placed on backorder and/or purchase orders raised? | | |
|    13.10.4    Items dispatched not invoiced? | | |
|    13.10.5    Items ordered but not dispatched due to stock out? | | |
|    13.10.6    Gross margin (by invoice or item)? | | |
| | | |
| 13.11 Are invoice details derived from order input? (e.g. prices, quantity*)* | Yes | Confirmed |
| | | |
| 13.12 Can picking lists /dispatch notes be amended for non availability of stock? | Not applicable | All N/A |
|    If Yes:- | | |
|    13.12.1  Is this reported? | | |
|    13.12.2  Are the items dispatched reflected in final invoice? | | |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| | | |
| 13.13 Is there one dispatch note and invoice per order? | Not applicable | N/A |
| | | |
| 13.14 How does the software ensure all dispatches are invoiced? e.g. where multiple dispatches are raised per order, or several orders on a single dispatch note. | Not applicable | N/A |
| | | |
| 13.15 Can manual invoices be raised (i.e. without a sales order)? | Yes | Noted |
| | | |
| 13.16 Does the software produce proforma invoices as required? | Yes | Noted |
| | | |
| 13.17 Can returned goods be processed to produce credit notes? | Not applicable | N/A |
| | | |
| 13.18 Are these referenced to the original order/invoice? | Not applicable | N/A |
| | | |
| 13.19 Will the product accept orders from the Web?<br><br>If Yes:-<br><br>13.19.1 How are web orders integrated with the sales order processing ledgers?<br><br>13.19.2 What control features are available for checking web orders before processing? | Not as standard, but has suitable posting routines for the processing of transactions from 3$^{rd}$ party Web applications. APIs are available which accept validate and post transactions from such 3$^{rd}$ party applications.<br><br>Separate document types are used to identify web transactions.<br><br>The API supports validation process linked to the correct processing of transactions e.g. customer account verification, credit check, account creation etc. | Noted |

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| Question | Supplier Response | Evaluator's Comment |
|---|---|---|

**14        Purchase Order Processing**

| | Question | Supplier Response | Evaluator's Comment |
|---|---|---|---|
| 14.1 | Does the software generate suggested orders? | The PS Financials application is a financial management application and is not intended to be used for inventory management and replenishment/. | Noted |
| 14.2 | Can orders be generated by the user? | Yes and also supports full requisition management processing. | Confirmed – can be typed in or picked up off saved/template orders. |
| 14.3 | Is the software easy and efficient to use, i.e. scroll backwards and forwards in the product file, tagging more than one item per order? | Yes | Confirmed – the user interface is this area has been changed to make this process much simpler. |
| 14.4 | Can more than one supplier be allocated to each product? | Yes | Confirmed |
| 14.5 | Does the software hold details of substitute products if applicable? | Yes | Confirmed |
| 14.6 | Based on automatic and manual order generation (above) does the software produce a list of proposed purchase orders, if so, can these be easily amended? | Yes | Confirmed |
| 14.7 | Is stock availability updated for stock on order? | Not applicable | Noted |
| 14.8 | Can the software handle partially completed orders and returns? | Yes | Confirmed |
| 14.9 | Are receipts checked to orders and discrepancies reported? | Yes | Confirmed |
| 14.10 | Are purchase invoices checked to purchase orders, confirmed receipts and discrepancies reported? | Yes | Confirmed |

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| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| 14.11   Are the following reports available: | | |
|     14.11.1   Purchase Orders raised (analysis)? | Yes – standard report | Confirmed |
|     14.11.2   Purchase Orders not received? | Yes – standard report | Confirmed |
|     14.11.3   Goods received discrepancies? | Yes, via report writer | Confirmed |
|     14.11.4   Invoice to goods received discrepancies? | Yes, via report writer | Confirmed |
|     14.11.5   Goods received not invoiced? | Yes – standard report | Confirmed |
| | | |
| 14.12   Can the software handle "back to back" ordering? | Not applicable, as the software does not produce sales orders | Noted |

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| Question | Supplier Response | Evaluator's Comment |
|---|---|---|

**15      Stock Control**

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| 15.1 What information is held in respect of stock (and are there any limits):- | The PS Financials application is a financial management solution and is not intended to be an inventory management solution. It does have the capability to hold a stock or product ledger and information relating to items and catalogues. | Noted |
| 15.1.1 Item numbers/ description? | Yes | Confirmed |
| 15.1.2 Location(s)? | Yes | Confirmed |
| 15.1.3 Quantity, (available, allocated, on order)? | Not applicable | Noted |
| 15.1.4 Minimum and maximum stock levels? | Yes | Confirmed |
| 15.1.5 Reorder lead times? | Yes | Confirmed |
| 15.1.6 Supplier(s)? | Yes | Confirmed |
| 15.1.7 Prices/cost/ discount details? | Yes | Confirmed |
| 15.1.8 Batch/serial number? | Not applicable | Noted |
| 15.1.9 Weights etc? | Yes | Confirmed |
| 15.1.10 Other – please specify? | Unlimited additional fields can be defined for the stock "record". | Noted |
| | | |
| 15.2 How is stock updated? | Not applicable | All N/A |
| 15.2.1 Dispatch of goods? | | |
| 15.2.2 Receipt of goods? | | |
| 15.2.3 Adjustments? | | |
| 15.2.4 Transfers between locations? | | |
| | | |
| 15.3 Is negative physical stock allowed? | Not applicable | N/A |
| | | |
| 15.4 Can the software handle "sale or return" stock? | Not applicable | N/A |
| | | |

| Question | | Supplier Response | Evaluator's Comment |
|---|---|---|---|
| 15.5 | Can the software handle variations to a standard pack of products? | Not applicable | N/A |
| | | | |
| 15.6 | What methods of stock valuations are allowed? | Not applicable. | All N/A |
| | 15.6.1 Average | | |
| | 15.6.2 FIFO | | |
| | 15.6.3 LIFO | | |
| | 15.6.4 Standard cost | | |
| | 15.6.5 Other – please specify | | |
| | | | |
| 15.7 | How can stock enquiries be made, i.e. by product code, short name/supplier etc. | By any combination of user definable fields, product codes or descriptions | Noted |
| | | | |
| 15.8 | Does the software track orders and enable enquiries by date, e.g. list of all stock due on a particular day; stock to be dispatched on a set date? | Yes via report writer and the use of the standard reports. The focus of the standard reports are on purchase orders rather than sales orders. | Confirmed |
| | | | |
| 15.9 | Does the software facilitate the regular counting/ inspection of physical stock (e.g. by producing random/defined stock check lists)? | Yes via the report writer | Confirmed |
| | | | |
| 15.10 | Can the software handle more complex situations such as: | | |
| | 15.10.1 Bill of materials | Not applicable. | N/A |
| | 15.10.2 Links to CAD/CAM systems | Yes via either integration tool set, APIs and/or document attachments/links. | Confirmed |
| | 15.10.3 Job costings to collate and value WIP. | Job costing and WIP can be achieved within the application. | Confirmed |
| | | | |

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| Question | Supplier Response | Evaluator's Comment |
|---|---|---|

**16      User Documentation**

| | | | |
|---|---|---|---|
| This section applies to any of: online, hardcopy or other (e.g. WWW) documentation – specify which are applicable. | | | |
| | | | |
| 16.1 | Is the manual clearly laid out and understandable? | Yes. Online help and manuals provided. | Confirmed.  The user may interact with the customer help online, and/or download the pdf and use that for guidance. |
| | | | |
| 16.2 | Is the manual comprehensive and accurate? | Yes | Confirmed |
| | | | |
| 16.3 | Is there an index to the manual? | Yes | Confirmed |
| | | | |
| 16.4 | Is it easy to locate specific topics in the manual when required? | Yes | Confirmed |
| | | | |
| 16.5 | Is it easy to follow through all procedures in the manual? | Yes | Confirmed |
| | | | |
| 16.6 | Does the manual include: | | |
| | 16.6.1      A tutorial section? | Yes. The training courses also include tutorial sections. | Confirmed |
| | 16.6.2  A guide to basic functions? | Yes | Confirmed |
| | 16.6.3      Pictures of screens? | Yes | Confirmed |
| | 16.6.4  Completed examples included in the manual? | Yes | Confirmed |
| | 16.6.5  Specific "error correction" procedures? | Yes | Confirmed |
| | 16.6.6      VAT information? | Yes | Confirmed |
| | | | |
| 16.7 | Does the documentation clearly specify the actions to be taken by users at each important stage of processing? | Yes | Confirmed |
| | | | |
| 16.8 | Are help screens available relating to the task in hand? (context sensitive help). | Yes | Confirmed |
| | | | |

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| | Question | Supplier Response | Evaluator's Comment |
|---|---|---|---|
| 16.9 | Do they provide on-line instructions on how to use particular features of the software? | Yes | Confirmed |
| 16.10 | Can they be edited or prepared by the user? | No | Noted |
| 16.11 | Will the Software House make the detailed program documentation (e.g. file definitions for third party links) available to the user, either directly or by deposit with a third party? | Yes – full documentation is available. | Confirmed |

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| Question | Supplier Response | Evaluator's Comment |
|---|---|---|

**17**       **Efficiency**

| | Question | Supplier Response | Evaluator's Comment |
|---|---|---|---|
| 17.1 | Are the various functions of the software menu-driven, or otherwise easy to initiate? | Yes – menu driven and also "favourites" and user definable icons. | Confirmed |
| 17.2 | Is there a good response time in the initiation of functions? | Yes | Confirmed |
| 17.3 | Is data entry easily repeated if similar to previous entry? | Yes. Full stop (".") duplicates the entry from the line above and "*" repeats the entry from the prior document. | Confirmed |
| 17.4 | Does the software prevent access to a record while it is being updated? | Records are only locked at the point of update commitment by the SQL database. | Confirmed |
| 17.5 | Is there locking at file or record level? | Record level – but only at point of actual database commit by SQL. | Confirmed |
| 17.6 | Does the software allow for the running of reports whilst records are being updated? | Yes | Confirmed |
| 17.7 | Does the software retain a log of file updates until the next occasion on which the relevant information is reported or the relevant file used in a regular control procedure? | Yes. Ledger updates are tracked by the PSF audit trail facility. | Confirmed |
| 17.8 | Can regular reports be easily duplicated if required? | Yes. Reports can be copied, edited and then saved as a new file name to preserve the original report.<br><br>Also the Report Browser allows for the runtime parameters of a report to be saved by user or user group. | Confirmed |

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| | Question | Supplier Response | Evaluator's Comment |
|---|---|---|---|
| | | | |

| | Question | Supplier Response | Evaluator's Comment |
|---|---|---|---|
| 17.9 | Does the software warn the user when space is becoming short? | Not applicable. This is a function of the Windows Server and SQL server operating system and database. | Noted |

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| Question | Supplier Response | Evaluator's Comment |
|---|---|---|

**18          Integration and www facilities**

| Question | | Supplier Response | Evaluator's Comment |
|---|---|---|---|
| 18.1 | Are the different accounting modules integrated? | The PS Financials system is a unified ledger design and therefore the ledgers are updated in real-time and fully integrated, | Confirmed |
| | | | |
| 18.2 | Are they integrated on real time basis or batch basis? | Real time | Confirmed |
| | | | |
| 18.3 | Can the integration of batches be by batch, weekly or monthly? | Not applicable | N/A |
| | | | |
| 18.4 | Is the ledger updating process satisfactorily controlled by the production of control reports? | As the system is a unified ledger system there is no requirement for control reports or reconciliation reports. | Noted |
| | | | |
| 18.5 | What operating systems does the software run under? | Microsoft Windows Server 2008/2012 for the server, and Microsoft Windows 7 or 8 for the desk | Noted |
| | | | |
| 18.6 | Which databases can be used? | Microsoft SQL Server 2008, 2012 or 2014 | Noted |
| | | | |
| 18.7 | Can more than one software function be performed concurrently? | Yes | Confirmed |
| | | | |
| 18.8 | Can the software be linked to other packages e.g. word processing, graphics, financial modelling, to provide alternative display and reporting facilities? | Yes | Confirmed |
| | | | |
| 18.9 | Can definable links to spreadsheets be created? | Yes | Confirmed |
| | | | |
| 18.10 | Does the software integrate with any web trading software? 18.10.1      External or | Yes. There is an API library that allows for direct connection between PSF and third party web applications. | Confirmed |

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| Question | | Supplier Response | Evaluator's Comment |
|---|---|---|---|
| 18.10.2 | Suppliers own? | No – external software would be used | Noted |
| | | | |
| 18.11 | Note which other business application software that can be linked to the software: | | Specific requirements would need to be defined at implementation. |
| 18.11.1 | Payroll? | Yes | Noted |
| 18.11.2 | Time/fees? | Yes | Noted |
| 18.11.3 | MRP? | Yes | Noted |
| 18.11.4 | Fixed assets? | Yes – and also included within the PSF application | Noted |
| 18.11.5 | Document management software? | Yes | Noted |
| 18.11.6 | Job costing? | Yes | Noted |
| 18.11.7 | CIS? | Yes | Noted |
| 18.11.8 | Other – please specify? | Examples include EPOS, Property Management, Booking, Fundraising, Hospitality, CRM, Airtime billing, ticketing.  Note, the integration and interface utility software is PSF's own and can work either from data files or from API service calls. | Noted |
| | | | |
| 18.12 | Is the software compatible with XML standards? If so in what respect? (input/ output/ other)? | The PS Financials application has the facility for importing and exporting XML format data. At present we have had no demand to date for this requirement. | Noted |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|

## 19     Support and maintenance

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| 19.1 How is the software sold:<br>   19.1.1    Direct from Software House? | Yes | Confirmed |
|    19.1.2    Via Value Added Reseller (VAR)? | No | Noted |
| | | |
| 19.2 How is the product supported:-<br>   19.2.1   Direct by Software House? | Yes | Confirmed |
|    19.2.2   By VAR? | No | Noted |
| | | |
| 19.3   Is the software sold based upon number of users or number of concurrent users? | Concurrent users for the Windows Client and named user for the Web Browser Client. | Confirmed |
| | | |
| 19.4   Do VARs have to go through an accreditation process?<br>   19.4.1   If Yes please note the process.<br>   19.4.2   If No please explain how organisations are chosen to be VAR? | Not applicable | N/A |
| | | |
| 19.5   In the event of a dispute between Supplier and VAR how can the situation be resolved? | Not applicable | N/A |
| | | |
| 19.6   Detail the types of cover available. | • Standard maintenance agreement (2$^{nd}$ line and 3$^{rd}$ line support)<br>• Advantage (1$^{st}$ line support)<br>• Managed Service | Noted |
| | | |
| 19.7   Please note all method of support available :-<br>   19.7.1    Telephone.<br>   19.7.2    Modem link.<br>   19.7.3    Internet.<br>   19.7.4    Other – specify. | <br>Yes<br>Yes<br>Yes<br>Email | <br>Confirmed<br>Confirmed<br>Confirmed<br>Confirmed |
| | | |

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| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| 19.8 Please provide an indicative cost of cover. | 20% of licence fee | Noted |
| | | |
| 19.8.1 Are bug fixes free of charge? | Yes | Noted |
| 19.8.2 For how long? | In perpetuity provided that a maintenance agreement is in place. | Noted |
| | | |
| 19.9 How often are general software enhancements provided? | Major release every 2 years. Minor releases (builds) released as necessitated, on average 4 a year. | Noted |
| 19.10 Will they be given free of charge? | Yes – provided there is in place a valid maintenance agreement. | Noted |
| | | |
| 19.11 How are enhancements and bug fixes provided to customers? | A "build" is released to customer with installation guidance. | Noted |
| | | |
| 19.12 Is "hot line" support to assist with immediate problem solving available? | Yes | Noted |
| 19.13 If so, is there an additional cost involved? | No | Noted |
| 19.14 At what times will this support be available? | 9:00am to 5:00pm. Monday to Friday, excluding English public holidays. | Also available at other times subject to special arrangements. |
| | | |
| 19.15 Who provides training: | | |
| 19.15.1 Direct from Software House? | Yes | Noted |
| 19.15.2 From a VAR? | Not applicable | N/A |
| | | |
| 19.16 Is hardware and maintenance provided by: | | |
| 19.16.1 Software House? | No | Noted |
| 19.16.2 VAR? | Not applicable | N/A |
| | | |
| 19.17 Is a warranty offered in respect of specification of the software? | Yes | Noted |

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|
| | | |
| 19.18 Will the software supplier/dealer make the program source code available to the user, either directly or by deposit with a third party (Escrow)? | Yes. Through an ESCROW agreement with the NCC. | Noted |
| | | |
| 19.19 Are there any unduly restrictive conditions in the licence for the software? | No | Noted.<br><br>The licence states that an annual support contract must be in place. |

# Functional requirements questionnaire
## Product PS Financials
## Version 6.0

| Question | Supplier Response | Evaluator's Comment |
|---|---|---|