Intuit Limited

QuickBooks 2016
Pro and Premier

Evaluation carried out by: IT Evaluation Services

Date completed: 27th September 2016

Signed:

Table of Contents

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 **QuickBooks Pro and Premier 2016** 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 **QuickBooks Pro and Premier 2016,** a product specialist from **Intuit** completed the detailed questionnaire and provided it to the evaluator to examine. The evaluator then visited the **Intuit** office in London and in conjunction with the operation of the various aspects of the software assisted by a member of **Intuit** 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 the **Intuit** staff in order to clarify certain points. In the event of disagreement between **Intuit** and the evaluator, the evaluator's decision was taken as final and the response changed accordingly.

QuickBooks Pro and Premier 2016, 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.

Software/hardware utilised
The software used were versions of QuickBooks Pro and Premier Hardware: Portable Lenovo T440p Think Pad with 465MB disk and Intel® core i7-4700MQ 2.4GHz processor running Windows 7 Enterprise and Google Chrome browser version 52.0.2743.116 m.

2.3   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
Intuit claim QuickBooks 2016 Pro and Premier bring extensive bookkeeping capabilities to small business users in an easy-to-use design that does not require customers to be familiar with debit/credit accounting.

QuickBooks products address the needs of small businesses that are project, job or time based, that require a multi-user product and/or multi-currency.

Intuit say the QuickBooks 2016 Range is not designed for larger companies with highly functional, multi-user and multi-currency requirements and the evaluation reflected a few weaknesses in the QuickBooks 2016 Range. These weaknesses should be taken in context with the market for which the product range is aimed.

3.2   Supplier background
Intuit claim to have emerged as the world-wide leader in small business finance with 7,700 employees world-wide, and its net revenues for the financial year ending 31st July 2015 were $4.2 billion. (Net income $365 million). The total customer base is in excess of 60 million. Intuit UK is based in London, with a team of 157 full-time employees. The company has both internal and outsourced technical support service. There are currently 75 care agents over 4 sites dedicated to UK QuickBooks. The current QuickBooks desktop customer base in the UK as at March 2016 is 339,000. The turnover for the financial year ended July 2016 was £15.5M. The target markets for QuickBooks are SMEs and the self-employed; however, organisations with over 50 employees also use QuickBooks.

3.3   Product background and Suitability for user
Intuit state that QuickBooks Pro and Premier 2016 is currently available, with updated versions (2017) available from end March 2017. The main change will be related to Payroll which is not covered by this evaluation. Where the Pro version has some restricted facilities these are identified in the main questionnaire section and appendix 1 of this report. Intuit states: It builds upon the strengths of ease of use and flexibility found in previous versions of QuickBooks range. It was developed around the rich functionality that the Windows environment offers. This enables QuickBooks to deliver simplicity and increase functionality without the complications to the end-user. It incorporates Microsoft technology to take advantage of the ease of use, common interface and the ability to perform multi-tasking operations within the accounting application.

Intuit claim that QuickBooks 2016 provides a full functionality that a small business would require, an accounting system, time recording system and a payroll system. All of which seamlessly integrate in real-time with the accounting system. **N.B. Time recording and payroll not covered as part of this evaluation.** QuickBooks 2016 integrates seamlessly with Microsoft Office applications (Word, Excel, and Outlook). This opens a world of opportunity to analyse the financial position of the business and a different perspective in efficiently managing it operations. QuickBooks 2016 provides a good start for smaller sized businesses. The application provides intuitive help guides both in the form of tutorial videos, QuickStart, on-screen help and Internet FAQ's (Frequently Asked Questions) and Live Community (self-help). Intuit now provides free support for the first 30 days to all users. After that for the more advanced queries there is a paid subscription support and a free auto-reply email facility. The report facilities provide in-depth analysis, which could be further analysed via a seamless export to Excel. The reports are clearly organised in logical accounting groupings for ease of access. All the reports made available can be customised within QuickBooks own parameters.

The reports provide 'drill down' facilities to access the level of detail required. QuickBooks 2016 includes a cash flow projector, a fixed asset tracker, vehicle mileage tracker and loan manager in Pro and Premier Versions. **These extra features were briefly demonstrated to the evaluator but are not included in this evaluation.**

3.4   Typical implementation
Single user or up to a 30 user system for Premier (5 user system for Pro).

3.5   Vertical applications
There are no vertical applications in the QuickBooks range, although QuickBooks does produce tailored Charts of Accounts for various vertical industries.

3.6   Software and hardware specifications

3.6.1   Development environment
          SYBASE

3.6.2   Server platforms
     Windows 8, 7 and Vista
3.6.3   Databases
     Proprietary Only
3.6.4   Operating software
     Windows 10, 8, 7 and Vista
3.6.5   Protocols
     Standard TCP/IP is utilised to communicate between the clients and the server.
3.6.6   Minimum client PC specification
     QuickBooks 2016 requires a minimum specification for it to function.
     Minimum Recommended Hardware requirements:

- Windows Vista SP2 Windows 7 SP1 or Windows 8.1 updated (32bit or 64 bit) Windows 10 also supported
- Processor: 2.4 GHz.
- Memory: 4 GB RAM
- Hard Disk: 2.5 GB of disk space
- Monitor: Optimised for 1024x768. Extended monitor is supported
- x CD-ROM Drive, if installing from a DVD
- Other: Online features require internet access.
  - Product must be registered online

Integration with other software requirement:

- Microsoft Word and Excel integration requires Office 2007, 2010, 2013 or Office 365 (32-bit and 64-bit) integration to Office 2016 (due October) will be provided
- Microsoft Outlook synchronisation requires QuickBooks Contact Sync for Office 2007 and 2010 (32-bit) Available online : http://support.quickbooks.intuit.com/support/tools/contact_sync/ email synchronisation to Office 2016 (due October) will be provided
- Email estimates, invoices and other forms with Windows Outlook and Outlook Express, as well as webmail services such as Gmail, Yahoo Mail and Hotmail

Multi-user access works with these operating systems

- Windows Server 2003 SP2 (32-bit and 64-bit)
- Windows Server 2008 R2 SP1, 2012 R2
- Windows Small Business Server 2008/2011 (64-bit)
- Windows server 2012.

3.6.7   Support and maintenance
     The product includes an easy to read Start-up and Upgrade Guide online and as a PDF in the product, as well as the EasyStep® Interview, which helps the user through the essential steps for installation of the software and then simple steps of setting up their company files. Video Tutorials are also available.

3.7   Software installation and support
           Intuit offers other business services in the area of payroll, technical
           support and stationery. Intuit also offers annual support plans for users.
           Intuit also hosts an Online Community Forum for users.

3.8   Partner network and related accreditation process
           QuickBooks is sold directly via telesales, mail order and via the Intuit
           website. It is also available via the retailers Amazon & PC World.

3.9   Highlighted issues
       QuickBooks 2017 Pro & Premier System limitations (for further information see
       appendix A)
       No menu tailoring
       No system log of user activity, errors and security violations
       Lack of password complexity and cannot force password changes
       No log of changes to master files and standing data
       No controls over amending master files
       No archiving
       No unique reference number per transaction time, date and User ID only
       No import of transaction only account details
       Duplicate transaction numbers possible – warning only
       Lack of reasonableness check when entering transactions
       No batches
       Transactions can be posted to control accounts [Sales and purchase transactions
       will have to be allocated to a customer or supplier but will not appear in the
       aged lists. This could cause problems when reconciling aged debtors and
       creditors lists to the trail balance control account figures]
       No automatic settlement discounts
       No accruals/prepayments in Pro
       No controls over creation of new accounts, neither originator or authoriser are
       logged
       Limit of 5 concurrent users for Pro (30 for Premier) on a network
       Only one sub-category of G/L accounts using classes
       No group consolidation – single company per data set
       Budgets only for general ledger accounts
       No end of report markers – only totals
       It is possible to post to the VAT control account [This could cause problems
       when reconciling the VAT report to the trail balance control account figure]
       No aged unallocated cash or aged stock reports
       No intrastat handling
       The system does not handle VAT tolerances, scale charges or retail schemes
       Calculated VAT can be overridden
       Journals cannot be set to distribute amounts by fixed percentages
       No budgets for overheads
       Single currency per account
       No date of issue of invoice only time of supply
       No despatch stage in SOP
       No back-to-back ordering or sale or return stock
       No stock batches or serial numbers held for stock items

Only stock valuation is by average method
It is possible to override a system generated sales invoice number
No gross margin report
No purchase invoice register
No orders accepted from the web
No links to web trading software
No purchase orders raised when stock is not available
No suggested purchase orders generated
Limited reporting in SOP/POP
No stock locations
No printed user manual but tutorial videos, QuickStart procedures and frequently asked questions with answers included in the product
Lack of Escrow agreement

4   Evaluation conclusion

The QuickBooks 2016 range is a well-designed accounting package targeted for the small business market, for which the product has been adequately specified. The latest Quick Start Centre makes starting a new company even easier. There is a facility to change between VAT cash and accrual accounting methods and it has limited multi-currency. The combined ledger structure with additional functionality of payroll and time recording and it provides flexibility through integration with the Microsoft Office suite. **(Payroll and time recording not included in this evaluation report.)**

APPENDIX A

FEATURE COMPARISON	Pro 2016	Premier 2016
Discontinued and Removed		
Create sales orders & track back orders	X Discontinued	✓
Units of Measure - buy, sell stock in different units	X Discontinued	✓
Google Desktop search	(X) Removed	(X) Removed
Adjusts VAT for early payment discounts (After 2013 requires a Work Around)	(X) Removed	(X) Removed
Toggle between different editions of QuickBooks	X	(X) Removed
Build and Track Inventory Assemblies to Finished Goods	X Discontinued	✓
Open two different company files simultaneously on same machine	X	(X) Removed
New from 2014 Onwards		
Attach a Document to a Record	✓	✓
Income Tracker simplifies working with unbilled, unpaid & paid sales	✓	✓
Flat Rate VAT	✓	✓
Insights is a new dashboard that has been added to the Home Page	✓	✓
Convert to QuickBooks Online	✓	✓
Batch Delete/Void Transactions Utility	X	✓
Remove Send Forms allows you to bulk delete transactions	✓	✓
Bill Tracker. Allows you to easily see status of unpaid transactions	✓	✓
Data protection. New Verify/Rebuild Feature	✓	✓
Pinned Notes: Now you can "pin" a note for a customer or vendor	✓	✓
Estimates are automatically closed when you fully invoice them	✓	✓
Comments on Reports: Take a "snapshot" of any report, then add notes	✓	✓
Send Multiple Reports: Click an email button and send a group of reports	✓	✓
Organise and Complete Everyday Tasks		
Lead Manager/Center	✓	✓
Quickly locate an account, report, or invoice with QuickBooks Search	✓	✓
Stay on top of your receivables with the Collection Centre	✓	✓
Complete transactions faster with the convenient access to your customer or vendor's balance and transaction history.	✓	✓
Add or edit multiple entries in QuickBooks list from one spreadsheet view	✓	✓
Send forms with webmail (Hotmail, Gmail, Yahoo and Others)	✓	✓
Track your Balance Sheet by Class	X	✓
See all your key customer information at a glance with the Customer	✓	✓
Add your Excel customers, suppliers & products data into QB at once	✓	✓
Customize your Company Snapshot	✓	✓
Payment Snapshot: one place to view payment flows	✓	✓
Create an invoice for multiple customers in single window with batch invoicing	✓	✓
See almost due and overdue indicators	✓	✓
Easily manage reports with new Report Centre	✓	✓
Run reports & back up data while others work in the same company file	✓	✓

Feature		
Create email estimates, invoices, reports	✓	✓
Allow multiple users to work in QuickBooks at the same time	✓	✓
Create professional-looking forms with tools to customise	✓	✓
Email forms as PDFs	✓ (Batch email)	✓ (Batch email)
Accept credit card payments in QuickBooks 3 (subscription required)	✓	✓
Faster reporting	✓	✓
Sort by data type on bank reconciliation window	✓	✓
Duplicate sales and purchase transactions and list items	✓	✓
Easy delete transactions with Right-Mouse Menu	✓	✓
Print Receive Payment	✓	✓
Export invoices to Word	✓	✓
Track bills and set due-date reminders	✓	✓
Customer and Supplier Centres: contact and transaction history in one place	✓ (Keyword search all data)	✓
Online banking setup & centre	✓	✓
Progress Invoicing and automatic recharge of expenses	✓	✓
Efficiently Manage Stock		
Track Stock, set reorder points & create Purchase Orders	✓	✓
Customisable columns for Lists	✓	✓
Create delivery notes and shipping labels	✓	✓
Multiple Delivery Addresses	✓	✓
Generate Sales Orders from Estimates	X	✓
Generate Purchase Orders from Estimates	X	✓
Generate Purchase Orders from Sales orders	X	✓
Easily set prices and determine discounts by customer or job	X	✓
Store Manufacturers Part Numbers on Items	✓	✓
Track Bank and Credit Card Accounts	✓	✓
Share data with other business applications	✓	✓
Customisable reports and graphs	✓ (100+ Reports)	✓ (135+ Reports)
Report Centre	✓	✓
Email Reports and export to Excel	✓	✓
Import & Export to and from Word, Excel files & Import Outlook contacts	✓	✓
Track loans, Fixed Assets and Vehicle Mileage	✓	✓
Short Term Cash Flow Projections	✓	✓
Create a Budget	✓	✓
Accountant can make changes whilst you still work (Accountants Copy)	✓	✓
Easy file send to Accountant	✓	✓
Company Snapshot shows key performance indicators for your business	✓	✓
Set billing rates by employee, customer/client, position or service	X	✓

Trade in Multiple Currencies		
Download currency exchange rates	✓	✓
Support for over 140 currencies	✓	✓
Exchange rate history calendar	✓	✓
Create Summary Reports in Home and Foreign values	✓	✓
Set multiple foreign sales prices for items	✓	✓
Credit memo exchange rates automatically change to match Invoice exchange rates	✓	✓
Invoice templates show home and foreign currency totals	✓	✓
Wizard to revalue foreign currency holdings, assets and liabilities	X	✓
VAT Management		
Automatically saves VAT reports during filing as PDFs for easy audit protect	✓	✓
Daily Sales Book Report (Show Net, VAT, Gross totals)	✓	✓
efile VAT 100 Return directly to HMRC	✓	✓
Report VAT liability on a Cash (payment) basis	✓	✓
Report VAT liability on a Accrual (invoice) basis	✓	✓
VAT Centre for easy access to common VAT tasks	✓	✓
VAT Setup Wizard to change / add new VAT rates	✓	✓
Track and report EC VAT (includes EC Sales List report)	✓	✓
Default VAT Codes used to ensure correct VAT calc	✓	✓
Accountant Specific Tools		
Starter File - Use a file you customise to as a template for other clients	X	X
QuickBooks File Manager	X	X
Accountant Centre	X	X
Send JGE-Accountants are able to email journal entries in a batch	X	X
Batch Transactions-copy and paste from Excel	X	X
Password Protected Closing Date	✓	✓
Auto Reverse of Journal entries	X	✓
One Click Journal History	X	✓
Adjusted TB, Adjusting Journal Entries Report	X	✓
Post journals directly to Retained Earnings	X	✓
Financial Statement designer	X	✓
Share Report Templates	X	✓
Retained Earnings QuickZoom	X	✓
Find & fix errors wizard	X	✓
Optimised for Multiple Users and Locations		
Track your Balance Sheet by Class	X	✓
Set permissions levels to control user access	✓	✓
Multiple User Access (with purchase of additional copies)	✓ (Up to 5 users)	✓ (Up to 30 users)
Multiuser tools (backup and file locking)	✓	✓
QuickBooks Instant Messenger	✓	✓
Access your files from remote locations (additional fees may apply)	X	✓

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question	Supplier Response	Evaluator's Comment

5   Security and continuity of processing

Question		Supplier Response	Evaluator's Comment
5.1	What security features are included to control access to the application?	Privileges can be assigned to control which modules the users has access to and to limit what the user can do in that particular module	Confirmed
5.2	Can access to application functions be managed so users can only see (in menus and other links) and access those functions they are authorised to access?	Yes, either via Preferences and Setup Users wizard	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?	 Yes No	 Confirmed Confirmed
5.4	If menus can be tailored would this override the application access control?	No menu tailoring	Confirmed
5.5	Passwords 5.5.1 Is access to the software controlled by password?	 Yes. Access to multi user versions of the system can be controlled by Windows authentication and permissions	 Confirmed
	5.5.2 Please state the basis of control available (e.g., role based etc).	Individual based	Confirmed
	5.5.3 If there is no password facility please state how confidentiality and accessibility control can be maintained within the software?	N/A	
	5.5.4 Are single user systems access controlled by password?	Yes	Confirmed

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question	Supplier Response	Evaluator's Comment
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 N/A	Confirmed
5.5.6 Is each user required to have a personal password?	Yes	Confirmed
5.5.7 Are passwords one-way encrypted? [i.e. Is it impossible for anyone to see other user's passwords in the software?]	Yes	Confirmed
5.5.8 Are passwords masked when entered by any user logging in?	Yes	Confirmed
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.]	No N/A	Confirmed
5.5.10 Is there a facility to enforce password changes after a chosen period of time?	No	Confirmed
5.5.11 Is there a facility to specify a minimum age for passwords (e.g. 1 day)?	No	Confirmed
5.5.12 How many previous passwords are retained by the system to limit users recycling passwords (e.g. 24 or 32)?	None	Confirmed

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question		Supplier Response	Evaluator's Comment
5.6	Please state how security allows for access to be specified separately for :-		
	5.6.1 Read?	Option not available	Confirmed
	5.6.2 Read and write?	Via the Set-up Users Wizard	Confirmed
	5.6.3 Delete and amend?	Via the Set-up Users Wizard	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?	Check for correct format but no controls over amending the master files	Confirmed
5.8	Does the software require higher or specific levels of user access for changes to sensitive data, such as customer credit limits?	N/A	
5.9	Please specify the specific security procedures (by passwords or warnings) over the:-		
	5.9.1 Update of ledgers	Password control to enter transactions then real time update	Confirmed
	5.9.2 Closing of accounting periods	The Administrator can set passwords and close off prior periods	Confirmed
	5.9.3 Deletion of transactions	Yes. Administrator can set privileges so that the user cannot delete transactions	Confirmed
	5.9.4 Archiving of transactions.	No archiving	Confirmed
5.10	Is it impossible to delete a transaction? If No:-	No	Confirmed
	5.10.1 How are deletions controlled by the system?	Password controlled	Confirmed
5.11	Are deleted transactions retained in the audit trail and denoted as such?	Yes, the Audit Trail will document any changes made to all transactions	Confirmed

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question	Supplier Response	Evaluator's Comment
5.12 Can a report be produced detailing all current users, via user groups, if relevant, and their authority levels and/or access rights?	No, on screen only in the User List Info window the current privileges of all users are shown	Confirmed
5.13 If data can be accessed by separate reporting facilities, such as ODBC or separate report writer, is the user access security control applied?	N/A	
If No:- 5.14 Please explain any other protection in place to prevent unauthorised access to data with such facilities.	N/A	
5.15 Is the level of security (described with this section) appropriate for the expected size of business using the software?	Yes. Most systems have a limited number of users	Confirmed
5.16 Is there a clear indication in the software or manuals as to how the data is:- 5.16.1 Backed-up?	Intuit recommend that users back-up their data regularly and where possible keep at least one recent backup off-site	Confirmed
5.16.2 Recovered?	Yes, both the online help and the file menus cover this.	Confirmed
5.17 Back ups How are back ups provided:- 5.17.1 Within the software application?	Yes	
5.17.2 Within the operating software?	N/A	
5.17.3 Are backup procedures automatic?	No, but there are automatic reminders	Confirmed

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question			Supplier Response	Evaluator's Comment
	5.17.4	Is the user forced or prompted to back-up at certain intervals?	Automatic reminders	Confirmed
	5.17.5	Can the intervals be customised?	Yes	Confirmed
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).	QuickBooks will roll back to the last fully recorded transaction in the event of system failure	Confirmed
	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?	No batches	Confirmed
	5.18.3	Are these automated?	No	Confirmed
	5.18.4	Do the recovery procedures work?	Yes	Confirmed
5.19	What features are available within the software to help track down processing problems?		The file verify utility will flag any transactions that have not been processed correctly and checks for incorrect account balances and balancing the trial balance	Confirmed
5.20	Are software messages clear?		Yes	Confirmed
5.21	Are user responses properly structured to ensure that erroneous key strikes do not lead to inappropriate actions?		Yes	Confirmed

Question	Supplier Response	Evaluator's Comment
5.22 I s there a software log which details:- 5.22.1 Error messages?	No	Confirmed
5.22.2 Security violations?	No	Confirmed
5.23 Audit trail 5.23.1 Does the software have a detailed audit trail?	Yes, but transactions only	Confirmed
5.23.2 Is it <u>im</u>possible 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?	No, but each transaction has date & time stamp	Confirmed
5.23.4 Is this stamped with a user id?	Yes & the date last modified	Confirmed
5.23.5 Is this unique reference number presented to the user at time of input?	N/A	
5.23.6 Is this unique reference number available to view, by the end user and by way of a report?	N/A	
5.23.7 Is the transaction date and time stamped?	Yes	Confirmed
5.23.8 Are all master file changes recorded in the audit trail?	No	Confirmed
If Yes:- 5.23.8.1 Does each change have a system generated reference allocated?	N/A	
5.23.8.2 Are the originator and authoriser identified?	N/A	
5.23.8.3 Is the change date and time stamped?	N/A	

Question	Supplier Response	Evaluator's Comment
5.23.9 Are all standing data changes recorded in the audit trail?	Generally no. Account name changes will be shown in transactions in the audit trail.	
If Yes:- 5.23.9.1 Does each change have a system generated reference allocated?	N/A	
5.23.9.2 Are the originator and authoriser identified?	N/A	
5.23.9.3 Is the change date and time stamped?	N/A	
5.23.10 Is all input data included within the audit trail, including amendments, deletions, journals etc.?	Yes, all transactions	Confirmed
5.23.11 Does the software allocate a system generated unique reference number to each amendment, deletions journal?	Yes, internally, but not available to the user	Confirmed
5.23.11.1 Is this stamped with a user id?	Yes	Confirmed
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	Confirmed
5.23.11.4 How is it linked to the original	For amended transactions the Audit trail shows prior and latest. For deleted transactions	Confirmed

Question	Supplier Response	Evaluator's Comment
transaction?	the user would have to manually add a link	
5.23.12 Are imported /interfaced transactions detailed in the audit trail?	No import of transactions	Confirmed
5.23.12.1 Is each stamped with a user id?	N/A	
5.23.12.2 Is this unique reference number presented to the user at time of input?	N/A	
5.23.12.3 Is the transaction date and time stamped?	N/A	
5.23.13 How are transactions differentiated within the audit trail?	Individual transactions are presented line by line and by type	Confirmed
5.24 What are the procedures for handling dates? (E.g. 2 digit years, 4 digit years).	Fixed date format with 4 digit year	Confirmed
5.24.1 In the case of two digits what is the break point for the century?	N/A	
5.24.2 Are dates handled consistently throughout the software?	Yes	Confirmed

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question	Supplier Response	Evaluator's Comment

6   Input of transactions

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

Question		Supplier Response	Evaluator's Comment
6.1	Is data input controlled by self-explanatory menu options?	Yes	Confirmed
6.2	Are these menus application-specific?	Yes	Confirmed
6.3	Does the software provide input validation checks such as account code validation, reasonableness (limits, VAT or discount checking) and validity checks (VAT check-digit calculations)?	Yes, validation of account codes and VAT rules, but no reasonableness checks	Confirmed
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?	All information is entered on a transaction basis. All relevant information must be entered. QuickBooks validates the information before it is posted e.g. debits and credits of a journal must balance before it is posted	Confirmed
6.6	Are all input transactions subject to this control?	Yes	Confirmed
6.7	How does the software ensure uniqueness of the input transactions? (i.e. to avoid duplicate transactions)	A warning message will be presented to the user when the user attempts to save a transaction with a duplicate transaction number but this can be overridden	Confirmed

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question		Supplier Response	Evaluator's Comment
6.8	Does the software allow for batch control totals? If Yes:-	No	Confirmed
	6.8.1 Are batches automatically numbered?	N/A	
	6.8.2 Are batches forced to balance before ledger update?	N/A	
	6.8.3 Does the software allow the temporary halting of input of a batch to allow for queries or other activities to take priority (e.g. set up a new account)	N/A	
	6.8.4 Is the user forced to confirm batch totals?	N/A	
6.9	Is attempted posting of unbalanced journals rejected? (G/L).	Yes	Confirmed
6.10	Are input errors highlighted? If Yes are they:-	Yes	Confirmed
	6.10.1 Rejected and reported on screen?	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?	Yes	Confirmed
	If Yes:- 6.11.1 Are all the double entry transactions documented in the audit trail?	Yes	Confirmed

Question	Supplier Response	Evaluator's Comment
6.12 What are the controls to ensure the internal integrity of the ledger(s) or the accounting information, e.g., control of accounts.	As the double entry for all transactions is automatically generated and the General Ledger updated at the time of each transaction, the internal integrity is assured. Any user can confirm this by displaying the Balance Sheet (or trial balance – which always balances)	Confirmed
6.13 Is it possible to allocate input values directly to ledger control accounts?	It is possible to make journal entries directly to a control account	Confirmed
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?	User can post journal directly to Sales Ledger and Purchase Ledger control accounts, but have to allocate a customer or supplier name. The report will pick up the entry made under the customer/supplier name, but will not show it on the aged analysis	
6.14 Can automatic accruals or prepayments be generated? If Yes:-	**Pro:** No **Premier:** Yes	Confirmed
6.14.1 Will these automatically be reversed after the period end? (G/L)	**Pro:** No **Premier:** Yes	Confirmed
6.15 Does the software have a purchase invoice register?	No	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?	No but can create a copy or memorise.	Confirmed

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question	Supplier Response	Evaluator's Comment
6.18 Can journals be set up to distribute amounts in a fixed percentage against GL/Cost centre codes?	No - values only	Confirmed
6.19 How are transactions identified on screen/reports as to:-		
6.19.1 Type?	Transaction name (type is specified in S/L & P/L)	Confirmed
6.19.2 Debit or credit?	Depending in the report it will appears as a positive/negative or in the appropriate Debit/Credit column in G/L	Confirmed
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?	Yes	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:- 6.23.1 Payments to be made to customers?	Yes	Confirmed
6.23.2 Receipts to be received from suppliers?	No manual receipt, use either debit note or bank payment	Confirmed

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question		Supplier Response	Evaluator's Comment
6.24	Does the software handle purchase credit notes?	Yes	Confirmed
	6.24.1 Is there an ability to automatically amend stock, if applicable?	Yes	Confirmed
6.25	Can the software generate sales credit notes? If yes:-	Yes	Confirmed
	6.25.1 Is there an ability to match to a sales invoice?	Yes, but the it's a manual entry	Confirmed
	6.25.2 Is there an ability to automatically amend stock, if applicable?	Yes	Confirmed
6.26	Does the software handle discounts and promotions?	Yes, but discounts only	Confirmed
6.27	Does the software provide for early settlement discounts?	Yes	Confirmed
	6.27.1 Can early settlement discounts be automatically generated?	No, only manually	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?	Only manually	Confirmed
6.28	Will the software permit the posting of unallocated cash to the ledgers? Does this apply to:-	Yes	Confirmed
	6.28.1 Sales ledger?	Yes	Confirmed
	6.28.2 Purchase ledger?	Yes	Confirmed
6.29	Are unallocated cash/credit notes specifically reported for follow up?	No specific report but can be seen by the user on the customer/supplier accounts	Confirmed

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question	Supplier Response	Evaluator's Comment
6.30 Are outstanding transactions displayed for allocation? If Yes:- Does this apply to:- 6.30.1 Sales ledger?	Yes Yes	Confirmed Confirmed
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 - if the period is closed a warning is given but user is not prevented from making the entry No – only the general warning at the point of posting	Confirmed Confirmed
6.32 Is it possible for new accounts to be created during input?	Yes	Confirmed
If Yes:- Does this cover:- 6.32.1 Sales?	Yes	Confirmed
6.32.2 Purchases?	Yes	Confirmed
6.32.3 General?	Yes	Confirmed
6.32.4 Stock?	Yes	Confirmed
6.33 What controls are there over the creation of new accounts?	Wizard to help user create the right type of account but no password control	Confirmed
6.33.1 Is the originator and/or authoriser identification logged by the software?	No	Confirmed
6.34 Is the user prevented or warned from overriding credit limits or discounts? (S/L).	Yes – Credit limits - warning No - Discounts up to 99.99%	Confirmed
6.35 Does the software have a bank reconciliation facility?	Yes, plus online link to bank	Confirmed

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question	Supplier Response	Evaluator's Comment
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)?	Yes	Confirmed
6.37 Are these adequately reported?	Refresh of screen needed	Confirmed
6.38 Does the software accept input files from other computer packages? If Yes:-	Yes, customers, suppliers and stock items but not transactions	Confirmed
6.38.1 What formats are accepted?	In IIF or Excel format but limited to names and addresses plus items, not transactions	Confirmed
6.38.2 What controls are in place over the interface?	The import file must be in the correct format and this is validated by the system on import	Confirmed
6.39 Does the software have a facility for calculating interest on late payments?	Yes, user option	Confirmed

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question	Supplier Response	Evaluator's Comment
7 File maintenance		
7.1 Are ledgers:-		
7.1.1 Open item?	Yes	Confirmed
7.1.2 Balance forward?	No	Confirmed
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 – either from menu or GUI	Confirmed
7.4 Are menus:-		
7.4.1 Application specific?	Yes	Confirmed
7.4.2 User specific?	Yes	Confirmed
7.5 Is it <u>impossible</u> to delete accounts if the balance if Nil but transactions have been recorded against the code. Does this apply to:-	It is impossible to delete accounts but they can be made inactive	Confirmed
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?	Yes	Confirmed
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:-		
7.7.1 General Ledger?	7 A/N code – 31 A/N length Name	Confirmed

Question		Supplier Response	Evaluator's Comment
7.7.2	Sales Ledger?	No code, 42 A/N length name	Confirmed
7.7.3	Purchase Ledger?	No code, 42 A/N length name	Confirmed
7.7.4	Stock?	31 A/N code – unlimited length name	Confirmed
7.8	Is the scope of the reference number adequate to permit sufficient depth of analysis?	No Analysis	Confirmed
7.9	How does the software guard against/warn about, duplicate account numbers on set up?	Accounts with the same name (G/L Number) cannot be set up – a message is presented to the user	Confirmed
7.10	How does the software enable the traceability - from, to and through the accounting records - of any source document or interfaced transaction?	Traceability is achieved using the "QuickZoom" feature. This enables customers to double click on a number to display the appropriate transaction	Confirmed
7.11	What drill down/around functionality is available within the software?	Drill down is achieved by using the "QuickZoom" feature. This enables customer to double click on a number to display the appropriate transaction	Confirmed
7.12	Can reports be invoked which identify all the fields which have been modified?	No – transactions only shown in Audit Trail	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?	Yes	Confirmed
	If Yes: – 7.13.1 Is the use of such parameters or tables adequately reported?	No – but list can be seen on the screen	Confirmed

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

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?	Limited controls using user access privileges and passwords	Confirmed
7.15	Does the software allow selective archiving of old data on a user-defined basis?	No archiving	Confirmed
7.16	What controls are in place over the handling of archived data?	N/A	
7.17	Can archived data be used for reporting purposes?	N/A	
7.18	Does the software allow for the restoration of achieved data for audit without affecting current accounting data?	Yes, from a previous back-up but not from achieving	Confirmed

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question	Supplier Response	Evaluator's Comment
8 **Processing**		
8.1 Does the software ensure that menu options or programs are executed in the correct sequence (e.g. ensure outstanding transactions are processed before month end procedures run)?	N/A – no formal month 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?	It is possible with password control, but all changes are recorded in the Audit Trail	Confirmed
8.3 Is there an audit trail of all changes to transactions which have updated the ledgers?	Yes	Confirmed
8.4 Can the software calculate prices or values by reference to master file data?	Yes	Confirmed
8.5 Does the software provide automatic recalculation, where appropriate, of data input? (e.g. VAT)	Yes	Confirmed
8.6 Does the software warn the user when the ledger is out of balance?	No warning, but the design of the system precludes data getting out of balance unless it is corrupted	Confirmed
8.7 How is this done e.g. when the software is switching on or on ledger update?	N/A	

Question	Supplier Response	Evaluator's Comment

9   Performance of requisite accounting functions

Question		Supplier Response	Evaluator's Comment
9.1	What control features are provided by the software to support effective user controls?	Multiple messages & validations	Confirmed
9.2	Is there: 9.2.1 Transaction sequencing? 9.2.2 Automatic dating of posting transactions? 9.2.3 Identification of user id or source of document?	Yes – by type of document Yes Yes – User ID and type of document	Confirmed Confirmed Confirmed
9.3	Is the software available as multi user?	Yes, **Pro:** up to 5 users, **Premier:** up to 30 users	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 Up to 99 companies	Confirmed Confirmed
9.6	Is a group consolidation facility available?	No	Confirmed
9.7	Can the software consolidate entities with different charts of accounts?	N/A	
9.8	How many levels of nominal analysis can be handled by the software?	Few – using filters	Confirmed
9.9	How does the software handle cost centres, departments,	Classes filed can be used for unlimited cost centres, or	Confirmed

Question		Supplier Response	Evaluator's Comment
	divisions?	departments or branches (only category), plus projects. The reports can consolidate classes.	
9.10	How are periods handled by the software?	User specified dates on reports	Confirmed
9.11	How many:- 9.11.1 Accounting periods can be set up?	No limit. Open periods by date range	Confirmed
	9.11.2 Years can be set up?	No limit. Open years by date range	Confirmed
9.12	Can the length/ number of periods be adjusted to suit different customer requirements?	Yes	Confirmed
9.13	How many accounting periods can be open at any one time?	Unlimited, unless closed to a specific date	Confirmed
9.14	How many years can be open at any one time?	Unlimited, unless closed to a specific date	Confirmed
9.15	Can a period or year be re-opened after it has been closed?	Yes	Confirmed
	If Yes:- 9.15.1 What controls are in place over this function?	Can only be opened by an administrator with optional closing date password	Confirmed
	If No:- 9.15.2 Is the data archived on the server?	N/A	
	9.15.3 Is this accessible for reporting purposes?	N/A	
	9.15.4 Can a previous year be restored from backup?	N/A	
9.16	Can data from all accounting periods and years be accessed at any one time?	Yes	Confirmed

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question	Supplier Response	Evaluator's Comment
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? If Yes:- 9.18.1 Are transactions analysed by posting date or document date?	No – just the document date N/A	Confirmed
9.19 Can transactions be posted to more than one accounting period at any point in time?	Yes, unless the accounting period has been closed off	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, warning message is given and entries for future periods are marked with distinctive line on the register (after entry)	Confirmed
9.21.2 Previous closed periods?	Not possible unless the period is reopened or the transaction is authorised by the administrator with password controls	Confirmed
9.21.3 A previously closed year?	Not possible unless the prior year is reopened or the transaction is authorised by the administrator with password controls	Confirmed
If Yes:- 9.21.4 What controls are in place e.g. level of authorisation and on screen warnings?	An optional closing date password can be specified	Confirmed
9.21.5 Will the software revise subsequent periods accordingly?	Yes	Confirmed
9.22 How will transactions outside the		

Question	Supplier Response	Evaluator's Comment
current period be:- 9.22.1 Reported 9.22.2 Accounted for in the VAT return?	Will be included in reports Late entries will automatically be included in brought forward values to the current VAT return	Confirmed Confirmed
9.23 Does the software permit use of budgets and provide comparisons between budgets and actuals? If Yes:- 9.23.1 How many versions of budgets/forecasts can be maintained on the system?	Yes 1 budget and 1 forecast	Confirmed Confirmed
9.24 Are budgets available for: 9.24.1 General ledger?	Yes, including sales & purchase analysis	Confirmed
9.24.2 Sales ledger?	No	Confirmed
9.24.3 Purchase ledger?	No	Confirmed
9.24.4 Overheads?	No	Confirmed
9.24.5 Balance sheet?	Yes	Confirmed
9.25 Can budgets be set by: 9.25.1 Period?	Yes Monthly	Confirmed
9.25.2 Annually?	Yes – can be populated from a single month	Confirmed
9.26 Can the software automatically generate budgets? Please state how this is achieved.	Yes The Budget's wizard will analyse historical data and project that into new periods	Confirmed Confirmed
9.27 What is the maximum value of transactions and of totals that can be handled by the software?	999 million	As stated
9.28 What is the maximum number of transactions that can be handled by the software?	99 million	As stated
9.29 What is the maximum number of accounts on each ledger: 9.29.1 Sales ledger?	 10,000	 As stated

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question	Supplier Response	Evaluator's Comment
9.29.2 Purchase ledger?	10,000	As stated
9.29.3 General ledger?	10,000	As stated

Question	Supplier Response	Evaluator's Comment
10 **Reports**		
10.1 Are all reports adequately titled and dated? (E.g. report name, client name, data, period, batch, last entry number, period end, pages, numbers etc.)	Yes	Confirmed
10.2 Do the reports provide totals where applicable?	Yes	Confirmed
10.3 Are these totals calculated or taken from a control file?	Calculated	Confirmed
Please state the reports that do not feature calculated totals.	Lists do not have calculated totals	Confirmed
10.4 Is it clear when the report has ended? (totals or end markers)	Yes, totals but no end of report markers	Confirmed
10.5 Can reports be saved in electronic format (as distinct from just printing)?	Yes, either as a PDF or exported to Excel and saved in that format	Confirmed
10.5.1 Are such files adequately protected from deletion or amendment?	It is up to the user to protect the files but all reports are capable of being re-produced. Reports can also be 'memorised' (filters, date range and other report changes can be saved for re-use).	Confirmed
10.6 Is a report writer provided as part of the software or as an add on?	All reports are customisable. Financial Statement Designer is available in Premier edition. It is aimed at external accountants. (Balance sheet, Income Statement and cash flow etc.)	Confirmed
Please state the name of any third party package.	N/A. No third party package available	Confirmed
10.7 What level of knowledge is required to use the report writer	Very little knowledge is requires so a beginner could use the	Confirmed

Question	Supplier Response	Evaluator's Comment
e.g. beginner, regular user, expert?	customisable reports. The Financial Statement generator is aimed at external accounts, so it is assumed that they are regular users.	
10.8 Can the report writer make use of user-defined fields (including external fields)?	Yes, but not external fields	Confirmed
10.9 Does the report writer enable:- 10.9.1 Separate access to each system area?	No – only the General Ledger	Confirmed
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?	No	Confirmed
10.10 Can users define the parameters, columns, fields and selection criteria used on reports reported?	Yes	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?	Yes	Confirmed
10.13 Can screen layouts, reports and transaction formats be easily adapted to users' requirements?	The screen layouts and report formats can be adapted but not transaction formats	Confirmed

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question	Supplier Response	Evaluator's Comment
10.14 Can a hard copy be produced of all screen enquiries?	Yes, but not tables	Confirmed
10.15 Can transaction files for all previous periods of the year be retained in the software to permit enquiries and reports?	Yes	Confirmed
10.16 Are reports of all changes to standing data on customers, suppliers, tax rates etc 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?	No, but latest state can be viewed on screen N/A	Confirmed
10.17 Are all transactions on all reports individually identifiable?	Yes	Confirmed
10.18 Do the reports show whether items are debit or credit?	Yes, either credit/debit or +/- in some reports	Confirmed
10.19 Do reports give sufficient narrative and coding to enable cross referencing?	No, unless user defined fields are used	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

Question	Supplier Response	Evaluator's Comment
10.21.7 Aged stock	No	Confirmed
10.21.8 Aged unallocated cash (debtors)	No	Confirmed
10.21.9 Aged unallocated cash (creditors)	No	Confirmed
10.21.10 Budgets	Yes	Confirmed
10.21.11 Cash flow statement	Yes, based on due dates	Confirmed
10.21.12 VAT reports	Yes	Confirmed
10.21.13 VAT form 100	Yes	Confirmed
10.21.14 EC Sales Listings	Yes	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?	User definable and user can also define whether it is from due date or transaction date	Confirmed
10.24 Can the aged analysis and day book reports be in summary and detail?	Either	Confirmed
10.25 Do standard reporting options give sufficient flexibility to tailor individual reports?	Yes	Confirmed
10.26 Can all reports be reproduced after the period end but at the month end date:-	Yes	Confirmed
10.26.1 Transaction listings?	Yes, can define end date	Confirmed
10.26.2 Day books?	Yes, can define end date	Confirmed
10.26.3 Trial balance?	Yes, can define end date	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, can define end date	Confirmed

Question	Supplier Response	Evaluator's Comment
10.28 Do the standard budget reports provide sufficient analysis of variances?	Yes. Provider's basic variance analysis. The report shows actual, budget and difference in monetary and percentage basis. Budgets can only be created for General Ledger confirmed accounts, but some analysis is possible for customers, jobs and classes on monthly basis for the financial year	Confirmed
10.29 Do such reports provide exception reporting, percentage analysis and comparatives?		Confirmed
10.30 Do standard reports show sufficient analysis of trading results? (E.g. sales analysis by region)?	Yes. Sales by customer, item and Confirmed representative can be reported.	Confirmed
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?	No, only on individual accounts	Confirmed
10.33 Is there a general ledger report that shows balances brought forward and carried forward plus all posted transactions in the period?	Yes the General Ledger Report does show the details	Confirmed
10.34 Is a trial balance available? 10.34.1 Is this in summary or detailed format?	Yes Both, detail via drill down	Confirmed Confirmed
10.35 Can the management accounts, profit and loss account and balance sheet be sufficiently analysed by:		

Question	Supplier Response	Evaluator's Comment
10.35.1 Project/job	Yes	Confirmed
10.35.2 Cost centres	Yes – using classes (one level of analysis.) This can be used as either cost centres, department or division.	Confirmed
10.35.3 Department	Yes – using classes (one level of analysis.) This can be used as either cost centres, department or division.	Confirmed
10.35.4 Division	Yes – using classes (one level of analysis.) This can be used as either cost centres, department or division.	Confirmed
10.35.5 Company	No – the system is a single company per data set	Confirmed
10.35.6 Group (if applicable)	N/A	
10.35.7 Can the above be user defined by Period and/or range?	Yes	Confirmed
10.36 What controls are there in place so that the user is aware of partly processed transactions:-		
10.36.1 Unposted invoices	Not possible – posted as entered	Confirmed
10.36.2 Uninvoiced dispatches	No dispatch stage	Confirmed
10.36.3 Payments	Not possible – posted as entered	Confirmed
10.36.4 Receipts	Not possible – posted as entered	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)	No gross margin report available **Pro:** No controls but default price levels can be set **Premier:** No controls, default price levels can be set but can be overridden	Confirmed
10.38 Detail all automatically generated documents for external use. (E.g. sales invoices and statements, remittance advices.)	Estimates, Invoices, Sales Receipts, Purchase Orders, item receipts, Sales Statements, Sales Orders, Bills and Cheques	Confirmed

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question	Supplier Response	Evaluator's Comment
10.39 Can the software reproduce source documents? [E.g. sales invoices; POs, Remittance advices……]	Estimates, Invoices, Sales Receipts, Purchase Orders, item receipts, Sales Statements, Sales Orders, Bills and Cheques	Confirmed
10.40 Are the duplicates an exact replica of the relevant financial and VAT accounting information as stored on original documents [i.e. they do not take account of any subsequent changes to the standing data?	Yes, duplicates are exact replicas unless the transaction has been changed. In the case of VAT returns QuickBooks create PDF's of all VAT 100 and detailed reports which can be accessed at any time. VAT reports can't be replicated if the user has entered transactions to an earlier period.	Confirmed
10.41 Are these clearly identified as duplicates?	User has to modify template to show the word "duplicate"	Confirmed
10.42 Does the software force the production of month-end reports?	No – it is an open system	Confirmed
10.43 Can the reporting function make use of external data files?	No	Confirmed
10.44 Does the report writer have the facility to scroll up and down when output to screen?	Yes	Confirmed
10.45 Can all reports be run without the need for period-end procedures to be initiated?	Yes	Confirmed
10.46 Does the report writer allow print previews of all reports?	Yes	Confirmed
10.47 Can transactions and standing data be output directly to other formats e.g. CSV, txt, XML, PDF etc. for any period of time required?	Print to a text file or Export to Microsoft Excel	Confirmed

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question	Supplier Response	Evaluator's Comment

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question	Supplier Response	Evaluator's Comment

11   Value Added Tax

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

Question	Supplier Response	Evaluator's Comment
11.1 Does the software have the facility to hold the following VAT information:-		
11.1.1 UK VAT registration number?	Yes	Confirmed
11.1.2 Intrastat code?	No	Confirmed
11.1.3 EC Code?	Yes – EC Country Code must be entered as part of the VAT numbers. It also holds country name	Confirmed
11.1.4 EC VAT registration numbers (10)?	Yes	Confirmed
11.1.5 VAT rates (please specify number available)	11 VAT rates are set up by default, but the user can set up additional rates.	Confirmed
11.2 How does the software handle roundings?	Automatically rounds up based on the VAT Code total (not line by line basis). It then does a further check by applying the VAT fraction to the Total (incl.) VAT price. This is to aid retailers who either process individual VAT including transactions, or enter their Point Of Sale Z readings	Confirmed
11.3 Is this applied consistently?	Yes	Confirmed
11.4 Does the software handle VAT Scale charges with automatic double entry	No	Confirmed

Question		Supplier Response	Evaluator's Comment
	processing?		
11.5	Does the software handle VAT calculation tolerances? If Yes do any discrepancies produce:- 11.5.1 Warning?	No N/A	Confirmed
	11.5.2 Appear in the audit trail?	N/A	
	11.5.3 Appear in the VAT exception report?	N/A	
11.6	What security features (password/ audit trail) are in place to control changes made to: 11.6.1 General ledger VAT control accounts?	 By use of password control	 Confirmed
	11.6.2 VAT tables set up and change?	By use of password control	Confirmed
	11.6.3 Tolerance levels? 11.6.4 Invoice sales number table?	N/A Cannot be changes once set in company start up	 Confirmed
	11.6.5 Changes on VAT code on customer files?	By use of password control	Confirmed
	11.6.6 Changes on VAT code on stock files?	By use of password control	Confirmed
	11.6.7 VAT calculated on sales invoices or credit notes?	By use of password control	Confirmed
11.7	Does the software store and report a VAT return identifier [VRI]?	No, but date filed held against each transaction	Confirmed
11.8	How does the software ensure that that each eligible posting is reported only once in a VAT return?	On set up the user is required to select their VAT return periods. From there on the system looks for the VAT period end date and looks for	Confirmed

Question	Supplier Response	Evaluator's Comment
	transactions prior to that date that have not been filed. All item amounts are marked with a filing date	
Method of operation		
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- option can be selected	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?	No. It is supported by prior VAT and the latest VAT reports	Confirmed
11.11.2 Is this ability to change a basis of accounting clearly flagged, i.e. users warned etc.	No	Confirmed
11.11.3 Does the software alert the user that they require HMRC authorisation if they attempt to apply, retrospectively, the 'Cash Accounting Scheme' for VAT	No, but message given that cannot be changed to cash accounting with EC transactions	Confirmed

Question	Supplier Response	Evaluator's Comment
accounting?		
11.11.4 Does the software provide useful and relevant information on switching in the software help section?	Yes	Confirmed
11.12 Can the software handle the following VAT schemes:-		
11.12.1 Annual accounting scheme?	The software can be configured to handle this scheme	Confirmed
11.12.2 Flat rate scheme?	Yes (under Company preferences)	Confirmed
11.12.3 Retail schemes?	No	Confirmed
11.12.4 Confirmed Account for VAT on the margin?	No	Confirmed
11.13 Can the software be configured to handle partial exemption methods?	Yes - VAT can be applied per line item and manually overridden	Confirmed
11.14 Please state the number of VAT codes available for VAT analysis.	11 setup by default, but the user can setup additional rates	Confirmed
11.15 How does the software handle:- 11.15.1 Outside scope?	"0" VAT code	Confirmed
11.15.2 Distance selling (supply to an unregistered EC customer)?	"S" VAT code	Confirmed
11.16 How the software handle EC VAT:- 11.16.1 Goods and related service?	'EGS' & 'EGZ' VAT codes	Confirmed

Question	Supplier Response	Evaluator's Comment
11.16.2 Services only?	'ESS' & 'ESZ' VAT codes	Confirmed
11.16.3 Process?	N/A	
11.16.4 Triangulation?	N/A	
11.17 Does the software include the functionality to identify EU acquisitions?	Yes	Confirmed
If Yes:- 11.17.1 Can the software generate acquisition tax?	Yes - use the EGS & ESS VAT Codes	Confirmed
11.18 Can a report be generated of all EU acquisitions and the amounts of acquisition tax generated?	Yes	Confirmed
11.19 Does the software include the functionality to identify transactions liable to reverse charge VAT?	Yes	Confirmed
If Yes:- 11.19.1 Can the software generate reverse charge VAT?	Yes – Reverse Charge List	Confirmed
11.20 Can a report be generated of all transactions liable to reverse charge VAT, and the amounts of tax where so generated?	Yes	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?	Yes	Confirmed

Question	Supplier Response	Evaluator's Comment
11.22 How does the software handle late transactions posted outside the closed VAT return period?	It allows it (may require a password) but the amount of VAT is automatically brought forward to the current VAT period. Users without specific privileges can only post to an open period.	Confirmed
Input VAT (purchases)		
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?	Yes	Confirmed
11.24.2 Supplier document reference?	Optional	Confirmed
11.24.3 Internal document reference?	Optional	Confirmed
11.24.4 Invoice tax point date?	Yes	Confirmed
11.24.5 Invoice posting period date?	No	Confirmed
11.24.6 Invoice gross total?	Yes	Confirmed
11.24.7 Invoice VAT amount?	Automatically calculated but can be changed	Confirmed
11.24.8 Individual invoice lines:-	Yes	Confirmed
11.24.8.1 Net amount?	Automatically calculated	Confirmed
11.24.8.2 VAT rate?	Yes	Confirmed
11.24.8.3 VAT code?	Yes	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	No	Confirmed

Question	Supplier Response	Evaluator's Comment
subject to the software tolerance?		
11.26 Can the user override the software derived input VAT amount and input VAT as shown on the supplier invoice?	Yes	Confirmed
11.27 Does the software allow VAT to be reclaimed on the basis of registered but unposted invoices?	No, invoices are posted when created	Confirmed
If Yes:- Does the software flag the status as:- 11.27.1 VAT not yet reclaimed?	N/A	
11.27.2 VAT claimed?	N/A	
Output VAT (sales)		
11.28 Does the software generate sales invoices?	Yes	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, but it can be overwritten	Confirmed
11.29.2 Company name, address, EC country code and VAT number?	Yes, EC country Code must be entered as part of the VAT number	Confirmed
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

Question	Supplier Response	Evaluator's Comment
11.29.5 Customer's name (or trading name) and address, EC country code and VAT number (if applicable)	Yes, EC Country Code must be entered as part of the VAT number. Also holds country name	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?	Yes	Confirmed
11.30.1 Is this on the face of the invoice?	Yes, on invoice line	Confirmed
11.31 Does the software handle Proforma invoices?	Yes, but the user must customise estimate format	Confirmed
If Yes:- 11.31.1 Are the invoices clearly identified as "this is not a tax invoice"?	Yes. All system templates for non VAT documents have the wording on as standard. The user must customise for customised templates that have been migrated from earlier releases.	Confirmed
VAT Reporting		
11.32 Does the software produce a VAT 100 form as standard?	Yes	Confirmed

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?	N/A	
11.33 Is the VAT return information available by report on a three monthly basis or any other specified period?	Yes – user can customise reporting periods	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?	Yes	Confirmed
11.35 Can the VAT return be recreated showing all the transactions which were included in the original VAT return?	Yes. It can be saved as a PDF file	Confirmed
11.36 Does the software have a separate VAT audit log?	No	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 Changes to VAT tables.	Not shown	Confirmed
11.37.2 Change from invoice/cash VAT accounting or other Schemes.	Not shown	Confirmed

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question			Supplier Response	Evaluator's Comment
	11.37.3	VAT tolerance.	N/A	
	11.37.4	Changes to VAT rates on customer, supplier, product, master files. Please specify	Not shown	Confirmed
11.38	Are the above changes noted above stamped with a:-			
	11.38.1	User id?	N/A	
	11.38.2	Software generated unique reference number?	N/A	
	11.38.3	Date and time?	N/A	
11.39	VAT postings			
	11.39.1	Are all VAT postings recorded in the audit trail or VAT audit log?	In audit trail and the user can run VAT details or VAT register report which can show the filed date	Confirmed
	11.39.2	Does the software denote whether each transaction has been included in a reconciled VAT return?	The user can run VAT details or VAT register report which can show the filed date	Confirmed
	11.39.3	How does it denote which VAT Return the transaction has been included in?	Shows the filed date on each transactions	Confirmed
11.40	Does the software produce a VAT Exception report detailing such transactions as:-			
	11.40.1	VAT amounts outside tolerance levels?	No tolerance levels, but there is a VAT Exception Report	Confirmed

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question	Supplier Response	Evaluator's Comment
11.40.2 Manual changes to software generated VAT?	No	Confirmed
11.40.3 Write offs	No	Confirmed
11.40.4 Zero value invoices?	N/A	
If No for any of the above:- 11.40.5 How does the software document these occurrences?	All changes recorded in the Exception Report. Warnings also given	Confirmed
11.41 Does the software handle "intra-community" supply of goods?	Yes	Confirmed
11.42 Does the software support production of an EC Sales List?	Yes	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?	Yes, the EC country code is included in the VAT reference number	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?	Yes	Confirmed
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).	It has a "Filed date" against each transaction and so pulls up reports based on the "Filed date" and each VAT period only	Confirmed

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question	Supplier Response	Evaluator's Comment
11.45 How does the software handle triangulation? E.g. a movement of goods without a related invoice transaction.	N/A	
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?	Yes. Customer can either file directly via Government gateway (XML) or produce a paper file (csv or PDF)	Confirmed
11.47 Can these be electronically transmitted direct from the system?	Yes	Confirmed
11.48 Does the software produce an Intrastat reports where applicable?	No	Confirmed
11.49 How are errors on VAT accounts corrected?	By a journal entry	Confirmed
11.50 How does the software handle the VAT on purchase and sales ledger contras?	No contras allowed. Journal entries would have to be made by the user	Confirmed
11.51 How does the software handle partially allowable expenditure, e.g. VAT on petrol invoices where employees are provided with petrol (adjustment required for own use)?	The user can manually override the standard VAT code or VAT rate	Confirmed
11.52 Can the software handle cheque refunds to customers? If Yes:-	Yes	Confirmed
11.52.1 How is the VAT accounted for under cash accounting?	VAT is only reported when a payment has been applied to a VATable transaction or money has been deposited	Confirmed

Question	Supplier Response	Evaluator's Comment
	directly to a bank account. It is shown as uncategorised on the VAT return	
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?	User enters a Credit Memo or a Journal Entry	Confirmed

Question	Supplier Response	Evaluator's Comment

12   Currency

Question	Supplier Response	Evaluator's Comment
12.1 Is multi-currency processing available? If Yes:-	Yes	Confirmed
12.1.1 State number of currencies available.	The user can only have one home currency, but can process transactions in any foreign currency	Confirmed
Does this cover:- 12.1.2 General ledger?	Yes, but only bank accounts	Confirmed
12.1.3 Sales ledger?	Yes	Confirmed
12.1.4 Purchase ledger?	Yes	Confirmed
12.1.5 Stock?	No, only the base currency is available	Confirmed
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?	No	Confirmed
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?	Yes No Yes. Report is shown in home currency but user can drill down to see individual currencies Yes. Report is shown in home currency but user can drill down to see individual currencies	Confirmed Confirmed
12.3.4 Stock?	No	Confirmed
12.4 What are the currency capacities?	150+ currencies automatically entered but user can add more	As stated

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question		Supplier Response	Evaluator's Comment
12.5	What are the maximum and minimum exchange rates?	Min: 0.6 Max: 6.00	As stated
12.6	What approach will the Software House take towards handling the EURO?	The Euro is handled like any other currency. If the UK adopts the Euro as its currency going forward then a patch would be provided to deal with this	Confirmed
12.7	What currency information is held: 12.7.1 Currency Code/description?	Code	Confirmed
	12.7.2 Country?	Country and currency name	Confirmed
	12.7.3 Currency rate table?	Yes	Confirmed
	12.7.4 Date rates effective from-to?	Only effective from date	Confirmed
	12.7.5 Previous rates held?	Yes	Confirmed
12.8	Can a base currency be selected?	Yes	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:-	Yes a single currency per account	Confirmed
	12.11.1 What controls are in place over any changes?	Cannot be changed – the user would need to create a new account with a different 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?	Yes	Confirmed

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question	Supplier Response	Evaluator's Comment
12.14 Can the user over ride the calculation /processing of currency gains and losses?	No	Confirmed
12.15 Can a user override an exchange rate on each transaction?	Yes	Confirmed
12.16 Can the user define the treatment of foreign exchange gains/losses i.e. where posted to in the general ledger?	Yes – they can set up a foreign gains/losses account	Confirmed
12.17 Can ledger accounts be defined to take invoices/payments in specified currencies/ multiple currencies?	Only a bank account in G/L	Confirmed
12.18 Does the software prevent the deletion of the active currency?	Yes, active currencies can be made inactive, but they cannot be deleted	Confirmed
12.19 Does the software prevent use of duplicate currency codes?	Yes	Confirmed
12.20 Can currency transactions be entered in selected currency and/or base currency?	Yes, a single currency per transaction	Confirmed
12.21 Can transactions be entered in multiple currencies?	No	Confirmed
12.22 How does the software handle exchange differences?	Calculated exchange gain/loss and posted to this account	Confirmed
12.23 How does the currency treat revaluations relating to: 12.23.1 Ledgers (sales/ purchases)	User can create a home currency adjustment for any currency	Confirmed
12.23.2 Monetary assets/ liabilities	No	Confirmed

Question	Supplier Response	Evaluator's Comment
12.23.3 General ledger accounts?	Bank accounts only	Confirmed

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question	Supplier Response	Evaluator's Comment

13 Sales Order Processing and Invoice Production

Question		Supplier Response	Evaluator's Comment
13.1	Does the software start with a quotation or the sales order?	Can be either estimate or order	Confirmed
13.2	Are recurring or schedule orders handled?	Yes but not scheduled. User can create copies as well as setting up Automated transactions	Confirmed
13.3	At quotation or initial order stage state how does the software: 13.3.1 Checks stock availability? 13.3.2 Highlight alternative stock?	Yes, at Estimate or Order stage Optional – a custom filed can be created by the user	Confirmed Confirmed
13.4	How does the software check credit status of customer: 13.4.1 On receipt of order? 13.4.2 Prior to dispatch?	The software will check to see if the customers outstanding balance is within the credit limit set by the user and a warning message will be presented when appropriate No dispatch stage	Confirmed Confirmed
13.5	Can the software block: 13.5.1 Customer orders? 13.5.2 Deliveries? 13.5.3 Invoice production?	User can make an account inactive No dispatch stage User can make an account inactive	Confirmed Confirmed Confirmed
13.6	Where stock is not available is a "back order" raised and a purchase order issued?	There is no purchase order raised, but the user is prompted that there is insufficient stock. When an invoice is issued the remaining items are shown as a back order.	Confirmed
13.7	Does the software handle forward orders?	Yes	Confirmed

Question	Supplier Response	Evaluator's Comment
If Yes is this:- 13.7.1 Only when stock is now available?	Yes	Confirmed
13.7.2 Allocated from future planned stock?	No	Confirmed
13.8 Can multiple addresses be held for each customer (invoice and delivery address).	Yes. A separate invoice and multiple delivery address are held	Confirmed
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?	 Yes (Estimates) No Yes No No Yes	 Confirmed
		Confirmed
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 Yes – Pending Sales No No dispatch stage. Issuing of the invoice updates the stock Yes, all outstanding orders No	 Confirmed Confirmed Confirmed Confirmed Confirmed
13.11 Are invoice details derived from order input? (e.g. prices, quantity)	Yes	Confirmed
13.12 Can picking lists /dispatch notes be amended for non-availability of stock?	No	Confirmed

Question	Supplier Response	Evaluator's Comment
If Yes:- 13.12.1 Is this reported? 13.12.2 Are the items dispatched reflected in final invoice?	N/A N/A	
13.13 Is there one dispatch note and invoice per order?	No. A user can also choose to invoice for part orders	Confirmed
13.14 How does the software ensure all dispatches are invoiced? E.g. where multiple dispatches are raised per order, or several orders on a single dispatch note.	Not possible. No dispatch stage. Stock is updated on the production of an invoice. This shows outstanding items on the order.	Confirmed
13.15 Can manual invoices be raised (i.e. without a sales order)?	Yes	Confirmed
13.16 Does the software produce proforma invoices as required?	Yes, but the user has to change the estimate template to reflect that it is a pro-forma invoice	Confirmed
13.17 Can returned goods be processed to produce credit notes?	Yes, via the production of a credit note which will update the stock	Confirmed
13.18 Are these referenced to the original order/invoice?	User has to manually enter the reference to the original order/invoice	Confirmed
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 N/A N/A	Confirmed

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question	Supplier Response	Evaluator's Comment
14	**Purchase Order Processing**	
14.1 Does the software generate suggested orders?	No	Confirmed
14.2 Can orders be generated by the user?	Yes	Confirmed
14.3 Is the software easy and efficient to use, i.e. scroll backwards and forwards in the product file, tagging more than one item per order?	Not able to tag, but the user can select easily from the drop down list selection	Confirmed
14.4 Can more than one supplier be allocated to each product?	No, only one preferred supplier per product	Confirmed
14.5 Does the software hold details of substitute products if applicable?	Yes, but only via customised fields	Confirmed
14.6 Based on automatic and manual order generation (above) does the software produce a list of proposed purchase orders, if so, can these be easily amended?	No	Confirmed
14.7 Is stock availability updated for stock on order?	No, but quantity is shown on the Purchase Order	Confirmed
14.8 Can the software handle partially completed orders and returns?	Yes	Confirmed
14.9 Are receipts checked to orders and discrepancies reported?	Yes. There is a separate "received item" function.	Confirmed
14.10 Are purchase invoices checked to purchase orders, confirmed receipts and discrepancies reported?	A warning is given if there is a difference to the purchase order and the user would need to amend the PO or invoice to ensure the values agree	Confirmed
14.11 Are the following reports		

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

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

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question	Supplier Response	Evaluator's Comment
15 Stock Control		
15.1 What information is held in respect of stock (and are there any limits):-		
15.1.1 Item numbers/ description?	31 A/N item number and long description	Confirmed
15.1.2 Location(s)?	No	Confirmed
15.1.3 Quantity, (available, allocated, on order)?	Yes	Confirmed
15.1.4 Minimum and maximum stock levels?	Minimum – Yes, re-order point Maximum - Yes	Confirmed
15.1.5 Reorder lead times?	No	Confirmed
15.1.6 Supplier(s)?	Yes, but only one preferred supplier	Confirmed
15.1.7 Prices/cost/ discount details?	Yes – cost and sales price, discounts are handled in the Sales Ledger	Confirmed
15.1.8 Batch/serial number?	No	Confirmed
15.1.9 Weights etc?	No	Confirmed
15.1.10 Other – please specify?	N/A	
15.2 How is stock updated?		
15.2.1 Dispatch of goods?	No – Creation of invoice (see above 13.10)	Confirmed
15.2.2 Receipt of goods?	Yes	Confirmed
15.2.3 Adjustments?	Yes	Confirmed
15.2.4 Transfers between locations?	No	Confirmed
15.3 Is negative physical stock allowed?	Yes. System gives a warning if sufficient stock is not on hand	Confirmed
15.4 Can the software handle "sale or return" stock?	No	Confirmed
15.5 Can the software handle variations to a standard pack of products?	No	Confirmed
15.6 What methods of stock valuations are allowed?		

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question		Supplier Response	Evaluator's Comment
	Average	Yes	Confirmed
	15.6.1 FIFO	No	Confirmed
	15.6.2 LIFO	No	Confirmed
	15.6.3 Standard cost	No	Confirmed
	15.6.4 Other – please specify	N/A	
15.7	How can stock enquiries be made, i.e. by product code, short name/supplier etc.	By item code or selected from a list by item code, description, type etc.	Confirmed
15.8	Does the software track orders and enable enquiries by date, e.g. list of all stock due on a particular day; stock to be dispatched on a set date?	No	Confirmed
15.9	Does the software facilitate the regular counting/ inspection of physical stock (e.g. by producing random/defined stock check lists)?	Yes. Stock count lists are available and an inspection date filed could be customised	Confirmed
15.10	Can the software handle more complex situations such as:		
	15.10.1 Bill of materials	Multi-level assemble processing	Confirmed
	15.10.2 Links to CAD/CAM systems	No	Confirmed
	15.10.3 Job costings to collate and value WIP.	No	Confirmed

Question	Supplier Response	Evaluator's Comment

16   User Documentation

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

Question	Supplier Response	Evaluator's Comment
16.1 Is the manual clearly laid out and understandable?	There is no manual. In product Help available	Confirmed
16.2 Is the manual comprehensive and accurate?	N/A	
16.3 Is there an index to the manual?	N/A	
16.4 Is it easy to locate specific topics in the manual when required?	N/A	
16.5 Is it easy to follow through all procedures in the manual?	No manual	Confirmed
16.6 Does the manual include:		
16.6.1 A tutorial section?	No manual but, tutorial videos & in product help are included in product	Confirmed
16.6.2 A guide to basic functions?	No manual but, "QuickStart" centre is included in product	Confirmed
16.6.3 Pictures of screens?	N/A	
16.6.4 Completed examples included in the manual?	N/A	
16.6.5 Specific "error correction" procedures?	No manual, but there are Frequently asked Questions and answers included in product	Confirmed
16.6.6 VAT information?	No manual, but there are Frequently asked Questions and answers included in product	Confirmed
16.7 Does the documentation clearly specify the actions to be taken by users at each important stage of processing?	No manual, but there are Frequently asked Questions and answers included in product	Confirmed

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question		Supplier Response	Evaluator's Comment
16.8	Are help screens available relating to the task in hand? (Context sensitive help).	Yes. In addition to the Frequently asked Questions and answers there is an online community which can also be displayed within the product	Confirmed
16.9	Do they provide on-line instructions on how to use particular features of the software?	Yes. There are also some video's that can be accessed within the product. E.g. Stock overview 6 minute video	Confirmed
16.10	Can they be edited or prepared by the user?	The Frequently asked Questions and answers cannot be edited. The Online community can be.	Confirmed
16.11	Will the Software House make the detailed program documentation (e.g. file definitions for third party links) available to the user, either directly or by deposit with a third party?	No	Confirmed

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question	Supplier Response	Evaluator's Comment
17 **Efficiency**		
17.1 Are the various functions of the software menu-driven, or otherwise easy to initiate?	Yes. Options are: Pull down menus, QuickBooks Home Page and Centres as well as short cuts	Confirmed
17.2 Is there a good response time in the initiation of functions?	Yes, subject to the hardware being used	Confirmed
17.3 Is data entry easily repeated if similar to previous entry?	Yes – in many cases. Entries can be made via "memorised transactions". See 10.5.1.	Confirmed
17.4 Does the software prevent access to a record while it is being updated?	Yes, for account records	Confirmed
17.5 Is there locking at file or record level?	Yes, at record level	Confirmed
17.6 Does the software allow for the running of reports whilst records are being updated?	Yes. Message given that reports need to be refreshed	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	Confirmed
17.8 Can regular reports be easily duplicated if required?	Yes. Use memorised reports. See 10.5.1	Confirmed
17.9 Does the software warn the user when space is becoming short?	No	Confirmed

Question	Supplier Response	Evaluator's Comment
18 **Integration and www facilities**		
18.1 Are the different accounting modules integrated?	Yes	Confirmed
18.2 Are they integrated on real time basis or batch basis?	Real Time	Confirmed
18.3 Can the integration of batches be by batch, weekly or monthly?	No batches	Confirmed
18.4 Is the ledger updating process satisfactorily controlled by the production of control reports?	Yes	Confirmed
18.5 What operating systems does the software run under?	Windows 7 SP1, 8.1, 10 (Vista SP2, Server 2003, 2008 or Small Business Server)	Confirmed
18.6 Which databases can be used?	Propitiatory only	Confirmed
18.7 Can more than one software function be performed concurrently?	Yes	Confirmed
18.8 Can the software be linked to other packages e.g. word processing, graphics, financial modelling, to provide alternative display and reporting facilities?	Yes – via a third party application. Can also export to Microsoft Office products	Confirmed
18.9 Can definable links to spreadsheets be created?	Export to Excel	Confirmed
18.10 Does the software integrate with any web trading software? 18.10.1 External or	No N/A	Confirmed
18.10.2 Suppliers own?	N/A	
18.11 Note which other business application software that can be	No third party applications.	Confirmed

Question	Supplier Response	Evaluator's Comment
linked to the software: Payroll?	No. It's an extra option of QuickBooks	Confirmed
18.11.1 Time/fees?	Yes. Included in own payroll system	Confirmed
18.11.2 MRP?	No	Confirmed
18.11.3 Fixed assets?	Yes. A Fixed Asset register is included in product	Confirmed
18.11.4 Document management software?	Yes	Confirmed
18.11.5 Job costing?	No. Integrated in the system	Confirmed
18.11.6 CIS?	No	Confirmed
18.11.7 Other – please specify?	No third party applications available	Confirmed
18.12 Is the software compatible with XML standards? If so in what respect? (input/ output/ other)?	Yes for VAT 100 and payroll (RTI) online filing	Confirmed

Question	Supplier Response	Evaluator's Comment

19 Support and maintenance

Question	Supplier Response	Evaluator's Comment
19.1 How is the software sold: 19.1.1 Direct from Software House?	Yes	Confirmed
19.1.2 Via Value Added Reseller (VAR)?	Yes	Confirmed
19.2 How is the product supported:- 19.2.1 Direct by Software House?	Yes	Confirmed
19.2.2 By VAR?	No	Confirmed
19.3 Is the software sold based upon number of users or number of concurrent users?	Number of users	Confirmed
19.4 Do VARs have to go through an accreditation process?	No	Confirmed
If Yes:- 19.4.1 Please note the process.	N/A	
If No:- 19.4.2 Please explain how organisations are chosen to be VAR?	They approach Intuit who review their business credit ratings and professional credentials before agreeing to partner with them	Confirmed
19.5 In the event of a dispute between Supplier and VAR how can the situation be resolved?	Intuit would resolve this	Confirmed
19.6 Detail the types of cover available.	30 days free unlimited telephone support & a chargeable but optional annual support plan	Confirmed
19.7 Please note all method of support available :- 19.7.1 Telephone.	Yes	Confirmed
19.7.2 Modem link.	No, but can share customers computer with their permission	Confirmed
19.7.3 Internet.	Yes	Confirmed

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question	Supplier Response	Evaluator's Comment
19.7.4 Other – specify.	Instant messenger, Email and social media	Confirmed
19.8 Please provide an indicative cost of cover and what is included.	Approximately 1/3 of the purchase price of the product per year	Confirmed
19.9 How often are general software enhancements provided?	Enhancements are only made to the latest version unless it's a bug fix or a compliance update. Usually twice a year	Confirmed
19.10 Will they be given free of charge?	Auto updates are free of charge	Confirmed
19.11 How are enhancements and bug fixes provided to customers?	Updates to the program or bug fixes are available to download via the internet or as an integral function of QuickBooks	Confirmed
19.12 Is "hot line" support to assist with immediate problem solving available?	Yes	Confirmed
19.13 If so, is there an additional cost involved?	Approximately 1/3 of the purchase price of the product per year	Confirmed
19.14 At what times will this support be available?	Toll free call centre is open from Monday – Friday 08:00 – 20:00 (excluding English bank holidays)	Confirmed
19.15 Who provides training: 19.15.1 Software House?	Yes – for Accountants who are in the partner program	Confirmed
19.15.2 VAR?	No	Confirmed
19.16 Is hardware and maintenance provided by: 19.16.1 Software House?	No	
19.16.2 VAR?	Yes	Confirmed

Functional requirements questionnaire
Product QuickBooks 2016
Version Pro and Premier

Question		Supplier Response	Evaluator's Comment
19.17	Is a warranty offered in respect of specification of the software?	Limited warranty. 30 days	Confirmed
19.18	Will the software supplier/dealer make the program source code available to the user, either directly or by deposit with a third party (Escrow)?	No	Confirmed
19.19	Are there any unduly restrictive conditions in the license for the software?	No	Confirmed

❖