

ICAEW Accreditation Scheme

Financial Accounting Software Evaluation



Profit4

s o f t w a r e

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Date completed: 05/12/19

Signed:

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1 Summary

1.1 Introduction

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

1.2 Fundamentally, good accounting software should:

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

It is also desirable that good accounting software should:

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

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

2 Approach to evaluation

2.1 Objective

To evaluate **Profit4** 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 **Profit4**, a product specialist from **OGL** completed the detailed questionnaire and provided it to the evaluator to examine. The evaluator then visited the **OGL** office in Stourport and in conjunction with the operation of the various aspects of the software assisted by a member of **OGL'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 **OGL** staff in order to clarify certain points. In the event of disagreement between **OGL** and the evaluator, the evaluator's decision was taken as final and the response changed accordingly.

Profit4, was used throughout the evaluation. The evaluation covered the fully integrated sales, purchase and general ledgers and where appropriate sales order processing, sales invoicing, purchase order processing and stock software, separate reports have not been prepared for each ledger. Instead a composite report has been prepared with references made to the appropriate ledger as necessary.

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

2.3 Online accounting software
N/A

2.4 Software/hardware utilised
The Profit4 beta release was used throughout the evaluation running on a local networked Linux x86 server with 16Gb RAM. The software was accessed using the Google Chrome browser running on a Windows 10 PC.

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

3 Matters to consider before purchase

3.1 General overview
Profit4 is a business software solution to help stockists, wholesalers and distributors optimise and streamline their business processes via fully integrated accounts, stock management, sales and purchase order processing and trade counter modules. Profit4 also includes the option to have integrated multi-channel ecommerce.

3.2 Supplier background
OGL Software have been developing ERP software solutions for over 30 years and are based in Worcestershire (UK). OGL Software is part of the OGL Group of Companies which also boasts an IT Solutions Division and a dedicated Cyber Security Division which ensures our software is delivered on the highest-grade infrastructures coupled with excellent customer service and support, wrapped with the latest cyber security protection.

OGL Computer is the technology partner to over 1,200 businesses in the UK and we are accredited by the world's leading IT giants including Microsoft, HP, WatchGuard, Kaspersky, to deliver best-in-class IT solutions, business software and cyber security.

3.3 Product background and Suitability for user
As a 3rd generation of OGL's business software suite, Profit4 builds upon proven core functionality and workflows for stockist, distributor and wholesaler SMEs. Typical new adopters range from 3-10 users requiring a modern, easy to implement system for the staff that readily scales as their business grows. The very latest web-technologies deliver significant improvements to user experience, on-boarding time and usability, as well as future-proofing the business against technological changes.

3.4 Typical implementation

Profit4 is aimed at the SME market space. Typical first adopters range from 3-10 users at start up.

3.5 Vertical applications
None

3.6 Software and hardware specifications

3.6.1 Development environment
Java services with a Javascript user interface.

3.6.2 Server platforms
Linux

3.6.3 Databases
Postgres

3.6.4 Operating software
Windows or Mac – UI accessed via a browser (Profit4 supports up to date versions of the Chrome, Firefox or Edge browser. It does not support Internet Explorer 11.).

3.6.5 Protocols
HTTPs for communications

3.6.6 Minimum client PC specification
Profit4 requires a device with a browser and a large enough screen size, i.e. tablet or PC.

3.6.7 Support and maintenance
This is provided by a dedicated Software Support Desk as part of the user licence subscription agreement, covering all aspects of user support and software updates. See section 19 for an example of costs.
Support is proactive (e.g. remote system monitoring, content rich online Help Centre accessible to all users) and reactive (i.e. Software Support Desk is available 9-5 to answer all queries via telephone and email).

3.7 Software installation and support
Over 30 years of delivering software has resulted in continuous improvements to a Delivery Framework designed to understand customer needs fully and deliver a system ready to meet those needs, all managed within well-defined milestones. The process of consultation, system set up, training, evaluation and go live usually takes between 4-6 months for our typical customer.

3.8 Partner network and related accreditation process
OGL Software is only delivered directly by OGL staff; re-sellers are not used at this time, and there is no plan to do so. Great success has been achieved by delivering all services directly to our customers, resulting in a significant base of experienced staff. All staff involved in the development, implementation and support of Profit4 are trained and mentored in house leading to continuity and stability of services to our customers.

3.9 Highlighted issues

The ICAEW questionnaire used to evaluate products covers many situations and user types. Bearing in mind the target audience for Profit4, there were no major issues or concerns, but the following points, raised during the review, should be noted:

- The review was carried out on the beta release of the product as mentioned in 2.4 above.
- Reporting
Standard reports are only available for limited areas (e.g. P&L, Balance Sheet, Budget v Actual, VAT, Aged reports etc). Report customisation is not readily possible for users (unless very IT literate), so must be requested from OGL. However, the system allows for export of any “view” to Excel, PDF etc and each view can be customised, saved or manipulated “on the fly”. They cannot be visually enhanced (merely the order and content), but they allow users to extract data from all ledgers (nominal, sales, debtors, stock, creditors, processing etc) without the need for additional support.

There is no aged stock report and no transaction history reports (which include b/fwd balances and period movements) for *multiple* customers, suppliers or stock items – such information is only available on screen for individual accounts.

Multiple companies are supported, but consolidated reports were not available at the time assessment was carried out.

- VAT
The VAT area of the software does not handle flat rate, retail, margin, triangulation or annual accounting schemes and it does not warn users when changing between VAT accounting schemes.

It does not produce EC Sales lists or Instrastat returns and any EU acquisitions would need to be extracted by using customised VAT codes.

Vat inclusive amounts are only handled on bank transactions

- Audit trail & security
System configuration changes are not included in audit trails, but are available via OGL, if requested.

Automation of password renewals and time limited options are not available, but Admins can make resets for users/groups and security violations can be provided by OGL (rather than within the software).

There are no active warnings for control accounts which fall out of balance, with ledgers, but there is a reconciliation screen/routine showing any differences.

- Processing
Purchase credit notes do not automatically update stock records, a manual adjustment is needed.
- Foreign currency
Ledgers are stated in GBP, with a manual revaluation available for bank accounts, but no other ledgers or accounts. Customers & suppliers can only use 1 currency with no automatic revaluations (they are fixed at the exchange rate used upon entry). Multiple currency rates can be created and updated which will affect new entries only, not existing entries.

Users cannot override the exchange rate during input of a transaction.

Latest (current) exchange rate (per currency) only is held. There is no dated history of rate changes.

- Stock
The system does not handle sale or return stock nor bill of materials (though workarounds are available).

Average and standard-cost stock valuation methods are supported but not FIFO or LIFO.

Complex stock functions such as Bills of Materials, links to CAD systems, and job costing are not supported.

- Other
No ESCROW arrangements are currently supported; but OGL indicate that this could be negotiated.

4 Evaluation conclusion

For the target market of small/medium businesses at which this product is aimed, it appears to be a capable product, although there are a number of limitations as detailed above. In addition, this is a beta version of the software which has still to move into widespread use and gain the popularity of some of its peers.

Potential users should bear this in mind when making any system selection decision.

Disclaimer

Any organisation considering using this software should consider their requirements in the light of proposals from the software supplier and potential suppliers of other similarly specified products. Whilst the contents of this document are presented in good faith, neither ICAEW, nor the ICAEW's Technical Manager (currently RSM UK Consulting LLP), nor Ian Smith, consultant evaluator, will accept liability for actions taken as a result of comments made herein. The decision to purchase and/or use software resides entirely with the organisation

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
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5 Security and continuity of processing

5.1 What security features are included to control access to the application?	User passwords which are encrypted + optional two factor authentication	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, via user role settings	Confirmed
5.3 Is this access to the application managed by:- 5.3.1 Individual user profiles? 5.3.2 User groups based on their job roles?	Yes, users rights are assigned from a user role which inherits access rights from that role	Confirmed
5.4 If menus can be tailored would this override the application access control?	No	Confirmed
5.5 Passwords	Yes	Confirmed
5.5.1 Is access to the software controlled by password?		
5.5.2 Please state the basis of control available (e.g., role based etc).	User password with role based rights	Confirmed
5.5.3 If there is no password facility please state how confidentiality and accessibility control can be maintained within the software?	NA	N/A
5.5.4 Are single user systems access controlled by password?	Yes	Confirmed
5.5.5 Does the software allow for each user to have separate log on (user ids)? If No:-	Yes	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
5.5.5.1 How does the software track user activity?		
5.5.6 Is each user required to have a personal password?	Yes	Confirmed
5.5.7 Are passwords one-way encrypted? [i.e. Is it impossible for anyone to see other user's passwords in the software?]	Yes	Confirmed
5.5.8 Are passwords masked when entered by any user logging in?	Yes	Confirmed
5.5.9 Is password complexity available at application level? If Yes:- 5.5.9.1 Please specify [e.g. Number of digits, requirement for special characters, numeric, upper/lower case etc.]	Yes Minimum length Minimum number of lowercase chars Minimum number of uppercase chars Minimum number of numeric chars Minimum number of special chars	Confirmed
5.5.10 Is there a facility to enforce password changes after a chosen period of time?	No, but manual option by admin to force password reset for individual or groups, is available	Confirmed
5.5.11 Is there a facility to specify a minimum age for passwords (e.g. 1 day)?	No – manual admin reset only	Confirmed
5.5.12 How many previous passwords are retained by the system to limit users recycling passwords (e.g. 24 or 32)?	One – new passwords cannot be set to existing password only	Confirmed
5.6 Please state how security allows for access to be specified separately for :- 5.6.1 Read?	User role settings (Create, update, delete & view)	Confirmed
5.6.2 Read and write?	As above	Confirmed
5.6.3 Delete and amend?	As above	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
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 – template & schema specifies required fields which are validated by business logic in the system	Confirmed
5.8 Does the software require higher or specific levels of user access for changes to sensitive data, such as customer credit limits?	Controlled by user role settings	Confirmed
5.9 Please specify the specific security procedures (by passwords or warnings) over the:- 5.9.1 Update of ledgers	User role settings	Confirmed
5.9.2 Closing of accounting periods	User role settings	Confirmed
5.9.3 Deletion of transactions	N/A	n/a
5.9.4 Archiving of transactions.	User role settings	Confirmed
5.10 Is it impossible to delete a transaction? If No:- 5.10.1 How are deletions controlled by the system?	Yes – posted transactions cannot be deleted Correction or reversal available for certain transaction types	Confirmed
5.11 Are deleted transactions retained in the audit trail and denoted as such?	N/A	N/A
5.12 Can a report be produced detailing all current users, via user groups, if relevant, and their authority levels and/or access rights?	List of users available in system and roles of those users accessible from separate list	Confirmed
5.13 If data can be accessed by separate reporting facilities, such as ODBC or separate report writer, is the user access security control applied?	Standard application reporting features are controlled via user role settings	Confirmed Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
If No:- 5.14 Please explain any other protection in place to prevent unauthorised access to data with such facilities.	Database access for reporting can be provided through free 3 rd party add-on and is controlled via user role or direct to database through separate password.	
5.15 Is the level of security (described with this section) appropriate for the expected size of business using the software?	Yes	Confirmed
5.16 Is there a clear indication in the software or manuals as to how the data is:- 5.16.1 Backed-up? 5.16.2 Recovered?	Separate help resources for system, company and overall backup strategy is provided	Confirmed
5.17 Back ups How are back ups provided:- 5.17.1 Within the software application? 5.17.2 Within the operating software?	Via options within the application or separate backup solutions	Confirmed
5.17.3 Are backup procedures automatic?	Separate backup strategy provides automation	Confirmed
5.17.4 Is the user forced or prompted to back-up at certain intervals?	No	Confirmed
5.17.5 Can the intervals be customised?	Separate backup strategy automates	Confirmed
5.18 Recovery 5.18.1 Please state how the software facilitates recovery procedures in the event of software failure? (E.g. roll back to the last completed transaction).	All database updates are performed in transactions so can be rolled back by the database server in the event of a failure.	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
5.18.2 If software failure occurs part way through a batch or transaction, will the operator have to re-input the batch or only the transaction being input at the time of the failure?	Batch processing not normally used, so only individual transactions would be lost and could be re-entered, if a failure occurred	Confirmed
5.18.3 Are these automated?	N/A	N/A
5.18.4 Do the recovery procedures work?	Yes	Confirmed
5.19 What features are available within the software to help track down processing problems?	Logs and audit trails which highlight any errors.	Confirmed
5.20 Are software messages clear?	Yes	Confirmed
5.21 Are user responses properly structured to ensure that erroneous key strikes do not lead to inappropriate actions?	Confirmation prompts shown to user if appropriate	Confirmed
5.22 Is there a software log which details:- 5.22.1 Error messages?	Yes –database system errors are logged and reported automatically to OGL.	Confirmed
5.22.2 Security violations?	User failed login attempts are displayed in user list and system logs records violations within database (not software).	Confirmed
5.23 Audit trail 5.23.1 Does the software have a detailed audit trail?	Yes – several, including accounting & transactional audit trails.	Confirmed
5.23.2 Is it impossible to turn off or delete the audit trail?	Yes	Confirmed
5.23.3 Does the software allocate a system generated sequential unique reference number to each transaction?	Yes, for document ID (seen by the user) and within database tables (not seen by user)	Confirmed
5.23.4 Is this stamped with a user id?	Yes	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
5.23.5 Is this unique reference number presented to the user at time of input?	Yes, document ID is presented once transaction posted	Confirmed
5.23.6 Is this unique reference number available to view, by the end user and by way of a report?	Yes	Confirmed
5.23.7 Is the transaction date and time stamped?	Yes	Confirmed
5.23.8 Are all master file changes recorded in the audit trail?	No	Confirmed
If Yes:- 5.23.8.1 Does each change have a system generated reference allocated?	NA	n/a
5.23.8.2 Are the originator and authoriser identified?	NA	n/a
5.23.8.3 Is the change date and time stamped?	NA	n/a
5.23.9 Are all standing data changes recorded in the audit trail?	Yes – customers/suppliers/nominal/stock	Confirmed
If Yes:- 5.23.9.1 Does each change have a system generated reference allocated?	Yes, but only available in database, not to user	Confirmed
5.23.9.2 Are the originator and authoriser identified?	Originators id only, as no “authorisers” for such changes	Confirmed
5.23.9.3 Is the change date and time stamped?	Yes	Confirmed
5.23.10 Is all input data included within the audit trail, including amendments, deletions, journals etc.?	Yes	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
5.23.11 Does the software allocate a system generated unique reference number to each amendment, deletions journal?	Yes	Confirmed
5.23.11.1 Is this stamped with a user id?	Yes	Confirmed
5.23.11.2 Is this unique reference number presented to the user at time of input?	A unique number is presented in the audit and various ledger transaction screens, but not on entry screens.	Confirmed
5.23.11.3 Is the transaction date and time stamped? 5.23.11.4 How is it linked to the original transaction?	Yes Audit trail is "per document", so is clearly linked to that document form the audit trail enquiry screen.	Confirmed Confirmed
5.23.12 Are imported /interfaced transactions detailed in the audit trail?	Yes	Confirmed
5.23.12.1 Is each stamped with a user id?	Yes	Confirmed
5.23.12.2 Is this unique reference number presented to the user at time of input?	Yes, for individual documents, but imported batch would be via database id (not presented to user)	Confirmed
5.23.12.3 Is the transaction date and time stamped?	Yes	Confirmed
5.23.13 How are transactions differentiated within the audit trail?	Document type and number	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
5.24 What are the procedures for handling dates? (E.g. 2 digit years, 4 digit years).	4 digit years	Confirmed
5.24.1 In the case of two digits what is the break point for the century?	N/A	N/A
5.24.2 Are dates handled consistently throughout the software?	Yes	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
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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 – accounts selected via dropdown lists and validated. Dates entered and validated using date pickers No vat check digit check	Confirmed
6.4 Can the user amend data on an input screen prior to update?	Yes	Confirmed
6.5 What control features are within the software to ensure completeness and accuracy of data input?	All mandatory fields are validated – transaction dates can be limited to specific date ranges	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)	Although all documents are allocated a unique reference, so sales invoices could not be duplicated, where inputting from source documents (e.g. purchase invoice), the system does warn of potential duplicates.	Confirmed
6.8 Does the software allow for batch control totals? If Yes:- 6.8.1 Are batches automatically numbered?	No	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
6.8.2 Are batches forced to balance before ledger update?	NA	n/a
6.8.3 Does the software allow the temporary halting of input of a batch to allow for queries or other activities to take priority (e.g. set up a new account)	NA	n/a
6.8.4 Is the user forced to confirm batch totals?	NA	n/a
6.9 Is attempted posting of unbalanced journals rejected? (G/L).	Yes	Confirmed
6.10 Are input errors highlighted? If Yes are they:- 6.10.1 Rejected and reported on screen?	Yes – highlighted via on screen warnings	Confirmed
6.10.2 Rejected and error reports generated?	No error reports	Confirmed
6.10.3 Accepted and posted to suspense?	No	Confirmed
6.11 Does the software have an automatic facility to correct/reverse/delete transactions?	Facility to correct invoices via automatic credit or credit and re-invoice.	Confirmed
If Yes:- 6.11.1 Are all the double entry transactions documented in the audit trail?	Yes (via nominal transactions audit trail)	Confirmed
6.12 What are the controls to ensure the internal integrity of the ledger(s) or the accounting information, e.g., control of accounts.	Manual reconciliation screens available to the user.	Confirmed
6.13 Is it possible to allocate input values directly to ledger control accounts?	Configuration setting can disable postings to control account.	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
If Yes:- 6.13.1 Please note the mechanisms available to allow the user to establish why the total balances on individual accounts do not agree to a respective control account?	Daybook reports and reconciliation screens showing transaction types.	Confirmed
6.14 Can automatic accruals or prepayments be generated? If Yes:-	Yes	Confirmed
6.14.1 Will these automatically be reversed after the period end? (G/L)	Dates specified by the user create future entries automatically	Confirmed
6.15 Does the software have a purchase invoice register?	Yes, a list of unposted invoices can be used together with user access rights, to create a "holding area" pending approval	Confirmed
6.16 Does the software permit multi debit/credit journals?	Yes	Confirmed
6.17 Can journals be saved as template with GL codes and cost centres and either with or without monetary amounts?	Yes	Confirmed
6.18 Can journals be set up to distribute amounts in a fixed percentage against GL/Cost centre codes?	Yes	Confirmed
6.19 How are transactions identified on screen/reports as to:- 6.19.1 Type? 6.19.2 Debit or credit?	Document type name displayed Debit and credit columns on certain screens	Confirmed
6.20 Can separate nominal analysis codes be input for each invoice line?	Yes	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
If Yes:- 6.20.1 Does this cover:- 6.20.1.1 Sales ledger?	Yes	Confirmed
6.20.1.2 Purchase ledger?	Yes	Confirmed
6.20.1.3 Stock?	Each product can be analysed to a different nominal code	Confirmed
6.21 Can receipts and payments be matched to specific invoices?	Yes	Confirmed
If Yes:- 6.21.1 Automatic?	Yes	Confirmed
6.21.2 Manual?	Yes	Confirmed
6.21.3 Both?	Yes	Confirmed
6.22 Will the software permit part payments?	Yes	Confirmed
6.23 Will the software allow:- 6.23.1 Payments to be made to customers?	Yes	Confirmed
6.23.2 Receipts to be received from suppliers?	Yes	Confirmed
6.24 Does the software handle purchase credit notes?	Yes	Confirmed
6.24.1 Is there an ability to automatically amend stock, if applicable?	No, stock must be manually updated	Confirmed
6.25 Can the software generate sales credit notes? If yes:-	Yes	Confirmed
6.25.1 Is there an ability to match to a sales invoice?	Yes, after posting, via allocations	Confirmed
6.25.2 Is there an ability to automatically amend stock, if applicable?	Yes, system prompts user to adjust stock	Confirmed
6.26 Does the software handle discounts and promotions?	Yes	Confirmed
6.27 Does the software provide for early settlement discounts?	Yes	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
6.27.1 Can early settlement discounts be automatically generated?	Yes, although user needs to confirm when entering receipt	Confirmed
6.27.2 Are there controls over accepting settlement discounts (e.g. time limits)?	Only a prompt, user can override when entering receipt	Confirmed
6.27.3 Is VAT treated correctly on early settlement discounts?	Yes, although a template must be used to produce correct HMRC wording on invoice sent to customers	Confirmed
6.28 Will the software permit the posting of unallocated cash to the ledgers? Does this apply to:- 6.28.1 Sales ledger?	Yes	Confirmed
6.28.2 Purchase ledger?	Yes	Confirmed
6.29 Are unallocated cash/credit notes specifically reported for follow up?	Yes – via filter on sales transactions workspace	Confirmed
6.30 Are outstanding transactions displayed for allocation? If Yes:- Does this apply to:- 6.30.1 Sales ledger?	Yes	Confirmed
6.30.2 Purchase ledger?	Yes	Confirmed
6.31 Does the system allow the user to post or allocate a payment or receipt with a date prior to the invoice transaction date? If Yes:- 6.31.1 Is the user warned that the aged balance values may not agree to the trial balance values?	Yes – no warning No warning needed – aged debtor report can be produced retrospectively and agrees to trial balance	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
6.32 Is it possible for new accounts to be created during input?	Yes	Confirmed
If Yes:- Does this cover:- 6.32.1 Sales?	Yes	Confirmed
6.32.2 Purchases?	Yes	Confirmed
6.32.3 General?	Yes	Confirmed
6.32.4 Stock?	Yes	Confirmed
6.33 What controls are there over the creation of new accounts?	User access levels	Confirmed
6.33.1 Is the originator and/or authoriser identification logged by the software?	Yes, via relevant audit trail	Confirmed
6.34 Is the user prevented or warned from overriding credit limits or discounts? (S/L).	Only controlled via user role security	Confirmed
6.35 Does the software have a bank reconciliation facility?	Yes	Confirmed
6.36 Does the software enable transactions to be posted to the ledgers whilst performing a bank reconciliation (e.g. standing charges, bank charges etc)?	Yes (either from feed OR via another window and refresh)	Confirmed
6.37 Are these adequately reported?	Yes	Confirmed
6.38 Does the software accept input files from other computer packages? If Yes:- 6.38.1 What formats are accepted?	Yes, via API available upon request.	Confirmed
6.38.2 What controls are in place over the interface?	API/User access controls	Confirmed
6.39 Does the software have a facility for calculating interest on late payments?	No	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
7 File maintenance		
7.1 Are ledgers:-	Yes	Confirmed
7.1.1 Open item?		
7.1.2 Balance forward?	No	Confirmed
Does the above cover:-	Yes	Confirmed
7.1.3 Sales ledger?		
7.1.4 Purchase ledger?	Yes	Confirmed
7.1.5 General ledger?	Yes	Confirmed
7.2 Is a month end routine required to be undertaken?	No	Confirmed
7.3 Is the creation or amendment of standing data (e.g. customer account details) controlled by menu options?	Yes	Confirmed
7.4 Are menus:-	Yes	Confirmed
7.4.1 Application specific?		
7.4.2 User specific?	User favourites	Confirmed
7.5 Is it impossible to delete accounts if the balance is Nil but transactions have been recorded against the code.	Yes, archived, not deleted	Confirmed
Does this apply to:-		
7.5.1 General Ledger?		
7.5.2 Sales Ledger?	Yes, archived not deleted	Confirmed
7.5.3 Purchase Ledger?	Yes, archived not deleted	Confirmed
7.5.4 Stock?	Yes, archived not deleted	Confirmed
7.6 Are there any other constraints over the deletion of accounts?	Records cannot be deleted, records are flagged as archived	Confirmed
7.7 What is the size and format of reference numbers and descriptions within:-	Reference number formats are user defined alphanumeric (but limited to 100 characters) and descriptions un-limited	Confirmed
7.7.1 General Ledger?		
7.7.2 Sales Ledger?	As above	Confirmed
7.7.3 Purchase Ledger?	As above	Confirmed
7.7.4 Stock?	As above	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
7.8 Is the scope of the reference number adequate to permit sufficient depth of analysis?	Yes	Confirmed
7.9 How does the software guard against/warn about, duplicate account numbers on set up?	Auto numeric code generation available, otherwise, validates and prevents duplicates – warning shown on screen	Confirmed
7.10 How does the software enable the traceability - from, to and through the accounting records - of any source document or interfaced transaction?	Viewing transactions shows the source document type and number – drill down available to related transactions	Confirmed
7.11 What drill down/around functionality is available within the software?	Drill down for most transactions or view the nominal breakdown (sales & purchase orders NOT linked to invoices.	Confirmed
7.12 Can reports be invoked which identify all the fields which have been modified?	Yes – audit trail of base data file changes is stored in the “full listing” view in each ledger	Confirmed
7.13 If the software uses a lot of standing information which changes frequently or regularly, does the software allow for such changes to be effected through the use of parameters or tables?	Yes (for example payment terms)	Confirmed
If Yes: – 7.13.1 Is the use of such parameters or tables adequately reported?	Yes	Confirmed
7.14 What controls are within the software over changes to parameters and tables e.g. reporting, password etc?	User access levels	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
7.15 Does the software allow selective archiving of old data on a user-defined basis?	All data remains within the system – records can be marked as archived but remain in the system with a status of archived	Confirmed
7.16 What controls are in place over the handling of archived data?	Validation prior to archiving, i.e. cannot delete an account with transactions	Confirmed
7.17 Can archived data be used for reporting purposes?	Yes	Confirmed
7.18 Does the software allow for the restoration of archived data for audit without affecting current accounting data?	No	Confirmed

Functional requirements questionnaire
Product [Profit4]

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)?	As there is no month end process, there are no transactional or other sequential processes required.	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	Confirmed
8.3 Is there an audit trail of all changes to transactions which have updated the ledgers?	NA	N/A
8.4 Can the software calculate prices or values by reference to master file data?	Yes	Confirmed
8.5 Does the software provide automatic recalculation, where appropriate, of data input? (e.g. VAT)	Yes	Confirmed
8.6 Does the software warn the user when the ledger is out of balance?	No, but control accounts have manual reconciliation screens for review.	Confirmed
8.7 How is this done e.g. when the software is switching on or on ledger update?	NA	N/A

Functional requirements questionnaire
Product [Profit4]

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?	Reconciliation and control total displays Input validation and warning messages Date validation	Confirmed
9.2 Is there: 9.2.1 Transaction sequencing? 9.2.2 Automatic dating of posting transactions? 9.2.3 Identification of user id or source of document?	Yes – all transactions have a automatically generated document number and database id. All transactions have the date/time created and user id automatically recorded	Confirmed Confirmed
9.3 Is the software available as multi user?	Yes	Confirmed
9.4 Can the same function be used by more than one person at the same time, whilst still retaining the separate user identities?	Yes	Confirmed
9.5 Is the software available as multi-company? If Yes:- 9.5.1 How many companies are supported?	Yes – unlimited companies based on licence	Confirmed
9.6 Is a group consolidation facility available?	No	Confirmed
9.7 Can the software consolidate entities with different charts of accounts?	No	Confirmed
9.8 How many levels of nominal analysis can be handled by the software?	Nominal account and up to three dimension codes	Confirmed
9.9 How does the software handle cost centres, departments, divisions?	Dimension codes	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
9.10 How are periods handled by the software?	Financial calendar with user control over period status	Confirmed
9.11 How many:- 9.11.1 Accounting periods can be set up?	12	Confirmed
9.11.2 Years can be set up?	Unlimited – system validates start and end dates are consecutive.	Confirmed
9.12 Can the length/ number of periods be adjusted to suit different customer requirements?	System allows changes to period length, but there must be 12 periods	Confirmed
9.13 How many accounting periods can be open at any one time?	Up to 12	Confirmed
9.14 How many years can be open at any one time?	1	Confirmed
9.15 Can a period or year be re-opened after it has been closed?	Yes for periods, but not in closed years and with appropriate user rights	
If Yes:- 9.15.1 What controls are in place over this function?	User access levels	Confirmed
If No:- 9.15.2 Is the data archived on the server?	n/a	n/a
9.15.3 Is this accessible for reporting purposes?	n/a	n/a
9.15.4 Can a previous year be restored from backup?	n/a	n/a
9.16 Can data from all accounting periods and years be accessed at any one time?	Transactions are visible across all periods/years. Workspaces provide comprehensive filtering	Confirmed
9.17 Can previous months and years be accessed for enquiries or reports?	Yes	Confirmed
9.18 Does the software handle posting date as well as document date?	Yes – analysed by document date	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
If Yes:- 9.18.1 Are transactions analysed by posting date or document date?		
9.19 Can transactions be posted to more than one accounting period at any point in time?	Yes – subject to periods being open in the same year and controlled via user rights	Confirmed
9.20 Does this cover:- 9.20.1 General ledger?	Yes	Confirmed
9.20.2 Sales ledger?	Yes	Confirmed
9.20.3 Purchase ledger?	Yes	Confirmed
9.21 Is it possible to allocate transactions to: 9.21.1 Future periods?	Yes, warnings can be set to appear if user rights option selected.	Confirmed
9.21.2 Previous closed periods?	Not unless period re-opened and user has rights	
9.21.3 A previously closed year?	No	
If Yes:- 9.21.4 What controls are in place e.g. level of authorisation and on screen warnings?	N/A	Confirmed
9.21.5 Will the software revise subsequent periods accordingly?	N/A	Confirmed
9.22 How will transactions outside the current period be:- 9.22.1 Reported	All transactions are available within reporting if the user specifies appropriate dates Previous period transactions are automatically included in the next VAT return produced	Confirmed
9.22.2 Accounted for in the VAT return?		Confirmed
9.23 Does the software permit use of budgets and provide comparisons between budgets and actuals? If Yes:-	Budgets can be maintained and compared on financial statements. Current and next year's budgets – single version	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
9.23.1 How many versions of budgets/forecasts can be maintained on the system?		
9.24 Are budgets available for:	Yes	Confirmed
9.24.1 General ledger?		
9.24.2 Sales ledger?	No	Confirmed
9.24.3 Purchase ledger?	No	Confirmed
9.24.4 Overheads?	Yes, part of general ledger	Confirmed
9.24.5 Balance sheet?	Yes, part of general ledger	Confirmed
9.25 Can budgets be set by:	Yes	Confirmed
9.25.1 Period?		
9.25.2 Annually?	Yes	Confirmed
9.26 Can the software automatically generate budgets? Please state how this is achieved.	Budget can be set from the previous year's actual values + budget templates	Confirmed
9.27 What is the maximum value of transactions and of totals that can be handled by the software?	Linked to database, currently over 131,000 digits!	Confirmed
9.28 What is the maximum number of transactions that can be handled by the software?	Currently limitless, but likely to be limited to hardware storage sizes	Confirmed
9.29 What is the maximum number of accounts on each ledger:	Virtually limitless, but can be limited by reference settings criteria.	Confirmed
9.29.1 Sales ledger?		
9.29.2 Purchase ledger?	As above	Confirmed
9.29.3 General ledger?	As above	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
10 Reports		
10.1 Are all reports adequately titled and dated? (E.g. report name, client name, data, period, batch, last entry number, period end, pages, numbers etc.)	Yes	Confirmed
10.2 Do the reports provide totals where applicable?	Yes	Confirmed
10.3 Are these totals calculated or taken from a control file? Please state the reports that do not feature calculated totals.	Calculated	Confirmed
10.4 Is it clear when the report has ended? (totals or end markers)	Yes	Confirmed
10.5 Can reports be saved in electronic format (as distinct from just printing)?	Yes	Confirmed
10.5.1 Are such files adequately protected from deletion or amendment?	No, as reports can be recreated at any time	Confirmed
10.6 Is a report writer provided as part of the software or as an add on? Please state the name of any third party package.	Jaspersoft report engine	Confirmed
10.7 What level of knowledge is required to use the report writer e.g. beginner, regular user, expert?	Beginner for views and basic reports, regular user to tweak layouts and templates and expert for more sophisticated reports using JasperSoft.	Confirmed
10.8 Can the report writer make use of user-defined fields (including external fields)?	Only available on views, but assistance needed from OGL for report writing.	Confirmed
10.9 Does the report writer enable:- 10.9.1 Separate access to each system area?	Yes, subject to a view or template existing for that area	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
10.9.2 Reports to be prepared which combines related data from a number of system areas (e.g. Customers – Sales – Stock items) in the same report?	Yes with help from OGL.	Confirmed
10.10 Can users define the parameters, columns, fields and selection criteria used on reports reported?	Yes	Confirmed
10.11 Are standard reports always produced, even when they are nil returns?	Yes	Confirmed
10.12 Is there an option for reports to exclude nil balances, this year or where there are nil balances this year and last year, to enable a comparative report to be produced with the completeness of both years' being maintained?	Nil balances can be excluded on certain reports, i.e. customer aged balance	Confirmed
10.13 Can screen layouts, reports and transaction formats be easily adapted to users' requirements?	Reports can be formatted by user	Confirmed
10.14 Can a hard copy be produced of all screen enquiries?	All workspaces can be exported or a report printed	Confirmed
10.15 Can transaction files for all previous periods of the year be retained in the software to permit enquiries and reports?	Yes, system holds all transactions for enquiries irrespective of year or archive status	Confirmed
10.16 Are reports of all changes to standing data on customers, suppliers, tax rates etc automatically generated or stored for later printing? If Yes:-	Yes – audit of changes showing user/date and time (nominal & system info is available but hidden form users)..	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
10.16.1 Is the report able to capture the nature of the change, user id and data and time of the change?	Yes	Confirmed
10.17 Are all transactions on all reports individually identifiable?	Yes	Confirmed
10.18 Do the reports show whether items are debit or credit?	Yes	Confirmed
10.19 Do reports give sufficient narrative and coding to enable cross referencing?	Yes	Confirmed
10.20 Is it possible to drill down from reports to the ledgers and original transactions?	Yes, on most views, drill down is available	Confirmed
10.21 Can the software produce all requisite reports:-		
10.21.1 Day books	Yes	Confirmed
10.21.2 Trial balance	Yes	Confirmed
10.21.3 Profit and loss account	Yes	Confirmed
10.21.4 Balance sheet	Yes	Confirmed
10.21.5 Aged debtors	Yes	Confirmed
10.21.6 Aged creditors	Yes	Confirmed
10.21.7 Aged stock	No	
10.21.8 Aged unallocated cash (debtors)	Yes	Confirmed
10.21.9 Aged unallocated cash (creditors)	Yes	Confirmed
10.21.10 Budgets	Summary of budget not available, but budget v actual is	Confirmed
10.21.11 Cash flow statement	No	Confirmed
10.21.12 VAT reports	Yes	Confirmed
10.21.13 VAT form 100	Yes	Confirmed
10.21.14 EC Sales Listings	No	Confirmed
10.21.15 Intrastat returns (SSD)	No	Confirmed
10.22 Are the above reports standard within the software or do they have to be written?	Yes, but views have to be filtered	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
10.23 Is the age criteria fixed or user definable?	Fixed	Confirmed
10.24 Can the aged analysis and day book reports be in summary and detail?	Yes	Confirmed
10.25 Do standard reporting options give sufficient flexibility to tailor individual reports?	Yes	Confirmed
10.26 Can all reports be reproduced after the period end but at the month end date:- 10.26.1 Transaction listings?	Yes	Confirmed
10.26.2 Day books?	Yes	Confirmed
10.26.3 Trial balance?	Yes	Confirmed
10.27 Is it possible to print out retrospective month end aged sales and purchase ledger reports that agree back to the month end trial balance control account figures as at the month end?	Yes	Confirmed
10.28 Do the standard budget reports provide sufficient analysis of variances?	Yes, each nominal reports actual v budget.	Confirmed
10.29 Do such reports provide exception reporting, percentage analysis and comparatives?	Only variance, no analysis or exceptions	Confirmed
10.30 Do standard reports show sufficient analysis of trading results? (E.g. sales analysis by region)?	Yes	Confirmed
10.31 Are all movements during each accounting period shown on sales, purchase, general, stock ledger detail reports?	No, only nominal movements available.	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
10.32 Do the sales and purchase ledger reports show how all partial payments or allocations (unallocated cash) have been treated?	Allocation history available via screen enquiry	Confirmed
10.33 Is there a general ledger report that shows balances brought forward and carried forward plus all posted transactions in the period?	Yes	Confirmed
10.34 Is a trail balance available? 10.34.1 Is this in summary or detailed format?	Both	Confirmed
10.35 Can the management accounts, profit and loss account and balance sheet be sufficiently analysed by:	Each of the three dimension codes are available to separately analyse financial performance.	Confirmed
10.35.1 Project/job		
10.35.2 Cost centres	Yes, as above	Confirmed
10.35.3 Department	Yes, as above	Confirmed
10.35.4 Division	Yes, as above	Confirmed
10.35.5 Company	No	Confirmed
10.35.6 Group (if applicable)	No	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	Workspaces show un-posted or draft documents	Confirmed
10.36.2 Uninvoiced dispatches	Yes	Confirmed
10.36.3 Payments	Yes, as 10.36.3	Confirmed
10.36.4 Receipts	Yes, as 10.36.3	Confirmed
10.37 State the controls that are in place to ensure that the correct price/discount has been applied to invoices/credit notes? (e.g. Gross Margin reports)	Stock items have minimum prices and users can be warned or prevented from posting and pricelists and discounts cannot override such control. Also	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
	invoice proof list allows checks before invoices are posted/generated	
10.38 Detail all automatically generated documents for external use. (E.g. sales invoices and statements, remittance advices.)	Sales invoices/credits, statements, remittance advice, purchase order, delivery note, order acknowledgement, receipt label, delivery label, quotation, data sheet	Confirmed
10.39 Can the software reproduce source documents? [E.g. sales invoices; POs, Remittance advices.....]	Yes	Confirmed
10.40 Are the duplicates an exact replica of the relevant financial and VAT accounting information as stored on original documents [i.e. they do not take account of any subsequent changes to the standing data?	Yes, but changes to standing data (such as customer invoice address and VAT rate description) are reflected on duplicates	Confirmed
10.41 Are these clearly identified as duplicates?	No	Confirmed
10.42 Does the software force the production of month-end reports?	No – reports can be run retrospectively	Confirmed
10.43 Can the reporting function make use of external data files?	No	Confirmed
10.44 Does the report writer have the facility to scroll up and down when output to screen?	Yes	Confirmed
10.45 Can all reports be run without the need for period-end procedures to be initiated?	Yes	Confirmed
10.46 Does the report writer allow print previews of all reports?	Yes	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
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 – CSV, PDF, Excel or Word	Confirmed

Functional requirements questionnaire Product [Profit4]

Question	Supplier Response	Evaluator's Comment
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11 Value Added Tax

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

11.1 Does the software have the facility to hold the following VAT information:-		
11.1.1 UK VAT registration number?	Yes	Confirmed
11.1.2 Intrastat code?	Yes, but returns not yet developed (due to Brexit doubt)	Confirmed
11.1.3 EC Code?	Yes	Confirmed
11.1.4 EC VAT registration numbers (10)?	Yes	Confirmed
11.1.5 VAT rates (please specify number available)	Yes – unlimited	Confirmed
11.2 How does the software handle roundings?	Rounds up or down depending on amount – “0.005” and above 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, but a skeleton journal can be created	Confirmed
11.5 Does the software handle VAT calculation tolerances?	Yes	Confirmed
If Yes do any discrepancies produce:-		
11.5.1 Warning?	Yes	Confirmed
11.5.2 Appear in the audit trail?	No	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
11.5.3 Appear in the VAT exception report?	No, but filtered view can be exported and reviewed in excel	Confirmed
11.6 What security features (password/ audit trail) are in place to control changes made to: 11.6.1 General ledger VAT control accounts?	No, only user access control to general ledger, overall and a flag to prevent direct postings to VAT control	Confirmed
11.6.2 VAT tables set up and change?	User access control	Confirmed
11.6.3 Tolerance levels?	User access control	Confirmed
11.6.4 Invoice sales number table?	Sales invoice "starting" number cannot be changed	Confirmed
11.6.5 Changes on VAT code on customer files?	No, if user can change customer info, then VAT code can be changed	Confirmed
11.6.6 Changes on VAT code on stock files?	No, if user can change stock info, then VAT code can be changed	Confirmed
11.6.7 VAT calculated on sales invoices or credit notes?	Changes not allowed	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?	Vat return is calculated automatically based on recorded vat transactions. Flag added to transaction when included in vat return	Confirmed
Method of operation		
11.9 VAT basis. Can the software handle: 11.9.1 Invoice (standard) accounting?	Yes	Confirmed
11.9.2 Cash accounting?	Yes	Confirmed

Functional requirements questionnaire
Product [Profit4]

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?	Yes, clear tick box in VAT configuration screen	Confirmed
11.11 Does the software allow for a switching between methods? If Yes:-	Yes	Confirmed
11.11.1 Is the change fully supported by audit trails to ensure proper VAT treatment of all transactions?	Yes – reports and “views” available to print	Confirmed
11.11.2 Is this ability to change a basis of accounting clearly flagged, i.e. users warned etc.	Yes and controlled by user rights	Confirmed
11.11.3 Does the software alert the user that they require HMRC authorisation if they attempt to apply, retrospectively, the ‘Cash Accounting Scheme’ for VAT accounting?	No	Confirmed
11.11.4 Does the software provide useful and relevant information on switching in the software help section?	No	Confirmed
11.12 Can the software handle the following VAT schemes:- 11.12.1 Annual accounting scheme?	No	Confirmed
11.12.2 Flat rate scheme?	No	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
11.12.3 Retail schemes?	No	Confirmed
11.12.4 Account for VAT on the margin?	No	Confirmed
11.13 Can the software be configured to handle partial exemption methods?	Yes, by using Vat rate configuration and manual adjustment thereafter	Confirmed
11.14 Please state the number of VAT codes available for VAT analysis.	Unlimited	Confirmed
11.15 How does the software handle:-	Indicator against vat rate configuration to show outside scope	Confirmed
11.15.1 Outside scope?		
11.15.2 Distance selling (supply to an unregistered EC customer)?	By setting appropriate VAT code for customer.	Confirmed
11.16 How the software handle EC VAT:-		
11.16.1 Goods and related service?	Via manually configured VAT rates.	Confirmed
11.16.2 Services only?	Via manually configured VAT rates.	Confirmed
11.16.3 Process?	No	Confirmed
11.16.4 Triangulation?	No	Confirmed
11.17 Does the software include the functionality to identify EU acquisitions?	No	Confirmed
If Yes:-		
11.17.1 Can the software generate acquisition tax?	N/A	N/A
11.18 Can a report be generated of all EU acquisitions and the amounts of acquisition tax generated?	No	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
11.19 Does the software include the functionality to identify transactions liable to reverse charge VAT?	Yes, when using vat rate settings	Confirmed
If Yes:- 11.19.1 Can the software generate reverse charge VAT?	Yes	Confirmed
11.20 Can a report be generated of all transactions liable to reverse charge VAT, and the amounts of tax where so generated?	Vat transactions can be viewed/reported via the workspace	Confirmed
11.21 Does the software have a facility to reconcile the VAT returns amounts for input, output and net VAT payable/recoverable to the General ledger control account?	Vat reconciliation screen and audit report available	Confirmed
11.22 How does the software handle late transactions posted outside the closed VAT return period?	Transactions will be included in the next return	Confirmed
Input VAT (purchases)		
11.23 Can the software handle VAT inclusive amounts and automatically calculate the input VAT?	No, only on bank transactions	Confirmed
11.24 Does the software require the following to be entered:- 11.24.1 Supplier reference?	Yes	Confirmed
11.24.2 Supplier document reference?	Yes	Confirmed
11.24.3 Internal document reference?	Optional	Confirmed
11.24.4 Invoice tax point date?	Yes	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
11.24.5 Invoice posting period date?	System generated	Confirmed
11.24.6 Invoice gross total?	Yes (although simple invoicing allows net + VAT only)	Confirmed
11.24.7 Invoice VAT amount?	Yes	Confirmed
11.24.8 Individual invoice lines:- 11.24.8.1 Net amount?	Yes	Confirmed
11.24.8.2 VAT rate?	Yes	Confirmed
11.24.8.3 VAT code?	Yes	Confirmed
11.25 Does the software validate individual invoice line VAT amounts against the total invoice of VAT (less early settlement at discount) and accept or reject the amount subject to the software tolerance?	Yes	Confirmed
11.26 Can the user override the software derived input VAT amount and input VAT as shown on the supplier invoice?	Yes	Confirmed
11.27 Does the software allow VAT to be reclaimed on the basis of registered but unposted invoices?	No	Confirmed
If Yes:- Does the software flag the status as:- 11.27.1 VAT not yet reclaimed?	N/A	N/A
11.27.2 VAT claimed?		
Output VAT (sales)		
11.28 Does the software generate sales invoices?	Yes	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
11.29 For each invoice generated is the following information included on the sales invoice:- 11.29.1 Unique software generated invoice sequential reference?	NB Invoices are created from templates, so all information can be added or removed to suit customer Yes	Confirmed
11.29.2 Company name, address, EC country code and VAT number?	Yes	Confirmed
11.29.3 The time of supply (tax point)	Yes	Confirmed
11.29.4 Date of issue (if different to the time of supply)	Yes	Confirmed
11.29.5 Customer's name (or trading name) and address, EC country code and VAT number (if applicable)	Yes	Confirmed
11.29.6 The unit price [applies to countable goods or services. E.g. an hourly rate; or a price for standard services.]	Yes	Confirmed
11.29.7 A description which identifies the goods or services supplied?	Yes	Confirmed
11.30 Does the software identify supplies that are zero-rated, exempt, no VAT applicable? 11.30.1 Is this on the face of the invoice?	Yes	Confirmed
11.31 Does the software handle Proforma invoices?	Yes, as "drafts" or setting the customer as a pro-forma	Confirmed

**Functional requirements questionnaire
Product [Profit4]**

Question	Supplier Response	Evaluator's Comment
If Yes:- 11.31.1 Are the invoices clearly identified as "this is not a tax invoice"?	Invoice is marked as draft	Confirmed
VAT Reporting		
11.32 Does the software produce a VAT 100 form as standard?	Yes	Confirmed
If No:- 11.32.1 Does the software have a means of producing reports that support the completion of the VAT return?	N/A	N/A
11.33 Is the VAT return information available by report on a three monthly basis or any other specified period?	Yes, but only via MTD info from HMRC	Confirmed
11.34 Is there a detailed and summary analysis of all transactions included in each return sorted by VAT code and transaction type making up the total in each of the boxes on the VAT 100 Form?	Yes.	Confirmed
11.35 Can the VAT return be recreated showing all the transactions which were included in the original VAT return?	Yes	Confirmed
11.36 Does the software have a separate VAT audit log?	Yes, for return submissions and transactions only	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
11.37 Note where the software details the following non routine event in the audit trail or VAT audit log etc:- 11.37.1 Changes to VAT tables.	No to user, but available to OGL	Confirmed
11.37.2 Change from invoice/cash VAT accounting or other Schemes.	Only available from OGL via backend database	Confirmed
11.37.3 VAT tolerance.	Only available through OGL backend database	Confirmed
11.37.4 Changes to VAT rates on customer, supplier, product master files. Please specify	Customer audit trail	Confirmed
11.38 Are the above changes noted above stamped with a:-		
11.38.1 User id?	Yes, if available above	Confirmed
11.38.2 Software generated unique reference number?	Yes, if available above	Confirmed
11.38.3 Date and time?	Yes, if available above	Confirmed
11.39 VAT postings 11.39.1 Are all VAT postings recorded in the audit trail or VAT audit log?	Yes	Confirmed
11.39.2 Does the software denote whether each transaction has been included in a reconciled VAT return?	Yes	Confirmed
11.39.3 How does it denote which VAT Return the transaction has been included in?	Via VAT return ID	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
11.40 Does the software produce a VAT Exception report detailing such transactions as:- 11.40.1 VAT amounts outside tolerance levels?	Yes - % of expected VAT amount	Confirmed
11.40.2 Manual changes to software generated VAT?	Held with return, which includes details of who submitted/changed	Confirmed
11.40.3 Write offs	Yes, via workspace view filter	Confirmed
11.40.4 Zero value invoices?	Yes, via workspace view filter	Confirmed
If No for any of the above:- 11.40.5 How does the software document these occurrences?	N/A	n/a
11.41 Does the software handle "intra-community" supply of goods?	No	Confirmed
11.42 Does the software support production of an EC Sales List?	No	Confirmed
If Yes:- 11.42.1 Does the report show the country code, the customer name, their EC VAT number, the invoice reference and indicators for different types of despatches?	N/A	N/A
11.43 Does the software produce invoice level reports that enable every value on each EC Sales List report to be traced to source documents?	N/A	n/a

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
11.44 Does the software have a means of ensuring that each eligible posting on the EC Sales List is reported only once? (Please state how this is done within the software).	N/A	n/a
11.45 How does the software handle triangulation? E.g. a movement of goods without a related invoice transaction.	No	Confirmed
11.46 Does the software produce the relevant documents in a format [e.g. CSV or XML] that can be uploaded direct to the HMRC gateway?	MTD compliant, so no CSV required	Confirmed
11.47 Can these be electronically transmitted direct from the system?	MTD compliant	Confirmed
11.48 Does the software produce Intrastat reports where applicable?	No	Confirmed
11.49 How are errors on VAT accounts corrected?	Manual journals	Confirmed
11.50 How does the software handle the VAT on purchase and sales ledger contras?	No contra facility	Confirmed
11.51 How does the software handle partially allowable expenditure, e.g. VAT on petrol invoices where employees are provided with petrol (adjustment required for own use)?	Manual journal or manually override VAT on purchase invoice or bank transaction.	Confirmed
11.52 Can the software handle cheque refunds to customers?	Yes	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
If Yes:- 11.52.1 How is the VAT accounted for under cash accounting?	Under cash accounting, dummy invoices/credits need to be raised.	
11.53 Can the software handle invoices with multiple rates of VAT?	Yes	Confirmed
11.54 How does the software handle write off of bad debts and the related VAT?	Separate routine in customer module	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
12 Currency		
12.1 Is multi-currency processing available? If Yes:- 12.1.1 State number of currencies available. Does this cover:- 12.1.2 General ledger?	Yes – currency codes maintained by user so unlimited Nominal ledger is maintained in one base currency only	Confirmed Confirmed
12.1.3 Sales ledger?	Unlimited	Confirmed
12.1.4 Purchase ledger?	Unlimited	Confirmed
12.1.5 Stock?	Sales/purchases are converted to base currency	Confirmed
12.2 Is conversion to sterling automatic? If Yes:- Does this cover-	Yes – transactions held in both the currency and base currency No – one base currency only	Confirmed Confirmed
12.2.1 General ledger?	No – one base currency only	Confirmed
12.2.2 Sales ledger?	Yes	Confirmed
12.2.3 Purchase ledger?	Yes	Confirmed
12.2.4 Stock?	Converted to base currency	Confirmed
12.3 Can the user select which currency to value each of the ledgers? If Yes:- Does this cover:- 12.3.1 General ledger? 12.3.2 Sales ledger? 12.3.3 Purchase ledger? 12.3.4 Stock?	No	Confirmed
12.4 What are the currency capacities?	Unlimited	Confirmed
12.5 What are the maximum and minimum exchange rates?	Unlimited	Confirmed
12.6 What approach will the Software House take towards handling the EURO?	Already handled	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
12.7 What currency information is held: 12.7.1 Currency Code/description?	Yes	Confirmed
12.7.2 Country?	No	Confirmed
12.7.3 Currency rate table?	No	Confirmed
12.7.4 Date rates effective from-to?	No	Confirmed
12.7.5 Previous rates held?	No	Confirmed
12.8 Can a base currency be selected?	No – GBP assumed	Confirmed
12.9 Can the user over ride the exchange rates during a transaction?	No	Confirmed
12.10 Can the user change the exchange rates per account?	Only via multiple currency codes (1 for each customer). Customer can have their own currency rates applied to their account and as admins can add multiple currencies by name (e.g. Ian USD, Nigel USD). So 2 USD customers can have different exchange rates if needed.	Confirmed
12.11 Is there a restriction on accounts to a single selected currency? If Yes:- 12.11.1 What controls are in place over any changes?	Yes globally Customers & suppliers can only have 1 currency each	Confirmed Confirmed
12.12 Can the user manually over ride the currency calculation?	No, only via exchange rates	Confirmed
12.13 Are gains or losses on currency calculations automatically processed?	Yes when posting and allocating payments or receipts	Confirmed
12.14 Can the user over ride the calculation /processing of currency gains and losses?	No	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
12.15 Can a user override an exchange rate on each transaction?	No	Confirmed
12.16 Can the user define the treatment of foreign exchange gains/losses i.e. where posted to in the general ledger?	Yes – nominal account configuration	Confirmed
12.17 Can ledger accounts be defined to take invoices/payments in specified currencies/ multiple currencies?	Yes – one currency per customer/supplier	Confirmed
12.18 Does the software prevent the deletion of the active currency?	Yes	Confirmed
12.19 Does the software prevent use of duplicate currency codes?	Yes	Confirmed
12.20 Can currency transactions be entered in selected currency and/or base currency?	Selected currency on account only	Confirmed
12.21 Can transactions be entered in multiple currencies?	Only currency selected on account	Confirmed
12.22 How does the software handle exchange differences?	Postings to currency gain/loss nominal defined above, for bank accounts only, made via foreign currency revaluation routine manually initiated	Confirmed
12.23 How does the currency treat revaluations relating to:		
12.23.1 Ledgers (sales/purchases)	Ledgers are not revalued	Confirmed
12.23.2 Monetary assets/liabilities	Bank accounts can be revalued by entering a new exchange rate. Exchange gain or loss is then calculated and posted automatically.	Confirmed
12.23.3 General ledger accounts?	No revaluations	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
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13 Sales Order Processing and Invoice Production

13.1 Does the software start with a quotation or the sales order?	Quotes and orders are both available	Confirmed
13.2 Are recurring or schedule orders handled?	Only scheduled orders can be created	Confirmed
13.3 At quotation or initial order stage state how does the software: 13.3.1 Checks stock availability? 13.3.2 Highlight alternative stock?	Yes, at order stage (not quote) Yes, at order stage (not quote)	Confirmed Confirmed
13.4 How does the software check credit status of customer: 13.4.1 On receipt of order? 13.4.2 Prior to dispatch?	Both are available and controlled via business rules	Confirmed
13.5 Can the software block: 13.5.1 Customer orders? 13.5.2 Deliveries? 13.5.3 Invoice production?	Yes orders and despatch can be blocked via business rules. Not once a delivery has been accepted.	Confirmed
13.6 Where stock is not available is a "back order" raised and a purchase order issued?	Yes, user can initiate a shortage, listed for bulk PO generation	Confirmed
13.7 Does the software handle forward orders? If Yes is this:- 13.7.1 Only when stock is now available? 13.7.2 Allocated from future planned stock?	Yes – controlled via dates input against the order Yes, allocates all available stock, but requires manual review and shortage request to be raised No, only from stock available on activation date	Confirmed Confirmed Confirmed
13.8 Can multiple addresses be held for each customer (invoice and delivery address).	Yes, via multiple contacts/types per customer	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
13.9 Are the following documents produced: 13.9.1 Quotations? 13.9.2 Order confirmation? 13.9.3 Picking lists? 13.9.4 Labels? 13.9.5 Dispatch/Delivery note? 13.9.6 Invoices?	Yes Yes Yes Yes Yes Yes	Confirmed Confirmed Confirmed Confirmed Confirmed Confirmed
13.10 Are the following reports available: 13.10.1 Quotes for which orders not received? 13.10.2 Orders received (analysis)? 13.10.3 Items placed on backorder and/or purchase orders raised? 13.10.4 Items dispatched not invoiced? 13.10.5 Items ordered but not dispatched due to stock out? 13.10.6 Gross margin (by invoice or item)?	Yes via quotes/order workspace and filtering: Yes Yes Yes, via shortages section in suppliers ledger Yes Only for "awaiting allocation" Yes	Confirmed Confirmed Confirmed Confirmed Confirmed Confirmed
13.11 Are invoice details derived from order input? (e.g. prices, quantity)	Yes	Confirmed
13.12 Can picking lists /dispatch notes be amended for non-availability of stock? If Yes:- 13.12.1 Is this reported? 13.12.2 Are the items dispatched reflected in final invoice?	NO, only through changing original order Only via order audit trail Yes	Confirmed Confirmed Confirmed
13.13 Is there one dispatch note and invoice per order?	Orders can be consolidated onto one invoice if configured at customer level Part deliveries can be invoiced	Confirmed Confirmed
13.14 How does the software ensure all dispatches are invoiced? E.g. where multiple dispatches are	Automatic invoice functions and workspace enquiries	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
raised per order, or several orders on a single dispatch note.		
13.15 Can manual invoices be raised (i.e. without a sales order)?	Yes	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 – returns module under development Manual credit notes can be raised and system prompts to update stock thereafter.	Confirmed
13.18 Are these referenced to the original order/invoice?	Yes	
13.19 Will the product accept orders from the Web? If Yes:- 13.19.1 How are web orders integrated with the sales order processing ledgers? 13.19.2 What control features are available for checking web orders before processing?	Yes, via API connections Web orders can be imported automatically Business rules can be set to ensure orders are validated prior to picking/despatch	Confirmed Confirmed Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
14 Purchase Order Processing		
14.1 Does the software generate suggested orders?	Yes	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, within the stock module	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 – suggested orders can be amended prior to raising	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, but over deliveries are not reported	Confirmed
14.10 Are purchase invoices checked to purchase orders, confirmed receipts and discrepancies reported?	Yes, user can match to list of delivered, uninvoiced purchase orders	Confirmed
14.11 Are the following reports available:	Purchase order workspace can be used to filter/report on these:	Confirmed
14.11.1 Purchase Orders raised (analysis)?	Yes	Confirmed
	Yes	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
14.11.2 Purchase Orders not received?	Yes (where goods remain outstanding)	Confirmed
14.11.3 Goods received discrepancies?	No, but discrepancy reviewed when invoice entered	Confirmed
14.11.4 Invoice to goods received discrepancies?	Yes	Confirmed
14.11.5 Goods received not invoiced?		
14.12 Can the software handle "back to back" ordering?	Back to back ordering is only handled by manual intervention.	Confirmed

Functional requirements questionnaire
Product [Profit4]

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?	Yes –unique references, aliases and description	Confirmed
15.1.2 Location(s)?	Multiple warehouses & bin locations supported	Confirmed
15.1.3 Quantity, (available, allocated, on order)?	Yes	Confirmed
15.1.4 Minimum and maximum stock levels?	Yes	Confirmed
15.1.5 Reorder lead times?	Yes	Confirmed
15.1.6 Supplier(s)?	Yes – multiple	Confirmed
15.1.7 Prices/cost/ discount details?	Yes	Confirmed
15.1.8 Batch/serial number?	Yes, including barcode	Confirmed
15.1.9 Weights etc?	Yes	Confirmed
15.1.10 Other – please specify?	Numerous attributes can be defined by user	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?	No	Confirmed
15.4 Can the software handle “sale or return” stock?	No, but could be done through customer specific warehouses	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?		
15.6.1 Average	Yes	Confirmed
15.6.2 FIFO	Yes	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
15.6.3 LIFO	No	Confirmed
15.6.4 Standard cost	No	Confirmed
15.6.5 Other – please specify	Manual (set by user)	Confirmed
15.7 How can stock enquiries be made, i.e. by product code, short name/supplier etc.	Can be filtered by any field in workspace	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?	Workspaces support advanced filtering, but does not include forecasted despatches & deliveries	Confirmed
15.9 Does the software facilitate the regular counting/ inspection of physical stock (e.g. by producing random/defined stock check lists)?	Yes – direct or perpetual stock taking options	Confirmed
15.10 Can the software handle more complex situations such as:		
15.10.1 Bill of materials	No, but system uses kits, which are made to order assemblies	Confirmed
15.10.2 Links to CAD/CAM systems	No	Confirmed
15.10.3 Job costings to collate and value WIP.	No	Confirmed

Functional requirements questionnaire Product [Profit4]

Question	Supplier Response	Evaluator's Comment
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16 User Documentation

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

16.1	Is the manual clearly laid out and understandable?	Online help resource available	Confirmed
16.2	Is the manual comprehensive and accurate?	Yes	Confirmed
16.3	Is there an index to the manual?	Search facility available and index	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, however, a process map/explanation is available for each section	Confirmed
16.6.2	A guide to basic functions?	Yes	Confirmed
16.6.3	Pictures of screens?	No, only very limited screenshots, as the product is continually being developed	Confirmed
16.6.4	Completed examples included in the manual?	No	Confirmed
16.6.5	Specific "error correction" procedures?	Yes	Confirmed
16.6.6	VAT information?	Yes	Confirmed
16.7	Does the documentation clearly specify the actions to be taken by users at each important stage of processing?	Yes, explains options to save and/or post	Confirmed
16.8	Are help screens available relating to the task in hand? (context sensitive help).	No, however context sensitive help screens, linked with search facility are being developed for release in late 2020/21.	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
16.9 Do they provide on-line instructions on how to use particular features of the software?	Yes	Confirmed
16.10 Can they be edited or prepared by the user?	No	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	Confirmed

Functional requirements questionnaire
Product [Profit4]

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	Confirmed
17.3 Is data entry easily repeated if similar to previous entry?	Copy invoices can be created, but not copies of item lines	Confirmed
17.4 Does the software prevent access to a record while it is being updated?	No – concurrent editing allowed – conflicts highlighted on save	Confirmed
17.5 Is there locking at file or record level?	Profit4 applies optimistic locking, meaning that we check if the record has been updated by another user prior to updating the record and if the system recognises that an update has been made then either an error message will be displayed advising the user to re-apply the edit or if possible giving them the option to choose which update to accept.	Confirmed
17.6 Does the software allow for the running of reports whilst records are being updated?	Yes	Confirmed
17.7 Does the software retain a log of file updates until the next occasion on which the relevant information is reported or the relevant file used in a regular control procedure?	Yes – records have a created and updated date/time stamp	Confirmed
17.8 Can regular reports be easily duplicated if required?	Yes (workspace views can be stored and reused)	Confirmed
17.9 Does the software warn the user when space is becoming short?	No – system monitoring can be carried out by OGL	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
18 Integration and www facilities		
18.1 Are the different accounting modules integrated?	Yes	Confirmed
18.2 Are they integrated on real time basis or batch basis?	Real time	Confirmed
18.3 Can the integration of batches be by batch, weekly or monthly?	N/A	n/a
18.4 Is the ledger updating process satisfactorily controlled by the production of control reports?	No, imported transactions can be viewed and analysed, but error reports would be handled via API product	Confirmed
18.5 What operating systems does the software run under?	Linux	Confirmed
18.6 Which databases can be used?	Currently Postgres although others <i>may</i> be available in the future	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	Confirmed
18.9 Can definable links to spreadsheets be created?	No	Confirmed
18.10 Does the software integrate with any web trading software?	Yes - Magento connection available + others can be integrated via API	Confirmed
18.10.1 External or		
18.10.2 Suppliers own?	Yes, via API	Confirmed
18.11 Note which other business application software that can be linked to the software:	A "tried & tested" API is available (Profit4 communicates with the server using the API), however there are no 3 rd party	

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
18.11.1 Payroll?	applications currently making use of this. No	Confirmed
18.11.2 Time/fees?	No	Confirmed
18.11.3 MRP?	No	Confirmed
18.11.4 Fixed assets?	No	Confirmed
18.11.5 Document management software?	No, but documents can be scanned and attached in the software	Confirmed
18.11.6 Job costing?	No	Confirmed
18.11.7 CIS?	No	Confirmed
18.11.8 Other – please specify?	API available	Confirmed
18.12 Is the software compatible with XML standards? If so in what respect? (input/ output/ other)?	No, but API available	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
19 Support and maintenance		
19.1 How is the software sold: 19.1.1 Direct from Software House?	Yes	Confirmed
19.1.2 Via Value Added Reseller (VAR)?	No	Confirmed
19.2 How is the product supported:- 19.2.1 Direct by Software House?	Yes	Confirmed
19.2.2 By VAR?	No	Confirmed
19.3 Is the software sold based upon number of users or number of concurrent users?	Number of users	Confirmed
19.4 Do VARs have to go through an accreditation process?	N/A	n/a
If Yes:- 19.4.1 Please note the process.	n/a	n/a
If No:- 19.4.2 Please explain how organisations are chosen to be VAR?	n/a	n/a
19.5 In the event of a dispute between Supplier and VAR how can the situation be resolved?	N/A	n/a
19.6 Detail the types of cover available.	Different support level agreements are available	Confirmed
19.7 Please note all method of support available :- 19.7.1 Telephone.	Yes	Confirmed
19.7.2 Internet.	Yes	Confirmed
19.7.3 Other – specify.	Email & site visits if required	Confirmed
19.8 Please provide an indicative cost of cover and what is included.	Support is built into the software subscription cost which is based on user count and modules selected. For example, 5 users running the core Profit4 suite	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
	would start from £75 per user per month. Implementation Services typically cost £10,000-£20,000 depending on the level of Data Migration, Training and Project Management chosen. All can be flexed according to a business's particular needs and budget.	
19.9 How often are general software enhancements provided?	As required by legislation and product enhancements are required	Confirmed
19.10 Will they be given free of charge?	As part of support agreement	Confirmed
19.11 How are enhancements and bug fixes provided to customers?	Automated patch releases	Confirmed
19.12 Is "hot line" support to assist with immediate problem solving available?	No, just standard support	Confirmed
19.13 If so, is there an additional cost involved?		n/a
19.14 At what times will this support be available?		n/a
19.15 Who provides training: 19.15.1 Software House? 19.15.2 VAR?	OGL n/a	Confirmed n/a
19.16 Is hardware and maintenance provided by: 19.16.1 Software House? 19.16.2 VAR?	OGL n/a	n/a n/a
19.17 Is a warranty offered in respect of specification of the software?	Yes, part of T&C's	Confirmed
19.18 Will the software supplier/dealer make the program source code available to the user, either	Only by separate agreement & negotiation	Confirmed

Functional requirements questionnaire
Product [Profit4]

Question	Supplier Response	Evaluator's Comment
directly or by deposit with a third party (Escrow)?		
19.19 Are there any unduly restrictive conditions in the license for the software?	No	Confirmed

