

ICAEW Accreditation Scheme
Financial Accounting Software Evaluation

CODA
Part of the Unit 4 Agresso Group

Dream v3.3

CODA  **2count**



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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 Dream V3.3 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 Dream V3.3, a product specialist from the Dream V3.3 completed the detailed questionnaire and provided it to the evaluator to examine. The evaluator then visited the CODA office in Harrogate and in conjunction with the operation of the various aspects of the software assisted by a member of CODA'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 CODA staff in order to clarify certain points. In the event of disagreement between CODA and the evaluator, the evaluator's decision was taken as final and the response changed accordingly.

Dream V3.3, was used throughout the evaluation. The evaluation covered the fully integrated sales, purchase and general ledgers and where appropriate sales order processing, sales invoicing, purchase order processing and stock software, separate reports have not been prepared for each ledger. Instead a composite report has been prepared with references made to the appropriate ledger as necessary.

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

2.3 Software/hardware utilised

CODA Dream v3.3 build 76 was used throughout the evaluation on a laptop with a 1.8Ghz processor and 2Gb RAM running under Microsoft Windows XP SP2 and using Microsoft SQL Server 2005 Express Edition.

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

Dream is CODA's flexible finance system for growing businesses based in the UK providing the required elements for accountants wishing to keep proper books of account and to manage their business better.

Developed by accountants for accountants, Dream provides all the required accounting functionality, including: general ledger, purchase ledger, sales ledger, fixed assets, cashbook, purchase or sales order processing, budgeting and reporting.

Dream is designed around a unified ledger concept, whereby users define the individual ledgers they need within a single accounting database. The unified approach ensures that all ledgers are immediately updated and the system is always in balance.

3.2 Supplier background

Since 1979, CODA has been providing Financial Management software and services that help organisations streamline and automate their finance processes (from accounting and procurement to reporting and analysis) and to achieve better compliance and corporate governance. Around 2600 medium and large organisations, across all sectors, use CODA solutions.

In February 2008 CODA was acquired by Netherlands-based Unit4Agresso – a leading global provider of business software. As a result, CODA is now part of a wider group with broader product offerings. Combined the group has 3,500 employees, a direct presence in 19 countries, turnover of €300m+ and 5,350 customers globally.

CODA has one of the world's largest development teams focused on financial transaction processing systems. Each year 25% of annual revenues is invested into R&D. Around a quarter of the functionality enhancements delivered in Dream are as a direct result of customer feedback/request.

3.3 Product background and Suitability for user

Flexible and scaleable, user-defined accounting

Dream is a best-of-class unified ledger accounting system designed by and for accountants:

- Core nominal, purchase, sales and cash ledgers; and,
- Additional ledgers; administrative purchasing; fixed asset accounting; and reporting.

Based around a single core unified ledger, the system is always in balance, allowing immediate access to the latest data and making period- and year-end closing significantly faster. This streamlines processes, eliminating repetition, whilst ensuring consistent, accurate and current data:

- avoiding the repetition of creating multiple entries for each transaction
- removing the need to reconcile the individual ledgers – the books are always in balance

- allowing immediate access to the latest data
- making period-end closing significantly faster.

Dream provides flexible and scaleable, user-defined accounting to suit current requirements and which can be adapted rapidly to match and keep pace with business as they develop.

Access to data is very good – all the information is available online, from a single database, in real time, in balance and completely up to date. Data is easily traceable throughout the system and the reporting tools allow users, employees, managers, partners and customers can have rapid and simple access to their data.

Users' freedom to design own screens

One of the Dream's most popular features is "User Defined Input" or UDI. This allows users to define input screens as required. UDI ensures quick familiarity with the system and minimises training needs. It allows continuation of existing procedures and conventions – screens can match the forms or the documents that are already part of users' day-to-day processes – and it can be managed by the customer without the intervention of CODA or IT. The main benefits are seen that customers spend less time, money and effort getting their staff used to yet another way of working. In addition, many requirements can be set centrally with default settings, further reducing the opportunity for input errors.

Input to the system is on a document-by-document basis that reflects the real world of invoices and orders. The difference is that, once entered into Dream, each document is fully validated and can then be immediately posted to update the books, so that customers always see the latest figures.

Integration Control and connectivity

The integration toolset means customers can take advantage of the ultimate in connectivity with their other business systems – minimising implementation risks, helping them to integrate with business partners and connect with customers. Around 95% of Dream customers integrate Dream to other systems within their business. CODA also has a growing number of vertical solution partners who can easily and quickly integrate their solutions to Dream, with complete confidence that interfaces will remain unaffected by upgrades – something CODA states few vendors can claim.

CODA using these same technologies to integrate Dream with other CODA R&D investments/products such as Analytic Explorer, Control Manager, etc giving customers access to the same integration that they use themselves.

DreamView

DreamView extends the power of Microsoft® Excel® for browsing and reporting of data by providing direct, seamless access to the Dream data from within Excel.

DreamView supports an unlimited number of database connections, allowing cross-company or cross-database reporting for "one version of the truth". All data remains protected by Dream security, and drill down to source data from Excel means that the manipulated data remains easy to interrogate. Amended data can be written back into Dream, removing the need to re-key and reducing the chances of human error.

Dream Reporter

A central report designer allowing complex secure reports to be deployed via Microsoft® Excel® (through DreamView) or via a web browser (Internet Explorer) giving full access to the entire database plus any user-defined data.

3.4 Typical implementation

Dream can either be implemented as a 100% web deployment or as a Client Server application. It is a scalable solution and as such has a wide variety of clients in terms of size ranging from single site, single user to multiple site, global implementations; thus there is no 'typical' example.

The ratio of software licence to services (implementation, training and support) is claimed to be low in comparison to competitive solutions at 1:0.5 meaning the services cost is often around 50% of the cost of the licence itself. CODA claim most solutions would run at an even 1:1 ratio of licence to services.

In terms of implementation time it is not unusual for a Dream project to be fully implemented within 20-25 days.

3.5 Vertical applications

Around the Dream solution CODA works with a number of partners who have specific vertical solutions and expertise:

- Retail (Azurri, Maginus, Torex)
- Property Management (Hexagon)

3.6 Software and hardware specifications

3.6.1 Development environment

Dream is written in C++ and C# and is built using the Microsoft technologies of .NET technology following Web Services standards. It uses and supports XML throughout the system and is accredited by BASDA (Business Application Software Developers Association) for eBIS-XML transactions.

3.6.2 Databases

Dream will operate on both Microsoft and Oracle databases on both the Client and Server:

- Oracle 10g R2
- Oracle 9i
- Microsoft SQL Server 2008 (Planned)
- Microsoft SQL Server 2005
- Microsoft SQL Server 2000

3.6.3 Operating software

Dream supports and is planning to support the following Operating Systems on both the Client and Server:

- Windows 2008 (Planned)
- Windows Vista
- Windows XP SP2
- Windows 2003
- Windows 2000

Dream supports and is planning to support the following Operating Software on both the Client and Server:

- Internet Explorer 7 (Planned)
- Internet Explorer 6
- Microsoft Excel 2007
- Microsoft Excel 2003 SP2
- Microsoft Excel XP SP3
- Microsoft Excel 2000 SP2
- .NET Framework 2.0

3.6.4 Minimum client PC and Server specification

Dream is supported on the following hardware Platforms for both the Desktop Client and the Server:

- Linux x64 (AMD64/EM64T)
- X86

3.7 Software installation and support

CODA claim that quick implementation and minimal training mean both new customers and those upgrading have minimal disruption and enjoy new benefits immediately. To enable this, they provide a range of expert services which they describe as follows:

- **Consulting**
 - PRINCE2-based project methodology
 - 100% finance-focused consultants – most with professional qualification
 - Unrivalled record of no failed implementations in CODA's history.
- **Training**
 - CODA adopts a "Train the Trainer" approach with scheduled & ad-hoc courses held at the customer's site or at CODA.
- **Support**
 - Friendly, professional, effective assistance offering multi-lingual, global coverage.
 - Various levels of support provide customers with a choice to meet their needs:
 - **Standard** - telephone and online support via the secure customer support website
 - **Managed Service** – technical and application managed service support
 - **Interim Management** – provision of CODA-experienced people to solve finance personnel challenges e.g. long-term illness, maternity cover, business transition/reorganisation.

3.8 Partner network and related accreditation process

CODA is primarily a direct sales organisation. Around the Dream solution it has 4 partners all who offer a specific vertical solution integrated to CODA. A Reseller channel for Dream does not exist.

Where CODA is approached by new partners an accreditation process is in place which covers integration assistance, training and ongoing support.

3.9 Limitations

There are a number of limitations in the product, which while not adversely impacting upon this evaluation may be of importance to some businesses. 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 complex or specific requirements:

- In a number of areas (indicated within the questionnaire) the functionality described is not available as standard with the product "out of the box". Most user input screens are designed upon implementation to the requirements of each customer based upon a set of templates. It will be important for all such requirements to be fully specified prior to implementation.
- The system does not currently support upload of VAT documents direct to the HMRC gateway.
- Basic stock control can be supported (see section 15). If complex stock control requirements exist, it may be necessary to rely on a third party stock system.

- A number of limitations exist in purchase order processing (see section 14) essentially due to the fact that only simple stock control is supported.
- Only basic sales order processing is supported.

4 Evaluation conclusion

There were no areas in the evaluation that gave cause for concern. Dream is a well-designed, financial accounting package that is supported by CODA.

In terms of the functionality that is available in the current version and the target market for this product, the product has been adequately specified. It is easy to use and relatively flexible in its approach.

Disclaimer

Any organisation considering the purchase of Dream V3.3 should consider their requirements in the light of proposals from CODA or its dealers and potential suppliers of other similarly specified products. Whilst the contents of this document are presented in good faith, neither ICAEW nor Baker Tilly Tax and Accounting Limited can accept liability for actions taken as a result of comments made herein.

Functional requirements questionnaire
Product - CODA Dream
Version 3.3

Question	Supplier Response	Evaluator's Comment
5 Security and continuity of processing		
5.1 What security features are included to control access to the application?	System, company, menu, sub menu and field access can be controlled via the security features.	Confirmed. Access can be controlled at a variety of levels.
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. Security is fully user-definable. The degree of granularity utilized can be adjusted to local business or job-role requirements.	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?	It is user-defined so can be either.	Confirmed. Groups define access levels, any number of groups can be used each with any number of users.
5.4 If menus can be tailored would this override the application access control?	No.	Confirmed – access levels determine menu access.
5.5 Passwords		
5.5.1 Is access to the software controlled by password?	Yes.	Confirmed.
5.5.2 Please state the basis of control available (e.g., role based etc).	Individual user basis or in groups - 'role-based'. This is defined at implementation.	Confirmed.
5.5.3 If there is no password facility please state how confidentiality and accessibility control can be maintained within the software?	N/A	N/A
5.5.4 Are single user systems access controlled by password.	Yes.	Confirmed.
5.5.5 Does the software allow for each user to have separate log on (user ids)?	Yes.	Confirmed.
If No:- 5.5.5.1 How is does the software track user activity?		
5.5.6 Is each user required to have a personal password?	Yes.	Confirmed.

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Question	Supplier Response	Evaluator's Comment
5.5.7 Are passwords one-way encrypted? [i.e. Is it impossible for anyone to see other user's passwords in the software]	Yes, passwords are encrypted.	Confirmed – the administrator can reset passwords but cannot view passwords.
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? Is Yes:- 5.5.9.1 Please specify [e.g. Number of digits, requirement for special characters, numeric, upper/lower case etc.]	No. It is controlled and applied at Operating System level.	Confirmed – uses either SQL or Windows authentication and corresponding complexity options. It is possible to achieve this using the application but use of operating system security is recommended.
5.5.10 Is there a facility to enforce password changes after a chosen period of time?	Controlled by the Operating System.	Confirmed – see above.
5.5.11 Is there a facility to specify a minimum age for passwords (e.g. 1 day)?	Controlled by the Operating System.	Confirmed – see above.
5.5.12 How many previous passwords are retained by the system to limit users recycling passwords (e.g. 24 or 32)	Controlled by the Operating System.	Confirmed.
5.6 Please state how security allows for access to be specified separately for :- 5.6.1 Read? 5.6.2 Read and write? 5.6.3 Delete and amend?	Read and write access can be specified separately during user set up.	Confirmed.
5.7 Are any data files, such as budgets or price updates, imported by users validated by the application software before main data files are updated?	Yes. They are all validated upon import.	Confirmed. Includes compulsory conditions such as existence of key fields. Warnings & error messages provided on import.
5.8 Does the software require higher or specific levels of user access for changes to sensitive data, such as customer credit limits?	Yes. This is done at a functional level. System Administrators have the highest level of access and control.	Confirmed – sufficient separate levels can be defined.

Functional requirements questionnaire

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Question	Supplier Response	Evaluator's Comment	
5.9	Please specify the specific security procedures (by passwords or warnings) over the:-		
5.9.1	Update of ledgers	Yes	Confirmed.
5.9.2	Closing of accounting periods	Not directly. Users are automatically assigned to the next available posting period for input depending on the security setting put in place by the system administrators.	Groups of users are assigned a posting level. As time progresses the posting level which is able to post to a period is amended. This appears to be a logical method of controlling periods but will require some understanding and discipline.
5.9.3	Deletion of transactions	Yes	Confirmed - normally system administrator function only.
5.9.4	Archiving of transactions.	Yes	Confirmed - normally system administrator function only.
5.10	Is it impossible to delete a transaction?	No.	Confirmed – could only be preformed by a user with administrative access.
If No:			
5.11	How are deletions controlled by the system?	They are controlled by system security. The level of security and access to these functions can be user defined at set up.	Confirmed.
5.12	Are deleted transactions retained in the audit trail and denoted as such?	Yes.	Confirmed.
5.13	Can a report be produced detailing all current users, via user groups if relevant, and their authority levels and/or access rights?	Yes. Either directly from the application or using any external ODBC/ADO-compliant reporting tool.	Confirmed.
5.14	If data can be accessed by separate reporting facilities, such as ODBC or separate report writer, is the user access security control applied?	Yes. Via security views.	Confirmed.
If No:-			
5.15	Please explain any other protection in place to prevent unauthorised access to data with such facilities.		
5.16	Is the level of security (described with this section) appropriate for the expected size of business using the software?	Yes	Confirmed.
5.17	Is there a clear indication in the software or manuals as to how the data is:-		
5.17.1	Backed-up?	Yes	Confirmed. Help screens provide detailed guidance for back-up & recovery.
5.17.2	Recovered?	Yes	

Functional requirements questionnaire

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Question	Supplier Response	Evaluator's Comment
5.18 Back ups How are back ups provided:-		
5.18.1.1 Within the software application?	A form of backup can be carried out utilizing the menu based "Export Database" functionality. This is not seen as a day-to-day back up process but is more commonly used for database migration or support purposes.	Confirmed. Under most normal circumstances the database back up functions would be relied upon.
5.18.1.2 Within the operating software?	Yes. Normally incremental or secure database backups are controlled from the DBMS management tool in use (Oracle or SQL Server).	Confirmed.
5.18.2 Are backup procedures automatic?	Database back up procedures can be automated through DBMS if required.	Confirmed.
5.18.3 Is the user forced or prompted to back-up at certain intervals?	No. This is seen as an administrative discipline.	Confirmed. Under most normal circumstances the database back up functions would be relied upon.
5.18.4 Can the intervals be customised?	N/A	N/A
5.19 Recovery		
5.19.1 Please state how the software facilitates recovery procedures in the event of software failure? (E.g. roll back to the last completed transaction).	Dream will apply any completed transaction to the database. Consequently when a loss of system occurs only uncompleted transactions will require re-applying ie the most any user will have to amend is the transaction they were working on at the point of failure.	Confirmed.
5.19.2 If software failure occurs part way through a batch or transaction, will the operator have to re-input the batch or only the transaction being input at the time of the failure?	See previous response. The user will either have to re-apply the individual transaction in progress at the point of failure or re-access this transaction from the 'hold' database and complete the entry.	Confirmed.
5.19.3 Are these automated?	Yes	Confirmed.
5.19.4 Do the recovery procedures work?	Yes	Confirmed.
5.20 What features are available within the software to help track down processing problems?	The audit logging features will write exceptions and commands to the internal log files.	Confirmed. Audit trail configuration specifies which functions are logged e.g. delete, update, insert etc. The logs also record previous setting.
5.21 Are software messages clear?	Yes. All system messages follow established Microsoft architecture guidelines.	Confirmed.

Functional requirements questionnaire
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Question	Supplier Response	Evaluator's Comment
5.22 Are user responses properly structured to ensure that erroneous key strikes do not lead to inappropriate actions?	Yes. See previous response.	Confirmed.
5.23 Is there a software log which details:-		
5.23.1 Error messages?	Yes	Confirmed.
5.23.2 Security violations?	No. This would be achieved through the relevant DBMS system.	N/A – the system uses database operating system security.
5.24 Audit trail		
5.24.1 Does the software have a detailed audit trail?	Yes. Mandatory audit trails are generated for all transactional data. Audit trails are configurable for changes such as updates, creation, modification and any other changes.	Confirmed. It is also possible to define conditions that will result in an email alert to a senior user e.g. change of bank details.
5.24.2 Is it impossible to turn off or delete the audit trail?	No. The audit trail is mandatory and cannot be switched off.	Confirmed.
5.24.3 Are all master file changes recorded in the audit trail?	Yes	Confirmed.
If Yes:-		
5.24.3.1 Does each change have a system generated reference allocated?	Yes. Each is uniquely numbered.	Confirmed.
5.24.3.2 Are the originator and authoriser identified?	Yes.	Confirmed.
5.24.3.3 Is the change date and time stamped?	Yes.	Confirmed.
5.24.4 Are all standing data changes recorded in the audit trail?	Yes.	Confirmed.
If Yes:-		
5.24.4.1 Does each change have a system generated reference allocated?	As above.	Confirmed.
5.24.4.2 Are the originator and authoriser identified?	Yes.	Confirmed.
5.24.4.3 Is the change date and time stamped?	Yes.	Confirmed.

Functional requirements questionnaire
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Question	Supplier Response	Evaluator's Comment
5.24.5 Is all input data included within the audit trail, including amendments, deletions, journals etc?	Yes	Confirmed.
5.24.6 Does the software allocate a system generated unique reference number to each transaction?	Yes. Transaction numbering is configurable. Numbering can be: <ul style="list-style-type: none"> - Auto-assigned - Assigned from within pre-defined ranges - User-defined at input 	Confirmed. The software will not permit the same document type / number to be reused within the same company.
5.24.6.1 Is this stamped with a user id?	Yes.	Confirmed.
5.24.6.2 Is this unique reference number presented to the user at time of input?	Yes.	Confirmed.
5.24.6.3 Is the transaction date and time stamped?	Yes.	Confirmed.
5.24.7 Are all imported /interfaced transactions allocated a software generated reference number?	Yes.	Confirmed. Alternatively, transaction import can be configured to accept unique reference numbers allocated by another system (in which case it may be necessary to rely on sequential control in the other system). Exceptionally, it is possible to allow input of unique numbers by the operator (if external system numbers are not suitable). In both cases other steps should be taken to ensure sequential control.
5.24.8 How are transactions differentiated within the audit trail?	Via the document type code, e.g. PINV (purchase invoice), SINV (sales invoice).	Confirmed.
5.25 What are the procedures for handling dates? (E.g. 2 digit years, 4 digit years).	Dates can be catered for in any specified format for transaction processing and file import. The system will apply defaults from the client desktop locale settings.	Confirmed.
5.25.1 In the case of two digits what is the break point for the century?	Post millennium dates are fully supported.	Confirmed.
5.25.2 Are dates handled consistently throughout the software?	Yes	Confirmed.

Functional requirements questionnaire Product - CODA Dream Version 3.3

Question	Supplier Response	Evaluator's Comment	
6 Input of transactions			
The following sections in Input of transactions, File maintenance, Processing and Reports are primarily aimed at the three main accounting ledgers and where applicable Sales Order Processing, Sales Invoicing, Purchase Order Processing and Stock Control.			
6.1	Is data input controlled by self-explanatory menu options?	Yes. All input screens are created for each specific customer based upon a set of templates at the point of implementation.	Confirmed. There are no standard set of input screens. All input screens are created for each specific customer based upon a set of templates.
6.2	Are these menus application-specific?	Yes and User Definable.	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)?	All input validation can be controlled in one of two ways: <ul style="list-style-type: none"> - By the integral account code checks ie only valid combinations are allowed and users can only select codes to which they have access. - Through user-defined look-up or validation rules for a specific transaction which are coded as part of the input screen designer (UDI) capabilities. 	Confirmed. Entering invalid data generates an error warning and, where applicable, provides a list of options to choose from Furthermore, entering '?' throughout the system provides a list of options to select from.
6.4	Can the user amend data on an input screen prior to update?	Yes	Confirmed prior to the transaction being committed by pressing F9.
6.5	What control features are within the software to ensure completeness and accuracy of data input?	All postings must adhere to standard accounting principles. Each posting must: <ul style="list-style-type: none"> - Contain valid account code and nominal combinations - Balance to zero - Have a valid open accounting period and input date etc. - Do not contain duplicate information. The type of duplicate checking is defined at input design stage. - Entering '?' throughout the system provides a list of options to select from. 	Confirmed – some controls need to be considered at implementation stage.

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Question	Supplier Response	Evaluator's Comment
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)	As a standard check the system will not allow duplicate information to be entered. The type of duplicate checking is defined at input design stage.	Confirmed – suitable controls need to be considered at implementation stage.
6.8 Does the software allow for batch control totals?	Dream is not specifically designed for batch processing but batch references can be applied to transactional input where this is a requirement.	Confirmed. If batch processing is required the product would have to be tailored to provide this.
If Yes:-		
6.8.1 Are batches automatically numbered?	Yes. If batch input is required automatic numbering can be instituted through the user-definable input (UDI) capabilities.	Confirmed – see above.
6.8.2 Are batches forced to balance before ledger update?	Yes. The unified ledger approach means that transactions cannot be posted unless they balance to zero.	Confirmed.
6.8.3 Does the software allow the temporary halting of input of a batch to allow for queries or other activities to take priority (e.g. set up a new account)	Yes. Incomplete/unbalanced transactions can be posted to a separate 'hold' database for subsequent retrieval and completion.	Confirmed. Transactions that are put on hold are recorded in a separate database.
6.8.4 Is the user forced to confirm batch totals?	Yes. If batch input is required automatic numbering can be instituted through the user-definable input (UDI) capabilities.	Confirmed – see above.
6.9 Is attempted posting of unbalanced journals rejected? (G/L).	Yes. All transactions must balance to zero.	Confirmed.
6.10 Are input errors highlighted?	Yes	Confirmed – suitable controls need to be considered at implementation stage.
6.11 If Yes are they:-		
6.11.1 Rejected and reported on screen?	Input errors are prevented not rejected.	Confirmed.
6.11.2 Rejected and error reports generated?	Input errors are prevented not rejected.	Confirmed.
6.11.3 Accepted and posted to suspense?	No, but if required transactions can be posted to a separate 'hold' database for subsequent retrieval and updating.	Confirmed. Transactions that are put on hold are recorded in a separate database.

**Functional requirements questionnaire
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Question	Supplier Response	Evaluator's Comment
6.12 Does the software have an automatic facility to correct/reverse/delete transactions?	No.	N/A
If Yes:-		
6.12.1 Are all the double entry transactions documented in the audit trail?		
6.13 What are the controls to ensure the internal integrity of the ledger(s) or the accounting information, e.g., control of accounts.	The unified design of Dream means that ledgers are, by design, always maintained in a state of "accounting integrity". Postings cannot be committed to the database unless they are in balance. This design means that ledger control accounts are no longer required to maintain system integrity although the flexible design of the product enables use of such accounting practices where this is a business requirement.	Confirmed.
6.14 Is it possible to allocate input values directly to ledger control accounts?	No. This is integral to the unified ledger design of Dream.	Confirmed - if control account posting is attempted the system forces selection of nominal ledger sub-allocation.
If Yes:-		
6.14.1 Please note the mechanisms available to allow the user to establish why the total balances on individual accounts do not agree to a respective control account?		
6.15 Can automatic accruals or prepayments be generated?	Supported.	Confirmed. Provided via a free add-on for customers requiring this.
6.16 Will these automatically be reversed after the period end? (G/L)	When creating reversing entries the user can specify the required reversing date and accounting period.	Confirmed.
6.17 Does the software have a purchase invoice register?	Yes.	Confirmed. Use of register can be set as never, always or optional.
6.18 Does the software permit multi debit/credit journals?	Yes. Transactions can hold an unlimited number of lines.	Confirmed.

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Question	Supplier Response	Evaluator's Comment
6.19 How are transactions identified on screen/reports as to:- 6.19.1 Type? 6.19.2 Debit or credit?	It depends on the context. Most of the time this can be user defined at set up through GUI.	Confirmed.
6.20 Can separate nominal analysis codes be input for each invoice line?	Yes. Mandatory.	Confirmed.
If Yes:-		
6.21 Does this cover:-		
6.21.1 Sales ledger?	Yes	Confirmed.
6.21.2 Purchase ledger?	Yes	Confirmed.
6.21.3 Stock?	Yes	Confirmed.
6.22 Can receipts and payments be matched to specific invoices?	Yes	Confirmed.
If Yes:- Is this		
6.22.1 Automatic or manual?	Either singularly or in bulk. Manually or automatic.	Confirmed.
6.23 Will the software permit part payments?	Yes. There is a specific part payment function provided.	Confirmed - specific part payment function provided.
6.24 Will the software allow:-		
6.24.1 Payments to be made to customers?	Yes	Confirmed.
6.24.2 Receipts to be received from suppliers?	Yes	Confirmed.
6.25 Does the software handle purchase credit notes?	Yes	Confirmed.
6.26 Is there an ability to automatically amend stock if applicable?	No	N/A – basic stock control only.
6.27 Can the software generate sales credit notes?	Yes	Confirmed.
6.28 Does the software handle discounts and promotions?	Yes	Confirmed.
6.29 Does the software provide for early settlement discounts?	Yes	Confirmed. Various criteria such as time limits & rates can be set.

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Question	Supplier Response	Evaluator's Comment
6.30 Can early settlement discounts be automatically generated?	Yes. Utilising the Dream payment facilities.	Confirmed. Terms are specified on ledger account.
6.31 Are there controls over accepting settlement discounts (e.g. time limits)?	Time limits could be configured into the application if required.	Controlled via input screen – would need to be considered upon implementation.
6.32 Is VAT treated correctly on early settlement discounts?	Yes – most implementations involve applying VAT to the amount before deduction of the discount and adjusting VAT if the discount is taken. However where it is appropriate to calculate the VAT on the net amount under the assumption that the discount will be taken, this approach could also be supported.	Confirmed – either approach is supported, the most appropriate treatment for each client would need to be defined upon implementation.
6.33 Will the software permit the posting of unallocated cash to the ledgers?	Yes	Confirmed.
Does this apply to:-		
6.33.1 Sales ledger?	Yes	Confirmed.
6.33.2 Purchase ledger?	Yes	Confirmed.
6.34 Are unallocated cash/credit notes specifically reported for follow up?	Yes. Enquiries and reports can be configured to highlight this information.	Confirmed - report options include reporting paid, unpaid, disputed, held items etc.
6.35 Are outstanding transactions displayed for allocation?	Yes. As previous response.	Confirmed.
If Yes does this apply to:-		
6.35.1 Sales ledger?	Yes	Confirmed.
6.35.2 Purchase ledger?	Yes	Confirmed.
6.36 Is it possible for new accounts to be created during input?	Yes – subject to user access security.	Confirmed - a separate window can be used to create a new account.
6.37 Does this cover the following ledgers:-		
6.37.1 Sales?	Yes	Confirmed.
6.37.2 Purchases?	Yes	Confirmed.
6.37.3 General?	Yes	Confirmed.
6.37.4 Stock?	Yes	Confirmed.

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Question	Supplier Response	Evaluator's Comment
6.38 What controls are there over the creation of new accounts?	It is controlled via menu security and can be specified at set up.	Confirmed. For example it is possible to permit a user to enter transactions but not to create accounts.
6.39 Is the originator and/or authoriser identification logged by the software?	Yes in the Audit Trail.	Confirmed.
6.40 Is the user prevented or warned from overriding credit limits or discounts? (S/L).	Yes. This requirement can be controlled through the user-defined input (UDI) designer.	Confirmed. Rules to govern how credit limits are enforced would be set up on implementation. The credit limit is recorded in the database but is enforced via configuration of the input screen which would include a user definable warning message.
6.41 Does the software have a bank reconciliation facility?	Yes.	Confirmed.
6.42 Does the software enable transactions to be posted to the ledgers whilst performing a bank reconciliation (e.g. standing charges, bank charges etc)?	Transactions will appear immediately in the bank reconciliation window if the refresh button is applied.	Confirmed.
6.43 Are these adequately reported?	Yes	Confirmed.
6.44 Does the software accept input files from other computer packages?	Yes. Data can be imported in a number of ways: As formatted files (.csv, tab-delimited etc) for the following areas:	Confirmed. Confirmed.
If Yes:- 6.44.1 What formats are accepted?	<ul style="list-style-type: none"> - Nominals - Accounts - Account Name & Addresses - Account Payment Information - Account Terms - Budget Codes - Nominal and Account Budget Details - Order items - Order Item, Suppliers - Index items and Keylist Keys - Bank Statement details - Period Calendars - Order Details - Transaction Details <p>Dream XML import facilities through BASDA eBIS XML procurement standard documents</p>	

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Question	Supplier Response	Evaluator's Comment
6.44.2 What controls are in place over the interface?	Standard menu and functional security is applied to accessing the import functionality. In addition standard input validation (eg account/nominal access) is applied to transactions as they are loaded.	Confirmed.
6.45 Does the software have a facility for calculating interest on late payments?	Yes. Interest can be applied based on percentage or fixed value. A proposal is put forward by Dream, elements accepted or amended by the user, and then applied. It can operate on balances and/or transactions as desired by the user.	Confirmed.

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Question	Supplier Response	Evaluator's Comment
7 File maintenance		
7.1 Are ledgers:- 7.1.1 Open item? 7.1.2 Balance forward?	They are maintainable as either and it covers Sales, Purchase and Nominal.	Confirmed.
7.2 Does the above cover:- 7.2.1 Sales ledger? 7.2.2 Purchase ledger? 7.2.3 General ledger?	Yes. Yes. Yes.	Confirmed. Confirmed. Confirmed.
7.3 Is a month end routine required to be undertaken?	A period can be closed off to prevent further posting to it. Users can then continue to work posting into the next period while the period end reporting is undertaken. Users are not forced to cease working while a period end routine is undertaken.	Controlled by adjusting security level to post to a period to prevent users with lower security levels from posting whilst allowing an authorised user to do so if required.
7.4 Is the creation or amendment of standing data (e.g. customer account details) controlled by menu options?	Yes. Security is applied to menu options which control access to account set-up and maintenance. This is used in conjunction with account security to control which ledgers (customers, suppliers, etc) any individual user can maintain.	Confirmed.
7.5 Are menus:- 7.5.1 Application specific? 7.5.2 User specific?	User specific.	Menus and input screens can be tailored as required upon implementation.
7.6 Is it impossible to delete accounts if the balance is Nil but transactions have been recorded against the code.	Yes. No account can be deleted once postings have been made to it.	Confirmed - delete button disabled as soon as any posting made to an account.
Does this apply to:- 7.6.1 General Ledger? 7.6.2 Sales Ledger? 7.6.3 Purchase Ledger? 7.6.4 Stock?	This applies throughout the system.	Confirmed.
7.7 Are there any other constraints over the deletion of accounts?	No.	N/A

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Question	Supplier Response	Evaluator's Comment
7.8 What is the size and format of reference numbers and descriptions within:- 7.8.1 General Ledger? 7.8.2 Sales Ledger? 7.8.3 Purchase Ledger? 7.8.4 Stock?	All account and nominal codes are up to 12 alpha-numeric characters.	Confirmed.
7.9 Is the scope of the reference number adequate to permit sufficient depth of analysis?	Yes. Codes are used primarily for data capture. Analysis structures are defined largely independently from these posting structures using reporting Indices.	Confirmed.
7.10 How does the software guard against/warn about, duplicate account numbers on set up?	It warns the user through On-screen Messages and will then inhibit entry of the duplicate account.	Confirmed.
7.11 How does the software enable the traceability - from, to and through the accounting records - of any source document or interfaced transaction?	Full drill back.	Confirmed.
7.12 What drill down/around functionality is available within the software?	Full online drill down/around/back.	Confirmed.
7.13 Can reports be invoked which identify all the fields which have been modified?	Yes. Integral Audit Trail Report.	Confirmed - dependent upon auditing being set to on for relevant fields. Shows parameter settings before and after amendment.
7.14 If the software uses a lot of standing information which changes frequently or regularly, does the software allow for such changes to be effected through the use of parameters or tables?	Yes. Information can be uploaded through the interfacing capabilities or held within the application as 'keylist' data where a keylist refers to user-defined parameter tables.	Confirmed. "Keylist" refers to user-defined parameter tables.
If Yes: – 7.14.1 Is the use of such parameters or tables adequately reported?	Keylist information can be reported on.	Confirmed.
7.15 What controls are within the software over changes to parameters and tables e.g. reporting, password etc?	Access to keylists and the ability to update standing information through the import facilities is under secure control.	Confirmed.

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Question	Supplier Response	Evaluator's Comment
7.16 Does the software allow selective archiving of old data on a user-defined basis?	Yes. Archiving of transactional information is user-controlled and normally relates to ranges of completed financial years.	Confirmed – via a separate “Dream Archive” tool.
7.17 What controls are in place over the handling of archived data?	Archiving functions are menu and password controlled.	Confirmed.
7.18 Can archived data be used for reporting purposes?	Yes	Confirmed - archived transactions are moved to a separate database rather than being deleted.
7.19 Does the software allow for the restoration of achieved data for audit without affecting current accounting data?	Yes. This would normally be achieved at the database management level.	Confirmed.

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Question	Supplier Response	Evaluator's Comment
8 Processing		
8.1 Does the software ensure that menu options or programs are executed in the correct sequence (e.g. ensure outstanding transactions are processed before month end procedures run)?	Supported. Where there are time or sequence dependencies in processing, menu options will only appear when appropriate (eg steps in the payment cycle).	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?	This is controlled through security. Normally no changes would be anticipated but the system can be configured to allow this if required.	Confirmed. The audit trail can be configured to record any such amendments.
8.3 Is there an audit trail of all changes to transactions which have updated the ledgers?	Yes	Confirmed.
8.4 Can the software calculate prices or values by reference to master file data?	Supported	An input form would need to be set up to perform this function.
8.5 Does the software provide automatic recalculation, where appropriate, of data input? (e.g. VAT)	Supported	Confirmed, subject to set-up of input forms upon implementation.
8.6 Does the software warn the user when the ledger is out of balance?	Yes	Confirmed – although this would only be expected to occur in exceptional circumstances.
8.7 How is this done e.g. when the software is switching on or on ledger update?	Account code validation is carried out on switching. Balance validation can be done either on posting or on value update through the user-input designer (UDI) capabilities.	Confirmed.

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Question	Supplier Response	Evaluator's Comment
9	Performance of requisite accounting functions	
9.1	What control features are provided by the software to support effective user controls?	Full menu/data security. Confirmed.
9.2	Is there:	
9.2.1	Transaction sequencing?	Yes Confirmed.
9.2.2	Automatic dating of posting transactions?	Yes Confirmed.
9.2.3	Identification of user id or source of document?	Yes Confirmed.
9.3	Is the software available as multi user?	Yes Confirmed.
9.4	Can the same function be used by more than one person at the same time, whilst still retaining the separate user identities?	Yes Confirmed.
9.5	Is the software available as multi-company?	Yes Confirmed.
	If Yes:- How many companies are supported?	Unlimited. Confirmed.
9.6	Is a group consolidation facility available?	Yes. Unlimited numbers of organisational summarisations can be created utilising Dream Indices. Confirmed – an optional module is available for consolidation. In addition, for more complex group consolidation CODA 2control Consolidation is available integrated to Dream.
9.7	Can the software consolidate entities with different charts of accounts?	Yes. For example, cross company reports are a standard option. Confirmed.
9.8	How many levels of nominal analysis can be handled by the software?	3 but up to 10 levels in reporting. Confirmed.
9.9	How does the software handle cost centres, departments, divisions?	User definable. Confirmed.
9.10	How are periods handled by the software?	User-definable at set up. Confirmed.

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Question	Supplier Response	Evaluator's Comment
9.11		
9.11.1 How many:- Accounting periods can be set up?	Unlimited	Confirmed.
9.11.2 Years can be set up?	Unlimited	Confirmed.
9.12 Can the length/ number of periods be adjusted to suit different user requirements?	Yes	Confirmed.
9.13 How many accounting periods can be open at any one time?	Unlimited	Confirmed.
9.14 How many years can be open at any one time?	Unlimited	Confirmed.
9.15 Can a period or year be re-opened after it has been closed?	Yes	Subject to user access security. Internal procedures will be required to ensure properly controlled.
If Yes:- 9.15.1 What controls are in place over this function?	Subject to user access security.	Confirmed.
If No:- 9.15.2 Is the data archived on the server?		
9.15.3 Is this accessible for reporting purposes?		
9.15.4 Can a previous year be restored from backup?		
9.16 Can data from all accounting periods and years be accessed at any one time?	Yes. Subject to appropriate security settings.	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.	Confirmed.
If Yes:- 9.18.1 Are transactions analysed by posting date or document date?	User definable.	Confirmed.
9.19 Can transactions be posted to more than one accounting period at any point in time?	Yes. Unlimited.	Confirmed.
9.20 Does this cover:-		

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Question	Supplier Response	Evaluator's Comment
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	Confirmed. Some configuration would be required to be able to autopost to multiple periods e.g. accruals allocation.
9.21.2 Previous closed periods?	Supported. With appropriate security permissions.	
9.21.3 A previously closed year?	Supported. With the appropriate security permissions.	Subject to user access security. Internal procedures will be required to ensure properly controlled.
If Yes:-		
9.21.4 What controls are in place e.g. level of authorisation and on screen warnings?	A warning can be created, if required, through the user-defined input (UDI) tools.	Requires configuration at implementation stage.
9.21.5 Will the software revise subsequent periods accordingly?	There is no direct relationship between input and period security. Any number of periods can be posted to with the appropriate security permissions.	Confirmed. Subsequent periods are revised accordingly. Internal procedures will be required to ensure properly controlled.
9.22 How will transactions outside the current period be:-		
9.22.1 Reported	All periods are available to the reporting tools at all times – subject to the security permissions of the user.	Confirmed.
9.22.2 Accounted for in the VAT return?		
9.23 Does the software permit use of budgets and provide comparisons between budgets and actuals?	Supported.	Confirmed – provided using transactions types to indicate actuals, budgets or commitments for example.
If Yes:-		
9.23.1 How many versions of budgets/forecasts can be maintained on the system?	Unlimited budgets can be held.	Confirmed.
9.24 Are budgets available for:		
9.24.1 General ledger?	Yes	
9.24.2 Sales ledger?	Yes	
9.24.3 Purchase ledger?	Yes	Confirmed.
9.24.4 Overheads?	Yes	
9.24.5 Balance sheet?	Yes	
9.25 Can budgets be set by:		
9.25.1 Period?	Yes	Confirmed.
9.25.2 Annually?	Yes	Confirmed.

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Question	Supplier Response	Evaluator's Comment
9.26 Can the software automatically generate budgets?	Yes.	Confirmed.
If Yes:- Please state how this is achieved.	Information such as budgets can be extracted, manipulated, written and posted back into Dream.	For example export / import to / from spreadsheets.
9.27 What is the maximum value of transactions and of totals that can be handled by the software?	Any value up to 18 significant digits.	Confirmed.
9.28 What is the maximum number of transactions that can be handled by the software?	Unlimited	Confirmed.
9.29 What is the maximum number of accounts on each ledger: 9.29.1 Sales ledger? 9.29.2 Purchase ledger? 9.29.3 General ledger?	Unlimited	Confirmed.

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Question	Supplier Response	Evaluator's Comment
10 Reports		
10.1 Are all reports adequately titled and dated? (E.g. report name, client name, data, period, batch, last entry number, period end, pages, numbers etc.)	Yes	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 on report creation / report window refresh.	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. Any report window can be extracted directly to external tools (eg spreadsheets) utilizing standard Windows menu options (copy window, cut-and-paste etc)	Confirmed.
10.6 Are such files adequately protected from deletion or amendment?	Once saved external to the application there is no direct control over their status. Internal report definitions can be saved and protected to prevent deletion.	N/A, subject to file type & storage used but reports can be reproduced at any time.
10.7 Is a report writer provided as part of the software or as an add on? Please state the name of any third party package.	A suite of internal report generators and reporting windows are provided as standard with the application. In addition Dream can be accessed from any ODBC/ADO-compliant reporting tool. There is also an Excel plug-in (DreamView) to enable summary reporting directly from a spreadsheet, with full drill-back to transactional detail as with the core application.	Confirmed.
10.8 What level of knowledge is required to use the report writer e.g. beginner, regular user, expert?	The internal report windows can all be used by normal finance users. Minimal training is required for both these and the internal report writing tool (UDR) and DreamView.	Confirmed. Reports can be built quite easily by selecting fields and filters from drop down options.

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Question	Supplier Response	Evaluator's Comment
10.9 Can the report writer make use of user-defined fields (including external fields)?	Yes. Custom columns and calculations can be added to any of the reporting windows and the internal report generator.	Confirmed.
10.10 Does the report writer enable:- 10.10.1 Separate access to each system area? 10.10.2 Reports to be prepared which combines related data from a number of system areas (e.g. Customers – Sales – Stock items) in the same report?	The unified ledger design of Dream means ALL reports can be applied across ALL ledger functions.	Confirmed.
10.11 Can users define the parameters, columns, fields and selection criteria used on reports reported?	Yes – subject to security permissions.	Confirmed.
10.12 Are standard reports always produced, even when they are nil returns?	Yes. Zero balance reports can be created if required. The reports can be run at any time regardless of period-end procedures.	Confirmed.
10.13 Is there an option for reports to exclude nil balances, this year or where there are nil balances this year and last year, to enable a comparative report to be produced with the completeness of both years' being maintained?	Yes	Confirmed. On certain reports, holding the control button down when selecting the report suppressed zero balances. Some pre-defined reports include an option to suppress zero balances.
10.14 Can screen layouts, reports and transaction formats be easily adapted to users' requirements?	Yes. All report windows are customisable to include/exclude any available fields. Once created report definitions can be saved for later use by the current user or all users of the system.	Confirmed.
10.15 Can a hard copy be produced of all screen enquiries?	Yes. Using standard windows (File...Print) commands.	Confirmed.
10.16 Can transaction files for all previous periods of the year be retained in the software to permit enquiries and reports?	Yes. All transactional detail for historic periods is maintained within the application (and is available to enquiries/drill down analysis) until it is archived.	Confirmed.

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Question	Supplier Response	Evaluator's Comment
10.17 Are reports of all changes to standing data on customers, suppliers, tax rates etc automatically generated or stored for later printing?	Stored in the audit database.	Confirmed.
If Yes:-		
10.17.1 Is the report able to capture the nature of the change, user id and data and time of the change?	Yes	Confirmed.
10.18 Are all transactions on all reports individually identifiable?	Yes	Confirmed.
10.19 Do the reports show whether items are debit or credit?	Yes	Confirmed.
10.20 Do reports give sufficient narrative and coding to enable cross referencing?	Full cross-referencing from all balances is available down to: <ul style="list-style-type: none"> - Constituent transaction lines - Any allocated values and the transactions allocated against - Any reconciliations - Any bank statement or external data cross-referenced to this type of transaction. 	Confirmed.
10.21 Is it possible to drill down from reports to the ledgers and original transactions?	Yes	Confirmed.

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Question	Supplier Response	Evaluator's Comment
10.22 Can the software produce all requisite reports:-		
10.22.1 Day books	Yes	
10.22.2 Trial balance	Yes	
10.22.3 Profit and loss account	Yes	
10.22.4 Balance sheet	Yes	
10.22.5 Aged debtors	Yes	
10.22.6 Aged creditors	Yes	
10.22.7 Aged stock	Yes	
10.22.8 Aged unallocated cash (debtors)	Yes	All confirmed.
10.22.9 Aged unallocated cash (creditors)	Yes	
10.22.10 Budgets	Yes	
10.22.11 Cash flow statement	Yes	
10.22.12 VAT reports	Yes	
10.22.13 VAT form 100	Yes	
10.22.14 EC Sales Listings	Yes	
10.22.15 Intrastat returns (SSD)	Yes	Reports on VAT accounts provide data required for these documents but do not reproduce the forms themselves. IF EC Sales Listings & Intrastat are required, this would need to be addressed upon implementation in order to add required fields to input forms and include required information on reports.
10.23 Are the above reports standard within the software or do they have to be written?	Reports 10.22.1 to 10.22.10 are standard reports available from menus. Reports 10.22.11 to 10.22.15 can be constructed using Dream's user defined reports tool.	Confirmed – see 10.8 above.
10.24 Is the age criteria fixed or user definable?	User-definable.	Confirmed.
10.25 Can the aged analysis and day book reports be in summary and detail?	Yes. Users can drill from summary to detail balances and constituent transaction details.	Confirmed.
10.26 Do standard reporting options give sufficient flexibility to tailor individual reports?	Yes. All report windows can be customised. The reporting tools are designed to enable any available field to be included in any given report if required.	Confirmed.
10.27 Can all reports be reproduced after the period end but @ the month end date:-	Yes	Confirmed.
10.27.1 Transaction listings?		
10.27.2 Day books?		
10.27.3 Trial balance?		

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Question	Supplier Response	Evaluator's Comment
10.28 Is it possible to print out retrospective month end aged sales and purchase ledger reports that agree back to the month end trial balance control account figures as at the month end?	Yes	Confirmed – where relevant, reports can be produced as at any specified date.
10.29 Do the standard budget reports provide sufficient analysis of variances?	Yes. Variance analysis and other budget calculations can be created and included in any of the appropriate report windows.	Confirmed.
10.30 Do such reports provide exception reporting, percentage analysis and comparatives?	Yes. See above.	Confirmed.
10.31 Do standard reports show sufficient analysis of trading results? (E.g. sales analysis by region)?	Yes. Provided the degree of information required has been created in the chart of accounts or the report definition structures.	Confirmed.
10.32 Are all movements during each accounting period shown on sales, purchase, general, stock ledger detail reports?	Yes. If required.	Confirmed.
10.33 Do the sales and purchase ledger reports show how all partial payments or allocations (unallocated cash) have been treated?	Yes. Drill down and analysis options provide access to this information from any report window.	Confirmed.
10.34 Is there a general ledger report that shows balances brought forward and carried forward plus all posted transactions in the period?	Yes. Trial Balance reports can be created in this format using the integral reporting tools.	Confirmed.
10.35 Can the management accounts, profit and loss account and balance sheet be sufficiently analysed by: 10.35.1 Project/job	Yes. Provided the degree of information required has been created in the chart of accounts or the report definition structures.	Confirmed.
10.35.2 Cost centres		
10.35.3 Department		
10.35.4 Division		
10.35.5 Company		
10.35.6 Group (if applicable)		
10.35.7 Can the above be user defined by Period and/or range?		

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Question	Supplier Response	Evaluator's Comment
<p>10.36 What controls are there in place so that the user is aware of partly processed transactions:-</p> <p>10.36.1 Unposted invoices 10.36.2 Uninvoiced dispatches 10.36.3 Payments 10.36.4 Receipts</p>	<p>All transactions are identified with a transaction 'status' to track this type of information. Status is an available field on transaction reports.</p>	<p>Confirmed.</p>
<p>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)</p>	<p>This would be controlled either through the integral input functions or based on user-defined rules applied to the data capture forms.</p>	<p>Confirmed.</p>
<p>10.38 Detail all automatically generated documents for external use. (E.g. sales invoices and statements, remittance advices.)</p>	<p>Dream has an output designer (UDO) for generating any document for external use.</p>	<p>Confirmed. Also, XML output can be used for any document.</p>
<p>10.39 Can the software reproduce source documents? [E.g. sales invoices; POs, Remittance advices.....]</p>	<p>Yes</p>	<p>Confirmed.</p>
<p>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?</p>	<p>Financial documents and duplicates thereof can be printed or re-printed at any time.</p>	<p>Confirmed.</p>
<p>10.41 Are these clearly identified as duplicates?</p>	<p>Documents can be printed or re-printed with background "watermarks" as required.</p>	<p>Confirmed. The method of printing "watermarks" where required or the internal procedure for doing so should be addressed during implementation and training.</p>
<p>10.42 Does the software force the production of month-end reports?</p>	<p>No</p>	<p>N/A - the system is not month-end oriented.</p>
<p>10.43 Can the reporting function make use of external data files?</p>	<p>Not within the core application, but the DreamView tool can access any additional data source that can be defined to MS Excel.</p>	<p>Confirmed.</p>
<p>10.44 Does the report writer have the facility to scroll up and down when output to screen?</p>	<p>Yes. Utilising standard windows functionality.</p>	<p>Confirmed.</p>
<p>10.45 Can all reports be run without the need for period-end procedures to be</p>	<p>Yes</p>	<p>Confirmed.</p>

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

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Question	Supplier Response	Evaluator's Comment
11 Value Added Tax		
<p>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.</p>		
Software features		
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	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 to 4 decimal places.	Confirmed. Confirmed.
11.2 How does the software handle roundings?	Consistent rounding up or down to the nearest penny but not to zero VAT.	Confirmed.
11.3 Is this applied consistently?	Yes	Confirmed.
11.4 Does the software handle VAT Scale charges with automatic double entry processing?	Yes, Parameters can be defined and a journal can be posted. This is controlled by the user.	Confirmed.
11.5 Does the software handle VAT calculation tolerances?	Yes	Confirmed.
If Yes do any discrepancies produce:-		
11.5.1 Warning?	Warnings can be generated when the document is input by using a CanPost function which compares actual VAT with calculated VAT.	Confirmed.
11.5.2 Appear in the audit trail	Yes. The warning could be captured using Events and subsequently tracked in Audit Trail.	Confirmed – would need to be addressed upon implementation if required.

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Question	Supplier Response	Evaluator's Comment
11.5.3 Appear in the VAT exception report?	VAT Exceptions can be configured and captured at document input. If posted value does not match calculation value this difference can be posted to a nominal code for further analysis.	Confirmed.
11.6 What security features (password/ audit trail) are in place to control changes made to:	Yes. Through Nominal access security.	Confirmed.
11.6.1 General ledger VAT control accounts?	Yes. Through Nominal access security.	Confirmed.
11.6.2 VAT tables set up and change?	Yes. Through Keylist security.	Confirmed. "Keylist" refers to user-defined parameter tables. DBMS would need to be used to audit.
11.6.3 Tolerance levels?	Yes. Through Keylist security.	Confirmed – as above.
11.6.4 Invoice sales number table?	Yes. Through Keylist security.	Confirmed – as above.
11.6.5 Changes on VAT code on customer files?	Yes. Through Ledger access security.	Confirmed.
11.6.6 Changes on VAT code on stock files?	Yes. This can be achieved by using a reporting index against the product master.	Confirmed.
11.6.7 VAT calculated on sales invoices or credit notes?	Yes. Through Ledger access security.	Confirmed.
11.7 Does the software store and report a VAT return identifier [VRI]?	The VRI can be stored as a Comment against the VAT Account Master record. This information is visible on a document report or nominal detail report (VAT log).	Confirmed.
11.8 How does the software ensure that that each eligible posting is reported only once in a VAT return?	All documents can have duplicate check controls which can be set up to review for potential duplicates.	Confirmed. The exact form of duplicate checking required needs to be configured upon implementation.

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Question	Supplier Response	Evaluator's Comment
Method of operation		
11.9 VAT basis. Can the software handle:		
11.9.1 Invoice (standard) accounting?	Yes	Confirmed.
11.9.2 Cash accounting?	Supported	Dream can support cash accounting but it is not generally relevant to the product's customer base.
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?	The method utilized is a function of reporting rather than system configuration ie whether invoices and invoice date transactions or payments and payment dates are not utilized. For cash accounting a specific routine exists to process paid/unpaid cash at the VAT period close to report returns correctly.	See 11.9.2 above.
11.11 Does the software allow for a switching between methods?	Yes. Standard and Cash VAT accounting use different nominal codes to contain postings so the switch can be easily controlled through implementing user security settings or access level control to prevent users making postings or by preventing input allowed on the nominal master records.	Confirmed.
11.11.1 If Yes:- Is the change fully supported by audit trails to ensure proper VAT treatment of all transactions?	Yes. Audit Trail can capture these changes.	Confirmed.
11.11.2 Is this ability to change a basis of accounting clearly flagged, i.e. users warned etc.	Yes. The type of accounting used will be controlled through the data capture forms designer (UDI).	Confirmed.

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Question	Supplier Response	Evaluator's Comment
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.	N/A - Dream can support cash accounting but it is not generally relevant to the product's customer base.
11.11.4 Does the software provide useful and relevant information on switching in the software help section?	No. Customers can discuss issues with the Helpdesk.	N/A – see above.
11.12 Can the software handle the following VAT schemes:-	See answers below.	
11.12.1 Annual accounting scheme?	Yes. Dream can have a VAT Return period for one year and payments on account to HMRC can be recorded.	Confirmed.
11.12.2 Flat rate scheme?	Yes	Confirmed.
11.12.3 Retail schemes?	Yes. Percentage calculation based on daily sales figures.	Confirmed.
11.12.4 Account for VAT on the margin?	Yes	Confirmed.
11.13 Can the software be configured to handle partial exemption methods?	Yes. User can configure user defined input forms so VAT information is correctly captured at source.	Confirmed – would need to be considered upon implementation if required.
11.14 Please state the number of VAT codes available for VAT analysis.	Codes for both input and output tax is under user control. An unlimited number of codes can be created according to local requirements.	Confirmed.

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Question	Supplier Response	Evaluator's Comment
11.15 How does the software handle:- 11.15.1 Outside scope?	As we can use partial exemption any exempt supplies can be captured at the document input stage.	Confirmed – unlimited VAT codes & rates can be defined.
11.15.2 Distance selling (supply to an unregistered EC customer)?	This is entered at document input stage, the VAT information and Account details of the recipient are fully linked. Standard reports will indicate if the UK VAT threshold is being reached.	Confirmed.
11.16 How the software handle EC VAT:-	Dream can store the counterparty EC VAT registration number on the account master and this can be included on the invoice so goods can be invoiced at zero rate/custom rate.	Confirmed.
11.16.1 Goods and related service?		
11.16.2 Services only?	As above.	Confirmed.
11.16.3 Process?	As above.	Confirmed.
11.16.4 Triangulation?	As above or if the intermediate party can register for VAT in the member state to which goods are delivered. System can cope with VAT in any country as new nominal codes, VAT return periods and rates can be implemented.	Confirmed.
11.17 Does the software include the functionality to identify EU acquisitions?	Yes	Confirmed. A VAT type could be set-up to indicate EC acquisition tax and these transactions could be listed on a nominal detail report by selecting the relevant VAT type from a keylist.
If Yes:- 11.18 Can the software generate acquisition tax?	Yes	This would need to be addressed on implementation.
11.19 Can a report be generated of all EU acquisitions and the amounts of acquisition tax generated?	Yes. Standard reports can be used.	This would need to be addressed on implementation.

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Question	Supplier Response	Evaluator's Comment
11.20 Does the software include the functionality to identify transactions liable to reverse charge VAT?	Yes	Confirmed – unlimited VAT codes & rates can be defined.
11.21 If Yes:- Can the software generate reverse charge VAT?	Yes	This would need to be addressed on implementation.
11.22 Can a report be generated of all transactions liable to reverse charge VAT, and the amounts of tax where so generated?	Yes	This would need to be addressed on implementation.
11.23 Does the software have a facility to reconcile the VAT returns amounts for input, output and net VAT payable/recoverable to the General ledger control account?	Yes	Confirmed – via report & enquiry screens.
11.24 How does the software handle late transactions posted outside the closed VAT return period?	They are automatically posted to the next VAT Return period.	Confirmed – separate posting accounts are used for each VAT period.
Input VAT (purchases)		
11.25 Can the software handle VAT inclusive amounts and automatically calculate the input VAT?	Yes. Calculations can be computed from document user defined input form functions.	Confirmed.
11.26 Does the software require the following to be entered:-		
11.26.1 Supplier reference?	Yes	Confirmed.
11.26.2 Supplier document reference?	Yes. It is entered in a document user field.	Confirmed.
11.26.3 Internal document reference?	Yes. Either input or system generated.	Confirmed.
11.26.4 Invoice tax point date?	Yes	Confirmed.
11.26.5 Invoice posting period date?	Yes	Confirmed.
11.26.6 Invoice gross total?	Yes	Confirmed.
11.26.7 Invoice VAT amount?	Yes	Confirmed.
11.26.8 Individual invoice lines:-		
11.26.8.1 net amount	Yes	Confirmed.

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Question	Supplier Response	Evaluator's Comment
11.26.8.2 VAT rate (optional from VAT code, product supplier)	Yes. VAT Rate/Codes can be defaulted based on: <ul style="list-style-type: none"> - The item ordered - The specified VAT code - The transaction input designer will allow the relevant code to be primed on any input field either entered directly or calculated as part of the data entry process. 	Confirmed.
11.27 Does the software validate individual invoice line VAT amounts against the total invoice of VAT (less early settlement discount) and accept or reject the amount subject to the software tolerance?	Supported. Manual adjustments to reflect the invoice value are possible with appropriate security permissions.	Confirmed.
11.28 Can the user override the software derived input VAT amount and input VAT as shown on the supplier invoice?	Yes	Confirmed.
11.29 Does the software allow VAT to be reclaimed on the basis of registered but unposted invoices?	Yes	Confirmed. In Dream, invoices can be posted to a register period prior to being allocated to a financial period so in this case they are not "unposted" and as such it would not be possible to reclaim VAT on the basis of an invoice which does not ultimately become posted.
If Yes:-		
11.30 Does the software flag the status as:-		
11.30.1 VAT not yet reclaimed?	Yes. User definable fields on transaction lines can be utilized for this purpose.	Confirmed.
11.30.2 VAT claimed?	As above.	Confirmed.

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

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Question	Supplier Response	Evaluator's Comment
If Yes: 11.34 Is this by way of a report?	Yes. Information available on standard reports.	Confirmed.
11.35 Does the software handle Proforma invoices?	Supported. ProForma invoices are not provided as standard. They are configurable through Dream's User-Defined Output (UDO) capabilities.	Confirmed – this would need to be addressed upon implementation.
If Yes:- 11.36 Are the invoices clearly identified as "this is not a tax invoice"?	If defined as such by the user.	Confirmed – this would need to be addressed upon implementation.
VAT Reporting		
11.37 Does the software produce a VAT 100 form as standard?	No	A facsimile return is not produced but a report with the relevant values to populate the form is provided.
If No:- 11.38 Does the software have a means of producing reports that support the completion of the VAT return?	Yes. Information available on standard reports.	Confirmed.
11.39 Is the VAT return information available by report on a three monthly basis or any other specified period?	Supported. Available directly from VAT Ledger enquiries.	Confirmed.
11.40 Is there a detailed and summary analysis of all transactions included in each return sorted by VAT code and transaction type making up the total in each of the boxes on the VAT 100 Form?	VAT reports can hold any information available in the VAT Ledger or the constituent transactions. Detail transactional information is available on-line through drill-down reporting from any summarised account/nominal VAT balance. These reports can be created either using the user input designer (UDI) or the internal reporting tools.	Confirmed.

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Question	Supplier Response	Evaluator's Comment
11.41 Can the VAT return be recreated showing all the transactions which were included in the original VAT return?	Yes	Confirmed.
11.42 Does the software have a separate VAT audit log?	Yes	Confirmed.
11.43 Note where the software details the following non routine event in the audit trail or VAT audit log etc:-		
11.43.1 Changes to VAT tables.	Yes	Confirmed.
11.43.2 Change from invoice/cash VAT accounting or other Schemes.	Yes, audit trail can record the necessary changes in the GL codes.	Confirmed.
11.43.3 VAT tolerance.	Yes	Confirmed.
11.43.4 Changes to VAT rates on customer, supplier, product master files.	VAT rates are not stored against customer or supplier accounts or product master files. VAT rates are maintained in independent data look up lists (keylists) and generally linked to nominal codes.	Confirmed.
11.44 Are the above changes noted above stamped with a:-		
11.44.1 User id?	Facility exists to create a user defined entity linked to the nominal code.	Confirmed.
11.44.2 Software generated unique reference number?	Facility exists to create user defined entity linked to the nominal code.	Confirmed.
11.44.3 Date and time?	Facility exists to create user defined entity linked to the nominal code.	Confirmed.
11.45 VAT postings		
11.45.1 Are all VAT postings recorded in the audit trail or VAT audit log?	Yes. Audit trail captures all document inserts.	Confirmed.

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Question	Supplier Response	Evaluator's Comment
11.45.2 Does the software denote whether each transaction has been included in a reconciled VAT return?	Yes. Each document line has its own detail status flag ie open or reconciled.	Confirmed.
11.45.3 How does it denote which VAT Return the transaction has been included in?	VAT Returns each have a unique account number within the VAT ledger and this account ID is visible on every reconciled document line.	Confirmed.
11.46 Does the software produce a VAT Exception report detailing such transactions as:- 11.46.1 VAT amounts outside tolerance levels?	See 11.5.1 – if Events are activated then exceptions can be captured and reported upon.	Confirmed.
11.46.2 Manual changes to software generated VAT?	As above.	Confirmed.
11.46.3 Write offs	This is a simple document posting and can be captured to audit trail.	Confirmed.
11.46.4 Zero value invoices?	This is a simple document posting and can be captured to audit trail.	Confirmed.
If No for any of the above:-		
11.47 How does the software document these occurrences?	N/A	N/A
11.48 Does the software handle "intra-community" supply of goods?	Yes.	Confirmed, the system records the required information to facilitate compliance but the decision whether to zero rate supplies must be made manually.
11.49 Does the software support production of an EC Sales List?	Supported utilising internal reporting tools or any external ADO/ODBC-compliant reporting tool.	Confirmed – this would need to be addressed upon implementation if required.

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Question	Supplier Response	Evaluator's Comment
If Yes:-		
11.50 Does the report show the country code, the customer name, their EC VAT number, the invoice reference and indicators for different types of despatches?	Yes. All this information can be captured and reported upon.	Confirmed.
11.51 Does the software produce invoice level reports that enable every value on each EC Sales List report to be traced to source documents?	Yes. Software has full drilldown capability to source documents.	Confirmed.
11.52 Does the software have a means of ensuring that each eligible posting on the EC Sales List is reported only once? (Please state how this is done within the software).	Via document duplicate checking. System can be configured to prevent duplicate posting and as a consequence duplicate reporting.	Confirmed.
11.53 How does the software handle triangulation? E.g. a movement of goods without a related invoice transaction.	System can record all despatches and good received notes within a supply chain and invoices are matched to these goods movements.	Confirmed.
11.54 Does the software produce the relevant documents in a format [e.g. CSV or XML] that can be uploaded direct to the HMRC gateway?	No	N/A
11.55 Can these be electronically transmitted direct from the system?	No	N/A
11.56 Does the software produce Intrastat reports where applicable?	Supported utilising internal reporting tools or any external ADO/ODBC-compliant reporting tool.	Confirmed – this would need to be addressed upon implementation if required.

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Question	Supplier Response	Evaluator's Comment
11.57 How are errors on VAT accounts corrected?	Depending on user security settings either by: <ul style="list-style-type: none"> - Adjusting the source transaction in error - Creating an adjusting 'journal' to contra the errors 	Confirmed.
11.58 How does the software handle the VAT on purchase and sales ledger contras?	The entries will be shown as contras in the output tax and input tax reports and duly accounted for when the VAT Return is submitted.	Confirmed.
11.59 How does the software handle partially allowable expenditure, e.g. VAT on petrol invoices where employees are provided with petrol (adjustment required for own use)?	Can be controlled by parameters set on the document input form.	Confirmed.
11.60 Can the software handle cheque refunds to customers?	Supported.	Confirmed.
If Yes:-		
11.61 How is the VAT accounted for under cash accounting?	Reports can be created either using the user input designer (UDI) or the internal reporting tools.	Dream can support cash accounting but it is not generally relevant to the product's customer base. This would need to be addressed upon implementation if required.
11.62 Can the software handle invoices with multiple rates of VAT?	Yes	Confirmed.
11.63 How does the software handle write off of bad debts and the related VAT?	Via transfer to new nominal codes to hold the values. At VAT Return the values can be duly reviewed and output tax declaration reduced accordingly.	Confirmed – some manual intervention required to ensure correct treatment.

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Question	Supplier Response	Evaluator's Comment
12 Currency		
12.1 Is multi-currency processing available?	Yes	Confirmed.
If Yes:-		
12.1.1 State number of currencies available.	An unlimited number of currencies and/or currency rates can be set up.	Confirmed.
12.1.2 Does this cover:-		
12.1.2.1 General ledger	Yes	Confirmed.
12.1.2.2 Sales ledger	Yes	Confirmed.
12.1.2.3 Purchase ledger	Yes	Confirmed.
12.1.2.4 Stock	Yes	Confirmed.
12.1.3 Is conversion to sterling automatic?	Conversion to both a home and dual currencies is automatic through input functionality.	Confirmed.
If Yes:-		
12.1.4 Does this cover-		
12.1.4.1 General ledger	Yes	Confirmed.
12.1.4.2 Sales ledger	Yes	Confirmed.
12.1.4.3 Purchase ledger	Yes	Confirmed.
12.1.4.4 Stock	Yes	Confirmed.
12.1.5 Can the user select which currency to value each of the ledgers?	Yes	Confirmed.
If Yes:-		
12.1.6 Does this cover:-		
12.1.6.1 General ledger		Confirmed.
12.1.6.2 Sales ledger		Confirmed.
12.1.6.3 Purchase ledger		Confirmed.
12.1.6.4 Stock		Confirmed.
12.1.7 What are the currency capacities?	An unlimited number of currencies can be supported.	Confirmed – any document can include up to 6 currencies simultaneously.
12.1.8 What are the maximum and minimum exchange rates?	Exchange rates can be any value required. Maximum values contain up to 18 significant digits (6 after the decimal point).	Confirmed.
12.1.9 What approach will the Software House take towards handling the EURO?	Conversion routine from Sterling to Euro for home currency where required.	Confirmed.
12.2 What currency information is held:	Currency: - Code - Title - Symbol	Confirmed.

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Question	Supplier Response	Evaluator's Comment
	<ul style="list-style-type: none"> - Base Currency - Relationship to base - Currency/multiplier - Comments - Security Access Level Currency Rate: <ul style="list-style-type: none"> - Rate multiplier - Effective Date - Title - Spot Rate Indicator 	
12.2.1 Currency Code/description?	Yes	Confirmed.
12.2.2 Country?	Could be held in the additional comment field or the currency title.	Confirmed.
12.2.3 Currency rate table?	Yes	Confirmed.
12.2.4 Date rates effective from-to?	Yes	Confirmed.
12.2.5 Previous rates held?	Yes. All historic rates/dates are held.	Confirmed – daily spot rates can be input and reported on.
12.3 Can a base currency be selected?	Yes. This is defined either for the whole database or across individual constituent companies.	Confirmed – selection of home currency is compulsory.
12.4 Can the user over ride the exchange rates during a transaction?	Yes. Subject to having the required security permissions.	Confirmed.
12.5 Can the user change the exchange rates per account?	Yes. Subject to having the required security permissions.	Confirmed.
12.6 Is there a restriction on accounts to a single selected currency?	No. A default currency can be applied to an account for reporting purposes but this does not preclude transactions being captured in other currencies against the account.	Confirmed.
If Yes:-		
12.6.1 What controls are in place over any changes?		
12.7 Can the user manually over ride the currency calculation?	Supported. Controlled through the input form designed (UDI) capabilities.	Confirmed – appropriate controls would need to be considered on implementation.
12.8 Are gains or losses on currency calculations automatically processed?	Yes. Defined gain/loss on exchange accounts can be utilized or these can be manually specified during input.	Confirmed.

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Question	Supplier Response	Evaluator's Comment
12.9 Can the user over ride the calculation /processing of currency gains and losses?	Supported. Controlled through the input form designer (UDI) capabilities.	Confirmed – appropriate controls would need to be considered on implementation.
12.10 Can a user override an exchange rate on each transaction?	Supported. Controlled through the input form designer (UDI) capabilities.	Confirmed – appropriate controls would need to be considered on implementation.
12.11 Can the user define the treatment of foreign exchange gains/losses i.e. where posted to in the general ledger?	Supported. Controlled through the input form designer (UDI) capabilities.	Confirmed – appropriate controls would need to be considered on implementation.
12.12 Can ledger accounts be defined to take invoices/payments in specified currencies/ multiple currencies?	Yes. These can be overridden if required on a transaction by transaction basis if required.	Confirmed.
12.13 Does the software prevent the deletion of the active currency?	Yes	Confirmed.
12.14 Does the software prevent use of duplicate currency codes?	Yes	Confirmed.
12.15 Can currency transactions be entered in selected currency and/or base currency?	Yes. All transactions will be automatically converted to both home and dual processing currencies.	Confirmed.
12.16 Can transactions be entered in multiple currencies?	Yes. In each transaction line there can be: <ul style="list-style-type: none"> - Transition currency - Nominal currency - Account currency - 2nd Account currency 	Confirmed.
12.17 How does the software handle exchange differences?	Exchange differences will be posted using a specific gain/loss transaction type.	Treatment of gains/losses is defined at the company set-up level.
12.18 How does the currency treat revaluations relating to: 12.18.1 Ledgers (sales/ purchases) 12.18.2 Monetary assets/ liabilities 12.18.3 General ledger accounts?	Dream contains revaluation functionality.	Running a revaluation generates a currency revaluation report showing the effect of the revaluation.

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Question	Supplier Response	Evaluator's Comment
13 Sales Order Processing and Invoice Production		
13.1 Does the software start with a quotation or the sales order?	This is user-definable.	Confirmed.
13.2 Are recurring or schedule orders handled?	Yes	Confirmed.
13.3 At quotation or initial order stage state how does the software:		
13.3.1 Checks stock availability.	It does this based on value and/or quantity.	Limited functionality only.
13.3.2 Highlight alternative stock.	Yes. Depending on complexity of stock requirements.	Confirmed – via substitute item field.
13.4 How does the software check credit status of customer:	At any required stage.	Dependent upon configuration of input forms to customer requirements.
13.4.1 On receipt of order?		
13.4.2 Prior to dispatch?		
13.5 Can the software block:		
13.5.1 Customer orders?	Supported	Dependent upon configuration of input forms to customer requirements.
13.5.2 Deliveries?	Supported	
13.5.3 Invoice production?	Supported	
13.6 Where stock is not available is a "back order" raised and a purchase order issued?	This would be possible through the input form design (UDI) capabilities.	Non-complex back-ordering could be supported but this would need to be addressed upon implementation.
13.7 Does the software handle forward orders?		
If Yes is this:-		
13.7.1 Only when stock is now available?	Yes	Confirmed – simple forward ordering can be supported but this would need to be addressed upon implementation.
13.7.2 Allocated from future planned stock?	Yes	
13.8 Can multiple addresses be held for each customer (invoice and delivery address).	Yes	Confirmed.

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Question	Supplier Response	Evaluator's Comment
13.9 Are the following documents produced:		
13.9.1 Quotations?	Possible	A potential order can be created and subsequently converted to an actual order.
13.9.2 Order confirmation?	Supported	Would require configuration to customer requirements.
13.9.3 Picking lists?	Not Supported	N/A
13.9.4 Labels?	Not Supported	N/A
13.9.5 Dispatch/Delivery note?	Supported	Would require configuration to customer requirements.
13.9.6 Invoices?	Supported	
13.10 Are the following reports available:		
13.10.1 Quotes for which orders not received?	Possible	Can be achieved by using the report writer to create a suitable report.
13.10.2 Orders received (analysis)?	Supported	Confirmed.
13.10.3 Items placed on backorder and/or purchase orders raised?	Possible	Confirmed.
13.10.4 Items dispatched not invoiced?	Supported	Confirmed.
13.10.5 Items ordered but not dispatched due to stock out?	Possible	Confirmed.
13.10.6 Gross margin (by invoice or item)?	Supported	Confirmed.
13.11 Are invoice details derived from order input? (e.g. prices, quantity)	Supported. This information can be copied automatically onto the invoice through the input form designer (UDI) capabilities.	Requires configuration to customer requirements – this would need to be addressed upon implementation.
13.12 Can picking lists /dispatch notes be amended for non availability of stock?	Stock implications are not currently integrated with the order processing cycle.	N/A
If Yes:-		
13.12.1 Is this reported?	Not currently	N/A
13.12.2 Are the items dispatched reflected in final invoice?	Supported	This would need to be addressed upon implementation.
13.13 Is there one dispatch note and invoice per order?	Yes	Confirmed.

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Question	Supplier Response	Evaluator's Comment
13.14 How does the software ensure all dispatches are invoiced? e.g. where multiple dispatches are raised per order, or several orders on a single dispatch note.	This would be a manual process utilizing the internal reporting tools.	Confirmed – internal procedures would be needed to control this.
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?	Supported	Could be supported by posting to a register period for proforma invoices which are subsequently converted to posting invoices.
13.17 Can returned goods be processed to produce credit notes?	Supported	Confirmed – some configuration required.
13.18 Are these referenced to the original order/invoice?	Supported	Confirmed – would need to configure a form to allocate credit note to original invoice.
13.19 Will the product accept orders from the Web?	Yes. Via the XML or import/export features of the product.	Confirmed.
If Yes:-		
13.19.1 How are web orders integrated with the sales order processing ledgers?	Web orders are added as order transactions through the standard API's and then replicate processing for any order entered directly onto the system.	Confirmed.
13.19.2 What control features are available for checking web orders before processing?	User-definable.	Confirmed – internal controls would need to defined and addressed upon implementation.

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Question	Supplier Response	Evaluator's Comment
14 Purchase Order Processing		
14.1 Does the software generate suggested orders?	No	N/A – only basic purchase order processing provided.
14.2 Can orders be generated by the user?	Supported	Confirmed – manual intervention required.
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?	Supported	Confirmed - based upon known requirements as opposed to browsing product file.
14.4 Can more than one supplier be allocated to each product?	Supported. A range of suppliers can be assigned to any given item. One of these may be defined as a preferred supplier if required.	Confirmed.
14.5 Does the software hold details of substitute products if applicable?	Yes	Confirmed.
14.6 Based on automatic and manual order generation (above) does the software produce a list of proposed purchase orders, if so, can these be easily amended?	Not currently	N/A
14.7 Is stock availability updated for stock on order?	Possible, depending on complexity of requirement.	Requirements would need to be discussed when selecting software.
14.8 Can the software handle partially completed orders and returns?	Supported	Confirmed. Designating an order as partially completed generates an additional line for outstanding amount which can be converted into a returns journal.
14.9 Are receipts checked to orders and discrepancies reported?	Supported. Receipts are booked against the originating order.	Confirmed.
14.10 Are purchase invoices checked to purchase orders, confirmed receipts and discrepancies reported?	Invoices are normally logged against receipts. The user input form designer (UDI) tools give the capability for more sophisticated checking to be carried out if required.	Confirmed.

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Question	Supplier Response	Evaluator's Comment
14.11 Are the following reports available:		
14.11.1 Purchase Orders raised (analysis)?	Yes	Confirmed.
14.11.2 Purchase Orders not received?	Yes	Confirmed.
14.11.3 Goods received discrepancies?	Yes	Confirmed.
14.11.4 Invoice to goods received discrepancies?	Yes	Confirmed.
14.11.5 Goods received not invoiced?	Yes	Confirmed.
14.12 Can the software handle "back to back" ordering?	Yes – basic back to back ordering can be facilitated. A sales order can be raised in Dream and a user defined field used to store the required purchase information in order to be used to generate a purchase order. Dream allows change order functionality subject to end user permissions so once the PO is created this information can then be entered onto the SO.	Dream does not provide full back to back ordering functionality but this can be facilitated for non-complex requirements. This would need to be addressed upon implementation if required and would require appropriate business process controls to be followed.

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Question	Supplier Response	Evaluator's Comment
15 Stock Control		
15.1 What information is held in respect of stock (and are there any limits):-	Simplistic stock control is available within Dream and restricted to holding summarised balances of items in-stock/on-order/WIP etc.	Basic stock control provided only.
15.1.1 Item numbers/ description?	Supported	Confirmed - held as memo field.
15.1.2 Location(s)?	Supported	Confirmed - held as memo field.
15.1.3 Quantity, (available, allocated, on order)?	Supported	Confirmed - held as memo field.
15.1.4 Minimum and maximum stock levels?	Not Supported	N/A
15.1.5 Reorder lead times?	Not Supported	N/A
15.1.6 Supplier(s)?	Supported	Confirmed.
15.1.7 Prices/cost/ discount details?	Based on the product file	Confirmed.
15.1.8 Batch/serial number?	Additional information can be held in user-definable fields on transactions or as unlimited comments against stock accounts/locations.	Confirmed - basic support only.
15.1.9 Weights etc?	Additional information can be held in user-definable fields.	Confirmed - basic support only.
15.1.10 Other – please specify?	Additional information can be held in user-definable fields on transactions or as unlimited comments against stock accounts/locations.	Confirmed - basic support only.
15.2 How is stock updated?	As required through the user-definable input form (UDI) designer.	Configuration required – would need to be addressed at implementation.
15.2.1 Dispatch of goods?		
15.2.2 Receipt of goods?		
15.2.3 Adjustments?		
15.2.4 Transfers between locations?		
15.3 Is negative physical stock allowed?	Supported	Confirmed.
15.4 Can the software handle “sale or return” stock?	Supported	Via use of a separate ledger to record stock without posting to nominal.
15.5 Can the software handle variations to a standard pack of products?	No	N/A

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Question	Supplier Response	Evaluator's Comment
15.6 What methods of stock valuations are allowed?	Average only.	Confirmed. Basic stock control only.
15.6.1 Average	Yes	
15.6.2 FIFO		
15.6.3 LIFO		
15.6.4 Standard cost		
15.6.5 Other – please specify		
15.7 How can stock enquiries be made, i.e. by product code, short name/supplier etc.	Through any information held in the relevant ledgers.	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?	Supported	Confirmed - transaction history recorded.
15.9 Does the software facilitate the regular counting/ inspection of physical stock (e.g. by producing random/defined stock check lists)?	No. Features to aide stock-taking are not part of Dream (eg bar-coding and reading facilities and the production of stock take listings)	N/A
15.10 Can the software handle more complex situations such as:		
15.10.1 Bill of materials	Not Supported	N/A
15.10.2 Links to CAD/CAM systems	Supported through the standard import/export capabilities.	Basic support by linking to image files
15.10.3 Job costings to collate and value WIP.	Supported	Basic support could be introduced by configuring forms to perform calculations.

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Question	Supplier Response	Evaluator's Comment	
16 User Documentation			
This section applies to any of: online, hardcopy or other (e.g. WWW) documentation – specify which are applicable.			
16.1	Is the manual clearly laid out and understandable?	Yes	User-friendly help system provided.
16.2	Is the manual comprehensive and accurate?	Documentation covers the full range of functions including: <ul style="list-style-type: none"> - User requirements - Installation - System configuration and administration - System integration - Reporting 	Confirmed.
16.3	Is there an index to the manual?	Yes	Confirmed - index to help system.
16.4	Is it easy to locate specific topics in the manual when required?	Yes. Manuals are fully indexed and (for the on-line version) hyperlinked.	Confirmed.
16.5	Is it easy to follow through all procedures in the manual?	All manuals are written from the perspective of a non-technical user.	Confirmed.
16.6	Does the manual include:		
	16.6.1 A tutorial section?	Yes. Tutorial sections by area.	All confirmed. On-line help system provided. Additional tutorial material provided with training upon implementation.
	16.6.2 A guide to basic functions?	Yes	
	16.6.3 Pictures of screens?	Yes	
	16.6.4 Completed examples included in the manual?	Yes	
	16.6.5 Specific "error correction" procedures?	Yes	
	16.6.6 VAT information?		
16.7	Does the documentation clearly specify the actions to be taken by users at each important stage of processing?	Yes. Walkthroughs of the key business processes form part of the documentation design.	Confirmed.
16.8	Are help screens available relating to the task in hand? (context sensitive help).	Yes. Produced following Windows desktop standards.	Confirmed.
16.9	Do they provide on-line instructions on how to use particular features of the software?	Yes	Confirmed.

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Question	Supplier Response	Evaluator's Comment
16.10 Can they be edited or prepared by the user?	Yes. The help files are available in a standard MS Windows format and can be edited/alterd with an appropriate help editor.	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. Normally source code is deposited as part of an ESCROW agreement with the NCC or other appropriate body.	Should be addressed prior at contract stage if required.

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Question	Supplier Response	Evaluator's Comment
17 Efficiency		
17.1 Are the various functions of the software menu-driven, or otherwise easy to initiate?	All functions are menu and/or hot-key initiated.	Confirmed.
17.2 Is there a good response time in the initiation of functions?	Yes	Confirmed.
17.3 Is data entry easily repeated if similar to previous entry?	Yes. Bulk data input is supported.	Confirmed.
17.4 Does the software prevent access to a record while it is being updated?	Yes	Confirmed.
17.5 Is there locking at file or record level?	Locking is carried out at record level.	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?	Changes are logged and held in the audit files until these files are archived/downloaded.	Confirmed.
17.8 Can regular reports be easily duplicated if required?	Yes	Confirmed.
17.9 Does the software warn the user when space is becoming short?	No. This would normally be a function of the database management software.	Confirmed.

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Question	Supplier Response	Evaluator's Comment
18 Integration and www facilities		
18.1 Are the different accounting modules integrated?	Dream is designed as a 'Unified Ledger' product. All ledger functions are completely integrated with each other by design.	Confirmed.
18.2 Are they integrated on real time basis or batch basis?	All updates are processed real-time.	Confirmed.
18.3 Can the integration of batches be by batch, weekly or monthly?	The design of Dream means batch reconciliations and updates between ledgers is not required. Updates to any ledger will, by design, update the nominal instantaneously without the need for further processing or manual intervention.	Confirmed.
18.4 Is the ledger updating process satisfactorily controlled by the production of control reports?	Control reports can be created if required but these are not essential.	Confirmed.
18.5 What operating systems does the software run under?	MS Windows 2000/XP/2003/2007 Any MS Windows for the client – including Vista Utilising terminal emulation (Citrix or MS Terminal Services) for full client web access. IE4 onwards for web function access.	Confirmed.
18.6 Which databases can be used?	MS SQL or Oracle 9	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?	Yes. Either from the client menus or utilizing Dream's Excel plug-in tool (DreamView)	Confirmed.

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Question	Supplier Response	Evaluator's Comment
18.10 Does the software integrate with any web trading software? 18.10.1 External or	Dream is delivered with XML-enabled interfaces or an API that can be easily integrated with e-Enabled software (eg MS Commerce Server) or directly with e-Procurement applications and/or market places eg HEeP in the higher education sector.	Confirmed.
18.10.2 Suppliers own?	N/A	N/A
18.11 Note which other business application software that can be linked to the software:	Dream can be integrated with any other business application through the standard interface gateways. The wide range of Dream customers has meant that the product has been integrated with many applications across a number of business sectors.	Confirmed.
18.11.1 Payroll?	Possible	All possible, requirements should be specified prior to implementation.
18.11.2 Time/fees?	Possible	
18.11.3 MRP?	Possible	
18.11.4 Fixed assets?	Possible	
18.11.5 Document management software?	Possible	
18.11.6 Job costing?	Possible	
18.11.7 CIS?	Possible	
18.11.8 Other – please specify?		
18.12 Is the software compatible with XML standards? If so in what respect? (input/ output/ other)?	Dream is certified to the BASDA e-BIS XML standard for e-Procurement.	Confirmed.
	Additionally XML interfaces are available for input and output of transactions and account details.	
	These XML interfaces can also be integrated directly with EAI software applications eg MS BizTalk.	

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Question	Supplier Response	Evaluator's Comment
19 Support and maintenance		
19.1 How is the software sold:		
19.1.1 Direct from Software House?	Yes	Confirmed.
19.1.2 Via Value Added Reseller (VAR)?	Yes – in some specific vertical markets where the VAR provides a specific industry solution integrated to Dream.	Confirmed.
19.2 How is the product supported:-		
19.2.1 Direct by Software House?	Yes	Confirmed.
19.2.2 By VAR?	Yes (when sold by VAR the VAR has the choice to support the client or offer support directly from CODA)	Confirmed.
19.3 Is the software sold based upon number of users or number of concurrent users?	Concurrent	Confirmed.
19.4 Do VARs have to go through an accreditation process?	Yes	Confirmed.
19.4.1 If Yes please note the process.	A comprehensive process of evaluation and training takes place.	Confirmed.
19.4.2 If No please explain how organisations are chosen to be VAR?		
19.5 In the event of a dispute between Supplier and VAR how can the situation be resolved?	This situation has not previously arisen.	N/A
19.6 Detail the types of cover available.		
19.7 Please note all method of support available :-		
19.7.1 Telephone.	Yes	
19.7.2 Modem link.	Yes	
19.7.3 Internet.	Yes	Confirmed.
19.7.4 Other – specify.	Managed Service Interim Management	
19.8 Please provide an indicative cost of cover.	Circa 20% of licence cost.	Subject to individual customer contract.
19.8.1 Are bug fixes free of charge?	Covered by standard maintenance contract	Confirmed.
19.8.2 For how long?	As long as standard maintenance contract is current and renewed	Confirmed.

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Question	Supplier Response	Evaluator's Comment
19.9 How often are general software enhancements provided?	As required based on customer enhancement requests and software development programme.	Confirmed.
19.10 Will they be given free of charge?	Yes, if the customer has a current standard maintenance contract. New functionality provided in new releases may be chargeable.	Confirmed.
19.11 How are enhancements and bug fixes provided to customers?	Downloadable or via CD.	Confirmed.
19.12 Is "hot line" support to assist with immediate problem solving available?	Yes. Support types vary according to local requirements. Normal telephone support is available during office hours but out of hours support and dial in access are also available.	Confirmed.
19.13 If so, is there an additional cost involved?	Telephone support is provided as part of the standard support contact and so no additional charge is applicable.	Confirmed.
19.14 At what times will this support be available?	In country support is provided during standard office hours. Follow the sun support is offered by our global offices to ensure 24-hour support.	Confirmed.
19.15 Who provides training:		
19.15.1 Direct from Software House?	Yes	Confirmed.
19.15.2 From a VAR?	Yes (when software is purchased via a VAR they will either offer training or the customer may take training direct from CODA)	Confirmed.
19.16 Is hardware and maintenance provided by:	Full managed service support is available directly from CODA.	Confirmed.
19.16.1 Software House?		
19.16.2 VAR?		
19.17 Is a warranty offered in respect of specification of the software?	Yes	Confirmed.

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Question	Supplier Response	Evaluator's Comment
19.18 Will the software supplier/dealer make the program source code available to the user, either directly or by deposit with a third party (Escrow)?	Yes. Normally through ESCROW as part of the standard contract.	Subject to customer contract if required.
19.19 Are there any unduly restrictive conditions in the license for the software?	Industry standard terms.	Each customer should examine terms to ensure they are appropriate.

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Question

Supplier Response

Evaluator's Comment