

**ICAEW Accreditation Scheme**  
**Accounts Production Evaluation**

**Sage (UK) Ltd**

**Sage Accounts Production v11.1**  
**Released March 2015**



**Evaluation carried out by: IT Evaluation Services**

**Date completed: 09/07/15**

**Signed:**

A handwritten signature in blue ink, appearing to read "J. Pidgeon". The signature is written in a cursive, flowing style.

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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 accounts production software should:**

- be capable of supporting the account production functions for which it was designed.
- provide facilities to ensure the completeness, accuracy and continued integrity of these account production functions.
- be effectively supported and maintained to the latest standards and legislation.

It is also desirable that good accounts production software should:

- be easy to learn, understand and operate.
- make best practical use of available resources.
- accommodate limited changes to reflect specific practice and client requirements.
- provide a good audit trail

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 Accounts Production v11.1 against a set of criteria developed by the ICAEW to ensure that the software meets the requirements of good accounts production software, as laid down in the summary.

## **2.2 Approach and Work performed**

In order to effectively evaluate Sage Accounts Production v11.1, a product specialist from the Sage (UK) Ltd completed the detailed questionnaire and provided it to the evaluator to examine. The evaluator then visited the Sage office in Manchester and in conjunction with the operation of the various aspects of the software assisted by a member of Sage (UK) Ltd'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 (UK) Ltd's staff in order to clarify certain points. In the event of disagreement between Sage (UK) Ltd and the evaluator, the evaluator's decision was taken as final and the response changed accordingly.

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 Accounts Production v11.1, was used throughout the evaluation. The hardware used was an HP Elitebook 847P with an Intel (R) Core (tm) i5-3380m CPU running at 2.9GHz with 8GB RAM, a 465GB hard disk under Windows 7 Enterprise service pack 1 64 bit operating system.

### 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 Accounts Production provides monthly management and compliant year-end accounts for sole traders, partnerships and limited companies.

### 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 management software and services. Sage has been helping businesses manage their finances, people, customers and suppliers and to plan for future success since 1981.

Around 6.2 million companies around the world use Sage products and services across 100 countries. In the UK and Ireland Sage has over 780,000 customers – Sage claim more than any other company in their market. So, over the years Sage has built up a fair understanding of the issues and concerns that face customers. As a consequence Sage is a leader in the business software space in many of the countries they operate in.

Sage claim to understand Accountants' needs and work with over 14,000 Accountants in the UK, either in practice or in industry, so they claim to understand the issues businesses face. Sage support customers with over 250 experts in tax, accounts production and practice software and their relationship with HMRC, Companies House, FRC and other standards setters means their advice is insightful and up to date.

### 3.3 Product background and Suitability for user

Sage Accounts Production is suitable for accountants who want a simple solution to stay up to date with the latest compliance changes.

- Covers Sole Traders, Partnerships and Limited Companies
- Includes management reporting to make informed business decisions

- HMRC-recognised iXBRL tagging solution
  - Integrates with Sage software and 3rd parties
  - FRS 102 standard compliant
- 3.4 Typical implementation and target market  
Typical users range from a single sole practitioner up to a five partner practice that want a trusted solution to produce compliant year-end accounts.
- 3.5 Vertical applications  
Sage 50 Accounts, Sage Practice Solution, Sage Accounts Production Advanced, Sage Taxation and Sage Corporation Tax.
- 3.6 Software and hardware specifications
- 3.6.1 Development environment  
The application is developed in Delphi and Microsoft .Net.
- 3.6.2 Server platforms  
For computers running 32-bit operating systems:
- Microsoft® Windows® Server 2003 or above.
  - Microsoft Windows Terminal Server 2003 or above (with standard configuration).
- For computers running 64-bit operating systems:  
Microsoft Windows Server 2008 R2 or above.
- Microsoft Windows Terminal Server 2008 R2 or above (with standard configuration).
- 3.6.3 Databases  
The system uses the Paradox database.
- 3.6.4 Workstation operating system  
For computers running 32-bit operating systems:
- Microsoft Windows Vista or above (Professional/Business Edition).
  - Microsoft Office 2007 or above.
- For computers running 64-bit operating systems:
- Microsoft Windows 7 or above (Professional Edition).
  - Microsoft Office® 2010 or above.
- 3.6.5 Protocols  
Standard TCP/IP is utilised to communicate between the clients and the server.
- 3.6.6 Minimum client PC specification  
Recommended Hardware

- An IBM® compatible computer with a 2Ghz processor, at least 2GB RAM, at least 10GB of free hard disk space.

#### Screen Resolution

- Minimum of 1024 x 768.

### 3.7 Software installation and support

Sage Accounts Production users can install the application themselves.

An annual licence fee includes legislation and other product updates, the continuing right to use the product and the services of the Sage support team.

To gain efficiency, Sage will help install and support the software.

These include:

- Individual and bespoke training programs
- Webinar sessions
- Group training
- Professional data merges
- Remote and on-site installation services

### 3.8 Partner network and related accreditation process

Sage Accounts Production is licensed only directly through Sage and they provide all the necessary support and training of users.

### 3.9 Points to be considered by potential purchasers

There are a number of limitations in the product, which while not adversely impacting upon this evaluation may be of importance to some organisations. It is important that any business contemplating the purchase of software reviews the functionality described and limitations therein against its detailed requirements. Attention is drawn in particular to the following areas where the product, on its own, may not be suitable for businesses with certain requirements:

Passwords optional

No system logs

No web based use

No automatic accruals and prepayments

No groups of companies or consolidation

No report on master file changes

No archiving

No ratio analysis, graphical reports or working papers

PLCs and charities not supported

Single currency reporting and only simple currency conversion

No ESCROW agreement

#### **4 Evaluation conclusion**

There were no areas in the evaluation that gave concern. Sage Accounts Production v11.1 is a well designed package for producing sets of accounts and management information that has been competently written and is supported by Sage (UK) Ltd directly.

In terms of the functionality that is present in the current version and the target markets for the product, the product has been adequately specified. The systems provides facilities to complete accounts for many types of companies excluding PLCs, charities and group consolidation.

#### **Disclaimer**

*Any organisation considering the purchase of Sage Accounts Production v11.1 should consider their requirements in the light of proposals from Sage (UK) Ltd or its resellers and potential suppliers of other similarly specified products. Whilst the contents of this document are presented in good faith, neither ICAEW nor the Evaluator can accept any liability for actions taken as a result of comments made herein.*

**Functional requirements questionnaire**  
**Product: Sage Accounts Production Version: v11.1**

<b>Question</b>	<b>Supplier Response</b>	<b>Evaluation confirmation</b>
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**5.1 Security and continuity of processing**

1	i) Are different levels of passwords provided to control access?	Yes - Access groups can be defined by the user, which control access to features within the software.	Confirmed
	ii) Is this level of security appropriate for the expected size/type of practice using the software?	Yes	Confirmed
2	i) Is each user required to have a personal password?	No, optional depending on the level of security the practice wish to have.	Confirmed
	ii) Can a report be produced detailing all current users and their authority levels?	No, on screen only	Confirmed
3	Do the security features cover:		
	i) System access?	Yes - optional	Confirmed
	ii) Client company access?	Yes - optional	Confirmed
	iii) Menu access?	Yes - optional via access groups	Confirmed
	iv) Sub menu access?	Yes - optional via access groups	Confirmed
	v) Field access?	No	Confirmed
4	Does security allow for read and read/write access to be specified separately?	Yes	Confirmed
5	Can the menus be tailored by the software house or an educated user so that an individual user can only access those functions they are authorised to access?	Yes, warning given when access denied due to access level restrictions.	Confirmed
6	Does the system provide specific levels of password control to authorise master file amendments?	Yes, by access level.	Confirmed



**Functional requirements questionnaire**  
**Product: Sage Accounts Production Version: v11.1**

Question	Supplier Response	Evaluation confirmation
7 Are there specific security procedures (by passwords or warnings) over the:		
i) Update of report formats?	Yes, by access level	Confirmed
ii) Closing of accounting periods?	Yes, locking by access level	Confirmed
iii) Deletion or archiving of transactions?	Yes, by access level but no archiving.	Confirmed
8 Is there a clear indication in the system or manuals as to how the data is backed-up and recovered?	Yes	Confirmed
9 How is this provided:		
i) Within the software application?	Yes	Confirmed
ii) Within the operating system?	No	Confirmed
iii) Are any of these procedures automatic?	Yes, optionally prompted to backup a client on closing the dataset.	Confirmed
iv) Is the user forced or prompted to back-up at certain intervals?	Yes, optionally	Confirmed
v) Can the intervals be customised?	Yes	Confirmed
vi) Do the recovery procedures work?	Yes	Confirmed
10 Does the system facilitate recovery procedures in the event of system failure, (e.g. Roll back to the last completed transaction)?	Various rebuilds take place on the client if it was not closed correctly. There are also a number of manual features that may be run to repair data.	Confirmed
11 If system failure occurs part way through a manual batch entry or data import, will the operator have to re-input the batch or only the transaction being input at the time of the failure?	The transactions are only saved when the entire batch has been input therefore if a system failure occurs the entire batch will need to be re-entered for transactions to last save.	Confirmed

**Functional requirements questionnaire**  
**Product: Sage Accounts Production Version: v11.1**

Question	Supplier Response	Evaluation confirmation
12 Are there any features provided with the software to help track down processing problems?	There are built in data checks, which can be run to check the data for corruptions.	Confirmed
13 Are system messages clear and are user responses properly structured to ensure that erroneous key strikes do not lead to inappropriate actions?	Yes	Confirmed
14 Is there a system log which details:  i) User activity? ii) Error messages? iii) Security violations?	No No No	Confirmed Confirmed Confirmed
15 What are the procedures for handling dates, (e.g. 2 digit, 4 digit)?  i) In the case of two digits what is the break point for the century? ii) Are dates handled consistently throughout the software?	DD/MM/YY  Obtained from Windows set-up. (Default 1930 –2029)  Yes	Confirmed  Confirmed  Confirmed
16 Web based products.  What browsers (version) is the site compatible with?	Not supported.	Confirmed
17 Web based security	N/A	
i) What methods can be used to authenticate the client computer to the server  ii) How is data secured during transmission between the client and server? If encryption is	N/A  N/A	

**Functional requirements questionnaire**  
**Product: Sage Accounts Production Version: v11.1**

Question	Supplier Response	Evaluation confirmation
used, please specify encryption strength and type		
iii) How is data stored securely on the server? If encryption is used, please specify encryption strength and type	N/A	
iv) What session controls are available? e.g. auto-logout after x minutes inactivity	N/A	
v) What logging features are available: a) for security b) for transaction posting	N/A	
vi) How is a web session terminated securely?	N/A	

**Functional requirements questionnaire**  
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<b>Question</b>	<b>Supplier Response</b>	<b>Evaluation confirmation</b>
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**5.2 Input of transactions**

**It is assumed that data will be imported via electronic means from other packages or manually re-entered from a trial balance generated from another system. Unless otherwise stated, the following relates to both electronic and manual data import/input. Electronic data import is dealt with in more detail in section 10 below.**

1	i) Is data input controlled by self-explanatory menu options (and are these menus application-specific)?	Yes	Confirmed
	ii) What features are available to assist with processing, e.g. short cut keys, incremental posting routines and fast look-ups, tools to enter repetitive data quickly and to locate information in an intuitive way?	Lookup nominal code Switches for default narrative Return key mirrors information on the line above on certain fields ALT + Letter shortcuts supported	Confirmed
	iii) What editing tools are available?	Editing tools are available for editing the master (or client) templates to customise simple things like text or advanced things like formulas on reports.  The user can edit the original transaction entered in the majority of scenarios (unless they have been included on a VAT return or payment receipt has been customer allocated).	Confirmed  Confirmed
	iv) Are wizards available for the set up of a new client, data import, etc?	Yes. A wizard is available for the Sage 50 Accounts import. Can also import from Excel. When adding a client there is a single screen, which needs to be completed.	Confirmed
2	i) Does the system provide input validation checks such as account code validation, reasonableness	Yes. Includes date validation and nominal account validation checks.	Confirmed

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Question	Supplier Response	Evaluation confirmation
and validity checks?		
ii) Can the user amend data on an input screen prior to update?	Yes	Confirmed
iii) For manual import, can users abort input at any stage?	Yes	Confirmed
iv) Can users return to a previous stage in transactions to make amendments?	Yes	Confirmed
v) Does the system allow for all transactions to be entered to allow books to be written up manually?	Yes	Confirmed
vi) Are there features to assist with bank reconciliation?	Yes	Confirmed
vii) Can the system handle period, month, quarter accounting?	Yes, up to 13 periods per year.	Confirmed
3 What are the control features that ensure completeness and accuracy of data input (e.g. batch control, matching, review of audit trail)? Are all input transactions (electronic and manual) subject to this control?	All new and amended transactions are included on the audit trail report and all batches must balance.	Confirmed
4 Does the system allow for batch control totals? If so:	No	Confirmed
i) Are batches automatically numbered?	Yes	Confirmed
ii) Are batches forced to	Yes	Confirmed

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Question	Supplier Response	Evaluation confirmation
balance before update?		
iii) Does the system 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)?	No, but balance can be posted to suspense account.	Confirmed
iv) Is the user forced to confirm batch totals?	No	Confirmed
5 Are input errors highlighted? Are they:		
i) Rejected and reported on screen?	Yes	Confirmed
ii) Rejected and error reports generated?	No error reports.	Confirmed
iii) Accepted and posted to suspense?	No input errors accepted, but can post to suspense.	Confirmed
6 Is a detailed audit trail of all input data generated?	Yes, per client per period.	Confirmed
i) Are transactions allocated a unique reference by the system?	Yes, by transaction type.	Confirmed
ii) Is this trail adequately protected from deletion?	Yes	Confirmed
7 i) Is attempted posting of unbalanced journals rejected?	Yes	Confirmed
ii) Does the system permit multi line journals?	Yes Up to 200 journal entries per batch.	Confirmed As stated
iii) can movements in each set of figures (accounts) generated be tracked, e.g. on movements on lead	Yes	Confirmed

**Functional requirements questionnaire**  
**Product: Sage Accounts Production Version: v11.1**

Question	Supplier Response	Evaluation confirmation
schedules and on profit reconciliation reports		
iv) Does the system provide for a list of adjustments from the initial input or imported trial balance figure to the final set of accounts?	Yes	Confirmed
8 Can automatic accruals or prepayments be generated?	No, by manual entries.	Confirmed
9 For manual entry, are all transactions adequately identified on screen as to type and as to debit or credit?	Yes. The journal entry screen includes columns to show whether debit or credit as well as the type of transaction. <b>For example:</b> JNL for journal and JNO for opening balance.	Confirmed
10 i) Can more than one-person use the software at the same time?	Yes, if they are licensed for more than one user but cannot access the same client per period.	Confirmed
ii) Can the same function be used by more than one person at the same time?	Yes, but only one user at a time can work on a type of transaction on the same client.	Confirmed
11 Can the software support groups of companies? Describe how this is accommodated.	No	Confirmed
12 Summarise the VAT capabilities of the software. Specifically, does it cover:		
i) VAT registration number and other standing VAT data	Yes. VAT company details can be added to the accounts database for a clients dataset. A VAT report can also be run at any time if VAT entries are recorded.	Confirmed
ii) VAT rates, standard, exempt, zero, etc., and to 2 decimal places	Yes. VAT rate include decimal places and rate of VAT which can be customised if required.	Confirmed

**Functional requirements questionnaire**  
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Question	Supplier Response	Evaluation confirmation
iii) invoice accounting (standard)	Yes, a simple bookkeeping is available and can be activated for a client if required. This enables the management of customers and suppliers, payments and receipts. All transactions can be reconciled in the bank reconciliation module which is included.	Confirmed
iv) cash accounting	Yes, cash accounting can be turned on / off via the client settings.	Confirmed
v) an ability to change the basis of accounting, with this being clearly flagged	Yes, only before the first VAT return has been generated but can be changed at year-end.	Confirmed
vi) sufficient VAT codes to analyse input and output VAT	Yes. VAT codes ranging from A - Z can be created and customised.	Confirmed
vii) Describe the types of VAT report available, e.g. VAT return report by period (VAT 100), VAT daybook reports, EC supplies.	VAT report showing: - summary of sales and VAT per VAT rate - total input and output - list of transactions - VAT 100 form needs to be manually completed	Confirmed
13 In subsequent years are the previous year's figures automatically transferred and shown as comparatives?	Yes. Optional when rolling forward to next period.	Confirmed



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<b>Question</b>	<b>Supplier Response</b>	<b>Evaluation confirmation</b>
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**5.3 File maintenance**

1	Is the creation or amendment of standing data (e.g. setting up new clients, details of auditor's offices, etc.) controlled by menu options?	Yes	Confirmed
2	Does the system provide input validation checks? (For example client validation by displaying the underlying information relating to the client codes, completeness checks and format checks, i.e. checking that the information has been keyed in correctly).	Yes, status bar includes: - client code - year end date - type of client (sole trader, company) - some validation where appropriate	Confirmed
3	Are input errors highlighted? If so are they:		
	i) Rejected and reported on screen?	Yes	Confirmed
	ii) Rejected and error reports generated?	No	Confirmed
	iii) Accepted and posted to suspense?	No	Confirmed
4	i) Does the system prevent a client record from being deleted whilst it is still active?	Only via access groups and password to prevent any unauthorised deletion.	Confirmed
	ii) Are there other constraints over the deletion of client records, (e.g. movement during the year, associated sub-accounts)?	No	Confirmed
5	What is the format of the client code reference?	8 digit alphanumeric.	Confirmed

**Functional requirements questionnaire**  
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Question	Supplier Response	Evaluation confirmation
6 i) Are reports available for users to identify all master file changes (e.g. changes to practice address)?	No	Confirmed
ii) Can reports be invoked which identify the fields that have been modified?	No	Confirmed
iii) Would it be possible to show that these reports provide a complete record of all such changes?	No	Confirmed
iv) Do the reports show how the fields have been modified, (e.g. before and after)?	No	Confirmed
7 If the system uses a lot of standing information that changes frequently or regularly, does the system allow for such changes to be effected through the use of parameters or tables?	No tables, information is set per client or practice wide.	Confirmed
8 If so, is the use of such parameters or tables adequately reported?	Yes, on screen per client/practice.	Confirmed
9 Is proper control to be exercised over changes to such parameters? If so, how, (for example, through the use of system facilities such as passwords or by inspection of appropriate reports)?	Access groups control access to these areas.	Confirmed
10 i) Does the system allow selective archiving of old data on a user-defined basis?	No archiving, but clients can be backed up and deleted from the system.	Confirmed

**Functional requirements questionnaire**  
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Question	Supplier Response	Evaluation confirmation
ii) Can the report generator still access this data?	No	Confirmed
iii) Can archived data be restored?	No archive, but can restore from the client backup.	Confirmed
iv) Are there password controls over the handling (retrieval/saving etc.) of archived data?	Yes, via access groups	Confirmed
11 How many years/sets of accounts can be maintained for each client?	Unlimited	Confirmed
12 Off site working:		
i) How does the system control the documentation whilst the user is working off site and then back in the office?	The client can be locked on the server to prevent access or changes whilst the client is being modified off site.	Confirmed
ii) Is the backed up version at the office automatically updated on the user reconnecting to the main system?	No. It is the user choice when to restore the client onto the server from the laptop.	Confirmed
iii) How does the user know if another user may be working on a version off site?	The client can be locked and users will be informed of this when it is accessed.	Confirmed
iv) Is the backup version viewable / amendable?	Yes, once restored if passwords and access groups allow.	Confirmed

**Functional requirements questionnaire**  
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<b>Question</b>	<b>Supplier Response</b>	<b>Evaluation confirmation</b>
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**5.4 Processing**

1	Does the system ensure that menu options or programs are executed in the correct sequence (e.g. ensures outstanding transactions are processed before period end procedures are run)?	No specific sequences. Only client dataset setup first.	Confirmed
2	Is there an audit trail of all changes to transactions that have updated the system?	Yes, overrides transaction data in the audit trail.	Confirmed
3	Does the system provide automatic recalculation, where appropriate, of data input?	Yes	Confirmed
4	i) Does the system warn the user when the system is out of balance?	Yes	Confirmed
	ii) Is this check done on switching on or on system update?	Data integrity options can be run at anytime by the user but are automatically run if a client is not correctly closed.	Confirmed
	iii) What processes are in place to correct this?	Various data integrity options are available within the software.	Confirmed
5	Does the system include routines for recovery from abnormal termination (e.g. power cuts)?	Yes	Confirmed
	i) Are these automated?	Yes	Confirmed
	ii) Do they rollback to the last completed transaction?	Yes. Any saved information will be retained by the software.	Confirmed

**Functional requirements questionnaire**  
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Question	Supplier Response	Evaluation confirmation
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## 5.5 Reports

**The following section relates to reports that are supplementary to the production of statutory accounts. Production of statutory accounts is dealt with in section 6 below.**

1	i) Are reports/accounts prepared within the system or exported to, say, MS Word? Is this optional?	Optional within system or can optionally export to Word, Excel or as PDF.	Confirmed
	ii) 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
2	i) Do the reports provide totals where applicable?	Yes	Confirmed
	ii) Are these totals calculated or taken from a control file?	Both depending on the report.	Confirmed
	iii) Can changes be made to the accounts whilst reviewing them on screen?	No. Not in preview mode but can be done when reviewing an individual page.	Confirmed
	iv) Are drill down features available? If so, are these available throughout the package or only in restricted places?	Yes. Up to and including the trial balance but not the final accounts.	Confirmed
3	Is it clear when the report has ended, (totals or end markers)?	Yes. Totals where applicable but no end markers. Contents page shows page numbers in final accounts.	Confirmed
4	Can reports be saved in electronic format?	Yes, such as PDF, Excel and Word formats.	Confirmed
	i) Are such files adequately protected from deletion or amendment?	No. Relies on the Operating System.	Confirmed

**Functional requirements questionnaire**  
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Question	Supplier Response	Evaluation confirmation
5 i) Is a report generator provided as part of the software or as an option associated with it?	Yes, report format editor included with software allowing some layout changes.	Confirmed
ii) What level of knowledge is required to use the report generator, (e.g. beginner, regular user, expert)?	Beginner	Confirmed
iii) Can the report generating facility make use of user-defined fields, (including external fields)?	Yes. User defined fields within software but not external.	Confirmed
6 Does the report generator cover all value fields, (e.g. prior year etc.)?	Yes	Confirmed
7 i) Are all the parameters or selection criteria shown on reports generated?	Yes	Confirmed
ii) Is there an option for reports to exclude nil balances?	Yes. On reports where it makes sense to.	Confirmed
8 Can screen layouts, reports and transaction formats be easily adapted to users' requirements?	Yes, but no changes to transaction formats only to report formats.	Confirmed
9 Can a hard copy be produced of all screen enquiries?	No, but all preview reports can be printed.	Confirmed
10 Can transaction files for all previous periods of the year be retained in the system to permit enquiries and reports?	Yes. Separate dataset per year.	Confirmed
11 i) Can all reports be reproduced after the period	Yes	Confirmed

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Question	Supplier Response	Evaluation confirmation
end?		
ii) How does the system control change where accounts are reprinted at a later stage?	No controls. Option to include on the client list when the last transaction was modified. Reports can be saved in Word or as a PDF. All changes will automatically filter back to the final accounts unless locked.	Confirmed
12 Are reports of all master file changes automatically generated or stored for later printing?	No	Confirmed
13 Can full lists of master file information be produced?	No, only financial for individual client.	Confirmed
14 i) Are all transactions on all reports individually identifiable?	Yes	Confirmed
ii) Do the reports show whether items are debit or credit, and do they give sufficient narrative and coding to enable cross referencing?	Yes but no cross reference.	Confirmed
15 Can the system produce all requisite reports for its stated use, e.g. i) full audit trail, overall and per individual accounts ii) trial balance iii) management accounts iv) statutory accounts v) sole trader, partnership, charity vi) abbreviated accounts vii) cash flow reports viii) budget reports ix) variance reports x) ratio analysis, figures and graphical	Yes, can also produce by transaction type per client per period. Yes Yes Yes Yes, and limited companies but not charities. Yes Yes Yes Yes No	Confirmed  Confirmed Confirmed Confirmed Confirmed  Confirmed Confirmed Confirmed Confirmed Confirmed

**Functional requirements questionnaire**  
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Question	Supplier Response	Evaluation confirmation
xi) journals	Yes	Confirmed
xii) year end journals	Yes	Confirmed
xiii) lead schedules	Yes	Confirmed
xiv) working papers	No	Confirmed
16 Are reports produced marked by version number, so the user can keep track of amendments?	No. Printed copies can be date and time stamped for all reports.	Confirmed
17 i) Are there standard templates for reports?	Yes	Confirmed
ii) Can these be amended to user firm standards?	Yes	Confirmed
iii) Can these be amended per individual client?	Yes	Confirmed
iv) How are statutory accounts upgrades handled and how do these affect user made changes?	Master format updates, which contain the legislation, are provided on a regular basis. The user can decide on a client by client basis when they would like to apply this format to the accounts. These updates do not override user changes.	Confirmed
v) Do standard reporting options give sufficient flexibility to tailor individual reports?	Yes	Confirmed
vi) Do these reporting facilities permit multiple key-sorting, variable report intervals and optional selection parameters?	Yes, only single key sorting.	Confirmed
18 Are standard reports always produced, even when they are nil returns?	No	Confirmed
19 Does the trial balance report show balances carried and	No, but for individual accounts can drill down to view the B/F and	Confirmed



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brought forward and totals of posted transactions?	C/F figures.	
20 Does the report generator have the facility to scroll up and down when output to screen?	Yes	Confirmed
21 Can all reports be run without the need for period-end procedures to be initiated?	Yes	Confirmed
22 Does the report generator allow print previews of all reports?	Yes	Confirmed
23 Can reports be exported for use with other software (e.g. MS Excel or Word)? Can these be sent as an attachment to e-mail?	Yes, can be exported and attached to an email or used with Sage One Collaborate to securely send to clients. <a href="http://help.sageone.com/en_uk/accountant/accountant-collaborate-collaborations.html">http://help.sageone.com/en_uk/accountant/accountant-collaborate-collaborations.html</a>	Confirmed
24 How is cross-referencing handled? Will the cross-reference take the user automatically to a schedule, opening the relevant working paper?	Cross-referencing is handled by page numbers and note numbers.  There are no working papers in the software.	Confirmed  Confirmed
25 Does the system link to any other application such as audit and taxation software? If so, is there seamless integration?	Populate data from: <ul style="list-style-type: none"> <li>• Sage 50 Accounts</li> <li>• Other 3rd party suppliers of bookkeeping software</li> </ul> Integration with: <ul style="list-style-type: none"> <li>• Sage Practice Suite</li> </ul> Exports to: <ul style="list-style-type: none"> <li>• Sage Accounts Production Advanced</li> <li>• Sage Taxation</li> <li>• Sage Corporation Tax</li> <li>• Other 3rd party suppliers of Taxation software</li> </ul>	Confirmed

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	<ul style="list-style-type: none"><li>• CSV files as a generic export solution</li></ul>	

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**5.6 Statutory reporting and accounts production**

1	Does the system allow for the production of full and abbreviated statutory accounts?	Yes	Confirmed
2	Does the supplier make statutory account formats available? If so:	Yes	Confirmed
	i) Does the system take into account all FRS and SAAP requirements?	Yes	Confirmed
	ii) How does the system cater for updates to these requirements on a continual basis, (e.g. as part of an auto update facility over the Internet) or on an occasional basis, (e.g. on disk sent by supplier)?	Auto Update functionality caters for downloading and updating to newer compliance and functionality when available. The application has, and uses, the ability to supply compliance (formats) and application updates separately. The user / system administrator is in full control as to when they apply the updates per client. Sage also makes the updates available as separate downloads from the website and CD / DVDs can be used also.	Confirmed
	iii) Will users be notified of changes before an update is applied automatically?	Yes. Users are notified and optionally choose to update to the latest version.	Confirmed
	iv) Can the user customise/amend the statutory accounts formats?	Yes	Confirmed
3	Can users set up their own statutory accounts formats "from scratch"? How much training is required to enable users to effectively carry out such changes?	Yes. They would need to be a expert user and familiar with the concepts in the application. Advice can be provided by the dedicated Sage team of customer experience experts and training is available through Sage	Confirmed

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Question	Supplier Response	Evaluation confirmation
<p>4 How does the system cater for standard company information (e.g. registered office, company name, directors, secretary, auditors)?</p> <p>Does the system link this to other related output (e.g. Annual Returns)? Does the system have the facility to link to include all necessary information such as shareholder names and addresses, etc.?</p>	<p>Professional Services team.</p> <p>The information is held in the accounts database.</p> <p>Yes</p>	<p>Confirmed</p> <p>Confirmed</p>
<p>5 Will the information above be available for incorporation into additional narratives in the notes to the accounts?</p>	<p>Yes</p>	<p>Confirmed</p>
<p>6 Can each company's accounts requirements be customised on the following bases:</p>		
<p>i) Type of company e.g. Limited, Sole Trader, Plc</p>	<p>Sole Trader, Partnerships and Limited Companies. Not PLCs or charities.</p>	<p>Confirmed</p>
<p>ii) Size of company to determine disclosure requirements on:</p> <p>a) Turnover</p> <p>b) Average employees</p>	<p>Yes</p> <p>Yes and balance sheet totals.</p>	<p>Confirmed</p> <p>Confirmed</p>
<p>7 Will the system suggest tailored disclosure based on the information input?</p>	<p>Yes, includes relevant details.</p>	<p>Confirmed</p>
<p>8 Can the detail of the information in 6 above be retrieved from the nominal ledger balances?</p>	<p>Yes</p>	<p>Confirmed</p>

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Question	Supplier Response	Evaluation confirmation
9 Does the system take into account audit exemption policies?	Yes	Confirmed
10 Will the system prepare standard reports, e.g. directors and audit reports, based on the information contained in the system for the company and can these reports be tailored to each company's information?	Yes	Confirmed
11 i) Will the system select the notes to be included in the statutory accounts according to the appropriate disclosure requirements as determined by the company type, (e.g. Plc, medium sized company, etc.)?  ii) Are these notes automatically generated? If so, are manual amendments possible?	Yes  Yes Yes	Confirmed  Confirmed Confirmed
12 Does the system take into account variations in accounting policies? If so how are these dealt with?	Yes. Variations on accounting policies are dealt with in the accounts database and the user can amend these on either a client or practice basis.	Confirmed
13 Will the system auto number the pages depending on pages in accounts used?	Yes	Confirmed
14 Will the system generate consolidated accounts and individual company accounts for groups of companies?	No	Confirmed

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Question	Supplier Response	Evaluation confirmation
15 Will the system automatically prepare audit lead schedules?	No, manually.	Confirmed
16 i) Can the system generate both management and statutory accounts? ii) Can the system deal with varying periods for monthly accounts (e.g. 4/5 weekly, calendar month, etc.)	Yes  Yes	Confirmed  Confirmed
17 What interface / report generator is used to produce the final accounts (e.g. Word, Crystal Reports)?	Proprietary report generator, outputting data in Microsoft Word, Excel and PDF formats.	Confirmed

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**5.7 Performance of requisite functions**

1	Can data from all accounting periods be accessed at any given moment (i.e. without the need to restore backups)?	Yes	Confirmed
2	i) Does the system allow posting to more than one accounting period at a time?	No	Confirmed
	ii) Is it possible to allocate transactions to:		
	a) future periods?	Yes	Confirmed
	b) a previously closed period or year?	Yes. It will not filter to the opening balances in the next year but the user can adjust these if required.	Confirmed
	iii) If the system allows posting to previous or future accounting periods or years, does it:		
	a) Flag/warn the user that it is occurring?	No	Confirmed
	b) Revise subsequent periods accordingly?	No	Confirmed
	c) Will transactions outside the current period be adequately reported and accounted for?	Yes	Confirmed
3	i) What is the maximum value of transactions and of totals that can be handled by the system?	Up to £9,999,999,999.00	As stated
	ii) What is the maximum number of transactions that can be handled by the	The system is unlimited. Each batch can handle a maximum of 200 lines.	As stated

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system?		
4 Are the control features provided by the software adequate to support effective user controls?		
i) Automatic dating of posting transactions?	Yes	Confirmed
ii) Identification of user id or program generating (i.e. the source) the transactions?	Yes, user ID and type of transaction.	Confirmed
5 What drill down features are available on the system?	Drill down is available for: <ul style="list-style-type: none"> <li>• Trial Balance to underlying postings</li> <li>• Nominal Accounts into journals / batches and transactions that make up the balances</li> </ul>	Confirmed



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**5.8 Currency facilities**

1	Is multi-currency processing available? Is conversion to sterling automatic?	No. There is simple functionality included which caters for conversions between Dollars, EURO and GBP with static exchange rates.	Confirmed
2	What are the currency capacities?	None	Confirmed
	i) What are the maximum and minimum exchange rates?	N/A	
	ii) What is the maximum number of currencies?	One. The reports are limited to a single currency by default. It is possible for this to be changed by users who could customise their report templates.	Confirmed
3	What currency information is held?	None	Confirmed
	i) Currency code / description	N/A	
	ii) Country	N/A	
	iii) Currency rate table	N/A	
	iv) Date rates effective	N/A	
	v) Previous rates held	N/A	
4	Currency processing	None	Confirmed
	i) Can the user manually over ride the currency calculation?	N/A	
	ii) Are gains or losses on currency calculations automatically processed?	N/A	

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Question	Supplier Response	Evaluation confirmation
iii) Can the user override the calculation /processing of currency gains and losses?	N/A	
iv) Can the user define the treatment of foreign exchange gains/losses (e.g. the nominal code to write to)?	N/A	
v) Can varying daily rates per currency be maintained in the system?	N/A	
5 User controls		
i) Can the base currency be selected? Can any currency other than £ sterling be the base currency?	Yes, any currency per client dataset or practice wide.	Confirmed
ii) Can the user override the exchange rates when entering data?	No	Confirmed
iii) Can the user change the exchange rates per company entered?	No	Confirmed
iv) Is there a restriction on a company's accounts to a single selected currency?	Yes. Limited to a single currency for a report.	Confirmed
v) How does the software treat currency revaluations relating to:	No	Confirmed
- Ledgers (debtors/creditors)	N/A	
- Monetary assets / liabilities	N/A	
- Nominal ledger accounts	N/A	

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Question	Supplier Response	Evaluation confirmation
6 Currency input	None	Confirmed
i) Does the system prevent the deletion of an active currency?	N/A	
ii) Does the system prevent use of duplicate currency codes?	N/A	
7 How does the system handle exchange differences?	N/A	
8 Will the system handle and print the € sign?	Yes. The application is also available with Irish compliance.	Confirmed
9 Economic and Monetary Union:		
<p>What approach will the supplier take towards handling the EURO?</p> <p>Consider requirements:</p> <ul style="list-style-type: none"> <li>- before the UK joins the EMU;</li> <li>- transition period, i.e. dual currency in the UK;</li> <li>- post the transition period.</li> </ul>	<p>Customers in the Republic of Ireland currently use the software having successfully updated their accounts using an Euro Conversion routine.</p> <p>This could easily be adopted for the UK should the need arise</p>	<p>Confirmed</p> <p>Noted</p>

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**5.9 User documentation**

The following questions relate to systems with both hard copy manuals and on-screen systems.

On disc for Getting Started and Installation. Remaining documentation included in package.

1	Is the manual clearly laid out and understandable?	Yes	Confirmed
2	Is the manual comprehensive and accurate?	Yes	Confirmed
3	Is there an index to the manual?	Yes	Confirmed
4	Is it easy to locate specific topics in the manual when required?	Yes	Confirmed
5	Is it easy to follow through all procedures in the manual?	Yes	Confirmed
6	i) Does the manual include:  a) a tutorial section? b) a guide to basic functions? c) pictures of screens? d) completed examples included in the manual? e) specific “error correction” procedures?	No, but videos available. Yes  Yes Yes  No	Confirmed Confirmed  Confirmed Confirmed  Confirmed
7	Does the documentation clearly specify the actions to be taken by users at each important stage of processing?	Yes	Confirmed
8	i) Are help screens available relating to the task in hand? (i.e. context sensitive help).	Yes, at screen level	Confirmed

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ii) Do these provide on-line instructions on how to use particular features of the software?	Yes	Confirmed
iii) Can they be edited or prepared by the user?	No	Confirmed
9 Will the software supplier 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

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**5.10 Efficiency**

1	Are the various functions of the system menu-driven, or otherwise easy to initiate? Is there a good response time in the initiation of functions?	Yes  Yes, subject to hardware power.	Confirmed  Confirmed
2	Is data entry easily repeated if similar to previous entry?	Yes	Confirmed
3	i) Does the system prevent access to a record while it is being updated? Is the locking at file or record level?	Locking is controlled so that a user cannot work on a transaction type in use by another user within a single client per period and for certain system functions such as backup.	Confirmed
	ii) Does the system allow for the running of reports whilst records are being updated?	Yes	Confirmed
4	Does the system 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
5	Can regular reports be easily duplicated if required?	Yes	Confirmed
6	Does the system warn the user when space is becoming short?	Yes. The user is warned if they create a new client and there is not sufficient space on the hard drive / file server.	Confirmed
7	Does the system automatically download updates for system, e.g. internet?	Yes. Auto update functionality is available in the application.	Confirmed

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**5.11 Integration facilities**

1	i) What accounting packages interface into the system?	Sage Instant Accounts / Sage 50 Accounts and Microsoft Excel.	Confirmed
	ii) Is this on a trial balance or full transaction basis?	Sage Instant Accounts and Sage 50 Accounts allow either trial balance or full transaction.	Confirmed
	iii) Can multi departments and periods be imported?	No	Confirmed
2	Will the system allow for the mapping of a client's nominal code structure, so the reports produced will have their codes on it?	Yes	Confirmed
3	Is the software compatible with XML standards? If so in what respect (input / output / other)? What other input / output (e.g. Excel, Word) is possible?	No, XML standards.  The application links to Microsoft Word and Microsoft Excel.	Confirmed  Confirmed
4	<b>XBRL</b> i) Can the software output tagged accounts in iXBRL (inline XBRL) format? ii) Can the product hold multiple taxonomies?  If YES: Please specify which taxonomies are held e.g. - UK GAAP, - IFRS, - Any industry-specific taxonomy extensions.	Yes  Yes   The version evaluated supports: * Limited company (UK Companies Act individual accounts) ♦ FRSSE 2008 ♦ FRSSE 2015 ♦ Current UK GAAP ♦ New FRS 102 Sage state they regularly update the supported compliance in line with the latest legislation and	Confirmed  Confirmed  Confirmed

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	reporting standards.	
5 What controls exist over the interface routines?	Access groups control which features can be accessed. Mapping must be complete.	Confirmed
6 Can definable links to spreadsheets be created?	No	Confirmed
7 Can external programs connect to the tables through an ODBC driver?	No	Confirmed
8 Can the software be linked to other reporting packages (e.g. word processing, graphics, financial modelling) to provide alternative display and reporting facilities?	Yes, Word.	Confirmed
9 With which other business application software will the system link? e.g.		
<ul style="list-style-type: none"> <li>▪ payroll</li> <li>▪ time/fees</li> <li>▪ fixed assets</li> </ul>	No Yes, Sage Practice Solution Simple Fixed Asset register built into product	Confirmed Confirmed Confirmed
<ul style="list-style-type: none"> <li>▪ document management systems</li> <li>▪ Audit</li> <li>▪ Taxation</li> </ul>	No Yes, Sage Taxation	Confirmed Confirmed



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**5.12 Support and maintenance**

1	How is the software sold / supported, i.e. direct from suppliers, via value added resellers (VARs) or both.	Direct from Sage.	Confirmed
2	Do suppliers / VARs go through an accreditation process? If so, please describe, including the time periods between re-accreditation.	N/A	
3	In the intervening period, how are suppliers / VARs monitored?	N/A	
4	Will the supplier or dealer provide corrections to the software? Are bug fixes free of charge - for how long?	All updates are included whilst the user has a valid licence (Sage Cover)	Confirmed
5	i) will the supplier or dealer provide general enhancements to the software?	Yes, by Sage.	Confirmed
	ii) Will these be provided automatically?	Available via Auto update.	Confirmed
	iii) Are they provided free of charge?	Included in License Agreement.	Confirmed
3	Will the supplier, dealer provide “hot line” support to assist with immediate problem solving? If so, at what cost? At what times is this support be available?	Yes, by Sage, 9-6 Mon-Fri. cost included in License Agreement.	Confirmed
4	Will the supplier provide technical updates when statutory requirements change?	Yes	Confirmed

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5 Describe the education, training and related support available to the user with this product.	A Getting Started Guide is available to all users of the software. To maintain efficiency, Sage on and offline Training and Professional Services will help install and support the software. These include: <ul style="list-style-type: none"> <li>• Individual and bespoke training programs</li> <li>• Webinar sessions</li> <li>• Group training</li> <li>• Professional data merges</li> <li>• Remote and on-site installation services</li> </ul>	Confirmed
6 Can the supplier, dealer or some other organisation provide all the hardware, software and maintenance requirements of the user?	No	Confirmed
7 Is there nationwide support: <ul style="list-style-type: none"> <li>▪ telephone</li> <li>▪ modem link/WWW</li> <li>▪ local dealers/support</li> </ul>	Yes Email and web site N/A	Confirmed Confirmed
8 Is a warranty offered in respect of specification of the system?	No	Confirmed
9 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
10 Are there any unduly restrictive conditions in the licence for the software?	No	Confirmed