



Annex 2 - System specification

Feature	Essential/ desirable	Features in Access Financials
Nominal ledger		
Flexible chart of accounts provides multiple layers of categorisation: nominal/ analysis/ cost centre/ job/ project	Essential	Yes
Supports the use of multiple bank accounts	Essential	Yes
Provides a method of segregating transactions relating to specific project activity	Essential	Yes
Budget and forecasting functionality	Essential	Yes
Journal upload/ import functionality using Excel template	Essential	Yes
Purchase ledger		
Purchase ordering system feeds into purchase ledger to reduce data entry by Finance Team	Essential	Yes
No requirement to apply GRN process	Desirable	Yes
OCR function to upload electronic invoices	Essential	Yes
Supplier accounts/ transactions within supplier accounts can be directed through designated project bank accounts	Essential	Work-around
Sales ledger		
Standard sales ledger functionality	Essential	Yes
Project ledger		
Project ledger provides coding within the chart of accounts to allow the segregation and reporting of expenditure by project	Essential	Yes



Feature	Essential/ desirable	Features in Access Financials
Purchase order (PO) processing		
Purchase orders entered directly by requester	Essential	Yes
Budget codes seen by requester are only those they are permitted to use	Essential	Yes
Available remaining budget presented to requester.	Desirable	Yes
Automatic submission of orders to authorising manager(s) according to workflow specified in Delegated Levels of Authority	Essential	Yes
Automatic submission of authorised orders to purchase ledger/ invoice register to reduce data input	Essential	Yes
PO sent directly to supplier	Desirable	Yes
Ability to report commitments alongside actual expenditure to give full picture of Authority's spend	Desirable	Yes
Expenses management		
Expenses submitted directly by claimants (120+ employees)	Essential	Yes
OCR function for images of receipts	Desirable	Yes
Mobile app for submission of claims	Desirable	Yes
Automatic submission of claims to authorising manager specified in DLA.	Essential	Yes
Automatic submission of authorised claims to finance system for payment - could be via cashbook/ purchase ledger	Essential	Yes
Automated notification to payee	Desirable	
Automatic mileage checks performed	Desirable	Yes
Functionality supports carbon accounting requirements (carbon units) Expenses module provides carbon for mileage. Functionality is in on premise version and on the road map for the cloud version	Desirable	Partly
Reporting		
Functionality for data download into Excel	Essential	Yes
Easy to use report-writing facility	Essential	Yes



Feature	Essential/ desirable	Features in Access Financials
Responsive support from software provider to develop and modify reports as required Chargeable (flex points system)	Desirable	Added cost
Access for non-financial staff to view and download reports & dashboard data (drill-down through dashboards)	Essential	Partly
Budgets and forecasting		
Budgets can be input to the system to reflect anticipated monthly phasing.	Essential	Yes
Access for staff with delegated authority to enter forecasts directly into the finance system Upload via 'In-XS' Excel integration tool	Desirable	Yes
Facility for budget and forecast data to be reported alongside 'actuals' to provide a full picture of outturn	Essential	Yes
Functionality to assist with cash flow monitoring. Fathom tool – additional cost	Desirable	Added cost
Document management		
Access for staff with delegated authority to manage documents electronically	Essential	Yes
System supports authorisation workflows.	Essential	Yes
Electronic documents can be saved within the system, linked to the transactions to which they relate.	Desirable	Yes
Security		
2 factor authentication at log-on	Essential	Yes
Flexible permissions allowing full tailoring of access	Essential	Yes
Non-financial users excluded from ledgers	Essential	Yes
Regular software updates to provide heightened security	Essential	Yes
Support		
Ability to contact support directly by telephone – standard support package included in licence	Desirable	Yes



Feature	Essential/ desirable	Features in Access Financials
Software updates included in cost of license subscription	Desirable	Yes
Platform		
Cloud-based system	Essential	Yes