ICAEW Accreditation Scheme

Financial Accounting Software Evaluation

Sage UK Limited

Sage 200 Version 2010

Evaluation carried out by: IT Evaluation Services

Date completed: 22nd July 2010

Signed:

J Pidgeon

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1 Summary

1.1 Introduction

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

1.2 Fundamentally, good accounting software should:

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

It is also desirable that good accounting software should:

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

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

2 Approach to evaluation

2.1 Objective

To evaluate Sage 200 version 2010 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 Sage 200 version 2010, a product specialist from Sage completed the detailed questionnaire and provided it to the evaluator to examine. The evaluator then visited the Sage office in Newcastle-upon-Tyne and in conjunction with the operation of the various aspects of the software assisted by a member of Sage’s 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 Sage staff in order to clarify certain points. In the event of disagreement between Sage and the evaluator, the evaluator's decision was taken as final and the response changed accordingly.

Sage 200 version 2010 was used throughout the evaluation. The evaluation covered the fully integrated sales, purchase and general ledgers and where appropriate sales order processing, sales invoicing, purchase order processing and stock software, separate reports have not been prepared for each ledger. Instead a composite report has been prepared with references made to the appropriate ledger as necessary.

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

2.3 Software/hardware utilised

Sage 200 version 2010 was used throughout the evaluation running under Windows XP Pro v2000 service pack 2 on a Toshiba Tecra with an Intel core Duo CPU T7250 @ 2.00Ghz with 1.99Gb RAM and a 74.5Gb disk.

2.4 Report structure

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

3 Matters to consider before purchase

3.1 General Overview

Sage claim that the Sage 200 Suite of business software helps organisations with an average of between 20-200 employees and a typical turnover of £1m-£50m to co-ordinate their whole business: from customer-facing systems, such as sales and service, through back-office processes, including accounting and project management; to activities such as retail/wholesale, construction and manufacturing.

3.2 Supplier Background

Headquartered in Newcastle Upon Tyne, Sage (UK) Limited is a subsidiary of The Sage Group plc, a leading supplier of business software and services to 5.7 million customers world-wide. Formed in 1981, the Group was floated on the stock exchange in 1989 and now employs 14,800 people in its market leading company’s world-wide.

Sage’s range of business software and services is continually evolving as they constantly innovate. The range includes software to manage a business’s finances, run the payroll, manage customer and supplier relationships, plan the business and support the HR function. In the UK, Sage provides software and services to over 760,000 small and medium-sized businesses.

This software ranges from accounts, payroll, forecasting and business intelligence to customer relationship management, e-business and help for start-ups.

Sage services include Excel Support, HR Advice, Health and Safety Advice and training courses. In addition, their claimed award-winning SageCover service provides help for their customers when they need it.

3.3 Product background and suitability for user

Sage claim the Sage 200 Suite is a direct response to the changing requirements of their customers, who tell them they want truly integrated front and back office applications to automate increasingly sophisticated processes and join up all aspects of their business. The Suite was created from the strong heritage of the Sage MMS accounts software and its precursor Sage Line 100.

Sage claim the Sage 200 Suite provides their customers with software to control most business processes within one integrated business management Suite.

The software is based on a SQL database, comes with a platform of accounting, CRM, Business Intelligence and Mobile modules. The platform is a core solution onto which businesses can build. Additional modules such as commercials, project accounting, manufacturing, construction and retail can be added to suit business requirement.

Only the financials and commercials are included in this evaluation.

Sage claim the Sage 200 Suite will meet the requirements of the majority of businesses out of the box, however they understand that every business operates differently and can have its own specific requirements. Sage 200 Suite is flexible and can be easily customised to meet individual business requirements – the Sage network of highly skilled Business Partners and community of over 900 third-party software developers can adapt the software to meet specific needs.

The Sage 200 Suite provides tools for a connected business world. It is designed for access to data in the users want, when they want - from static reports, dynamic Business Intelligence (BI) analysis and workspaces that are tailored to your role.

Sage 200 provides the ability to authorise purchase orders via e-mail and view Sage 200 data from a Blackberry (not included in this evaluation).

3.4 Typical implementation

A typical standard implementation including installation, data preparation, migration and training will take between 10 and 15 days (dependant on modules purchased). The average cost of this implementation for up to 10 users, including the software, is £20,000 - £25,000.

3.5 Vertical Applications

The Sage 200 Suite offers Commercials, Project Accounting, Retail, Construction and Manufacturing modules to complement the core platform. Their developer community also supply a range of add-on modules for specific verticals, to enhance the standard offering.

3.6 Software and hardware specifications

Supported System Minimum Requirements

These specifications are the **minimum** hardware requirements for each of the machine types in a Sage 200 Suite deployment. Users with larger databases or increased numbers of concurrent users will require higher specifications.

Single Server Deployment

Sage 200 Server	Processor	Disk	Memory	Network	Video
Combined Sage 200 File, Application and Web Server with Microsoft SQL Server	Dual-core 2.6GHz or equivalent	7,200 rpm SATA with 4GB free disk space after SQL Server is installed	4GB	Gigabit Ethernet	1024x768

Sage 200 Client	Processor	Disk	Memory	Network	Video
Client	2.8GHz Pentium 4 or equivalent (e.g. Dual Core 1.6GHz)	7,200 rpm SATA with 500MB free disk space	2GB	100 mbit Ethernet	1024x768

Split Server Deployment

Split Server Deployment	Processor	Disk	Memory	Network	Video
Sage 200 File Server with Microsoft SQL Server	Dual-core 2.6GHz or equivalent	7,200 rpm SATA with 1GB free disk space after SQL Server is installed	2GB	Gigabit Ethernet	1024x768
Sage 200 Application Server	Dual-core 2.6GHz or equivalent	7,200 rpm SATA with 1GB free disk space	2GB	Gigabit Ethernet	1024x768
Sage 200 Web Server	3.0GHz Pentium 4 or equivalent (e.g. Dual Core 1.6GHz)	7,200 rpm SATA with 2GB free disk space	2GB	Gigabit Ethernet	1024x768

Sage 200 Client	Processor	Disk	Memory	Network	Video
Client	2.8GHz Pentium 4 or equivalent (e.g. Dual Core 1.6GHz)	7,200 rpm SATA with 500MB free disk space	2GB	100 mbit Ethernet	1024x768

3.7 Software installation and support

Sage 200 software is installed by a channel of fully accredited Business Partners, some of who will customise the software to meet specific business requirements of their customers. This channel has the backup of the technical support team based at Sage headquarters in Newcastle upon Tyne. This support can take the form of telephone calls, emails, dial-in support and, if necessary, business partner or customer visits. The technical support team has the backup of an internal support team within the Research and Development department.

3.8 Partner network and related accreditation process

There are over 200 Business Partners for the Sage 200 Suite in the UK. Business Partners undergo a training and accreditation process that ensures they are able to deliver a solution to our customers. All Business Partners must undergo the core training for accounting, BI and CRM modules, including training on installation. They can then pick and choose the additional modules they would like to specialise in to meet the demands of their customers.

3.9 Limitations

Use of passwords is optional but can be made mandatory by the system administrator who is responsible for setting a suitable security policy for system access.

No report on user access levels
Changes to standing data not logged (apart from currency exchange rate changes)
Only a few master file and field changes are recorded in audit trail or reported upon
No purchase invoice register only full input (3rd party product available)
Unable to restore data once archived but it can be reported upon
Budgets only for general ledger accounts
Reports do not use explicit indicators to highlight part paid invoices and unallocated cash (available by drill down)
Copy invoices may not be a true duplicate if the invoice address has been changed
No cash flow statement
No VAT cash accounting
Trial balance only shows carried and brought forward (can be customised)
No VAT tolerances
No VAT or stock order discrepancies reported
No VAT scale charges
Special VAT schemes not specifically handled
No checks for duplicate posting on EC Sales List
General ledger is single currency (except bank accounts) but sales, purchase, cashbook, pricing and order processing are multi-currency
Only single invoice currency per sales or purchase account, payments in any currency
No scheduled orders handled
No labels produced
No automatic forward order handling (via MRP)
No web orders (3rd party add on)
No POP discrepancy reports
Tracking of orders by date only with customisation
As the system uses SQL database knowledge of SQL would be beneficial

4 Evaluation conclusion

There were no areas in the evaluation that gave concern. Sage 200 version 2010 is a well designed accounting package that has been competently written and is supported by Sage (UK) Ltd through a network of authorised business partners. The combined ledger design incorporating Sales Ledger, Purchase Ledger and General Ledger gives flexibility and accuracy with a facility to printout complete audit trails and reports as required.

In terms of the functionality that is present in the current version and the target market for this product, the product has been adequately specified. The system provides multi-currency and Euro support by holding all transactions in local and base currencies but the nominal ledger is only in base currency. It is relatively easy to use and flexible in its approach.

Disclaimer

Any organisation considering the purchase of the Sage 200 version 2010 should consider their requirements in the light of proposals from Sage or its dealers and potential suppliers of other similarly specified products. Whilst the contents of this document are presented in good faith, ICAEW cannot accept liability for actions taken as a result of comments made herein.

Functional requirements questionnaire
Product Sage 200
Version 2010

Question		Supplier Response	Evaluator's Comment
5	**Security and continuity of processing**		
5.1	What security features are included to control access to the application?	Valid user ID and valid password (as defined by security policy – possible to allow blank password)	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 – control via custom menu design and "security" permissions	Confirmed
5.3	Is this access to the application managed by:-		
5.3.1	Individual user profiles?	No	Confirmed
5.3.2	User groups based on their job roles?	Yes	Confirmed
5.4	If menus can be tailored would this override the application access control?	No	Confirmed
5.5	Passwords		
5.5.1	Is access to the software controlled by password?	Yes, if required by security policy	Confirmed
5.5.2	Please state the basis of control available (e.g., role based etc).	Password associated with user ID	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, if required by security policy	Confirmed
5.5.5	Does the software allow for each user to have separate log on (user ids)?	Yes	Confirmed
	If No:-		
5.5.5.1	How does the software track user activity?	N/A	
5.5.6	Is each user required to have a personal password?	Yes, if required by security policy	Confirmed

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Version 2010

Question		Supplier Response	Evaluator's Comment
5.5.7	Are passwords one-way encrypted? [i.e. Is it impossible for anyone to see other user's passwords in the software?]	Yes	Confirmed
5.5.8	Are passwords masked when entered by any user logging in?	Yes	Confirmed
5.5.9	Is password complexity available at application level?	Yes – number of digits, number of different character types required	Confirmed
	If Yes:-		
	5.5.9.1 Please specify [e.g. Number of digits, requirement for special characters, numeric, upper/lower case etc.]	Length up to 8 characters, 1, 2 or 3 character types for weak, medium or strong passwords.	Confirmed
5.5.10	Is there a facility to enforce password changes after a chosen period of time?	Yes	Confirmed
5.5.11	Is there a facility to specify a minimum age for passwords (e.g. 1 day)?	Yes	Confirmed
5.5.12	How many previous passwords are retained by the system to limit users recycling passwords (e.g. 24 or 32)?	100	Confirmed
5.6	Please state how security allows for access to be specified separately for :-		
	5.6.1 Read?	Not supported beyond user permissions and customisation	Confirmed
	5.6.2 Read and write?	See above	Confirmed
	5.6.3 Delete and amend?	See above	Confirmed
5.7	Are any data files, such as budgets or price updates, imported by users validated by the application software before main data files are updated?	Yes	Confirmed
5.8	Does the software require higher or specific levels of user access for changes to sensitive data, such as customer credit limits?	Access to form is controlled by menu and security. Once in a form all fields are available	Confirmed

Functional requirements questionnaire
Product Sage 200
Version 2010

	Question	Supplier Response	Evaluator's Comment
5.9	Please specify the specific security procedures (by passwords or warnings) over the:-		
	5.9.1 Update of ledgers	Menu design and security control	Confirmed
	5.9.2 Closing of accounting periods	Menu design and security control	Confirmed
	5.9.3 Deletion of transactions	Menu design and security control	Confirmed
	5.9.4 Archiving of transactions.	Menu design and security control	Confirmed
5.10	Is it impossible to delete a transaction?	No – transactions are added to the accounting records and also a central audit file.	Confirmed
If No: 5.11	How are deletions controlled by the system?	Accounting records can be archived if they have the correct status and the active can be purged. Transactions can only be purged from the audit trail if they have the correct status (printed and archived). In addition the system uses a SQL database that can be edited directly by someone with the correct tools and skills	Confirmed
5.12	Are deleted transactions retained in the audit trail and denoted as such?	Reversed and recorded as described in 5.10, audit trail can be purged separately from accounting transactions using similar rules as in 5.11	Confirmed
5.13	Can a report be produced detailing all current users, via user groups if relevant, and their authority levels and/or access rights?	No, on screen only	Confirmed
5.14	If data can be accessed by separate reporting facilities, such as ODBC or separate report writer, is the user access security control applied?	Yes	Confirmed

Functional requirements questionnaire
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	Question	Supplier Response	Evaluator's Comment
If No:-			
5.15	Please explain any other protection in place to prevent unauthorised access to data with such facilities.	N/A	
5.16	Is the level of security (described with this section) appropriate for the expected size of business using the software?	Yes	Confirmed
5.17	Is there a clear indication in the software or manuals as to how the data is:- 5.17.1 Backed-up? 5.17.2 Recovered?	System uses SQL database and therefore follows standard procedures for SQL database	Confirmed
5.18	Back ups How are back ups provided:- 5.18.1.1 Within the software application? 5.18.1.2 Within the operating software?	See 5.17	Confirmed
5.18.2	Are backup procedures automatic?	See 5.17	Confirmed
5.18.3	Is the user forced or prompted to back-up at certain intervals?	See 5.17	Confirmed
5.18.4	Can the intervals be customised?	See 5.17	Confirmed
5.19	Recovery 5.19.1 Please state how the software facilitates recovery procedures in the event of software failure? (E.g. roll back to the last completed transaction).	See 5.17	Confirmed
	5.19.2 If software failure occurs part way through a batch or transaction, will the operator have to re-input the batch or only the transaction being input at the time of the failure?	Transaction safety as supported by SQL server	Confirmed

Functional requirements questionnaire
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Question		Supplier Response	Evaluator's Comment
	5.19.3 Are these automated?	Yes	Confirmed
	5.19.4 Do the recovery procedures work?	Yes	Confirmed
5.20	What features are available within the software to help track down processing problems?	Utilities to check that balances agree, if an error is found a balancing entry is posted to suspense	Confirmed
5.21	Are software messages clear?	Yes	Confirmed
5.22	Are user responses properly structured to ensure that erroneous key strikes do not lead to inappropriate actions?	Yes	Confirmed
5.23	I s there a software log which details:-		
	5.23.1 Error messages?	No	Confirmed
	5.23.2 Security violations?	Yes	Confirmed
5.24	Audit trail		
	5.24.1 Does the software have a detailed audit trail?	Yes for all accounting transactions.	Confirmed
	5.24.2 Is it impossible to turn off or delete the audit trail?	Cannot turn off, for deleting see 5.11 & 5.12	Confirmed
	5.24.3 Are all master file changes recorded in the audit trail?	Yes, in a limited number of cases e.g. exchange rates in change history. Changes to accounts not recorded.	Confirmed
	If Yes:-		
	5.24.3.1 Does each change have a system generated reference allocated?	Not visible to user, only in database	
	5.24.3.2 Are the originator and authoriser identified?	Only originator	Confirmed
	5.24.3.3 Is the change date and time stamped?	Date only	Confirmed

Functional requirements questionnaire
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Question		Supplier Response	Evaluator's Comment
5.24.4	Are all standing data changes recorded in the audit trail?	No	Confirmed
If Yes:-			
5.24.4.1	Does each change have a system generated reference allocated?	N/A	
5.24.4.2	Are the originator and authoriser identified?	N/A	
5.24.4.3	Is the change date and time stamped?	N/A	
5.24.5	Is all input data included within the audit trail, including amendments, deletions, journals etc?	Yes, all financial transactions	Confirmed
5.24.6	Does the software allocate a system generated unique reference number to each transaction?	Yes – unique reference number composed of sequence, user ID and source	Confirmed
5.24.6.1	Is this stamped with a user id?	Held in separate field but presented as part of URN	Confirmed
5.24.6.2	Is this unique reference number presented to the user at time of input?	No	Confirmed
5.24.6.3	Is the transaction date and time stamped?	SQL database tables hold creation date and time for all record types. Sage 200 provides date not time.	Confirmed
5.24.7	Are all imported /interfaced transactions allocated a software generated reference number?	Imported transactions are allocated sequential URN but this is not specified in the import file. Duplicate transactions rejected by import process	Confirmed
5.24.8	How are transactions differentiated within the audit trail?	Imported transaction not differentiated, same criteria as in 5.24.6	Confirmed

	Question	Supplier Response	Evaluator's Comment
5.25	What are the procedures for handling dates? (E.g. 2 digit years, 4 digit years).	Both supported	Confirmed
5.25.1	In the case of two digits what is the break point for the century?	<30 prefixed with 20, >= 30 prefixed with 19	Confirmed
5.25.2	Are dates handled consistently throughout the software?	Yes	Confirmed

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Question		Supplier Response	Evaluator’s Comment

6 Input of transactions

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

6.1	Is data input controlled by self-explanatory menu options?	Yes	Confirmed
6.2	Are these menus application-specific?	Yes	Confirmed
6.3	Does the software provide input validation checks such as account code validation, reasonableness (limits, VAT or discount checking) and validity checks (VAT check-digit calculations)?	Yes with reasonableness checks where appropriate (such as valid date ranges)	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?	Data validation and several processes allow the entry of batch totals to which transactions must balance before they can be committed. Transactions must balance. Auto posting to control accounts.	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)	Limited to check for duplicate purchase invoice numbers. SOP documents are uniquely numbered.	Confirmed
6.8	Does the software allow for batch control totals?	Yes	Confirmed
If Yes:-			
6.8.1	Are batches automatically numbered?	Not visible to user.	

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	Question	Supplier Response	Evaluator's Comment
6.8.2	Are batches forced to balance before ledger update?	Yes	Confirmed
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)	Yes	Confirmed
6.8.4	Is the user forced to confirm batch totals?	Yes, but user can change batch totals.	Confirmed
6.9	Is attempted posting of unbalanced journals rejected? (G/L).	Yes	Confirmed
6.10	Are input errors highlighted?	Yes – method depends on context	Confirmed
6.11	If Yes are they:-		
	6.11.1 Rejected and reported on screen?	Mainly	Confirmed
	6.11.2 Rejected and error reports generated?	No	Confirmed
	6.11.3 Accepted and posted to suspense?	In certain cases	Confirmed
6.12	Does the software have an automatic facility to correct/reverse/delete transactions?	Correction supported for non-account errors (such as in SOP). Reverse supported with full double entry for accounting changes	Confirmed
	If Yes:-		
6.12.1	Are all the double entry transactions documented in the audit trail?	Yes	Confirmed
6.13	What are the controls to ensure the internal integrity of the ledger(s) or the accounting information, e.g., control of accounts.	Transactions must balance and control postings are auto generated	Confirmed
6.14	Is it possible to allocate input values directly to ledger control accounts?	User setting prevents this if required (per general ledger account)	Confirmed

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Question		Supplier Response	Evaluator's Comment
If Yes:-			
6.14.1	Please note the mechanisms available to allow the user to establish why the total balances on individual accounts do not agree to a respective control account?	Utility to check and correct	Confirmed
6.15	Can automatic accruals or prepayments be generated?	Yes – produces a series of journals	Confirmed
6.16	Will these automatically be reversed after the period end? (G/L)	Yes	Confirmed
6.17	Does the software have a purchase invoice register?	No – only offers full invoice entry. Register available as third party add on.	Confirmed
6.18	Does the software permit multi debit/credit journals?	Yes	Confirmed
6.19	How are transactions identified on screen/reports as to:-		
	6.19.1 Type?	By type in sales and purchase ledgers	Confirmed
	6.19.2 Debit or credit?	As debit/credit in general ledger	Confirmed
6.20	Can separate nominal analysis codes be input for each invoice line?	Yes	Confirmed
If Yes:-			
6.21	Does this cover:-		
	6.21.1 Sales ledger?	Yes	Confirmed
	6.21.2 Purchase ledger?	Yes	Confirmed
	6.21.3 Stock?	Yes	Confirmed
6.22	Can receipts and payments be matched to specific invoices?	Yes	Confirmed
	If Yes:- Is this		
	6.22.1 Automatic or manual?	Both	Confirmed

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	Question	Supplier Response	Evaluator's Comment
6.23	Will the software permit part payments?	Yes	Confirmed
6.24	Will the software allow:-		
	6.24.1 Payments to be made to customers?	Yes	Confirmed
	6.24.2 Receipts to be received from suppliers?	Yes	Confirmed
6.25	Does the software handle purchase credit notes?	Yes	Confirmed
6.26	Is there an ability to automatically amend stock if applicable?	Yes	Confirmed
6.27	Can the software generate sales credit notes?	Yes	Confirmed
6.28	Does the software handle discounts and promotions?	Yes	Confirmed
6.29	Does the software provide for early settlement discounts?	Yes	Confirmed
6.30	Can early settlement discounts be automatically generated?	Yes	Confirmed
6.31	Are there controls over accepting settlement discounts (e.g. time limits)?	Yes, warnings with manual overrides	Confirmed
6.32	Is VAT treated correctly on early settlement discounts?	Yes	Confirmed
6.33	Will the software permit the posting of unallocated cash to the ledgers?	Yes	Confirmed
	Does this apply to:-		
	6.33.1 Sales ledger?	Yes	Confirmed
	6.33.2 Purchase ledger?	Yes	Confirmed

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	Question	Supplier Response	Evaluator's Comment
6.34	Are unallocated cash/credit notes specifically reported for follow up?	Yes – filters on transaction reports include allocation status	Confirmed
6.35	Are outstanding transactions displayed for allocation?	Yes	Confirmed
	If Yes does this apply to:-		
	6.35.1 Sales ledger?	Yes	Confirmed
	6.35.2 Purchase ledger?	Yes	Confirmed
6.36	Is it possible for new accounts to be created during input?	Yes by opening another form	Confirmed
6.37	Does this cover the following ledgers:-		
	6.37.1 Sales?	Yes	Confirmed
	6.37.2 Purchases?	Yes	Confirmed
	6.37.3 General?	Yes	Confirmed
	6.37.4 Stock?	Yes	
6.38	What controls are there over the creation of new accounts?	Menu design and security control	Confirmed
6.39	Is the originator and/or authoriser identification logged by the software?	Originator is logged. Authorised limited to Purchase Orders.	Confirmed
6.40	Is the user prevented or warned from overriding credit limits or discounts? (S/L).	Credit limit options for warning or prevention. No warning for discounts.	Confirmed
6.41	Does the software have a bank reconciliation facility?	Yes	Confirmed
6.42	Does the software enable transactions to be posted to the ledgers whilst performing a bank reconciliation (e.g. standing charges, bank charges etc)?	Yes	Confirmed
6.43	Are these adequately reported?	Yes	Confirmed

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	Question	Supplier Response	Evaluator's Comment
6.44	Does the software accept input files from other computer packages?	Yes	Confirmed
	If Yes:-		
	6.44.1 What formats are accepted?	CSV or XML	Confirmed
	6.44.2 What controls are in place over the interface?	Same validation applied as used for manual entries.	Confirmed
6.45	Does the software have a facility for calculating interest on late payments?	Yes	Confirmed

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Question		Supplier Response	Evaluator's Comment
7	**File maintenance**		
7.1	Are ledgers:-		
	7.1.1 Open item?	S/L & P/L both (choice at account level)	Confirmed
	7.1.2 Balance forward?	Open item for general ledger	Confirmed
7.2	Does the above cover:-		
	7.2.1 Sales ledger?	See above	Confirmed
	7.2.2 Purchase ledger?	See above	Confirmed
	7.2.3 General ledger?	See above	Confirmed
7.3	Is a month end routine required to be undertaken?	Optional, only required at end of year or to close a period.	Confirmed
7.4	Is the creation or amendment of standing data (e.g. customer account details) controlled by menu options?	Yes	Confirmed
7.5	Are menus:-		
	7.5.1 Application specific?	Yes	Confirmed
	7.5.2 User specific?	Yes	Confirmed
7.6	Is it <u>im</u>possible to delete accounts if the balance if Nil but transactions have been recorded against the code.	Yes	Confirmed
	Does this apply to:-		
	7.6.1 General Ledger?	Yes	Confirmed
	7.6.2 Sales Ledger?	Yes	Confirmed
	7.6.3 Purchase Ledger?	Yes	Confirmed
	7.6.4 Stock?	Yes	Confirmed
7.7	Are there any other constraints over the deletion of accounts?	Outstanding orders and projects also prevent deletion	Confirmed
7.8	What is the size and format of reference numbers and descriptions within:-		
	7.8.1 General Ledger?	GL – three part reference 8/3/3 A/N with 60 character description	Confirmed

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Question		Supplier Response	Evaluator's Comment
	7.8.2 Sales Ledger?	S/L – Two 8 A/N references and 60 character account name.	Confirmed
	7.8.3 Purchase Ledger?	P/L – as per S/L	Confirmed
	7.8.4 Stock?	Stock – 30 A/N reference with 60 character short description and long description up to 4,000,000 characters	Confirmed
7.9	Is the scope of the reference number adequate to permit sufficient depth of analysis?	Yes, plus 20 user defined analysis codes in S/L & P/L.	Confirmed
7.10	How does the software guard against/warn about, duplicate account numbers on set up?	Duplicates not permitted – user told to use another reference	Confirmed
7.11	How does the software enable the traceability - from, to and through the accounting records - of any source document or interfaced transaction?	Via drill down	Confirmed
7.12	What drill down/around functionality is available within the software?	System uses URN to link transaction elements. Example – sales transaction can be traced to nominal entries, tax entries, bank entries and invoice record	Confirmed
7.13	Can reports be invoked which identify all the fields which have been modified?	No	Confirmed
7.14	If the software uses a lot of standing information which changes frequently or regularly, does the software allow for such changes to be effected through the use of parameters or tables?	Yes	Confirmed
	If Yes: –		
	7.14.1 Is the use of such parameters or tables adequately reported?	Only some tables can be printed, others on screen only.	Confirmed

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	Question	Supplier Response	Evaluator's Comment
7.15	What controls are within the software over changes to parameters and tables e.g. reporting, password etc?	Menu design and security control	Confirmed
7.16	Does the software allow selective archiving of old data on a user-defined basis?	Yes, can be set by account and be based on date	Confirmed
7.17	What controls are in place over the handling of archived data?	Menu design and security control	Confirmed
7.18	Can archived data be used for reporting purposes?	Yes	Confirmed
7.19	Does the software allow for the restoration of achieved data for audit without affecting current accounting data?	No	Confirmed

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	Question	Supplier Response	Evaluator's Comment
8	**Processing**		
8.1	Does the software ensure that menu options or programs are executed in the correct sequence (e.g. ensure outstanding transactions are processed before month end procedures run)?	System generates advisory messages and requests confirmation. Standard sequence in SOP.	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?	Yes, except by direct database edit using SQL tools	Confirmed
8.3	Is there an audit trail of all changes to transactions which have updated the ledgers?	Yes, all financial details	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?	Can run utility or check trial balance	Confirmed
8.7	How is this done e.g. when the software is switching on or on ledger update?	On request	Confirmed

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	Question	Supplier Response	Evaluator's Comment
9	**Performance of requisite accounting functions**		
9.1	What control features are provided by the software to support effective user controls?	Transaction balancing and control accounts	Confirmed
9.2	Is there:		
	9.2.1 Transaction sequencing?	Yes	Confirmed
	9.2.2 Automatic dating of posting transactions?	Yes	Confirmed
	9.2.3 Identification of user id or source of document?	Yes	Confirmed
9.3	Is the software available as multi user?	Yes	Confirmed
9.4	Can the same function be used by more than one person at the same time, whilst still retaining the separate user identities?	Most functions where appropriate	Confirmed
9.5	Is the software available as multi-company?	Yes	Confirmed
	If Yes:- How many companies are supported?	Unlimited companies	As stated
9.6	Is a group consolidation facility available?	Yes	Confirmed
9.7	Can the software consolidate entities with different charts of accounts?	Yes	Confirmed
9.8	How many levels of nominal analysis can be handled by the software?	3 (Account reference, cost centre, & department) plus transaction analysis	Confirmed
9.9	How does the software handle cost centres, departments, divisions?	Cost centres & departments as part of G/L account code.	Confirmed

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	Question	Supplier Response	Evaluator's Comment
9.10	How are periods handled by the software?	1 to 20 per financial year	Confirmed
9.11	How many:-		
	9.11.1 Accounting periods can be set up?	1 to 20	Confirmed
	9.11.2 Years can be set up?	For years, only 1 year can be open (with adjustments for prior year) but unlimited reporting/ analysis for previous years	Confirmed
9.12	Can the length/ number of periods be adjusted to suit different user requirements?	Yes	Confirmed
9.13	How many accounting periods can be open at any one time?	1 to entire year (user control of maximum number of periods)	Confirmed
9.14	How many years can be open at any one time?	1 but previous years can be adjusted using a specific journal process	Confirmed
9.15	Can a period or year be re-opened after it has been closed?	Yes for period (with menu and security control). No for year.	Confirmed
	If Yes:-		
	9.15.1 What controls are in place over this function?	Menu design and security control	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

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	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?	Yes – standard analysis by document date but posting date held in database available for user designed reports	Confirmed
If Yes:-			
	9.18.1 Are transactions analysed by posting date or document date?	By document date	Confirmed
9.19	Can transactions be posted to more than one accounting period at any point in time?	Yes, if more than one period open	Confirmed
9.20	Does this cover:-		
	9.20.1 General ledger?	Yes	Confirmed
	9.20.2 Sales ledger?	Yes	Confirmed
	9.20.3 Purchase ledger?	Yes	Confirmed
9.21	Is it possible to allocate transactions to:		
	9.21.1 Future periods?	Can enter data for future period but G/L balance not updated until period open. Option to prevent.	Confirmed
	9.21.2 Previous closed periods?	Closed period needs to be re-opened before balances will be updated.	Confirmed
	9.21.3 A previously closed year?	Previous year only via a specific journal routine.	Confirmed
	If Yes:-		
	9.21.4 What controls are in place e.g. level of authorisation and on screen warnings?	System provides option for user to define own rules	Confirmed
	9.21.5 Will the software revise subsequent periods accordingly?	Only for previous year journals	Confirmed
9.22	How will transactions outside the current period be:-		
	9.22.1 Reported	In period if open, left in waiting if future closed.	Confirmed

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	Question	Supplier Response	Evaluator's Comment
	9.22.2 Accounted for in the VAT return?	If posted to date in completed return, will be included in next return	Confirmed
9.23	Does the software permit use of budgets and provide comparisons between budgets and actuals?	Yes – definable budgets for current and next year with non editable records for previous years	Confirmed
If Yes:-			
	9.23.1 How many versions of budgets/forecasts can be maintained on the system?	Current and next year	Confirmed
9.24	Are budgets available for:		
	9.24.1 General ledger?	Yes	Confirmed
	9.24.2 Sales ledger?	No	Confirmed
	9.24.3 Purchase ledger?	No	Confirmed
	9.24.4 Overheads?	Yes	Confirmed
	9.24.5 Balance sheet?	Yes	Confirmed
9.25	Can budgets be set by:	Can be imported from spreadsheet	Confirmed
	9.25.1 Period?	Yes	Confirmed
	9.25.2 Annually?	Yes	Confirmed
9.26	Can the software automatically generate budgets?	Yes, but not from previous budgets or actuals	Confirmed
	If Yes:- Please state how this is achieved.	From annual figure, can divide equally or by budget profile	Confirmed
9.27	What is the maximum value of transactions and of totals that can be handled by the software?	Transaction 9(12).99 Total 9(13).99	As stated
9.28	What is the maximum number of transactions that can be handled by the software?	SQL limit of 9,223,372,036,854,775,807	As stated
9.29	What is the maximum number of accounts on each ledger: 9.29.1 Sales ledger? 9.29.2 Purchase ledger? 9.29.3 General ledger?	9,223,372,036,854,775,807 in each case	As stated

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	Question	Supplier Response	Evaluator's Comment
10	**Reports**		
10.1	Are all reports adequately titled and dated? (E.g. report name, client name, data, period, batch, last entry number, period end, pages, numbers etc.)	Yes, all selection criteria given at end of report.	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.	Non financial lists	Confirmed
10.4	Is it clear when the report has ended? (totals or end markers)	Selection criteria serves as end marker	Confirmed
10.5	Can reports be saved in electronic format (as distinct from just printing)?	Yes	Confirmed
10.6	Are such files adequately protected from deletion or amendment?	Confirmation required for deletion from spooler. Operating system only protection for "file" reports	Confirmed
10.7	Is a report writer provided as part of the software or as an add on?	Part of software	Confirmed
	Please state the name of any third party package.		
10.8	What level of knowledge is required to use the report writer e.g. beginner, regular user, expert?	Regular user	Confirmed
10.9	Can the report writer make use of user-defined fields (including external fields)?	Yes, SQL database tables	Confirmed

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	Question	Supplier Response	Evaluator's Comment
10.10	Does the report writer enable:-		
	10.10.1 Separate access to each system area?	Yes	Confirmed
	10.10.2 Reports to be prepared which combines related data from a number of system areas (e.g. Customers – Sales – Stock items) in the same report?	Yes	Confirmed
10.11	Can users define the parameters, columns, fields and selection criteria used on reports reported?	Yes	Confirmed
10.12	Are standard reports always produced, even when they are nil returns?	No – nil returns produce message that requires acknowledgement from user	Confirmed
10.13	Is there an option for reports to exclude nil balances, this year or where there are nil balances this year and last year, to enable a comparative report to be produced with the completeness of both years' being maintained?	Yes	Confirmed
10.14	Can screen layouts, reports and transaction formats be easily adapted to users' requirements?	Yes, reports with report writer. Transactions & screen layouts available via Developers Kit (for third part developers only). Work Spaces content can be adapted by user.	Confirmed
10.15	Can a hard copy be produced of all screen enquiries?	No – only some	Confirmed
10.16	Can transaction files for all previous periods of the year be retained in the software to permit enquiries and reports?	Yes	Confirmed

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Question		Supplier Response	Evaluator's Comment
10.17	Are reports of all changes to standing data on customers, suppliers, tax rates etc automatically generated or stored for later printing?	No	Confirmed
If Yes:-			
10.17.1	Is the report able to capture the nature of the change, user id and data and time of the change?	N/A	
10.18	Are all transactions on all reports individually identifiable?	Yes	Confirmed
10.19	Do the reports show whether items are debit or credit?	Where appropriate	Confirmed
10.20	Do reports give sufficient narrative and coding to enable cross-referencing?	Yes, mainly via drill down from some enquires and reports.	Confirmed
10.21	Is it possible to drill down from reports to the ledgers and original transactions?	Yes	Confirmed
10.22	Can the software produce all requisite reports:-		
10.22.1	Day books	Yes	Confirmed
10.22.2	Trial balance	Yes	Confirmed
10.22.3	Profit and loss account	Yes	Confirmed
10.22.4	Balance sheet	Yes	Confirmed
10.22.5	Aged debtors	Yes	Confirmed
10.22.6	Aged creditors	Yes	Confirmed
10.22.7	Aged stock	Yes	Confirmed
10.22.8	Aged unallocated cash (debtors)	Part of aged debtors	Confirmed
10.22.9	Aged unallocated cash (creditors)	Part of aged creditors	Confirmed
10.22.10	Budgets	Yes	Confirmed
10.22.11	Cash flow statement	No	Confirmed
10.22.12	VAT reports	Yes	Confirmed
10.22.13	VAT form 100	Yes	Confirmed
10.22.14	EC Sales Listings	Electronic submission only	Confirmed

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	Question	Supplier Response	Evaluator's Comment
	10.22.15 Intrastat returns (SSD)	Electronic submission only	Confirmed
10.23	Are the above reports standard within the software or do they have to be written?	Standard	Confirmed
10.24	Is the age criteria fixed or user definable?	User definable up to 8 periods	Confirmed
10.25	Can the aged analysis and daybook reports be in summary and detail?	Yes for aged analysis, day books in detail only	Confirmed
10.26	Do standard reporting options give sufficient flexibility to tailor individual reports?	Yes	Confirmed
10.27	Can all reports be reproduced after the period end but @ the month end date:-		
	10.27.1 Transaction listings?	Yes	Confirmed
	10.27.2 Day books?	Yes	Confirmed
	10.27.3 Trial balance?	Yes	Confirmed
10.28	Is it possible to print out retrospective month end aged sales and purchase ledger reports that agree back to the month end trial balance control account figures as at the month end?	Yes	Confirmed
10.29	Do the standard budget reports provide sufficient analysis of variances?	Yes	Confirmed
10.30	Do such reports provide exception reporting, percentage analysis and comparatives?	Yes	Confirmed
10.31	Do standard reports show sufficient analysis of trading results? (E.g. sales analysis by region)?	Yes, when used with analysis codes	Confirmed

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	Question		Supplier Response	Evaluator's Comment
10.32	Are all movements during each accounting period shown on sales, purchase, general, stock ledger detail reports?		Yes	Confirmed
10.33	Do the sales and purchase ledger reports show how all partial payments or allocations (unallocated cash) have been treated?		Yes, by drill down from some reports	Confirmed
10.34	Is there a general ledger report that shows balances brought forward and carried forward plus all posted transactions in the period?		No – current period and year to date balance but can be customised	Confirmed
10.35	Can the management accounts, profit and loss account and balance sheet be sufficiently analysed by:			
	10.35.1	Project/job	No, unless represented by cost centre or department	Confirmed
	10.35.2	Cost centres	Yes	Confirmed
	10.35.3	Department	Yes	Confirmed
	10.35.4	Division	No	Confirmed
	10.35.5	Company	Separate files	Confirmed
	10.35.6	Group (if applicable)	Yes, if consolidated	Confirmed
	10.35.7	Can the above be user defined by Period and/or range?	Yes	Confirmed
10.36	What controls are there in place so that the user is aware of partly processed transactions:-			
	10.36.1	Unposted invoices	Can view unposted batches & warning at end of period.	Confirmed
	10.36.2	Uninvoiced dispatches	Invoice print routine	Confirmed
	10.36.3	Payments	Can view unposted batches	Confirmed
	10.36.4	Receipts	Can view unposted batches	Confirmed

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	Question	Supplier Response	Evaluator's Comment
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)	Profitability reports available and validation process offered in price book. Access control over changes	Confirmed
10.38	Detail all automatically generated documents for external use. (E.g. sales invoices and statements, remittance advices.)	Sales invoices, sales credit notes, order acknowledgement, despatch notes, statements, chase letters, purchase remittances, cheques and purchase orders	Confirmed
10.39	Can the software reproduce source documents? [E.g. sales invoices; POs, Remittance advices……]	Yes for invoices, credit notes and despatch notes. Limited options for remittances	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, but can change customers address on an invoice	Confirmed
10.41	Are these clearly identified as duplicates?	Yes, headed with 'COPY'	Confirmed
10.42	Does the software force the production of month-end reports?	No – user advised but not forced	Confirmed
10.43	Can the reporting function make use of external data files?	Yes, using report writer with appropriate extension and file in correct format	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

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	Question	Supplier Response	Evaluator’s Comment
10.46	Does the report writer allow print previews of all reports?	Yes	Confirmed
10.47	Can transactions and standing data be output directly to other formats e.g. CSV, txt, XML, PDF etc. for any period of time required?	Yes	Confirmed

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Question		Supplier Response	Evaluator's Comment

11 Value Added Tax

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

Software features

	Question	Supplier Response	Evaluator's Comment
11.1	Does the software have the facility to hold the following VAT information:-		
11.1.1	UK VAT registration number?	Yes, for client company	Confirmed
11.1.2	Intrastat code?	Commodity code on stock record	Confirmed
11.1.3	EC Code?	Country code and EC status on S/L and P/L accounts	Confirmed
11.1.4	EC VAT registration numbers (10)?	Can store VAT reg. no. for each customer and supplier	Confirmed
11.1.5	VAT rates (please specify number available)	100	As stated
11.2	How does the software handle roundings?	Round up	Confirmed
11.3	Is this applied consistently?	Yes	Confirmed
11.4	Does the software handle VAT Scale charges with automatic double entry processing?	No – manual journals	Confirmed
11.5	Does the software handle VAT calculation tolerances?	No	Confirmed
	If Yes do any discrepancies produce:-		
11.5.1	Warning?	N/A	
11.5.2	Appear in the audit trail	N/A	

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Question		Supplier Response	Evaluator's Comment
	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?	Menu design and security control	Confirmed
	11.6.2 VAT tables set up and change?	Menu design and security control	Confirmed
	11.6.3 Tolerance levels?	N/A	
	11.6.4 Invoice sales number table?	Menu design and security control	Confirmed
	11.6.5 Changes on VAT code on customer files?	Menu design and security control	Confirmed
	11.6.6 Changes on VAT code on stock files?	Menu design and security control	Confirmed
	11.6.7 VAT calculated on sales invoices or credit notes?	Cannot override VAT on system generated documents	Confirmed
11.7	Does the software store and report a VAT return identifier [VRI]?	Yes	Confirmed
11.8	How does the software ensure that that each eligible posting is reported only once in a VAT return?	Has separate VAT transaction file used for VAT transactions in database. VRI updated when transactions appears on Return and future returns exclude items with VRI	Confirmed

Method of operation

11.9	VAT basis. Can the software handle:		
	11.9.1 Invoice (standard) accounting?	Invoice only	Confirmed
	11.9.2 Cash accounting?	No	Confirmed

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Question		Supplier Response	Evaluator's Comment
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?	N/A	
11.11	Does the software allow for a switching between methods?	N/A	
11.11.1	If Yes:- Is the change fully supported by audit trails to ensure proper VAT treatment of all transactions?	N/A	
11.11.2	Is this ability to change a basis of accounting clearly flagged, i.e. users warned etc.	N/A	
11.11.3	Does the software alert the user that they require HMRC authorisation if they attempt to apply, retrospectively, the 'Cash Accounting Scheme' for VAT accounting?	N/A	
11.11.4	Does the software provide useful and relevant information on switching in the software help section?	N/A	
11.12	Can the software handle the following VAT schemes:-		
11.12.1	Annual accounting scheme?	Only via bespoke reports	Confirmed
11.12.2	Flat rate scheme?	Only via bespoke reports	Confirmed
11.12.3	Retail schemes?	Only via bespoke reports	Confirmed
11.12.4	Account for VAT on the margin?	Only via bespoke reports	Confirmed

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	Question	Supplier Response	Evaluator's Comment
11.13	Can the software be configured to handle partial exemption methods?	Only via bespoke reports	Confirmed
11.14	Please state the number of VAT codes available for VAT analysis.	100	As stated
11.15	How does the software handle:-		
11.15.1	Outside scope?	Separate VAT code excluded from Return.	Confirmed
11.15.2	Distance selling (supply to an unregistered EC customer)?	Can record VAT reg. number and apply to documents when required. Can create required VAT codes and exclude from UK Return. Manual process to generate EC Return	Confirmed
11.16	How the software handle EC VAT:-		
11.16.1	Goods and related service?	Yes	Confirmed
11.16.2	Services only?	Yes	Confirmed
11.16.3	Process?	No	Confirmed
11.16.4	Triangulation?	Yes	Confirmed
11.17	Does the software include the functionality to identify EU acquisitions?	Yes	Confirmed
	If Yes:-		
11.18	Can the software generate acquisition tax?	Yes	Confirmed
11.19	Can a report be generated of all EU acquisitions and the amounts of acquisition tax generated?	No, only via drill down from an enquiry. Customised report could be created to list the transactions for tax codes of that type.	Confirmed

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Question		Supplier Response	Evaluator's Comment
11.20	Does the software include the functionality to identify transactions liable to reverse charge VAT?	Yes	Confirmed
	If Yes:-	Yes	Confirmed
11.21	Can the software generate reverse charge VAT?		
11.22	Can a report be generated of all transactions liable to reverse charge VAT, and the amounts of tax where so generated?	Yes	Confirmed
11.23	Does the software have a facility to reconcile the VAT returns amounts for input, output and net VAT payable/recoverable to the General ledger control account?	No – manual process	Confirmed
11.24	How does the software handle late transactions posted outside the closed VAT return period?	Declared on next return with manual process for late declaration	Confirmed
Input VAT (purchases)			
11.25	Can the software handle VAT inclusive amounts and automatically calculate the input VAT?	G/L payments and receipts not invoices	Confirmed
11.26	Does the software require the following to be entered:-		
	11.26.1 Supplier reference?	Yes	Confirmed
	11.26.2 Supplier document reference?	Optional	Confirmed
	11.26.3 Internal document reference?	Optional	Confirmed
	11.26.4 Invoice tax point date?	Uses document date	Confirmed

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Question		Supplier Response	Evaluator's Comment
11.26.5	Invoice posting period date?	Uses document date	Confirmed
11.26.6	Invoice gross total?	No - VAT and net added	Confirmed
11.26.7	Invoice VAT amount?	Calculated with override	Confirmed
11.26.8	Individual invoice lines:-		
11.26.8.1	net amount	By VAT code and G/L code	Confirmed
11.26.8.2	VAT rate (optional from VAT code, product supplier)	Yes	Confirmed
11.27	Does the software validate individual invoice line VAT amounts against the total invoice of VAT (less early settlement at discount) and accept or reject the amount subject to the software tolerance?	No, but VAT amounts per rate must balance to total VAT	Confirmed
11.28	Can the user override the software derived input VAT amount and input VAT as shown on the supplier invoice?	Yes	Confirmed
11.29	Does the software allow VAT to be reclaimed on the basis of registered but unposted invoices?	N/A	
If Yes:-			
11.30	Does the software flag the status as:-		
11.30.1	VAT not yet reclaimed?	N/A	
11.30.2	VAT claimed?	N/A	

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Question	Supplier Response	Evaluator's Comment
Output VAT (sales)		
11.31 Does the software generate sales invoices? If Yes:- 11.32 For each invoice generated is the following information included on the sales invoice:-	Yes - layout of document is user definable so questions answered on the basis of fields available.	Confirmed
11.32.1 Unique software generated invoice reference	Yes	Confirmed
11.32.2 Your name, address, EC country code and VAT number?	Yes	Confirmed
11.32.3 The time of supply (tax point)	Yes	Confirmed
11.32.4 Date of issue (if different to the time of supply)	No – uses time of supply	Confirmed
11.32.5 Your customer's name (or trading name) and address, EC country code and VAT number (if applicable)	Yes	Confirmed
11.32.6 The unit price [applies to countable goods or services. E.g. an hourly rate; or a price for standard services.]	Yes	Confirmed
11.32.7 A description which identifies the goods or services supplied.	Yes	Confirmed
11.33 Does the software identify supplies that are zero-rated or exempt on an invoice and that there is no VAT payable?	Yes	Confirmed

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Question		Supplier Response	Evaluator's Comment
If Yes:			
11.34	Is this by way of a report?	No, in a table at the end of the invoice	Confirmed
11.35	Does the software handle Proforma invoices?	Yes	Confirmed
If Yes:-			
11.36	Are the invoices clearly identified as "this is not a tax invoice"?	Yes	Confirmed
VAT Reporting			
11.37	Does the software produce a VAT 100 form as standard?	Yes	Confirmed
If No:-			
11.38	Does the software have a means of producing reports that support the completion of the VAT return?	N/A	Confirmed
11.39	Is the VAT return information available by report on a three monthly basis or any other specified period?	Yes – user enters period end date	Confirmed
11.40	Is there a detailed and summary analysis of all transactions included in each return sorted by VAT code and transaction type making up the total in each of the boxes on the VAT 100 Form?	Yes	Confirmed
11.41	Can the VAT return be recreated showing all the transactions which were included in the original VAT return?	Yes	Confirmed

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Question		Supplier Response	Evaluator's Comment
11.42	Does the software have a separate VAT audit log?	No – VAT transactions in central audit trail	Confirmed
11.43	Note where the software details the following non routine event in the audit trail or VAT audit log etc:-		
11.43.1	Changes to VAT tables.	No	Confirmed
11.43.2	Change from invoice/cash VAT accounting or other Schemes.	N/A	
11.43.3	VAT tolerance.	N/A	
11.43.4	Changes to VAT rates on customer, supplier, product master files.	No	Confirmed
11.44	Are the above changes noted above stamped with a:-		
11.44.1	User id?	N/A	
11.44.2	Software generated unique reference number?	N/A	
11.44.3	Date and time?	N/A	
11.45	VAT postings		
11.45.1	Are all VAT postings recorded in the audit trail or VAT audit log?	Yes, audit trail	Confirmed
11.45.2	Does the software denote whether each transaction has been included in a reconciled VAT return?	Yes, but user does not see except when drilling down from completed VAT return	Confirmed
11.45.3	How does it denote which VAT Return the transaction has been included in?	VAT Return has unique ID that appears on transaction in database only	Confirmed

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Question		Supplier Response	Evaluator's Comment
11.46	Does the software produce a VAT Exception report detailing such transactions as:-		
	11.46.1 VAT amounts outside tolerance levels?	No	Confirmed
	11.46.2 Manual changes to software generated VAT?	No	Confirmed
	11.46.3 Write offs	Via bespoke report	Confirmed
	11.46.4 Zero value invoices?	Via bespoke report	Confirmed
If No for any of the above:-			
11.47	How does the software document these occurrences?	Not documented	Confirmed
11.48	Does the software handle "intra-community" supply of goods?	Yes – intrastat processing	Confirmed
11.49	Does the software support production of an EC Sales List?	Yes – electronic only	Confirmed
If Yes:-			
11.50	Does the report show the country code, the customer name, their EC VAT number, the invoice reference and indicators for different types of despatches?	Shows fields required by HMRC (no customer name or invoice reference)	Confirmed
11.51	Does the software produce invoice level reports that enable every value on each EC Sales List report to be traced to source documents?	No	Confirmed

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Question		Supplier Response	Evaluator's Comment
11.52	Does the software have a means of ensuring that each eligible posting on the EC Sales List is reported only once? (Please state how this is done within the software).	No	Confirmed
11.53	How does the software handle triangulation? E.g. a movement of goods without a related invoice transaction.	Yes if processed via SOP/POP	Confirmed
11.54	Does the software produce the relevant documents in a format [e.g. CSV or XML] that can be uploaded direct to the HMRC gateway?	Yes	Confirmed
11.55	Can these be electronically transmitted direct from the system?	Yes	Confirmed
11.56	Does the software produce Intrastat reports where applicable?	Yes	Confirmed
11.57	How are errors on VAT accounts corrected?	Manual adjustments	Confirmed
11.58	How does the software handle the VAT on purchase and sales ledger contras?	No contras	Confirmed
11.59	How does the software handle partially allowable expenditure, e.g. VAT on petrol invoices where employees are provided with petrol (adjustment required for own use)?	Manual adjustment	Confirmed
11.60	Can the software handle cheque refunds to customers?	Yes	Confirmed

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Question		Supplier Response	Evaluator's Comment
If Yes:-			
11.61	How is the VAT accounted for under cash accounting?	N/A	
11.62	Can the software handle invoices with multiple rates of VAT?	Yes	Confirmed
11.63	How does the software handle write off of bad debts and the related VAT?	Can write off "small amount" with no effect on VAT. Larger write off reclaims VAT	Confirmed

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Question		Supplier Response	Evaluator's Comment
12	**Currency**		
12.1	Is multi-currency processing available?	Yes	Confirmed
	If Yes:-		
	12.1.1 State number of currencies available.	Unlimited currencies	As stated
	12.1.2 Does this cover:-		
	12.1.2.1 General ledger	Yes – bank accounts only	Confirmed
	12.1.2.2 Sales ledger	Yes	Confirmed
	12.1.2.3 Purchase ledger	Yes	Confirmed
	12.1.2.4 Stock	No	Confirmed
	12.1.3 Is conversion to sterling automatic?	Yes	Confirmed
	If Yes:-		
	12.1.4 Does this cover-		
	12.1.4.1 General ledger	Bank accounts only	Confirmed
	12.1.4.2 Sales ledger	Yes	Confirmed
	12.1.4.3 Purchase ledger	Yes	Confirmed
	12.1.4.4 Stock	No	Confirmed
	12.1.5 Can the user select which currency to value each of the ledgers?	Yes - or all currencies	Confirmed
	If Yes:-		
	12.1.6 Does this cover:-		
	12.1.6.1 General ledger	Yes, only bank accounts	Confirmed
	12.1.6.2 Sales ledger	Yes	Confirmed
	12.1.6.3 Purchase ledger	Yes	Confirmed
	12.1.6.4 Stock	No	Confirmed
	12.1.7 What are the currency capacities?	Unlimited	As stated
	12.1.8 What are the maximum and minimum exchange rates?	0.000001 to 9(6).9(6)	As stated
	12.1.9 What approach will the Software House take towards handling the EURO?	As per changeover in Ireland a conversion utility will be offered to support users on current versions	Confirmed

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	Question	Supplier Response	Evaluator's Comment
12.2	What currency information is held:		
	12.2.1 Currency Code/description?	Yes	Confirmed
	12.2.2 Country?	No	Confirmed
	12.2.3 Currency rate table?	Yes	Confirmed
	12.2.4 Date rates effective from-to?	For period rates	Confirmed
	12.2.5 Previous rates held?	Yes	Confirmed
12.3	Can a base currency be selected?	Yes	Confirmed
12.4	Can the user over ride the exchange rates during a transaction?	Yes if configured to be allowable	Confirmed
12.5	Can the user change the exchange rates per account?	No	Confirmed
12.6	Is there a restriction on accounts to a single selected currency?	No, single invoice currency but can process cash in any currency	Confirmed
	If Yes:-		
	12.6.1 What controls are in place over any changes?	N/A	
12.7	Can the user manually over ride the currency calculation?	No - only the exchange rate	Confirmed
12.8	Are gains or losses on currency calculations automatically processed?	Yes	Confirmed
12.9	Can the user over ride the calculation /processing of currency gains and losses?	No	Confirmed
12.10	Can a user override an exchange rate on each transaction?	Yes - if configuration allows	Confirmed

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	Question	Supplier Response	Evaluator's Comment
12.11	Can the user define the treatment of foreign exchange gains/losses i.e. where posted to in the general ledger?	Yes	Confirmed
12.12	Can ledger accounts be defined to take invoices/payments in specified currencies/ multiple currencies?	See 12.6	Confirmed
12.13	Does the software prevent the deletion of the active currency?	Yes	Confirmed
12.14	Does the software prevent use of duplicate currency codes?	No	Confirmed
12.15	Can currency transactions be entered in selected currency and/or base currency?	See 12.6	Confirmed
12.16	Can transactions be entered in multiple currencies?	See 12.6	Confirmed
12.17	How does the software handle exchange differences?	Realise gain/loss posted automatically by system. Option to revalue unpaid items	Confirmed
12.18	How does the currency treat revaluations relating to:		
	12.18.1 Ledgers (sales/ purchases)	Yes	Confirmed
	12.18.2 Monetary assets/ liabilities	Yes	Confirmed
	12.18.3 General ledger accounts?	No	Confirmed

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Question		Supplier Response	Evaluator's Comment
13	**Sales Order Processing and Invoice Production**		
13.1	Does the software start with a quotation or the sales order?	Either approach is supported plus proforma	Confirmed
13.2	Are recurring or schedule orders handled?	Recurring not scheduled	Confirmed
13.3	At quotation or initial order stage state how does the software:		
	13.3.1 Checks stock availability.	Checks required quantity against available stock at location.	Confirmed
	13.3.2 Highlight alternative stock.	Alternatives suggested if out of stock and also on demand	Confirmed
13.4	How does the software check credit status of customer:		
	13.4.1 On receipt of order?	On receipt of order balance plus outstanding orders checked against credit limit plus general account status.	Confirmed
	13.4.2 Prior to dispatch?	Despatch only checks order status for 'on hold'	Confirmed
13.5	Can the software block:		
	13.5.1 Customer orders?	Placing account 'on hold' prevents new orders.	Confirmed
	13.5.2 Deliveries? 13.5.3 Invoice production?	Placing order 'on hold' prevents other actions	Confirmed
13.6	Where stock is not available is a "back order" raised and a purchase order issued?	Option available to raise PO if required.	Confirmed
13.7	Does the software handle forward orders?	Only via MRP	Confirmed
	If Yes is this:-		
	13.7.1 Only when stock is now available?	N/A	
	13.7.2 Allocated from future planned stock?	N/A	

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Question		Supplier Response	Evaluator's Comment
13.8	Can multiple addresses be held for each customer (invoice and delivery address).	Yes	Confirmed
13.9	Are the following documents produced:		
	13.9.1 Quotations?	Yes	Confirmed
	13.9.2 Order confirmation?	Yes	Confirmed
	13.9.3 Picking lists?	Yes	Confirmed
	13.9.4 Labels?	No	Confirmed
	13.9.5 Dispatch/Delivery note?	Yes	Confirmed
	13.9.6 Invoices?	Yes	Confirmed
13.10	Are the following reports available:		
	13.10.1 Quotes for which orders not received?	Screen enquiry	Confirmed
	13.10.2 Orders received (analysis)?	Yes	Confirmed
	13.10.3 Items placed on backorder and/or purchase orders raised?	In POP	Confirmed
	13.10.4 Items dispatched not invoiced?	Yes	Confirmed
	13.10.5 Items ordered but not dispatched due to stock out?	Via customisation	Confirmed
	13.10.6 Gross margin (by invoice or item)?	Yes by invoice/ order/ item/ customer	Confirmed
13.11	Are invoice details derived from order input? (e.g. prices, quantity*)*	Prices based on order data. Quantities based on despatch data.	Confirmed
13.12	Can picking lists /dispatch notes be amended for non availability of stock?	Yes	Confirmed
	If Yes:-		
	13.12.1 Is this reported?	No	Confirmed
	13.12.2 Are the items dispatched reflected in final invoice?	Yes	Confirmed

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	Question	Supplier Response	Evaluator's Comment
13.13	Is there one dispatch note and invoice per order?	Despatch note generated per despatch. Can produce invoice per despatch or consolidate as required.	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.	Reports and invoices raised based on uninvoiced despatches	Confirmed
13.15	Can manual invoices be raised (i.e. without a sales order)?	Yes via free text invoices. Not for stock items	Confirmed
13.16	Does the software produce proforma invoices as required?	Yes	Confirmed
13.17	Can returned goods be processed to produce credit notes?	Yes	Confirmed
13.18	Are these referenced to the original order/invoice?	No	Confirmed
13.19	Will the product accept orders from the Web?	Via third party add on	Confirmed
	If Yes:-		
13.19.1	How are web orders integrated with the sales order processing ledgers?	N/A	
13.19.2	What control features are available for checking web orders before processing?	N/A	

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	Question	Supplier Response	Evaluator's Comment
14	**Purchase Order Processing**		
14.1	Does the software generate suggested orders?	Yes via Generate Orders or MRP	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?	Yes	Confirmed
14.4	Can more than one supplier be allocated to each product?	Yes	Confirmed
14.5	Does the software hold details of substitute products if applicable?	Yes	Confirmed
14.6	Based on automatic and manual order generation (above) does the software produce a list of proposed purchase orders, if so, can these be easily amended?	Yes	Confirmed
14.7	Is stock availability updated for stock on order?	Yes	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 – warning on over delivery but customisation needed for report	Confirmed
14.10	Are purchase invoices checked to purchase orders, confirmed receipts and discrepancies reported?	Yes - but no standard discrepancy report	Confirmed
14.11	Are the following reports available:		

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Question		Supplier Response	Evaluator's Comment
14.11.1	Purchase Orders raised (analysis)?	Yes	Confirmed
14.11.2	Purchase Orders not received?	Yes	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?	Yes	Confirmed
14.12	Can the software handle "back to back" ordering?	Yes	Confirmed

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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?	30 A/N number, 60 A/N short description and 4,000,000 long description	Confirmed
15.1.2	Location(s)?	Yes – multi warehouse and bins	Confirmed
15.1.3	Quantity, (available, allocated, on order)?	Yes - plus quantity in stock	Confirmed
15.1.4	Minimum and maximum stock levels?	Yes - plus re-order per warehouse	Confirmed
15.1.5	Reorder lead times?	Yes – per supplier	Confirmed
15.1.6	Supplier(s)?	Yes – unlimited per item	Confirmed
15.1.7	Prices/cost/ discount details?	Yes	Confirmed
15.1.8	Batch/serial number?	Yes – comprehensive traceability	Confirmed
15.1.9	Weights etc?	Yes	Confirmed
15.1.10	Other – please specify?	Manufacturer, supplier/ manufacturer part number, units of measure, nature (build, built bought, component, etc), commodity code, WEEE indicator, reverse charge VAT indicator, replenishment rules, supplier list price, buyer contract details, fulfilment rules and allocation rules	Confirmed
15.2	How is stock updated?		
15.2.1	Dispatch of goods?	Yes	Confirmed
15.2.2	Receipt of goods?	Yes	Confirmed
15.2.3	Adjustments?	Yes	Confirmed
15.2.4	Transfers between locations?	Yes	Confirmed
15.3	Is negative physical stock allowed?	Can be enabled for groups of items (not with average cost)	Confirmed

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	Question	Supplier Response	Evaluator's Comment
15.4	Can the software handle "sale or return" stock?	Not a standard feature but possible with workarounds using locations	Confirmed
15.5	Can the software handle variations to a standard pack of products?	Yes	Confirmed
15.6	What methods of stock valuations are allowed?	By stock group	Confirmed
	15.6.1 Average	Yes	Confirmed
	15.6.2 FIFO	Yes	Confirmed
	15.6.3 LIFO	No	Confirmed
	15.6.4 Standard cost	Yes	Confirmed
	15.6.5 Other – please specify	Actual cost for items with serial or batch numbers	Confirmed
15.7	How can stock enquiries be made, i.e. by product code, short name/supplier etc.	By code, description and user definable characteristics (size, colour, 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?	Available as reports with customisation	Confirmed
15.9	Does the software facilitate the regular counting/ inspection of physical stock (e.g. by producing random/defined stock check lists)?	Yes – items selected by value or on a cyclical basis	Confirmed
15.10	Can the software handle more complex situations such as:		
	15.10.1 Bill of materials	Additional BOM module	Confirmed
	15.10.2 Links to CAD/CAM systems	Third party links	Confirmed
	15.10.3 Job costings to collate and value WIP.	Links to Projecting Accounting and Works Orders modules	Confirmed

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Question		Supplier Response	Evaluator's Comment

16 User Documentation

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

16.1	Is the manual clearly laid out and understandable?	Yes	Confirmed
16.2	Is the manual comprehensive and accurate?	Yes	
16.3	Is there an index to the manual?	Yes	Confirmed
16.4	Is it easy to locate specific topics in the manual when required?	Yes	Confirmed
16.5	Is it easy to follow through all procedures in the manual?	Yes	Confirmed
16.6	Does the manual include:		
	16.6.1 A tutorial section?	No	Confirmed
	16.6.2 A guide to basic functions?	Yes	Confirmed
	16.6.3 Pictures of screens?	Yes – few only	Confirmed
	16.6.4 Completed examples included in the manual?	No	Confirmed
	16.6.5 Specific "error correction" procedures?	No	Confirmed
	16.6.6 VAT information?	Yes, where appropriate	Confirmed
16.7	Does the documentation clearly specify the actions to be taken by users at each important stage of processing?	Yes	Confirmed
16.8	Are help screens available relating to the task in hand? (context sensitive help).	Yes	Confirmed
16.9	Do they provide on-line instructions on how to use particular features of the software?	Yes	Confirmed

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	Question	Supplier Response	Evaluator's Comment
16.10	Can they be edited or prepared by the user?	No	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?	Yes, via Developer Tool Kit	Confirmed

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	Question	Supplier Response	Evaluator's Comment
17	**Efficiency**		
17.1	Are the various functions of the software menu-driven, or otherwise easy to initiate?	Yes	Confirmed
17.2	Is there a good response time in the initiation of functions?	Yes, if running on good hardware	Confirmed
17.3	Is data entry easily repeated if similar to previous entry?	Some cut and past available	Confirmed
17.4	Does the software prevent access to a record while it is being updated?	No	Confirmed
17.5	Is there locking at file or record level?	Both approaches used dependant on process	Confirmed
17.6	Does the software allow for the running of reports whilst records are being updated?	Yes	Confirmed
17.7	Does the software retain a log of file updates until the next occasion on which the relevant information is reported or the relevant file used in a regular control procedure?	No., G/L batch updates is an option set by the user	Confirmed
17.8	Can regular reports be easily duplicated if required?	Yes	Confirmed
17.9	Does the software warn the user when space is becoming short?	No	Confirmed

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	Question	Supplier Response	Evaluator's Comment
18	**Integration and www facilities**		
18.1	Are the different accounting modules integrated?	Yes	Confirmed
18.2	Are they integrated on real time basis or batch basis?	Real time with some user options for batch	Confirmed
18.3	Can the integration of batches be by batch, weekly or monthly?	User choice	Confirmed
18.4	Is the ledger updating process satisfactorily controlled by the production of control reports?	Yes – daybooks	Confirmed
18.5	What operating systems does the software run under?	Windows XP, Vista & Windows 7	Confirmed
18.6	Which databases can be used?	MS SQL	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 – Excel import and export – Mail merge using Word	Confirmed
18.9	Can definable links to spreadsheets be created?	Yes	Confirmed
18.10	Does the software integrate with any web trading software?		
	18.10.1 External or	Third party	Confirmed
	18.10.2 Suppliers own?	No	Confirmed
18.11	Note which other business application software that can be linked to the software:		
	18.11.1 Payroll?	Yes, own & others	Confirmed
	18.11.2 Time/fees?	Via Project Accounting	Confirmed

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Question		Supplier Response	Evaluator's Comment
18.11.3	MRP?	Yes, own	Confirmed
18.11.4	Fixed assets?	Third Party	Confirmed
18.11.5	Document management software?	Third Party	Confirmed
18.11.6	Job costing?	Yes – Project Accounting	Confirmed
18.11.7	CIS?	No	Confirmed
18.11.8	Other – please specify?	Retail/POS - own	Confirmed
18.12	Is the software compatible with XML standards? If so in what respect? (input/ output/ other)?	The system outputs several files in XML format for specific purposes	Confirmed

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Question	Supplier Response	Evaluator's Comment
19 Support and maintenance		
19.1 How is the software sold: 19.1.1 Direct from Software House?	A handful of sites have purchased direct under exceptional circumstances	Confirmed
19.1.2 Via Value Added Reseller (VAR)?	The software is generally sold via VARs	Confirmed
19.2 How is the product supported:- 19.2.1 Direct by Software House?	A handful of sites have direct support due to exceptional circumstances	Confirmed
19.2.2 By VAR?	Generally via VAR	Confirmed
19.3 Is the software sold based upon number of users or number of concurrent users?	Number of concurrent users	Confirmed
19.4 Do VARs have to go through an accreditation process? 19.4.1 If Yes please note the process. 19.4.2 If No please explain how organisations are chosen to be VAR?	Yes – must attend prescribed training courses and pass associated examinations	Confirmed
19.5 In the event of a dispute between Supplier and VAR how can the situation be resolved?	Varies from cases to case	Confirmed
19.6 Detail the types of cover available.	Annual licence plan is compulsory but does not include support from VAR	Confirmed
19.7 Please note all method of support available :- 19.7.1 Telephone. 19.7.2 Modem link. 19.7.3 Internet. 19.7.4 Other – specify.	Varies from VAR to VAR	Confirmed
19.8 Please provide an indicative cost of cover.	10% of licence cost plus VAR charge	Confirmed

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	Question	Supplier Response	Evaluator's Comment
	19.8.1 Are bug fixes free of charge?	Yes to holders of annual licence plan	Confirmed
	19.8.2 For how long?	While plan is current	Confirmed
19.9	How often are general software enhancements provided?	Annually	Confirmed
19.10	Will they be given free of charge?	FOC to holders of annual licence plan	Confirmed
19.11	How are enhancements and bug fixes provided to customers?	Via VAR	Confirmed
19.12	Is "hot line" support to assist with immediate problem solving available?	Yes via VAR	Confirmed
19.13	If so, is there an additional cost involved?	Usually at additional cost.	Confirmed
19.14	At what times will this support be available?	Availability varies from VAR to VAR	Confirmed
19.15	Who provides training:		
	19.15.1 Direct from Software House?	No	Confirmed
	19.15.2 From a VAR?	Yes	Confirmed
19.16	Is hardware and maintenance provided by:		
	19.16.1 Software House?	No	Confirmed
	19.16.2 VAR?	Yes	Confirmed
19.17	Is a warranty offered in respect of specification of the software?	Sales are via VAR and the contract exists between customer and the VAR. Any warranty regarding specification would form part of this contract.	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)?	Not currently	Confirmed

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	Question	Supplier Response	Evaluator’s Comment
19.19	Are there any unduly restrictive conditions in the license for the software?	No	Confirmed

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Question	Supplier Response	Evaluator’s Comment