

**ICAEW Accreditation Scheme**  
**Financial Accounting Software Evaluation**

**Nomisma Solution Ltd.**

**Nomisma version 1.0**



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**Date completed: 9 May 2019**

**Signed: *K Salter***

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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 **Nomisma v1.0** 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 **Nomisma version 1.0**, a product specialist from **Nomisma Solution Ltd.** completed the detailed questionnaire and provided it to the evaluator to examine. The evaluator then visited the **Nomisma Solution Ltd.** office in Suite 22, Winsor and Newton Building, Whitefriars Avenue, Harrow and Wealdstone, HA3 5RN and in conjunction with the operation of the various aspects of the software assisted by a member of **Nomisma Solution Ltd.** technical staff checked the answers to confirm their validity. The questions were individually reviewed and commented on and the majority of assessments were confirmed.

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

**Nomisma version 1.0** was used throughout the evaluation. The evaluation covered the fully integrated sales, purchase and general ledgers and where appropriate sales

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

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

#### 2.3 Online accounting software

This evaluation covers the accounting system but not the method by which it is delivered and/or contracted for. Potential users need to satisfy themselves on the security and disaster recovery aspects and licensing of the online system and any data protection issues of their own and customer/supplier information, contained therein, being held on the system.

#### 2.4 Software/hardware utilised

Nomisma is a fully hosted solution with all hardware and data held in AWS infrastructure. In AWS ISO 27001 standard infrastructure both application server (EC2) and database server (RDS) hosted.

Here is the link for AWS Security and Compliance:

<https://docs.aws.amazon.com/aws-technical-content/latest/aws-overview/security-and-compliance.html>

As Nomisma is a cloud-based Software as a Service (SaaS) system it can be run by any modern device (Windows, Macs and tablets) in a web browser. Preferred web browser is Google Chrome on a Windows 7 Professional based Laptop.

For the purposes of the evaluation, the product was running in Chrome browser version 72.0.3626.121 (64 bit) and Windows 10 environment – Intel Core i7, 8gb ram.

#### 2.5 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

Nomisma is a web based, enterprise solution designed for the UK market place. Nomisma is a cloud accountancy software which is hosted on remote servers to record expenses, show profit and loss calculations and helps in managing the balance sheet. It completes the backup, updates occur immediately, and nothing needs to be downloaded or installed on a company or business computer.

### 3.2 Supplier background

A private limited company, Nomisma Solution Ltd was founded in 2013 and has an office in the United Kingdom. <https://www.nomismasolution.co.uk/about-us>

### 3.3 Product background and Suitability for user

The product will run on virtually any system platform, on any modern internet browser. A basic broadband connection (or 3G for mobile usage) is advisable for maximum benefit. The target market for the software is the “small” end of the SME market; sole traders, contractors, etc. as well as the accountants servicing those types of client.

The document contains sections on Stock and Purchase order processing. The software does not support these features, so the evaluator’s comments have not been completed in these sections.

The product does appear on the HMRC list of approved MTD software suppliers at <https://www.tax.service.gov.uk/making-tax-digital-software>

### 3.4 Typical implementation

Nomisma cloud accounting software helps businesses run in an efficient manner and it is all because of the benefits “the cloud” offers to accountants and small businesses. It provides a complete solution to bookkeeping, payroll, accounts production, corporation tax and CRM. With just an internet connection, Nomisma can be accessed anywhere, anytime with any device.

### 3.5 Vertical applications

Nomisma Solution also provides practicing accountants with additional applications for practice management like payroll, accounts production, corporation tax and CRM. These integrate with the bookkeeping package.

<https://www.nomismasolution.co.uk/accountants>

### 3.6 Software and hardware specifications

#### 3.6.1 Development environment

.NET Framework v4.5, ASP.NET, C#, Javascript, SQL Management and MS Office

#### 3.6.2 Server platforms

Application Server – AWS EC2

- T2.Xlarge
- Windows Server 2012 R2
- 4- VCPUs
- 16 GB RAM
- 1 TB Storage

Database Server – AWS RDS

- db.m4.large
- SQL Server 2017
- 2-VCPU
- 8GB RAM
- 200 GB Storage

3.6.3 Databases  
MS SQL Server 2016

3.6.4 Operating software  
Windows

3.6.5 Protocols  
TCP/IP

3.6.6 Minimum client PC specification  
The product will run on virtually any system platform, on any modern internet browser. A basic broadband connection (or 3G for mobile usage) is advisable for maximum benefit.

3.6.7 Support and maintenance

Using Amazon CloudWatch, the company monitors and manages the application, recognises and responds to system-wide performance changes, optimises resource utilization, and get a unified view of operational health. CloudWatch collects monitoring and operational data in the form of logs, metrics, and events. CloudWatch is also used to set high resolution alarms, troubleshoot issues, and discover insights to optimize the applications and ensure they are running smoothly.

3.7 Software installation and support

No installation is required as this runs in a web browser. Support is available should any settings need to be adjusted to enable the product to display correctly.

3.8 Partner network and related accreditation process

The company markets directly and through its network of accountants.

3.9 Highlighted issues

- No previous passwords retained
- No archiving of data (which is commonplace and not really necessary)
- No batch processing (but this is not generally used these days)
- No menu tailoring (other than automated by user access rights)

- Users cannot make their own data backups from within the system or recover data themselves (common to most cloud accounting packages)
- No validation of VAT transactions on Bulk invoice entry screens
- System does not enforce printing of period end reports (but retrospective reports can be run at any time)
- No controls for overriding discounts or accepting settlement discounts
- No budgets
- No user visible system log of error messages or security violations (but Nomisma maintain this log internally and some reports can be made available to end users on request)
- There are no consolidation facilities
- There are no automatic accruals or prepayments-manual journals are required
- No reversing journals
- General ledger report only shows movements between dates – no brought/carried forward totals
- Duplicate nominal account codes can be created in this version (this will be fixed shortly)
- No audit trails of changes to VAT tables or master files available to end user
- No Stock control, sales or purchase order processing
- System does not handle VAT margin scheme; special retail schemes, reverse charge, triangulation or partial exemption methods (although workarounds can be used in some cases)
- No VAT tolerance levels built in or exception reporting (although certain reports can identify those transactions outside of “normal” VAT rates).
- VAT Scale Charges not automatically catered for (but a journal template can be created to facilitate this posting)
- No specific VAT reconciliation report available
- EC acquisition tax not automatically calculated for VAT purposes and EC acquisitions report not available
- EC Sales list and Intrastat reports not produced
- There is no proprietary report generator (however there are many options to tailor reports and reports can be exported to Excel for further editing if required)
- There are no reports available of changes to standing data
- There is no cashflow statement available
- No details of back-up or recovery options in the software, but it is in the sales contract
- Duplicate documents not identified as copies
- Cannot amend auto-calculated VAT amounts (work-around required)
- There is no warning provided if switching VAT schemes
- The system cannot produce documents in the relevant format to be uploaded to the HMRC Gateway
- Entry of purchase invoices is on a gross basis only with VAT extracted if required
- Journals cannot be set up to distribute amounts in a fixed percentage against
- GL/Cost centre codes

- No credit limits on customers
- No interest calculated on late payment of invoices
- No formal bank reconciliation reports
- There is no revaluation of foreign currency balances on reporting dates
- Foreign exchange gains/losses need to be manually adjusted
- The software cannot link directly to spreadsheets
- User can override API feeds of exchange rates on certain screens
- There is no context sensitive help or on-line instructions on how to use particular features of the software (but video guides will be available shortly)
- There is no Escrow arrangement in place as regards source code
- No warranty is offered in respect of the software or Service Level Agreement with respect to availability

#### 4 Evaluation conclusion

For the target market of small businesses at which this product is aimed, it is a capable, solid product, although there are limitations as detailed above. In addition, Nomisma has to date still to gain the popularity of some of its peers and so potential users should bear this in mind when making any system selection decision. It continues to be developed and enhanced.

#### Disclaimer

*Any organisation considering the purchase of Nomisma version 1.0 should consider their requirements in the light of proposals from **Nomisma Solution Ltd.** or its dealers and potential suppliers of other similarly specified products. Whilst the contents of this document are presented in good faith, neither ICAEW, RSM UK, nor the Evaluator can accept liability for actions taken as a result of comments made herein.*

**Functional requirements questionnaire**  
**Product Nomisma Version 1.0**

Question	Supplier Response	Evaluator's Comment
<b>5 Security and continuity of processing</b>		
5.1 What security features are included to control access to the application?	<p>Authentication: All access to Nomisma requires authentication through the membership system .</p> <p>All web pages in the Nomisma system require secure access.</p> <p>Segmentation: The database is designed utilising a multi-tenant architecture. This means that the data for each individual organisation is separated from the data of every other organisation. No other Nomisma customer can access other business data through Nomisma – the architecture doesn't allow it and cannot be manipulated in any way to allow it.</p>	Confirmed
5.2 Can access to application functions be managed so users can only see (in menus and other links) and access those functions they are authorised to access?	<p>Yes – There are three 4 different types of users give access to all or part of the system.</p> <ul style="list-style-type: none"> <li>• Admin</li> <li>• Agent</li> <li>• Client/Business</li> <li>• Employee</li> </ul> <p>Within each of these roles there is further control for specific functions such as Manage Users, Repeat invoices, Bank Reconciliation etc</p>	Confirmed
5.3 Is this access to the application managed by:- 5.3.1 Individual user profiles? 5.3.2 User groups based on their job roles?	<p>Individual user profiles are assigned to each.</p> <p>No – See 5.6 for details</p>	Confirmed Confirmed

**Functional requirements questionnaire**  
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Question	Supplier Response	Evaluator's Comment
5.4 If menus can be tailored would this override the application access control?	N/A – menus cannot be tailored other than the automated tailoring set by access control rights.	Confirmed
5.5 Passwords		
5.5.1 Is access to the software controlled by password?	Yes	Confirmed
5.5.2 Please state the basis of control available (e.g., role based etc).	Role based – see 5.6 below	Confirmed
5.5.3 If there is no password facility, please state how confidentiality and accessibility control can be maintained within the software?	N/A	N/A
5.5.4 Are single user systems access controlled by password?	Nomisma is a cloud based single ledger system therefore all Nomisma systems are controlled through password access.	Confirmed
5.5.5 Does the software allow for each user to have separate log on (user ids)?  If No:- 5.5.5.1 How does the software track user activity?	Yes – each user is assigned separate user id for log on and they will only have access to the companies they have been assigned to	Confirmed
5.5.6 Is each user required to have a personal password?	Yes	Confirmed
5.5.7 Are passwords one-way encrypted? [i.e. Is it impossible for anyone to see other user's passwords in the software?]	Yes, it is not possible for anyone to see other users' passwords in the software	Confirmed
5.5.8 Are passwords masked when entered by any user logging in?	Yes	Confirmed

**Functional requirements questionnaire**  
**Product Nomisma Version 1.0**

Question	Supplier Response	Evaluator's Comment
5.5.9 Is password complexity available at application level? If Yes:- 5.5.9.1 Please specify [e.g. Number of digits, requirement for special characters, numeric, upper/lower case etc.]	<p>Yes</p> <p>On first time user account creation an auto password in 6 digits is generated and sent to user's email address.</p> <p>Later user can reset the password alphanumeric and application does not allow to set the password same as previous one. Minimum length is 6 characters.</p>	<p>Confirmed</p> <p>Confirmed</p>
5.5.10 Is there a facility to enforce password changes after a chosen period of time?	Yes – optional. If chosen, the password need to be changed by the user after fixed one-month duration	Confirmed
5.5.11 Is there a facility to specify a minimum age for passwords (e.g. 1 day)?	No	Confirmed
5.5.12 How many previous passwords are retained by the system to limit users recycling passwords (e.g. 24 or 32)?	Only 1 previous password can't be set again by the user	Confirmed
5.6 Please state how security allows for access to be specified separately for :- 5.6.1 Read?	<p>Individual login to identify roles granted to individuals</p> <ul style="list-style-type: none"> <li>• Users with the Read Only Profile can only view data</li> <li>• Users with Invoice only profiles can only raise Invoices;</li> <li>• Users with Company Users Profile are not allowed to access final account, repeat invoices etc.</li> <li>• Users with System Manager Profile have full rights.</li> <li>• Only Admin and Agent Users can have the ability to 'Manage Users'</li> </ul>	Confirmed
5.6.2 Read and write?	See above	Confirmed

**Functional requirements questionnaire**  
**Product Nomisma Version 1.0**

Question	Supplier Response	Evaluator's Comment
5.6.3 Delete and amend?	See above	Confirmed
5.7 Are any data files, such as budgets or price updates, imported by users validated by the application software before main data files are updated?	Yes	Confirmed
5.8 Does the software require higher or specific levels of user access for changes to sensitive data, such as customer credit limits?	Yes – company admin only	Confirmed
5.9 Please specify the specific security procedures (by passwords or warnings) over the:- 5.9.1 Update of ledgers	All data is updated in real time – there is no updating of ledgers concept. Those with the ability to post can make entries.	Confirmed
5.9.2 Closing of accounting periods	The accounting period gets locked for editing on closing.	Confirmed
5.9.3 Deletion of transactions	Company admin rights only (but not if period closed and locked)	Confirmed
5.9.4 Archiving of transactions.	No archiving facility for Transactions	Accepted
5.10 Is it impossible to delete a transaction? If No:- 5.10.1 How are deletions controlled by the system?	No - Transactions can be deleted by users who have rights Transactions that are reconciled gets locked and can't be deleted	Confirmed
5.11 Are deleted transactions retained in the audit trail and denoted as such?	Deleted transactions are not visible to the end user but is retained in the database. Report available to end user on request.	Confirmed
5.12 Can a report be produced detailing all current users, via user groups, if relevant, and their authority levels and/or access rights?	Yes – accessible from Users screen	Confirmed
5.13 If data can be accessed by separate reporting facilities, such as ODBC or separate report writer,	Yes, data is accessible via the Application Programming Interface (API) but only to users	Confirmed

**Functional requirements questionnaire**  
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Question	Supplier Response	Evaluator's Comment
<p>is the user access security control applied?</p> <p>If No:-</p> <p>5.14 Please explain any other protection in place to prevent unauthorised access to data with such facilities.</p>	<p>with required permission. The API requires the Admin or Agent user login which is used to determine permission based on requirements.</p> <p>Most reports have an export to Excel already built in.</p>	
5.15 Is the level of security (described with this section) appropriate for the expected size of business using the software?	Yes – small business software	Confirmed
5.16 Is there a clear indication in the software or manuals as to how the data is:-		
5.16.1 Backed-up?	No	Confirmed
5.16.2 Recovered?	No	Confirmed
5.17 Back ups How are back ups provided:-	Both backup and restore processes are in two levels.	Accepted
5.17.1 Within the software application?	Amazon Web Services Instance level – Both EC2 (Elastic Compute cloud) and RDS (Relational Database Service) through snapshots taken twice a day.	
5.17.2 Within the operating software?	Application level – Code Level through Perforce Versioning and SQL Database through SQL tools and AWS S3. A SQL database transaction backup happens every 5 minutes. Nomisma can export data to a CSV file for an individual company but cannot do it via SQL dump for an individual customer.	

**Functional requirements questionnaire**  
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Question	Supplier Response	Evaluator's Comment
5.17.3 Are backup procedures automatic?	Yes – AWS standards	Accepted
5.17.4 Is the user forced or prompted to back-up at certain intervals?	N/A	N/A
5.17.5 Can the intervals be customised?	N/A	N/A
5.18 Recovery		
5.18.1 Please state how the software facilitates recovery procedures in the event of software failure? (E.g. roll back to the last completed transaction).	In event of failure all transactions are rolled back.	Accepted
5.18.2 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?	Last transaction that has failed would need to be re-input	Accepted
5.18.3 Are these automated?	Yes	Accepted
5.18.4 Do the recovery procedures work?	Yes – checked by Nomisma every 3/6 months or following program update	Accepted
5.19 What features are available within the software to help track down processing problems?	Full double entry system with automated checks to ensure transactions balance.	Accepted
5.20 Are software messages clear?	Yes	Accepted
5.21 Are user responses properly structured to ensure that erroneous key strikes do not lead to inappropriate actions?	Yes - There are a range of features to ensure proper input is used. E.g. The system will ask for confirmation prior to submission	Confirmed
5.22 Is there a software log which details:- 5.22.1 Error messages?	End user sees error messages but not the logs	Accepted

**Functional requirements questionnaire**  
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Question	Supplier Response	Evaluator's Comment
5.22.2 Security violations?	There is a user access log available listing users and their access to the system	Confirmed
5.23 Audit trail		
5.23.1 Does the software have a detailed audit trail?	Yes – Transaction Report	Confirmed
5.23.2 Is it <u>impossible</u> to turn off or delete the audit trail?	Yes	Confirmed
5.23.3 Does the software allocate a system generated sequential unique reference number to each transaction?	Yes	Confirmed
5.23.4 Is this stamped with a user id?	Yes – user name is recorded against each transaction	Confirmed
5.23.5 Is this unique reference number presented to the user at time of input?	No – but viewable in audit trail.	Confirmed
5.23.6 Is this unique reference number available to view, by the end user and by way of a report?	Yes	Confirmed
5.23.7 Is the transaction date and time stamped?	Date visible but not time – although recorded in back end database. Available to end user on request.	Accepted
5.23.8 Are all master file changes recorded in the audit trail?	Some master file changes example related to customers, suppliers, bank transactions are tracked. User and date of change are recorded but not displayed to end-user	Accepted
If Yes:-		
5.23.8.1 Does each change have a system generated reference allocated?	Internally, but not displayed to the end-user.	Accepted
5.23.8.2 Are the originator and authoriser identified?	The user that entered the change is identified.	Accepted

**Functional requirements questionnaire**  
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Question	Supplier Response	Evaluator's Comment
5.23.8.3 Is the change date and time stamped?	Yes	Accepted
5.23.9 Are all standing data changes recorded in the audit trail?	Yes for Customers and Suppliers the fact that an edit has occurred is recorded (in the back-end systems)	Accepted
If Yes:- 5.23.9.1 Does each change have a system generated reference allocated?	Internally, but not displayed to the user	Accepted
5.23.9.2 Are the originator and authoriser identified?	Yes for Customers and Suppliers	Accepted
5.23.9.3 Is the change date and time stamped?	Yes for Customers and Suppliers	Accepted
5.23.10 Is all input data included within the audit trail, including amendments, deletions, journals etc.?	Yes – back end -not for end user	Accepted
5.23.11 Does the software allocate a system generated unique reference number to each amendment, deletions journal?	Yes	Accepted
5.23.11.1 Is this stamped with a user id?	Yes	Accepted
5.23.11.2 Is this unique reference number presented to the user at time of input?	No	Confirmed
5.23.11.3 Is the transaction date and time stamped?	Yes – date. It is time stamped but not visible to end-user	Accepted

**Functional requirements questionnaire**  
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Question	Supplier Response	Evaluator's Comment
5.23.11.4 How is it linked to the original transaction?	Audit transactions are linked using original transactions unique id	Accepted
5.23.12 Are imported /interfaced transactions detailed in the audit trail?	Yes	Accepted
5.23.12.1 Is each stamped with a user id?	Yes	Accepted
5.23.12.2 Is this unique reference number presented to the user at time of input?	No – but is viewable subsequently in reports.	Confirmed
5.23.12.3 Is the transaction date and time stamped?	Yes – transaction date is visible in reports. The date and time of posting is in back-end database only.	Accepted
5.23.13 How are transactions differentiated within the audit trail?	By source type.	Confirmed
5.24 What are the procedures for handling dates? (E.g. 2-digit years, 4 digit years).	4-digit years	Confirmed
5.24.1 In the case of two digits what is the break point for the century?	N/A	N/A
5.24.2 Are dates handled consistently throughout the software?	Yes	Confirmed

## 6 Input of transactions

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

6.1 Is data input controlled by self-explanatory menu options?	Yes	Confirmed

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Question	Supplier Response	Evaluator's Comment
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 on account codes, VAT is calculated from the rates.	Confirmed – but cannot overwrite VAT figures so would need to force entries to ensure VAT agrees to the invoice total.
6.4 Can the user amend data on an input screen prior to update?	Yes	Confirmed
6.5 What control features are within the software to ensure completeness and accuracy of data input?	Complete validation of all transactions (to ensure double entry) before committing to database. There are also total fields on Purchase invoices which can optionally be used to check the overall analysis. There are various other validation features.	Confirmed
6.6 Are all input transactions subject to this control?	All that require validation or consistency checking are validated prior to update. However, there is no VAT validation on Batch input screens.	Confirmed
6.7 How does the software ensure uniqueness of the input transactions? (i.e. to avoid duplicate transactions)	If number, date and amount are the same for the same supplier a message will appear	Confirmed
6.8 Does the software allow for batch control totals? If Yes:- 6.8.1 Are batches automatically numbered?	No	Confirmed
6.8.2 Are batches forced to balance before ledger update?	N/A	N/A

**Functional requirements questionnaire**  
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Question	Supplier Response	Evaluator's Comment
6.8.3 Does the software allow the temporary halting of input of a batch to allow for queries or other activities to take priority (e.g. set up a new account)	N/A	N/A
6.8.4 Is the user forced to confirm batch totals?	N/A	N/A
6.9 Is attempted posting of unbalanced journals rejected? (G/L).	Yes	Confirmed
6.10 Are input errors highlighted? If Yes are they:- 6.10.1 Rejected and reported on screen?	Yes Yes	Confirmed
6.10.2 Rejected and error reports generated?	No- on screen only	Confirmed
6.10.3 Accepted and posted to suspense?	No	Confirmed
6.11 Does the software have an automatic facility to correct/reverse/delete transactions?  If Yes:- 6.11.1 Are all the double entry transactions documented in the audit trail?	No	Confirmed
6.12 What are the controls to ensure the internal integrity of the ledger(s) or the accounting information, e.g., control of accounts.	Invalid data cannot be saved to the database without going through the required consistency and validation checks.  Every transaction posting will be part of a double entry posting. It is impossible to get the ledger out of balance.	Confirmed
6.13 Is it possible to allocate input values directly to ledger control accounts?	Not to sales and purchase ledger control accounts. Can post direct to VAT account but the net VAT	Confirmed

**Functional requirements questionnaire**  
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Question	Supplier Response	Evaluator's Comment
	will be “grossed up” and appears on the VAT return.	
If Yes:- 6.13.1 Please note the mechanisms available to allow the user to establish why the total balances on individual accounts do not agree to a respective control account?	N/A	N/A
6.14 Can automatic accruals or prepayments be generated? If Yes:-	No	Confirmed
6.14.1 Will these automatically be reversed after the period end? (G/L)	N/A	N/A
6.15 Does the software have a purchase invoice register?	Yes	Confirmed
6.16 Does the software permit multi debit/credit journals?	Yes	Confirmed
6.17 Can journals be saved as template with GL codes and cost centres and either with or without monetary amounts?	Yes – by saving a journal and then copying it when required again. Not possible to save blank – needs a monetary amount.	Confirmed
6.18 Can journals be set up to distribute amounts in a fixed percentage against GL/Cost centre codes?	No	Confirmed
6.19 How are transactions identified on screen/reports as to:- 6.19.1 Type? 6.19.2 Debit or credit?	There is a “Source / Type” column on reports which clearly indicates how created. In some reports debits and credits are shown in different columns, other	Confirmed

**Functional requirements questionnaire**  
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Question	Supplier Response	Evaluator's Comment
	times they're shown as debit or credit positive.	
6.20 Can separate nominal analysis codes be input for each invoice line?	Yes	Confirmed
If Yes:-		
6.20.1 Does this cover:-		
6.20.1.1 Sales ledger?	Yes	Confirmed
6.20.1.2 Purchase ledger?	Yes	Confirmed
6.20.1.3 Stock?	No	Confirmed
6.21 Can receipts and payments be matched to specific invoices?	Yes	Confirmed
If Yes:-		
6.21.1 Automatic?	Yes	Confirmed
6.21.2 Manual?	Yes	Confirmed
6.21.3 Both?	Yes	Confirmed
6.22 Will the software permit part payments?	Yes	Confirmed
6.23 Will the software allow:-	Yes	Confirmed
6.23.1 Payments to be made to customers?		
6.23.2 Receipts to be received from suppliers?	Yes	Confirmed
6.24 Does the software handle purchase credit notes?	Yes	Confirmed
6.24.1 Is there an ability to automatically amend stock, if applicable?	N/A	N/A
6.25 Can the software generate sales credit notes?	Yes	Confirmed
If yes:-		
6.25.1 Is there an ability to match to a sales invoice?	Yes N/A	Confirmed N/A

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Question	Supplier Response	Evaluator's Comment
6.25.2 Is there an ability to automatically amend stock, if applicable?		
6.26 Does the software handle discounts and promotions?	Yes – discount per sales invoice line (optional to show this)	Confirmed
6.27 Does the software provide for early settlement discounts?	No	Confirmed
6.27.1 Can early settlement discounts be automatically generated?	No	Confirmed
6.27.2 Are there controls over accepting settlement discounts (e.g. time limits)?	No	Confirmed
6.27.3 Is VAT treated correctly on early settlement discounts?	No	Confirmed
6.28 Will the software permit the posting of unallocated cash to the ledgers?  Does this apply to:- 6.28.1 Sales ledger? 6.28.2 Purchase ledger?	Yes – via over or short payments  Yes Yes	Confirmed Confirmed Confirmed
6.29 Are unallocated cash/credit notes specifically reported for follow up?	Yes, when there is unallocated cash it will be visible in the “unprocessed transactions” list. Without clearing it no one can file any accounts. It will give an alert to user to rectify it. Invoices / Credit notes that are not reconciled or paid up will be shown on screen in red colour	Confirmed
6.30 Are outstanding transactions displayed for allocation? If Yes:- Does this apply to:- 6.30.1 Sales ledger?	Yes See above 6.29 Yes	Confirmed Confirmed

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Question	Supplier Response	Evaluator's Comment
6.30.2 Purchase ledger?	Yes	Confirmed
6.31 Does the system allow the user to post or allocate a payment or receipt with a date prior to the invoice transaction date?  If Yes:- 6.31.1 Is the user warned that the aged balance values may not agree to the trial balance values?	Yes  N/A – it will appear as a credit/debit balance on the ledgers	Confirmed  Confirmed
6.32 Is it possible for new accounts to be created during input?  If Yes:- Does this cover:- 6.32.1 Sales? 6.32.2 Purchases? 6.32.3 General? 6.32.4 Stock?	No  N/A  N/A  N/A  N/A	Confirmed  N/A  N/A  N/A
6.33 What controls are there over the creation of new accounts?  6.33.1 Is the originator and/or authoriser identification logged by the software?	User access rights determine ability to create.  Yes within history and notes for Sales and Purchases Recorded in “back end” for general ledger accounts – not visible to end user.	Confirmed  Accepted
6.34 Is the user prevented or warned from overriding credit limits or discounts? (S/L).	No	Confirmed
6.35 Does the software have a bank reconciliation facility?	No-csv or Yodlee* feeds recommended for import. There is a period locking facility when the bank balance agrees to the statements.  <i>* Yodlee feeds are operated by a third-party that access online banking sites overnight, download any new statement data and send it securely into</i>	Confirmed

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Question	Supplier Response	Evaluator's Comment
	<i>financial/accounting systems. It is an alternative to direct feed from the banks”</i>	
6.36 Does the software enable transactions to be posted to the ledgers whilst performing a bank reconciliation (e.g. standing charges, bank charges etc)?	N/A	N/A
6.37 Are these adequately reported?	N/A	N/A
6.38 Does the software accept input files from other computer packages?  If Yes:- 6.38.1 What formats are accepted?	Yes- if output to a csv file and from Yodlee system to import bank transactions data	Confirmed
6.38.2 What controls are in place over the interface?	Templates available to ensure columns match to destination	Confirmed
6.39 Does the software have a facility for calculating interest on late payments?	No	Confirmed

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Question	Supplier Response	Evaluator's Comment
<b>7      File maintenance</b>		
7.1    Are ledgers:-		
7.1.1    Open item?	Yes – by date selection	Confirmed
7.1.2    Balance forward?	Yes – by date selection	Confirmed
Does the above cover:-		
7.1.3    Sales ledger?	Yes	Confirmed
7.1.4    Purchase ledger?	Yes	Confirmed
7.1.5    General ledger?	Yes	Confirmed
7.2    Is a month end routine required to be undertaken?	No	Confirmed
7.3    Is the creation or amendment of standing data (e.g. customer account details) controlled by menu options?	Yes	Confirmed
7.4    Are menus:-		
7.4.1    Application specific?	Yes	Confirmed
7.4.2    User specific?	Yes – by their defined role	Confirmed
7.5    Is it <u>impossible</u> to delete accounts if the balance is Nil but transactions have been recorded against the code.		
Does this apply to:-		
7.5.1    General Ledger?	Yes	Confirmed
7.5.2    Sales Ledger?	Yes	Confirmed
7.5.3    Purchase Ledger?	Yes	Confirmed
7.5.4    Stock?	N/A	N/A
7.6    Are there any other constraints over the deletion of accounts?	No	Confirmed
7.7    What is the size and format of reference numbers and descriptions within:-	There are really no constraints on size or format of reference numbers.	
7.7.1    General Ledger?		Accepted
7.7.2    Sales Ledger?	100 characters on description	Accepted
7.7.3    Purchase Ledger?	100 characters on description	Accepted

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Question	Supplier Response	Evaluator's Comment
7.7.4 Stock?	N/A	N/A
7.8 Is the scope of the reference number adequate to permit sufficient depth of analysis?	Yes	Confirmed
7.9 How does the software guard against/warn about, duplicate account numbers on set up?	Duplicate numbers are allowed currently- being amended shortly to prevent this.	Confirmed
7.10 How does the software enable the traceability - from, to and through the accounting records - of any source document or interfaced transaction?	All source documents can be “attached” and can be viewed from within the system. Ability to add original reference numbers when entering transactions. Hyperlinks are provided on screen which allows the user to drill down/across to all sourced documents if “attached”. The reports indicate the type of posting document e.g. bank, journal...	Confirmed
7.11 What drill down/around functionality is available within the software?	Consistent application of drilldown throughout down to original posting transactions.	Confirmed
7.12 Can reports be invoked which identify all the fields which have been modified?	Yes	Confirmed
7.13 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?	No – very little changes frequently or regularly in standing data	Confirmed
If Yes: – 7.13.1 Is the use of such parameters or tables adequately reported?	N/A	N/A

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Question	Supplier Response	Evaluator's Comment
7.14 What controls are within the software over changes to parameters and tables e.g. reporting, password etc?	Only by User Roles	Confirmed
7.15 Does the software allow selective archiving of old data on a user-defined basis?	It is possible to mark suppliers and customers as “not live” and the term “archive” is used within the software. Another meaning of archive is to remove data (common when disk space was at a premium) but data is not removed from Nomisma.	Accepted
7.16 What controls are in place over the handling of archived data?	No data is archived off system	Accepted
7.17 Can archived data be used for reporting purposes?	N/A	N/A
7.18 Does the software allow for the restoration of achieved data for audit without affecting current accounting data?	N/A	N/A

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Question	Supplier Response	Evaluator's Comment
<b>8 Processing</b>		
8.1 Does the software ensure that menu options or programs are executed in the correct sequence (e.g. ensure outstanding transactions are processed before month end procedures run)?	No - totally flexible - and there are no period end procedures	Confirmed
8.2 After an external document (e.g. sales invoice or cheque payment) has been generated and posted to the accounts is it impossible to amend this data?	No, document data can be changed; however these are traceable in the form of a history trail and journal report but not currently visible to the end user. The history will show who changed the document, the journal report will identify any value changes.	Confirmed
8.3 Is there an audit trail of all changes to transactions which have updated the ledgers?	Not currently available to end user	Confirmed
8.4 Can the software calculate prices or values by reference to master file data?	Yes e.g. VAT, expense claims etc	Confirmed
8.5 Does the software provide automatic recalculation, where appropriate, of data input? (e.g. VAT)	Yes	Confirmed
8.6 Does the software warn the user when the ledger is out of balance?	N/A as cannot happen	Accepted
8.7 How is this done e.g. when the software is switching on or on ledger update?	N/A	N/A

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Question	Supplier Response	Evaluator's Comment
<b>9 Performance of requisite accounting functions</b>		
9.1 What control features are provided by the software to support effective user controls?	User roles and permissions	Confirmed
9.2 Is there: <ul style="list-style-type: none"> <li>9.2.1 Transaction sequencing?</li> <li>9.2.2 Automatic dating of posting transactions?</li> <li>9.2.3 Identification of user id or source of document?</li> </ul>	Yes No Yes – source document. User id not displayed	Confirmed Confirmed Confirmed
9.3 Is the software available as multi user?	Yes	Confirmed
9.4 Can the same function be used by more than one person at the same time, whilst still retaining the separate user identities?	Yes	Confirmed
9.5 Is the software available as multi-company? If Yes:- 9.5.1 How many companies are supported?	Yes  Unlimited	Confirmed  Accepted
9.6 Is a group consolidation facility available?	No – there are 3rd party add-ons available	Accepted
9.7 Can the software consolidate entities with different charts of accounts?	As above	Accepted
9.8 How many levels of nominal analysis can be handled by the software?	There are three user definable levels – nominal code, department and job	Confirmed
9.9 How does the software handle cost centres, departments, divisions?	Departments and jobs are allocated from the relevant menu	Confirmed

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Question	Supplier Response	Evaluator's Comment
9.10 How are periods handled by the software?	There is the ability to change the year end. User can change the financial period length.	Confirmed
9.11 How many:- 9.11.1 Accounting periods can be set up?	Annual, quarterly, Monthly, Weekly or a user defined period	Confirmed
9.11.2 Years can be set up?	Unlimited	Accepted
9.12 Can the length/ number of periods be adjusted to suit different customer requirements?	Yes- see 9.10	Confirmed
9.13 How many accounting periods can be open at any one time?	Unlimited	Confirmed
9.14 How many years can be open at any one time?	Unlimited	Confirmed
9.15 Can a period or year be re-opened after it has been closed?  If Yes:- 9.15.1 What controls are in place over this function?	Not by end user  Users with System Manager role can re-open (role not usually given to end users)	Confirmed  Accepted
If No:- 9.15.2 Is the data archived on the server?	N/A	N/A
9.15.3 Is this accessible for reporting purposes?	N/A	N/A
9.15.4 Can a previous year be restored from backup?	N/A	N/A
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?	Yes – but posting date only visible in back-end	Confirmed

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Question	Supplier Response	Evaluator's Comment
If Yes:- 9.18.1 Are transactions analysed by posting date or document date?	Document date	Confirmed
9.19 Can transactions be posted to more than one accounting period at any point in time?	Yes (If accounts are Unlocked and Open)	Confirmed
9.20 Does this cover:- 9.20.1 General ledger?	Yes	Confirmed
9.20.2 Sales ledger?	Yes	Confirmed
9.20.3 Purchase ledger?	Yes	Confirmed
9.21 Is it possible to allocate transactions to: 9.21.1 Future periods?	Yes – only if accounting period has been created	Confirmed
9.21.2 Previous closed periods?	No – no period close – only year end close	Confirmed
9.21.3 A previously closed year?	As above	Confirmed
If Yes:- 9.21.4 What controls are in place e.g. level of authorisation and on screen warnings?	Different controls e.g. warning alerts and permissions for different scenarios	Confirmed
9.21.5 Will the software revise subsequent periods accordingly?	Yes	Confirmed
9.22 How will transactions outside the current period be:- 9.22.1 Reported 9.22.2 Accounted for in the VAT return?	Reported in period of transaction date unless VAT treatment determines VAT to be included in a return for a different period	Confirmed
9.23 Does the software permit use of budgets and provide comparisons between budgets and actuals? If Yes:-	No	Confirmed

**Functional requirements questionnaire**  
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Question	Supplier Response	Evaluator's Comment
9.23.1 How many versions of budgets/forecasts can be maintained on the system?	N/A	N/A
9.24 Are budgets available for: 9.24.1 General ledger?	N/A	N/A
9.24.2 Sales ledger?	N/A	N/A
9.24.3 Purchase ledger?	N/A	N/A
9.24.4 Overheads?	N/A	N/A
9.24.5 Balance sheet?	N/A	N/A
9.25 Can budgets be set by: 9.25.1 Period?	N/A	N/A
9.25.2 Annually?	N/A	N/A
9.26 Can the software automatically generate budgets? Please state how this is achieved.	N/A	N/A
9.27 What is the maximum value of transactions and of totals that can be handled by the software?	No real limit	Accepted
9.28 What is the maximum number of transactions that can be handled by the software?	Unlimited	Accepted
9.29 What is the maximum number of accounts on each ledger: 9.29.1 Sales ledger?	Unlimited	Accepted
9.29.2 Purchase ledger?	Unlimited	Accepted
9.29.3 General ledger?	Unlimited	Accepted

**Functional requirements questionnaire**  
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Question	Supplier Response	Evaluator's Comment
<b>10 Reports</b>		
10.1 Are all reports adequately titled and dated? (E.g. report name, client name, data, period, batch, last entry number, period end, pages, numbers etc.)	Yes	Confirmed
10.2 Do the reports provide totals where applicable?	Yes	Confirmed
10.3 Are these totals calculated or taken from a control file?  Please state the reports that do not feature calculated totals.	Calculated  Those with no figures e.g. customer and supplier lists etc	Accepted
10.4 Is it clear when the report has ended? (totals or end markers)	Yes – totals and Page x of X	Confirmed
10.5 Can reports be saved in electronic format (as distinct from just printing)?	Yes (CSV and PDF)	Confirmed
10.5.1 Are such files adequately protected from deletion or amendment?	No - once off Nomisma server control is out of our hands. Export is also specifically for amending or manipulation.	Confirmed
10.6 Is a report writer provided as part of the software or as an add on?  Please state the name of any third party package.	No report writer provided in the software but the data can be exported to Excel for manipulation.	Confirmed
10.7 What level of knowledge is required to use the report writer e.g. beginner, regular user, expert?	N/A	N/A
10.8 Can the report writer make use of user-defined fields (including external fields)?	N/A	N/A

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Question	Supplier Response	Evaluator's Comment
10.9 Does the report writer enable:- 10.9.1 Separate access to each system area?	N/A	N/A
10.9.2 Reports to be prepared which combines related data from a number of system areas (e.g. Customers – Sales – Stock items) in the same report?	N/A	N/A
10.10 Can users define the parameters, columns, fields and selection criteria used on reports reported?	Users can only give selection criteria to generate standard reports	Confirmed
10.11 Are standard reports always produced, even when they are nil returns?	Yes	Confirmed
10.12 Is there an option for reports to exclude nil balances, this year or where there are nil balances this year and last year, to enable a comparative report to be produced with the completeness of both years' being maintained?	On aged debtors and creditors only. Otherwise reports hide lines where both years are 0.00	Confirmed
10.13 Can screen layouts, reports and transaction formats be easily adapted to users' requirements?	No – but can be exported to Excel	Confirmed
10.14 Can a hard copy be produced of all screen enquiries?	No – but screen capture software could be used if required	Confirmed
10.15 Can transaction files for all previous periods of the year be retained in the software to permit enquiries and reports?	Yes-retained as standard	Confirmed
10.16 Are reports of all changes to standing data on customers, suppliers, tax rates etc	No	Confirmed

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Question	Supplier Response	Evaluator's Comment
automatically generated or stored for later printing?  If Yes:- 10.16.1 Is the report able to capture the nature of the change, user id and data and time of the change?		
10.17 Are all transactions on all reports individually identifiable?	Yes – using drill down when top level summary reports are run in the first instance	Confirmed
10.18 Do the reports show whether items are debit or credit?	Yes – where necessary	Confirmed
10.19 Do reports give sufficient narrative and coding to enable cross referencing?	Yes	Confirmed
10.20 Is it possible to drill down from reports to the ledgers and original transactions?	Yes	Confirmed
10.21 Can the software produce all requisite reports:- 10.21.1 Day books	Yes	Confirmed
10.21.2 Trial balance	Yes	Confirmed
10.21.3 Profit and loss account	Yes	Confirmed
10.21.4 Balance sheet	Yes	Confirmed
10.21.5 Aged debtors	Yes	Confirmed
10.21.6 Aged creditors	Yes	Confirmed
10.21.7 Aged stock	N/A	N/A
10.21.8 Aged unallocated cash (debtors)	No specific report	Confirmed
10.21.9 Aged unallocated cash (creditors)	No specific report	Confirmed
10.21.10 Budgets	N/A	N/A
10.21.11 Cash flow statement	No	Confirmed
10.21.12 VAT reports	Yes	Confirmed
10.21.13 VAT form 100	Yes	Confirmed

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Question	Supplier Response	Evaluator's Comment
10.21.14 EC Sales Listings	No	Confirmed
10.21.15 Intrastat returns (SSD)	No	Confirmed
10.22 Are the above reports standard within the software or do they have to be written?	Standard	Confirmed
10.23 Is the age criteria fixed or user definable?	Fixed	Confirmed
10.24 Can the aged analysis and day book reports be in summary and detail?	Yes	Confirmed
10.25 Do standard reporting options give sufficient flexibility to tailor individual reports?	Yes – with the ability to export to CSV for further manipulation.	Confirmed
10.26 Can all reports be reproduced after the period end but at the month end date:-		
10.26.1 Transaction listings?	Yes	Confirmed
10.26.2 Day books?	Yes	Confirmed
10.26.3 Trial balance?	Yes	Confirmed
10.27 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, reports can be printed.	Confirmed
10.28 Do the standard budget reports provide sufficient analysis of variances?	N/A	N/A
10.29 Do such reports provide exception reporting, percentage analysis and comparatives?	No	
10.30 Do standard reports show sufficient analysis of trading	Yes – by department and job	Confirmed

**Functional requirements questionnaire**  
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Question	Supplier Response	Evaluator's Comment
results? (E.g. sales analysis by region)?		
10.31 Are all movements during each accounting period shown on sales, purchase, general, stock ledger detail reports?	Yes	Confirmed
10.32 Do the sales and purchase ledger reports show how all partial payments or allocations (unallocated cash) have been treated?	Yes via drilldown	Confirmed
10.33 Is there a general ledger report that shows balances brought forward and carried forward plus all posted transactions in the period?	No	Confirmed
10.34 Is a trial balance available? 10.34.1 Is this in summary or detailed format?	Yes Both available	Confirmed
10.35 Can the management accounts, profit and loss account and balance sheet be sufficiently analysed by:  10.35.1 Project/job 10.35.2 Cost centres 10.35.3 Department 10.35.4 Division 10.35.5 Company 10.35.6 Group (if applicable) 10.35.7 Can the above be user defined by Period and/or range?	Yes  Yes – using departments  Yes  Yes – using departments  No  No  Yes	Confirmed  Confirmed  Confirmed  Confirmed  Confirmed  Confirmed
10.36 What controls are there in place so that the user is aware of partly processed transactions:- 10.36.1 Unposted invoices		

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Question	Supplier Response	Evaluator's Comment
	Purchase and sales invoices are automatically posted when saved.	Confirmed
10.36.2 Uninvoiced dispatches	N/A	N/A
10.36.3 Payments	Paid/UnPaid columns on screen and reports	Confirmed
10.36.4 Receipts	Paid/UnPaid columns on screen and reports	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)	None	Confirmed
10.38 Detail all automatically generated documents for external use. (E.g. sales invoices and statements, remittance advices.)	Sales invoices, quotes, credit notes, customer statements.	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?]	Not if changes have been made to the account etc - Where reports are saved in PDF format then a true duplicate is available.	Confirmed
10.41 Are these clearly identified as duplicates?	No	Confirmed
10.42 Does the software force the production of month-end reports?	No	Confirmed
10.43 Can the reporting function make use of external data files?	Yes, exporting to CSV and PDF	Confirmed

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Question	Supplier Response	Evaluator's Comment
10.44 Does the report writer have the facility to scroll up and down when output to screen?	Standard reports, when displayed can be scrolled. No internal report writer	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?	All standard reports can be previewed – no internal report writer	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

**Functional requirements questionnaire**  
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Question	Supplier Response	Evaluator's Comment
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## 11 Value Added Tax

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

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?	No	Confirmed
11.1.3 EC Code?	No	Confirmed
11.1.4 EC VAT registration numbers (10)?	No	Confirmed
11.1.5 VAT rates (please specify number available)	Yes, pre-defined rates are- Standard Rate – 20% Zero Rate - 0% Reduced Rate - 5 % NO VAT - 0%  Admin can add other rates as required	Confirmed
11.2 How does the software handle roundings?	Nomisma individually calculates and rounds VAT on each line item total within an invoice and then totals the amount for each line to reach the final VAT amount.	Confirmed
11.3 Is this applied consistently?	Yes	Accepted
11.4 Does the software handle VAT Scale charges with automatic double entry processing?	Not directly - but Journal can be created which would allow the relevant postings to be made	Confirmed

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Question	Supplier Response	Evaluator's Comment
11.5 Does the software handle VAT calculation tolerances?  If Yes do any discrepancies produce:- 11.5.1 Warning?	No – Vat is generally calculated using tax rates  No	Confirmed  No
11.5.2 Appear in the audit trail?	No	No
11.5.3 Appear in the VAT exception report?	Yes -the actual VAT % appears on the VAT Backup Report	Confirmed
11.6 What security features (password/ audit trail) are in place to control changes made to:  11.6.1 General ledger VAT control accounts?	User roles/Permissions affect all access  Can change the description and Nomisma will always know it as the VAT Control Account.	Confirmed
11.6.2 VAT tables set up and change?	Cannot change Vat Rates once they have been used – greyed Out	Confirmed
11.6.3 Tolerance levels? 11.6.4 Invoice sales number table?	N/A User Roles determine access	N/A Confirmed
11.6.5 Changes on VAT code on customer files?	User Roles determine access	User Roles determine access
11.6.6 Changes on VAT code on stock files?	N/A	N/A
11.6.7 VAT calculated on sales invoices or credit notes?	User roles determine access	Confirmed
11.7 Does the software store and report a VAT return identifier [VRI]?	Yes for internal identification purposes - not visible to end user	Accepted
11.8 How does the software ensure that that each eligible posting is reported only once in a VAT return?	The VAT Return is date driven so is dependent on transaction date. When return is “filed &	Accepted

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Question	Supplier Response	Evaluator's Comment
	published", the report is saved and transactions are time stamped so Nomisma knows which were included.	
<b>Method of operation</b>		
11.9 VAT basis. Can the software handle: 11.9.1 Invoice (standard) accounting?	Yes	Confirmed
11.9.2 Cash accounting?	Yes	Confirmed
11.10 If the software can handle both invoice (standard) and cash methods of accounting for VAT is the basis clearly identified during set up?	Yes – field in main client information screen	Confirmed
11.11 Does the software allow for a switching between methods? If Yes:-	Yes	Confirmed
11.11.1 Is the change fully supported by audit trails to ensure proper VAT treatment of all transactions?	There is a full audit trail for each VAT return.	Confirmed
11.11.2 Is this ability to change a basis of accounting clearly flagged, i.e. users warned etc.	User can change the basis of accounting but no warning is given to the user.	Confirmed
11.11.3 Does the software alert the user that they require HMRC authorisation if they attempt to apply, retrospectively, the 'Cash Accounting Scheme' for VAT accounting?	No	Confirmed

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Question	Supplier Response	Evaluator's Comment
11.11.4 Does the software provide useful and relevant information on switching in the software help section?	Limited information is available	Confirmed
11.12 Can the software handle the following VAT schemes:-		
11.12.1 Annual accounting scheme?	Yes – by selecting a Yearly VAT period	Confirmed
11.12.2 Flat rate scheme?	Yes	Confirmed
11.12.3 Retail schemes?	Not directly - but the defined VAT rates of purchases at standard and zero rate allow the production of figures which can be used in calculations.	Confirmed
11.12.4 Account for VAT on the margin?	No	Confirmed
11.13 Can the software be configured to handle partial exemption methods?	No	Confirmed
11.14 Please state the number of VAT codes available for VAT analysis.	Unlimited	Accepted
11.15 How does the software handle:-		
11.15.1 Outside scope?	‘No Vat Rate’ is selected	Confirmed
11.15.2 Distance selling (supply to an unregistered EC customer)?	By creating a specific VAT code	Confirmed
11.16 How does the software handle EC VAT:-		
11.16.1 Goods and related service?	Separate Tax Rates can identify, EC Sales, and EC Acquisitions	Confirmed

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Question	Supplier Response	Evaluator's Comment
11.16.2 Services only?	Separate Tax Rates for EC Services and Reverse Charge	Confirmed
11.16.3 Process?	As above	Confirmed
11.16.4 Triangulation?	No	Confirmed
11.17 Does the software include the functionality to identify EU acquisitions?	Yes – by creating a separate VAT code	Confirmed
If Yes:- 11.17.1 Can the software generate acquisition tax?	No – manual calculation based on figures in 11.17 code would be required	Confirmed
11.18 Can a report be generated of all EU acquisitions and the amounts of acquisition tax generated?	EU acquisitions – based on specific code but tax needs manual calculation and adjustment	Confirmed
11.19 Does the software include the functionality to identify transactions liable to reverse charge VAT?	No – user decides	Confirmed
If Yes:- 11.19.1 Can the software generate reverse charge VAT?	N/A	N/A
11.20 Can a report be generated of all transactions liable to reverse charge VAT, and the amounts of tax where so generated?	No	Confirmed
11.21 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?	No specific report	Confirmed

**Functional requirements questionnaire**  
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Question	Supplier Response	Evaluator's Comment
11.22 How does the software handle late transactions posted outside the closed VAT return period?	Automatically includes them in the next VAT return. The functionality is dependent on the filing and publishing of a VAT Return	Confirmed
<b>Input VAT (purchases)</b>		
11.23 Can the software handle VAT inclusive amounts and automatically calculate the input VAT?	Yes	Confirmed
11.24 Does the software require the following to be entered:-		
11.24.1 Supplier reference?	No	Confirmed
11.24.2 Supplier document reference?	No	Confirmed
11.24.3 Internal document reference?	No	Confirmed
11.24.4 Invoice tax point date?	Yes	Confirmed
11.24.5 Invoice posting period date?	Determined by invoice date	Confirmed
11.24.6 Invoice gross total?	No	Confirmed
11.24.7 Invoice VAT amount?	Calculated per line (but can be entered in supplier batch input screen)	Confirmed
11.24.8 Individual invoice lines:-		
11.24.8.1 Net amount?	Gross input only	Confirmed
11.24.8.2 VAT rate?	Yes	Confirmed
11.24.8.3 VAT code?	Is linked to Vat rate choice	Confirmed
11.25 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?	VAT is calculated on data entry and cannot be overridden – if the VAT differs adjustments need to be posted	Confirmed

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Question	Supplier Response	Evaluator's Comment
11.26 Can the user override the software derived input VAT amount and input VAT as shown on the supplier invoice?	No	Confirmed
11.27 Does the software allow VAT to be reclaimed on the basis of registered but unposted invoices?	No – posted when submitted	Confirmed
If Yes:- Does the software flag the status as:- 11.27.1 VAT not yet reclaimed?	N/A	N/A
11.27.2 VAT claimed?	N/A	N/A
<b>Output VAT (sales)</b>		
11.28 Does the software generate sales invoices?	Yes – there is a default layout for invoices which contains the information listed below (where applicable). The invoice layouts are however user definable and certain items may choose to be omitted by the end user.	Confirmed
11.29 For each invoice generated is the following information included on the sales invoice:- 11.29.1 Unique software generated invoice sequential reference?	Yes	Confirmed
11.29.2 Company name, address, EC country code and VAT number?	Only Company name and address is included in the invoice. EC country code and VAT number as long as country code is included in VAT	Confirmed

**Functional requirements questionnaire**  
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Question	Supplier Response	Evaluator's Comment
	number field (or could be in notes section)	
11.29.3 The time of supply (tax point)	Yes	Confirmed
11.29.4 Date of issue (if different to the time of supply)	No	Confirmed
11.29.5 Customer's name (or trading name) and address, EC country code and VAT number (if applicable)	Yes – as long as country code is included in VAT number field	Confirmed
11.29.6 The unit price [applies to countable goods or services. E.g. an hourly rate; or a price for standard services.]	Yes	Confirmed
11.29.7 A description which identifies the goods or services supplied?	Yes	Confirmed
11.30 Does the software identify supplies that are zero-rated, exempt, no VAT applicable?	No	Confirmed
11.30.1 Is this on the face of the invoice?	No	Confirmed
11.31 Does the software handle Proforma invoices?	Yes as drafts and selecting a customised invoice.	Confirmed
If Yes:-		
11.31.1 Are the invoices clearly identified as "this is not a tax invoice"?	This title can be customised as necessary	Confirmed
<b>VAT Reporting</b>		
11.32 Does the software produce a VAT 100 form as standard?	Yes	Confirmed

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Question	Supplier Response	Evaluator's Comment
If No:- 11.32.1 Does the software have a means of producing reports that support the completion of the VAT return?	Yes	Confirmed
11.33 Is the VAT return information available by report on a three monthly basis or any other specified period?	User definable period	Confirmed
11.34 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?	<p>Detailed report and summarized report are separately shown.</p> <p>Summarized report represents VAT 100 Form making up the total in each of the boxes</p>	Confirmed
11.35 Can the VAT return be recreated showing all the transactions which were included in the original VAT return?	If report is “published” it can be reproduced at any time.	Confirmed
11.36 Does the software have a separate VAT audit log?	Yes – see 11.34 above	Confirmed
11.37 Note where the software details the following non routine event in the audit trail or VAT audit log etc:- 11.37.1 888888888888`x` x`Changes to VAT tables.	Not recorded – cannot change Vat Rates in use	Confirmed
11.37.2 Change from invoice/cash VAT accounting or other Schemes.	The effective date of change and the change are viewable in the Company Settings	Confirmed

**Functional requirements questionnaire**  
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Question	Supplier Response	Evaluator's Comment
	screen (and recorded in the back-end database)	
11.37.3 VAT tolerance.	Not Recorded – but the VAT backup report can be run and any VAT amounts that are not the standard VAT rates can be identified	Confirmed
11.37.4 Changes to VAT rates on customer, supplier, product master files. Please specify	The fact that there had been an edit would be recorded in the back-end database.	Confirmed
11.38 Are the above changes noted above stamped with a:- 11.38.1 User id?	No –(there is in the back end but not visible to end-user)	Accepted
11.38.2 Software generated unique reference number?	No –(there is in the back end but not visible to end-user)	Accepted
11.38.3 Date and time?	No –(there is in the back end but not visible to end-user)	Accepted
11.39 VAT postings 11.39.1 Are all VAT postings recorded in the audit trail or VAT audit log?	Yes	Confirmed
11.39.2 Does the software denote whether each transaction has been included in a reconciled VAT return?	Yes and any transaction can be seen in opening the VAT return in which it is included.	Confirmed
11.39.3 How does it denote which VAT Return the transaction has been included in?	The Vat Audit Report can be used for this purpose – shows the date of the VAT return where it is recorded	Confirmed

**Functional requirements questionnaire**  
**Product Nomisma Version 1.0**

Question	Supplier Response	Evaluator's Comment
11.40 Does the software produce a VAT Exception report detailing such transactions as:-  11.40.1 VAT amounts outside tolerance levels?	No –but the VAT Backup report can be exported to Excel and filtered to identify exceptions	Confirmed
11.40.2 Manual changes to software generated VAT?	No	Confirmed
11.40.3 Write offs	No	Confirmed
11.40.4 Zero value invoices?	No	Confirmed
If No for any of the above:- 11.40.5 How does the software document these occurrences?	Included in VAT audit trail but not exposed to user	Accepted
11.41 Does the software handle “intra-community” supply of goods?	No	Confirmed
11.42 Does the software support production of an EC Sales List?	Yes – but only a list of EU sales invoices	Confirmed
If Yes:- 11.42.1 Does the report show the country code, the customer name, their EC VAT number, the invoice reference and indicators for different types of despatches?	No – totals only	Confirmed
11.43 Does the software produce invoice level reports that enable every value on each EC Sales List report to be traced to source documents?	No	Confirmed

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Question	Supplier Response	Evaluator's Comment
11.44 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).	No	Confirmed
11.45 How does the software handle triangulation? E.g. a movement of goods without a related invoice transaction.	Not handled	Confirmed
11.46 Does the software produce the relevant documents in a format [e.g. CSV or XML] that can be uploaded direct to the HMRC gateway?	No	Confirmed
11.47 Can these be electronically transmitted direct from the system?	No	Confirmed
11.48 Does the software produce Intrastat reports where applicable?	No	Confirmed
11.49 How are errors on VAT accounts corrected?	The user has to handle this manually either through posting manual journals or by editing or voiding and reposting source documents	Confirmed
11.50 How does the software handle the VAT on purchase and sales ledger contras?	Contras can only be achieved within a dummy “contra bank account”. VAT treatment is therefore the same as other invoices.	Confirmed
11.51 How does the software handle partially allowable expenditure, e.g. VAT on petrol invoices where	Manual adjustment by user is necessary to either journal the VAT account or split VAT with different	Confirmed

**Functional requirements questionnaire**  
**Product Nomisma Version 1.0**

Question	Supplier Response	Evaluator's Comment
employees are provided with petrol (adjustment required for own use)?	rates across multiple line items.	
11.52 Can the software handle cheque refunds to customers? If Yes:- 11.52.1 How is the VAT accounted for under cash accounting?	Yes - via bank account entries.  A cash refund appears as a negative sale	Confirmed  Confirmed
11.53 Can the software handle invoices with multiple rates of VAT?	Yes	Confirmed
11.54 How does the software handle write off of bad debts and the related VAT?	Add credit note to invoice choosing same account code and VAT rate. Then create a separate manual journal to bad debts and other relevant account	Confirmed

**Functional requirements questionnaire**  
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Question	Supplier Response	Evaluator's Comment
<b>12 Currency</b>		
12.1 Is multi-currency processing available? If Yes:- 12.1.1 State number of currencies available. Does this cover:- 12.1.2 General ledger?	Yes 17 Yes	Confirmed Accepted Confirmed
12.1.3 Sales ledger?	Yes	Confirmed
12.1.4 Purchase ledger?	Yes	Confirmed
12.1.5 Stock?	N/A	N/A
12.2 Is conversion to sterling automatic? If Yes:- Does this cover- 12.2.1 General ledger?	Yes Yes	Confirmed Confirmed
12.2.2 Sales ledger?	Yes	Confirmed
12.2.3 Purchase ledger?	Yes	Confirmed
12.2.4 Stock?	N/A	N/A
12.3 Can the user select which currency to value each of the ledgers? If Yes:- Does this cover:- 12.3.1 General ledger? 12.3.2 Sales ledger? 12.3.3 Purchase ledger? 12.3.4 Stock?	No - Transactions can be entered in any currency but the values are converted to base currency i.e. GBP. No No No N/A	Confirmed Confirmed Confirmed Confirmed N/A
12.4 What are the currency capacities?	Any number	Accepted
12.5 What are the maximum and minimum exchange rates?	Exchange rates cannot be manually entered into a currency rate table, but rates are taken from a third-party service API	Accepted
12.6 What approach will the Software House take towards handling the EURO?	Exchange rate is taken from the 3 <sup>rd</sup> party service API	Accepted

**Functional requirements questionnaire**  
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Question	Supplier Response	Evaluator's Comment
12.7 What currency information is held: 12.7.1 Currency Code/description?	Both	Accepted
12.7.2 Country?	Yes	Accepted
12.7.3 Currency rate table?	API link only	Accepted
12.7.4 Date rates effective from-to?	Only Exchange Date when the exchange rate is received from 3 <sup>rd</sup> party API and saved into the table	Accepted
12.7.5 Previous rates held?	No	Accepted
12.8 Can a base currency be selected?	No, Base currency is fixed to GBP	Confirmed
12.9 Can the user over ride the exchange rates during a transaction?	Yes	Confirmed
12.10 Can the user change the exchange rates per account?	No	Confirmed
12.11 Is there a restriction on accounts to a single selected currency? If Yes:- 12.11.1 What controls are in place over any changes?	No – except for bank accounts in a foreign currency.	Confirmed
12.12 Can the user manually over ride the currency calculation?	No	Confirmed
12.13 Are gains or losses on currency calculations automatically processed?	No – manual adjustment needed	Confirmed
12.14 Can the user over ride the calculation /processing of currency gains and losses?	Yes	Confirmed
12.15 Can a user override an exchange rate on each transaction?	Yes	Confirmed

**Functional requirements questionnaire**  
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Question	Supplier Response	Evaluator's Comment
12.16 Can the user define the treatment of foreign exchange gains/losses i.e. where posted to in the general ledger?	Yes	Accepted
12.17 Can ledger accounts be defined to take invoices/payments in specified currencies/ multiple currencies?	Yes – foreign currency bank accounts	Accepted
12.18 Does the software prevent the deletion of the active currency?	Cannot change on a supplier setting – The API provider supplies the currencies	Accepted
12.19 Does the software prevent use of duplicate currency codes?	Yes – API provider sets these	Accepted
12.20 Can currency transactions be entered in selected currency and/or base currency?	Selected currency	Confirmed
12.21 Can transactions be entered in multiple currencies?	Yes – but not for a supplier in a designated currency	Accepted
12.22 How does the software handle exchange differences?	It does not handle, it has to be done manually.	Confirmed
12.23 How does the currency treat revaluations relating to: 12.23.1 Ledgers (sales/ purchases)	Not handled	Confirmed
12.23.2 Monetary assets/ liabilities	Not handled	Confirmed
12.23.3 General ledger accounts?	Not handled	Confirmed

**Functional requirements questionnaire**  
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Question	Supplier Response	Evaluator's Comment
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**13 Sales Order Processing and Invoice Production**

**The software does not handle sales order processing linked to stock so the  
Evaluator's comments are predominantly blank in this section**

13.1 Does the software start with a quotation or the sales order?	Quotation can be used to start the process if required	Confirmed
13.2 Are recurring or schedule orders handled?	Yes – you can create recurring invoices and it can be scheduled	
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?	N/A	
13.4 How does the software check credit status of customer: 13.4.1 On receipt of order? 13.4.2 Prior to dispatch?	No	
13.5 Can the software block: 13.5.1 Customer orders? 13.5.2 Deliveries? 13.5.3 Invoice production?	No	
13.6 Where stock is not available is a “back order” raised and a purchase order issued?	No	
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?	No	
13.8 Can multiple addresses be held for each customer (invoice and delivery address).	No	

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Question	Supplier Response	Evaluator's Comment
13.9 Are the following documents produced: 13.9.1 Quotations? 13.9.2 Order confirmation? 13.9.3 Picking lists? 13.9.4 Labels? 13.9.5 Dispatch/Delivery note? 13.9.6 Invoices?	Only Quotation and invoices can be produced in word doc, Excel and PDF	
13.10 Are the following reports available: 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)?	No No No No No No	
13.11 Are invoice details derived from order input? (e.g. prices, quantity)	Yes	
13.12 Can picking lists /dispatch notes be amended for non-availability of stock? If Yes:- 13.12.1 Is this reported? 13.12.2 Are the items dispatched reflected in final invoice?	No	
13.13 Is there one dispatch note and invoice per order?	No	
13.14 How does the software ensure all dispatches are invoiced? E.g. where multiple dispatches are	No dispatches.	

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Question	Supplier Response	Evaluator's Comment
raised per order, or several orders on a single dispatch note.		
13.15 Can manual invoices be raised (i.e. without a sales order)?	Yes	
13.16 Does the software produce proforma invoices as required?	No	
13.17 Can returned goods be processed to produce credit notes?	No	
13.18 Are these referenced to the original order/invoice?	No	
13.19 Will the product accept orders from the Web? If Yes:- 13.19.1 How are web orders integrated with the sales order processing ledgers? 13.19.2 What control features are available for checking web orders before processing?	No	

**Functional requirements questionnaire**  
**Product Nomisma Version 1.0**

Question	Supplier Response	Evaluator's Comment
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**14 Purchase Order Processing**

14.1 Does the software generate suggested orders?	No	
14.2 Can orders be generated by the user?	No	
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?	No	
14.4 Can more than one supplier be allocated to each product?	No	
14.5 Does the software hold details of substitute products if applicable?	No	
14.6 Based on automatic and manual order generation (above) does the software produce a list of proposed purchase orders, if so, can these be easily amended?	No	
14.7 Is stock availability updated for stock on order?	No	
14.8 Can the software handle partially completed orders and returns?	No	
14.9 Are receipts checked to orders and discrepancies reported?	No	
14.10 Are purchase invoices checked to purchase orders, confirmed receipts and discrepancies reported?	No	
14.11 Are the following reports available:		

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Question	Supplier Response	Evaluator's Comment
14.11.1 Purchase Orders raised (analysis)?	Yes	
14.11.2 Purchase Orders not received?	No	
14.11.3 Goods received discrepancies?	No	
14.11.4 Invoice to goods received discrepancies?	No	
14.11.5 Goods received not invoiced?	No	
14.12 Can the software handle “back to back” ordering?	No	

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Question	Supplier Response	Evaluator's Comment
<b>15 Stock Control</b> <b>Not supported so Evaluator's comments left blank</b>		
15.1 What information is held in respect of stock (and are there any limits):-	N/A  Stock control is not supported in Nomisma	
15.1.1 Item numbers/ description?	N/A	
15.1.2 Location(s)?	N/A	
15.1.3 Quantity, (available, allocated, on order)?	Only quantity is entered in Invoice	
15.1.4 Minimum and maximum stock levels?	N/A	
15.1.5 Reorder lead times?	N/A	
15.1.6 Supplier(s)?	N/A	
15.1.7 Prices/cost/ discount details?	N/A	
15.1.8 Batch/serial number?	N/A	
15.1.9 Weights etc?	N/A	
15.1.10 Other – please specify?	N/A	
15.2 How is stock updated?	N/A	
15.2.1 Dispatch of goods?	N/A	
15.2.2 Receipt of goods?	N/A	
15.2.3 Adjustments?	N/A	
15.2.4 Transfers between locations?	N/A	
15.3 Is negative physical stock allowed?	N/A	
15.4 Can the software handle “sale or return” stock?	No	
15.5 Can the software handle variations to a standard pack of products?	No	
15.6 What methods of stock valuations are allowed?	N/A	
15.6.1 Average	N/A	
15.6.2 FIFO	N/A	
15.6.3 LIFO	N/A	

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Question	Supplier Response	Evaluator's Comment
15.6.4 Standard cost	N/A	
15.6.5 Other – please specify	N/A	
15.7 How can stock enquiries be made, i.e. by product code, short name/supplier etc.	N/A	
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	
15.9 Does the software facilitate the regular counting/ inspection of physical stock (e.g. by producing random/defined stock check lists)?	No	
15.10 Can the software handle more complex situations such as:	No	
15.10.1 Bill of materials		
15.10.2 Links to CAD/CAM systems	No	
15.10.3 Job costings to collate and value WIP.	No	

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Question	Supplier Response	Evaluator's Comment
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**16 User Documentation**

This section applies to any of: online, hardcopy or other (e.g. WWW) documentation – specify which are applicable.

16.1 Is the manual clearly laid out and understandable?	Yes-PDF version	Confirmed
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:	All help topics are laid out in a tutorial style utilising our demo company as the example.	Confirmed
16.6.1 A tutorial section?	Yes	Confirmed
16.6.2 A guide to basic functions?	Yes	Confirmed
16.6.3 Pictures of screens?	Yes - and videos on website	Confirmed
16.6.4 Completed examples included in the manual?	Yes - and videos on website	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).	No	Confirmed
16.9 Do they provide on-line instructions on how to use particular features of the software?	No	Confirmed

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Question	Supplier Response	Evaluator's Comment
16.10 Can they be edited or prepared by the user?	N/A	N/A
16.11 Will the Software House make the detailed program documentation (e.g. file definitions for third party links) available to the user, either directly or by deposit with a third party?	No	Accepted

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Question	Supplier Response	Evaluator's Comment
<b>17 Efficiency</b>		
17.1 Are the various functions of the software menu-driven, or otherwise easy to initiate?	Yes	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 – can copy previous purchase and sales invoices	Confirmed
17.4 Does the software prevent access to a record while it is being updated?	No	Confirmed
17.5 Is there locking at file or record level?	No locking- all is controlled by optimistic locking in backend. In the unlikely event of two users changing the same record at the same time the second user will receive an error message when it is saved.	Accepted
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?	No	Accepted
17.8 Can regular reports be easily duplicated if required?	Yes	Confirmed
17.9 Does the software warn the user when space is becoming short?	N/A – data is in the cloud with virtually limitless space	N/A

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Question	Supplier Response	Evaluator's Comment
<b>18 Integration and www facilities</b>		
18.1 Are the different accounting modules integrated?	Yes	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?	N/A	N/A
18.4 Is the ledger updating process satisfactorily controlled by the production of control reports?	N/A	N/A
18.5 What operating systems does the software run under?	All that include support for running a modern browser e.g. Safari, Chrome, IE (version 10 onwards), etc.	Accepted
18.6 Which databases can be used?	Irrelevant to the end user. Microsoft SQL Server 2016 used in the back end	Accepted
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?	No – but data can be exported for this purpose	Confirmed
18.9 Can definable links to spreadsheets be created?	No	Accepted
18.10 Does the software integrate with any web trading software?	No	Accepted
18.10.1 External or		
18.10.2 Suppliers own?	No	Accepted
18.11 Note which other business application software that can be		

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Question	Supplier Response	Evaluator's Comment
linked to the software:		
18.11.1 Payroll?	Yes – Nomisma also has its own integrated Payroll	Confirmed
18.11.2 Time/fees?	No	Accepted
18.11.3 MRP?	No	Accepted
18.11.4 Fixed assets?	No	Accepted
18.11.5 Document management software?	Yes – Nomisma has its own integrated document management	Confirmed
18.11.6 Job costing?	No – there is job costing in the software	Confirmed
18.11.7 CIS?	Yes, Nomisma has its internal CIS	Confirmed
18.11.8 Other – please specify?	N/A	N/A
18.12 Is the software compatible with XML standards? If so in what respect? (input/ output/ other)?	The software fully complies to the XML standard. We also have the ability to import and export in csv files – these are also provided via xml technology	Accepted

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Question	Supplier Response	Evaluator's Comment
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**19 Support and maintenance**

19.1 How is the software sold: 19.1.1 Direct from Software House?	Yes	Confirmed
19.1.2 Via Value Added Reseller (VAR)?	Yes (accounting/bookkeeping partners)	Confirmed
19.2 How is the product supported:- 19.2.1 Direct by Software House?	Yes	Confirmed
19.2.2 By VAR?	Yes (accounting/bookkeeping partners)	Confirmed
19.3 Is the software sold based upon number of users or number of concurrent users?	Sold per business and number of users	Confirmed
19.4 Do VARs have to go through an accreditation process?  If Yes:- 19.4.1 Please note the process.	No  N/A	Accepted  N/A
If No:- 19.4.2 Please explain how organisations are chosen to be VAR?	N/A	N/A
19.5 In the event of a dispute between Supplier and VAR how can the situation be resolved?	In both interests to resolve it	Accepted
19.6 Detail the types of cover available.	Support is provided by email with local UK team working office hours (9.00 – 5.30) and monitoring by overseas support staff during non-working hours (so 24 hour support is effectively available by email)	Accepted
19.7 Please note all method of support available :- 19.7.1 Telephone.	Yes	Accepted
19.7.2 Internet.	Email	Accepted

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Question	Supplier Response	Evaluator's Comment
19.7.3 Other – specify.	Website chat	Accepted
19.8 Please provide an indicative cost of cover and what is included.	Included in monthly subscription costs, all new releases are also included. Full details on website <a href="http://www.nomismasolution.co.uk">http://www.nomismasolution.co.uk</a>	Accepted
19.9 How often are general software enhancements provided?	Generally every month, but may be more frequent	Accepted
19.10 Will they be given free of charge?	Yes, as long as they non the same subscription.	Accepted
19.11 How are enhancements and bug fixes provided to customers?	The system operates on a Software as a service basis so updates are done over the internet and updates flow to every customer in real time	Accepted
19.12 Is “hot line” support to assist with immediate problem solving available?	Yes – 24 * 7 support is available	Accepted
19.13 If so, is there an additional cost involved?	No	Accepted
19.14 At what times will this support be available?	See 19.6	Accepted
19.15 Who provides training:	Extensive training videos are available for all	Accepted
19.15.1 Software House?	Yes for partners	Accepted
19.15.2 VAR?	Yes for end users	Accepted
19.16 Is hardware and maintenance provided by:		
19.16.1 Software House?	N/A – no specific hardware requirements	N/A
19.16.2 VAR?		
19.17 Is a warranty offered in respect of specification of the software?	No	Accepted

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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)?	No	Accepted
19.19 Are there any unduly restrictive conditions in the license for the software?	No	Accepted

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Question	Supplier Response	Evaluator's Comment
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**Additional questions for SaaS providers**

**The following SaaS sections do not form part of the accreditation and are for information only.**

**The ICAEW recommend that potential users undertake relevant financial and suitability due diligence on software and service providers.**

**20 Security and continuity of processing – SaaS (FOR INFORMATION ONLY)**

20.1 Are different levels of security provided to control access to the product/service?	Yes, role based	Confirmed
20.2 What forms of user authentication are supported e.g. user names, passwords certificates, tokens etc?	User names and passwords	Confirmed
20.3 What is the proposed product/service availability percentage?	Cloud based high availability host and database servers used (close to 100% availability)	Accepted
20.4 Is the service available 24x7 or are there downtime periods for maintenance?	There are downtimes for major maintenance & some software releases, this usually occurs during Sunday or non-working hours in night.	Accepted
20.5 Is a service level agreement offered regarding service availability?	No	Accepted
20.6 Is the customer made aware of maintenance periods in advance?	Yes	Accepted
20.7 Does the product/service require the use of any technologies that may be considered as a security risk? e.g. ActiveX, JavaScript, Cookies.  If so, describe how the user can mitigate this risk.	It does use javascript but minimal  The usual standard precautions should be taken applicable to any use of web browsers.	Accepted

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Question	Supplier Response	Evaluator's Comment
20.8 Where the product/service relies upon downloading and running an executable program, has that program been secured with a digital certificate to verify the source and integrity of the program?	N/A	N/A
20.9 Is data for different customers/companies kept:- 20.9.1 On separate servers? 20.9.2 In different databases? 20.9.3 In separate database tables? 20.9.4 In a database with data for other customers and companies using identification codes with each record?	In different databases on same server and also in a database using identification code with each record.  Nomisma architecture ensures that one customer is not able to access another customers data	Accepted
20.10 How is it ensured that data for different customers and companies is reliably identifiable and only accessed by authorised users for each customer/company?	Each company has its own users/passwords – only those users defined for a company will have access to that company.	Accepted
20.11 Are there any situations where users from one customer/company can work with data from another customer/company?	Yes, an admin or agent can assign a user access to different companies	Confirmed
20.12 What are the implications of the Data Protection Act over information held by the service provider?	Nomisma comply with legislation covering security and privacy. This relates to both personal information and financial data. All information is AWS server in cloud	Accepted
20.13 Does the application software:-	No	Confirmed

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Question	Supplier Response	Evaluator's Comment
20.13.1 Require any client software to be installed on the user's computer?  20.13.2 Work entirely within Internet Browser software on the user's computer?	Yes	Confirmed
20.14 Are communications between the user's computer and the software service encrypted:-  20.14.1 User log in data only? 20.14.2 All data exchanged between user client and software service?	<p>Nomisma encrypts critical data like user account password, client credentials of HMRC and company house account etc.</p> <p>The users web session is encrypted using industry standard TLS (Transport Layer Security) protecting user ID, password and financial data.</p>	Accepted
20.15 What security steps are taken to prevent and detect intrusion attempts?  20.15.1 Is firewall hardware and software used to protect the live systems from unauthorised access?	<p>External access to Nomisma servers is controlled by multiple layers of firewalls, intrusion protection systems and routers. These are configured, monitored and updated according to industry best practice.</p> <p>Nomisma servers are located within enterprise-grade hosting facilities. Access is restricted to authorised staff through a combination of biometric systems and 24/7 onsite security guards.</p>	Accepted
20.15.2 Which monitoring software is used to create alerts when intrusion attempts are suspected?	Nomisma security is regularly reviewed and audited by external specialists. This gives independent confirmation that the way Nomisma builds software is secure.	

**Functional requirements questionnaire**  
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Question	Supplier Response	Evaluator's Comment
<p>20.15.3 Are designated staff responsible for receiving and urgently responding to these alerts?</p> <p>20.15.4 Have clear procedures been established for identifying and responding to security incidents?</p> <p>20.15.5 Is all security sensitive software, such as operating systems and databases, kept up to date with the latest software patches? Please indicate how regularly updates are applied.</p> <p>20.15.6 List procedures and software tools in place to prevent or detect and eliminate interference from malicious code, such as viruses?</p>	<p>Yes – there are designated staff who receive any intrusion alerts.</p> <p>External access to Nomisma servers is controlled by AWS Identity and Access Management. All the servers are under Multiple Security Groups with inbound and outbound restrictions. Data transit is fully encrypted.</p> <p>Nomisma servers are located on AWS London Zone.</p> <p>Cloud Watch has been enabled to monitor both application and database servers. Alerts will be sent to relevant team and separate alerts can be defined for each incident.</p> <p>AWS Patch manager will Manage Application server operating system patches. Pre-defined rules will be monitored and approved by Nomisma security team.</p> <p>AWS Cloud Watch and Cloud Trail monitor and audit the account and access activities.</p> <p>Security group and AWS Shield will help Nomisma team to detect or eliminate malicious code.</p>	
<p>20.16 Is a system log maintained by the service provider that details</p> <p>20.16.1 User access</p> <p>20.16.2 User activity</p> <p>20.16.3 Error messages</p> <p>20.16.4 Security violations?</p>	<p>Yes to all</p>	Accepted

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Question	Supplier Response	Evaluator's Comment
20.17 Is this log available to the customer?	No. Some user access and activity information is displayed to the subscriber. Other information can be requested via our support.	Accepted
20.18 Have been any successful unauthorised access attempts been made during the last year?  If Yes:- 20.18.1 What was the effect on the business and users? 20.18.2 What steps are in place to prevent this happening in future?	No	Accepted
20.19 Is penetration testing regularly carried out by (please indicate frequency of tests):-  20.19.1 Staff specialising in this field?  20.19.2 External specialists?  20.19.3 Are procedures in place to ensure that any weaknesses found by penetration testing are addressed quickly?  20.19.4 If penetration testing by a specialist is not performed regularly, please indicate the main procedures in place to identify weaknesses?	Internal security reviews occur throughout the software development process  No  Any identified issues or weaknesses are prioritised according to severity and impact and fixed as soon as possible.  Penetration testing is done manually once a month before every major release in pre-production environment to ensure that security measures implemented in the software are not broken	Accepted
20.20 Are security procedures regularly reviewed? Please indicate frequency of reviews.	Yes, minimum 6 monthly	Accepted

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Question	Supplier Response	Evaluator's Comment
<p>20.21 Are users automatically logged off after a preset time not using the system?</p> <p>20.21.1 Can the time period be changed?</p> <p>20.21.2 Can any information be viewed without being logged in, including after logging off, if so what information?</p>	<p>Yes</p> <p>No</p> <p>Once logged off, no information can be viewed unless it has been downloaded and saved e.g. export to csv, PDF etc.</p>	<p>Accepted</p> <p>Accepted</p> <p>Accepted</p>
<p>20.22 Data validation</p> <p>20.22.1 To what extent is data input by users validated by scripts or routines in the browser, or other client software, before transmission to the server?</p> <p>20.22.2 To what extent is data input by users validated by routines running on the server before data files are updated?</p> <p>20.22.3 Does the above validation ensure that data entered in all input boxes:</p> <ul style="list-style-type: none"> <li>- Cannot be longer than a maximum length?</li> <li>- Cannot contain unaccepted characters such as semi-colons etc?</li> </ul> <p>20.22.4 Are any data files, such as budgets or price updates, imported by users validated by routines running on the server before main data files are updated?</p>	<p>All data is validated by Nomisma before data files are updated. This is performed by a mixture of scripts on the browser and mid-tier web services</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>All import routines ensure data is valid before updating</p>	<p>Accepted all</p>

**Functional requirements questionnaire**  
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Question	Supplier Response	Evaluator's Comment
20.23 Are system messages clear?	Yes	Confirmed
20.24 Are user responses properly structured to ensure that erroneous input does not lead to inappropriate actions?	Yes	Confirmed
20.25 Are all data entries or file insertions and updates controlled to ensure that should part of a data entry fail the whole transaction fails?  20.25.1 Are alerts sent to technical support staff when incidents occur to enable data update problems to be investigated and resolved?  20.25.2 Are messages provided to users clearly explaining whether the data entry or file upload has been processed successfully or not?	<p>Yes</p> <p>Yes, Nomisma send auto email notification for any data update problems</p> <p>Yes</p>	<p>Accepted</p> <p>Confirmed</p> <p>Accepted</p>
20.26 Explain the procedures in place to ensure the security of customer data held by the service provider, in particular:-  20.26.1 Procedures to prevent unauthorised access from staff, or contractors, working for the service provider or any other people with access to the service provider's internal systems?  20.26.2 Is there sufficient segregation of duties preventing system developers from accessing and changing	<p>Data access through the application is controlled by the subscriber.</p> <p>Subscriber must specifically grant other users access to their data from an application level. Database level access is restricted to a small number of operations staff.</p> <p>Developers do not have access to the production databases. There is no production access from our internal systems network and all access to</p>	<p>Accepted</p> <p>Accepted</p> <p>Accepted</p>

**Functional requirements questionnaire**  
**Product Nomisma Version 1.0**

Question	Supplier Response	Evaluator's Comment
live applications and data files?	production is performed via an encrypted individual VPN. Authorisation for users with database access occurs at the exec level.  Access to the production environment is restricted to operations staff and a small number of support developers. Other development staff do not have any production access.	
20.26.3 Are there sufficient review and approval procedures covering system operations staff when emergency changes need to be made to live applications and data?	Audit trails are maintained	Accepted
20.26.4 Is an audit trail always maintained of these emergency changes?	All access to the Development, Test and Production environments are blocked for the leaving staff member.	Accepted
20.26.5 What procedures are in place when members of staff leave to ensure that their system access is stopped?	Their biometric access to the development facility is also revoked	Accepted
20.27 What are the physical controls over the:- 20.27.1 Premises? 20.27.2 Fileservers? 20.27.3 Communications equipment?	This is controlled by our hosting providers AWS.  AWS complies with relevant aspects of the safety and privacy principles.	Accepted all
20.28 Is Internet communication traffic monitored to identify potential problems before they happen?	Yes	Accepted
20.29 What procedures are in place to prevent a break in Internet Connection (at the server, client or in between) from causing data corruption?	The software operates full transaction processing, a break in Internet connection cannot cause data corruption. Network communications are highly resilient.	Accepted

# Functional requirements questionnaire

## Product Nomisma Version 1.0

Question	Supplier Response	Evaluator's Comment
20.30 Is there a clear indication in the software or accompanying documentation of the extent to which the customer or the service provider is responsible for backups and recovery?	Users are able to export data from the system but there are no specific end user backup and recovery processes.	Accepted
20.31 Backups by service provider	Nomisma controls the backup function. This is done automatically with full system	Accepted
20.31.1 Explain the backup procedures applied by the service provider including:	backups taken daily and database transaction log every 15 minutes.	Accepted
20.31.2 Are backup procedures automatic?	There is no user control or intervention	Accepted
20.31.3 What is backed up and how frequently?	Backups are to disc one copy stored offsite	Accepted
20.31.4 The backup media used for the main backups?	They are kept for 6 months. No data is deleted from Nomisma, so you can look at a previous year in the current copy of the data.	Accepted
20.31.5 Are backups kept for a sufficient time in case problems, such as data corruption, are not identified until a while later? Please indicate how long backups are kept before they are overwritten.	A copy of backups are stored offsite on cloud servers.	Accepted
20.31.6 Where backups are located and whether there are always at least two up to date backups stored at a different location to the service provider's main server location?	Storage backups are maintained on AWS server in cloud.	Accepted
20.31.7 How frequently backups are tested?	Backups are tested every 6 months	Accepted

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Question	Supplier Response	Evaluator's Comment
20.32 Backups by users		
20.32.1 Is it possible for users to download a backup of their own data?	<p>There is no automatic user backup. Users are able to export data from the system</p> <p>There are facilities in the software to allow you to export data to Excel, CSV or PDFs</p>	Accepted
20.32.2 If so, is the downloaded data in a format which can be viewed with relative ease in other software such as PC based spreadsheets or databases?	No	Accepted
20.32.3 Is the user forced or prompted to backup at certain intervals?	No	Accepted
20.32.4 Can the intervals be customised?	N/A	N/A
20.32.5 If sole responsibility for backups rests with users, explain the system, documentation and training support available to ensure that adequate backups are taken and can be used for recovery.		
20.32.6 Are there facilities to test recovery with user managed backups?	N/A	N/A
20.33 Are contingency plans in place to enable a quick recovery from:-		
20.33.1 Database or application software corruption?	Resilient nodes are in place. Slow moving corruption detected within 2 hours can be recovered from the	Accepted

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Question	Supplier Response	Evaluator's Comment
20.33.2 Hardware failure or theft? 20.33.3 Fire, flood and other disasters?  20.33.4 Communication failures?  20.33.5 How often are these plans tested? 20.33.6 What is the longest period of time envisaged that service may not be available?  20.33.7 Are contingency plans documented? 20.33.8 How often are these plans reviewed and updated? 20.33.9 If transaction records are dated and time stamped are the times used local to the user or based on where the server is located?	<p>secondary data centre. Over two hours from backup.</p> <p>Nomisma uses data centres in multiple locations, with data being synced between them. In the event of a disaster at one location, we can switch to another, ensuring our service continues to operate.</p> <p>Network communications are highly resilient</p> <p>Data security, availability is regularly reviewed and checked by 3rd party.</p> <p>As a minimum this occurs every 3 months but in reality occurs more frequently.</p> <p>Yes</p> <p>Once a quarter</p> <p>Transaction records are stored in GMT Time).</p>	<p>Accepted</p> <p>Accepted</p> <p>Accepted</p> <p>Accepted</p> <p>Accepted</p> <p>Accepted</p> <p>Accepted</p>
20.34		
20.35 Application change management:- 20.35.1 Do application changes automatically apply to all customers and users? 20.35.2 Are users able to test beta versions of the application before new versions go into live use? 20.35.3 Are users given notice before application	<p>Yes</p> <p>No</p>	<p>Accepted</p> <p>Accepted</p> <p>Confirmed</p>

**Functional requirements questionnaire**  
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Question	Supplier Response	Evaluator's Comment
20.35.4 changes are applied to the live system?  20.35.4 Are there sufficient internal testing and approval procedures applied by the service provider before all application changes are put into live use?	No, but link to open release notes is display on the main screen once user login with alert about the new release  Yes, software is developed using strict development processes. All software is code checked, unit tested, manually tested and automated regression testing, covering functionality and performance on all operating environments	Accepted
20.35.5 Are users informed when they next login of the application changes that have gone into live use?	Yes, link to open release notes is display on the main screen once user login with alert about the new release	Confirmed
20.35.6 Are sufficient application and data backups maintained to enable a roll back to an earlier version if recent application changes cause problems?	Yes	Accepted
20.36 Reliance on key staff  20.36.1 What steps been taken to avoid undue reliance on individual members of staff?  20.36.2 Are there any individual members of staff whose leaving or illness would significantly reduce, or even stop, the service provider's ability to provide a full and reliable service to customers?	Nomisma employees over 25 staff in UK and India office. It has a policy for sharing of responsibilities and rotation of duties  We have no process which is reliant on any one key member of staff	Accepted  Accepted
20.37 What protection is in place to enable users to able to access their accounting and other data if the	Export of data is always available. On request Nomisma will provide them with a full export of the Data in	Accepted

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Question	Supplier Response	Evaluator's Comment
service provider should experience serious difficulties, cease trading or decide to stop providing the service?	a common file format determined by Nomisma In the unlikely event that Nomisma ceases trading but there will be sufficient time for Nomisma to export prior to business closure.	
20.38 Do these arrangements include:- 20.38.1 Standby arrangements for another organisation to continue providing the full service? 20.38.2 Minimal arrangements to at least enable customers to access their data for a sufficient period of time to extract data copies, produce reports and make alternative arrangements? 20.38.3 Up to date copy of system documentation, source code, scripts, database schema and procedures lodged with a third party under an Escrow agreement?	<p>No</p> <p>We don't explicitly provide this however would expect there to be a warning time for the export of data. Also see above.</p> <p>Not applicable as it would require significant specialist expertise to deploy and operate an instance of the Nomisma application software on any other platform.</p>	Accepted Accepted Accepted
20.39 If the system is hosted by another party are there arrangements in place for this third party to continue providing a hosting service in the short term to allow time for customers to negotiate their own arrangements? 20.39.1 If so how long does the arrangement allow?	A minimum contract term is in place with our hosting provider and our current cash reserves and investment income enable us to plan to provide our services well beyond the short-term. Dependant only on the continued financial viability of Nomisma as a company	Accepted
20.40 Is there a user group or committee in existence with sufficient information and understanding to take the lead in setting up arrangements, should the service provider cease trading or decide to stop providing the service?	Yes	Accepted

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Question	Supplier Response	Evaluator's Comment
20.41 Are there any licence or trading agreements which would become invalid should the service provider go into administration or cease trading?  20.41.1 If so what steps have been taken to protect customers from the impact of this situation arising?	No	Accepted
20.42 What payment options are available for using the software / service?	Monthly subscriptions using credit or debit card	Confirmed
20.43 Where online subscription is used, are the forms used to set-up or renew a subscription clear and straightforward to use?	Yes	Accepted
20.44 Where online payment is used, what type of security is used to protect sensitive information?	Nomisma does not store credit card information, a third-party payment processing system is used.	Accepted
20.45 Where online subscription / payment is used, is an invoice provided to the customer and, if so, in what format?	Yes, emailed each month containing an Invoice in PDF format.	Accepted
20.46 When subscriptions (if applicable) need to be renewed, what advance notice is provided and what is the time limit for renewal?	They are ongoing until cancelled. Agreement can be terminated with 30 days notice	Accepted
20.47 Is there a procedure for late renewal and is there a time limit after which subscriptions cannot be renewed?	There isn't a renewal procedure. A Nomisma Subscription will remain active and payments will continue to be deducted, until the Subscriber cancel the subscription or sends a cancellation request to <a href="mailto:sales@nomismasolsution.co.uk">sales@nomismasolsution.co.uk</a> to us to cancel on their behalf.	- Accepted

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Question	Supplier Response	Evaluator's Comment
	<p>Subscription charges are payable up to the date of cancellation, billed in arrears.</p> <p>When a subscription is cancelled, the data is archived. While archived, the data cannot be accessed, however, Nomisma can reactivate the subscription again if needed.</p>	
20.48 How soon after creating or renewing a subscription (if applicable) can the system / service be used?	Immediately	Accepted
20.49 What notifications / confirmations are provided to the customer regarding subscriptions and payments?	<p>When a payment declines, a dishonour notification email is sent to the Subscriber email address - the notification lets the Subscriber know what billing account the payment declined on, the invoice that's overdue, the invoice amount and the date that Nomisma tried to process payment. The dishonour notification also provides details of what the Subscriber needs to do to fix the overdue payment. By either using the Pay Now feature, to make the payment if their payment details have not changed (for example, the card has recently expired or been replaced), or by updating their payment details from within the Billing and Subscriptions tab of Nomisma for the required billing account.</p> <p>The Subscriber will also receive automatic confirmation emails when:</p> <ul style="list-style-type: none"> <li>• Payment details have been successfully update in Nomisma.</li> <li>• Payment has been received for an invoice</li> </ul>	Accepted

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Question	Supplier Response	Evaluator's Comment
<p>20.50 To what extent are users able to access their accounting and other data if:-</p> <p>20.50.1 They miss one or two payments?</p> <p>20.50.2 They cease being customers?</p>	<p>1. Payment for a subscription invoice is automatically deducted from the credit/debit card on the Subscribers billing account, noless than 10 days after the invoice issue date. If payment declines their billing account is locked, which will prevent the Subscriber from doing certain things in Nomisma like upgrading/downgrading the organisation or transferring the subscription. The billing account will be locked until we have received payment for the overdue invoice. They will still have access to the data while the billing account is locked. The customer will receive a number of nonpayment notifications until access to their data is blocked.</p> <p>2. When a subscription is cancelled, the data contained within that subscription is archived. While archived, data held within the subscription cannot be accessed by anyone, so we usually recommend that the data is exported before-hand. If the data needs to be accessed in the future, the Subscriber to that deleted organisation can email <a href="mailto:support@nomismasolutionc.o.uk">support@nomismasolutionc.o.uk</a> to request the reactivation.</p>	Accepted

**Functional requirements questionnaire**  
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Question	Supplier Response	Evaluator's Comment
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**Reports extra questions for SaaS (FOR INFORMATION ONLY)**

21.1 Are reports produced from the same software as the financial applications or is separate reporting software used?	The same software	Confirmed
21.2 Does any application software (i.e. other than a web browser or PDF reader) need to be installed on the user's computer in order to prepare or view the reports?	No	Confirmed
21.3 Is access to the reporting facilities and data these use controlled by the same procedures as access to the main financial applications? 21.3.1 If it is different explain the user access control facilities available to ensure information is only viewed by users with appropriate authority?	Yes	Confirmed
21.4 In what electronic formats are reports produced:- 21.4.1 PDF? 21.4.2 XML? 21.4.3 MS Excel spreadsheet? 21.4.4 CSV file? 21.4.5 As html for viewing in a web browser?	Yes Yes for account submissions No Yes No	Confirmed Confirmed See 21.4.4 Confirmed Confirmed
21.5 Are report documents stored on the web server or on the user's computer? 21.5.1 If report documents are stored on the web server	Reports are stored on web server and users can download it to their computer	Confirmed Confirmed

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Question	Supplier Response	Evaluator's Comment
21.5.2 are they secure to ensure only users with appropriate authority can get access?  21.5.2 If reports can be downloaded to the user's computer are there adequate warnings about the possible dangers of other computers users being able to view the reports and the need to store the documents in a secure storage location?	Yes reports are secured and accessible using its standard security feature  No warnings are given	Accepted
21.6 For documents viewable in a browser is any data stored on the user's computer in a web browser cache or temporary file (when viewing the report presented for the browser or for any simplified print layout style options)?  If Yes:- 21.6.1 Is there any protection against other users viewing the report or data on which it is based?  21.6.2 Is it clear on the reports when they were produced and the date of the data on which they are based, so the user can tell whether they are viewing out of date information?	Data is temporarily cached by the standard browser feature when being displayed.  Other users of the client computer will not have access to this temporary cache  Few reports do not have the time stamp when they were produced.  While all reports have the date of the data on which they are based.	Accepted  Accepted  Accepted  Accepted
21.7 Are communications between the browser and the server encrypted for any report related communications?	Yes, the web session is encrypted using industry-standard TLS (transport layer security).	Accepted
21.8 If reports are produced dynamically each time the user views them can historical reports be reproduced at any time?	Reports can be downloaded and saved to view at later time and also can be generated dynamically.	Confirmed

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Question	Supplier Response	Evaluator's Comment
21.8.1 Indicate any reports that are not available after a period of time has elapsed, e.g. events such as period end or records have been purged/deleted.	No reports are deleted with elapsed time and can be run for any period of time	Accepted
21.9 Can reports viewable in a browser be navigated dynamically by users? For example:- 21.9.1 Enabling drill down to more detailed information (Please state the extent of drill down/across functionality available). 21.9.2 Altering which columns and rows of data are displayed. 21.9.3 Choosing time periods. 21.9.4 Specifying selection criteria.	Yes  Yes, drill down to the source transactions  Selection of specific columns and rows for display is not supported in reports  Yes there are list of standard options and also user can enter their own customer periods  There are different selection criteria like time period, account type, account, source, description etc.	Confirmed  Confirmed  Accepted  Accepted  Confirmed
21.10 Can report data be reliably copied and pasted direct from browser viewable reports to an MS Excel spreadsheet retaining any table layout?	Yes	Confirmed
21.11 If reports are incomplete, for instance due to a poor Internet connection, is sufficient information provided to enable the user to notice that some of the report is missing?	The report is either completed or not produced. If you report to PDF the file is created on the server side and then uploaded and will not render correctly if corrupted	Accepted

