

Standalone Maintained Schools	Federated Maintained Schools	Academies	Trusts and Multi Academy Trusts	Area	Ref	Name of Product: Instructions: In the Requirements column mark either a tick or a cross based on the needs of your organisation moving forward. Requirements Key: ✓ = Essential Feature. X = Feature Not Required. In the Functionality column mark either a tick, or a cross, or the letter P depending on whether the software can satisfy your requirements. Functionality Key: ✓ = System can do this. X = System unable to do this. P = System can partially do this.	Requirements	Functionality
✓	✓	✓	✓	Accounting	1.1	Ability to customise Chart of Accounts structure. Create and amend Cost Centres, Ledger Accounts, Nominal Codes		
✓	✓	✓	✓		1.2	Ability to import payroll files from third party payment provider		
✓	✓	✓	✓		1.3	Links with Dinner Money module in SIMS / other MIS systems		
✓	✓	✓	✓		1.4	Links with Personnel module in SIMS / other MIS systems		
✓	✓	✓	✓		1.5	Ability to move funds and perform corrections via Journal / Virement		
✓	✓	✓	✓		1.6	Easy and quick to reverse documents		
✓	✓	✓	✓		1.7	Salary Calculator feature		
✓	✓	✓	✓		1.8	Record and refund staff expenses		
✓	✓	✓	✓		1.9	Deal with Trips and Visits payments / refunds		
✓	✓	✓	✓		1.10	Record income – either non invoiced income or invoiced income		
✓	✓	✓	✓		1.11	Ability to cancel / amend a Purchase Order / Sales Invoice		
✓	✓	✓	✓		1.12	Clone previous orders and requisitions for repurposing / creating regular orders		
✓	✓	✓	✓		1.13	Supports Detail Lines - Apply bulk and individual line discounts to order items with ability to split items across multiple Nominals / Cost Centres / Accounts		
✓	✓	✓	✓		1.14	Electronically submit multiple Purchase Orders / Remittances to suppliers (Creditors)		
✓	✓	✓	✓		1.15	Give non finance staff the ability to raise and approve Requisitions / Purchase Orders and generate Goods Received Notes electronically		
✓	✓	✓	✓		1.16	Raise Purchase Orders (Creditors) and Sales Invoices (Debtors)		
✓	✓	✓	✓		1.17	Allocate payments / partial payments to Purchase Orders and Sales Invoices		
✓	✓	✓	✓		1.18	Cancel cheques / dispute documents (put payments on hold)		
✓	✓	✓	✓		1.19	Raise Credit Notes against Purchase Orders / Sales Invoices		
✓	✓	✓	✓		1.20	Electronically submit multiple Sales Invoices / Remittances to customers (Debtors)		
✓	✓	✓	✓		1.21	Perform Account Period and Year Maintenance		
✓	✓	✓	✓		1.22	Ability to identify Counter Party Suppliers / Customers		
✓	✓	✓	✓		1.23	Ability to import electronic supplier catalogues and use to order stock and supplies		
✓	✓	✓	✓		1.24	Record deliveries / Goods Received Notes electronically		
✓	✓	✓	✓		1.25	Record Supplier / Customer information: notes / contact information / credit limits / payment details / VAT number / payment terms		
		✓	✓		1.26	Perform VAT Period Maintenance. Prepare VAT returns for VAT 100 / VAT 126. Ability to submit returns to HMRC electronically		
		✓	✓		1.27	Import Payroll Reconciliation files		
	✓		✓		1.28	Retain use of individual Purchase Ledgers for site's local suppliers		
	✓		✓		1.29	Raise location (site specific) Purchase Orders (Creditors) and Sales Invoices (Debtors)		
	✓		✓		1.30	Ability to select a specific site location for delivery of items to a different address other than the billing address		
	✓		✓		1.31	Edit individual company information / logos for individual school sites - which will then appear on documents		
	✓		✓		1.32	Central Purchase Ledger feature for whole trust suppliers		
	✓		✓		1.33	Central Cost Centres for back office functions / trust services		

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✓	✓	✓	✓	▶ Banking ◀▶ Banking ◀	2.1	Natively integrates with major UK bank accounts		
✓	✓	✓	✓		2.2	Ability to configure to export multiple BACS payment files and import Bank Statements via custom bank account formats		
✓	✓	✓	✓		2.3	Import bank statements for Bank Reconciliation		
✓	✓	✓	✓		2.4	Create multiple bank accounts		
✓	✓	✓	✓		2.5	Ability to export BACS payment files to online bank accounts		
✓	✓	✓	✓		2.6	Deals with Multicard Payment - multiple charge cards linked to one bank account		
✓	✓	✓	✓		2.7	Perform Bank Reconciliation via Automatch or Manual Reconcile methods		
✓	✓	✓	✓		2.8	Ability to unreconcile items		
✓	✓	✓	✓		2.9	Deals with multi currency transactions		
✓	✓	✓	✓		2.10	Ability to receipt money - Paying in Slips		
✓	✓	✓	✓		2.11	Ability to link or import / export via third party payment systems eg Agora / School Comms		
✓	✓	✓	✓		2.12	Ability to pay by manual cheque or perform Payment Run using cheque stationery		
✓	✓	✓	✓		2.13	Ability to send Remittance Advice to suppliers electronically		
✓	✓	✓	✓		2.14	Handles Petty Cash - Multiple Imprest Accounts - Balance / Set Float / Imprest top up and receipting of Petty Cash		
✓	✓	✓	✓	▶ Budgeting ◀	3.1	Ability to create / import / report against multiple budget scenarios		
✓	✓	✓	✓		3.2	Allocate funds/responsibility to Budget Holders and give them direct access to their individual budget reports in real time		
✓	✓	✓	✓		3.3	Manage Budgets (current spend / commitments / available funds) for Trust / School / Dept and Budget Holders and allocate and enforce spending limits		
✓	✓	✓	✓		3.4	Monitor staff salary commitments		
✓	✓	✓	✓		3.5	Import and work with multiple Budget Frameworks / run Budget Profiling		
✓	✓	✓	✓	▶ Reporting ◀▶ Reporting ◀	4.1	Produce CFR Returns (Maintained Schools)		
✓	✓	✓	✓		4.2	Produce Cash Flow reports – eg Trial Balance – end of month / end of year		
✓	✓	✓	✓		4.3	Allocate Reports per user group (Custom Reports and Standard Budget Reports)		
✓	✓	✓	✓		4.4	Produce real time Budget Holder reports		
✓	✓	✓	✓		4.5	Advanced reporting features with the ability to create Custom / User Defined Reports		
✓	✓	✓	✓		4.6	Ability to run Aged Creditor / Aged Debtor reports		
✓	✓	✓	✓		4.7	Ability to export reports in PDF and Excel / CSV formats		
✓	✓	✓	✓		4.8	Ability to filter / sort detail in reports		
✓	✓	✓	✓		4.9	Ability to create and run management reports / strategy reports		
✓	✓	✓	✓		4.10	Run Nominal Reports		
✓	✓	✓	✓		4.11	Work with One, Three and Five Year budget planning reports		
✓	✓	✓	✓		4.12	Ability to create Pivot reports		
✓	✓	✓	✓		4.13	Run Purchase Order reports		
✓	✓	✓	✓		4.14	Search feature for Ledgers / Transactions / Documents / Accounts / Nominals		
✓	✓	✓	✓		4.15	Perform consolidated reporting across Trust / MAT		

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✓	✓	✓	✓	▶ Reporting ▼	4.16	Integrates with third party Budget Planning Tools eg HCSS Budgeting (FPS)		
✓	✓	✓	✓		4.17	Integrates with third party Budget Monitoring Tools eg FRS (Financial Reporting Suite)		
✓	✓	✓	✓		4.18	Save favourite reports per user / user group		
✓	✓	✓	✓		4.19	Ability to drill down to transaction level via summary reports		
		✓	✓		4.20	Standard Academy / Statutory reports updated automatically by supplier on a regular basis - EFA Benchmarking Return / EFA Budget Forecasts / SoFA Returns		
✓	✓	✓	✓	▶ Assets ▼	5.1	Perform inventory of assets / equipment		
✓	✓	✓	✓		5.2	Perform Write Offs		
✓	✓	✓	✓		5.3	Record stock and sales of stock		
✓	✓	✓	✓		5.4	Create and maintain keylists		
✓	✓	✓	✓		5.5	Create fixed asset and custom asset types		
		✓	✓		5.6	Post and report on Asset Depreciation - create custom depreciation models and depreciation terms		
✓	✓	✓	✓	▶ Document Storage ▼	6.1	Ability to attach documents to transactions / suppliers and view documents		
✓	✓	✓	✓		6.2	Access to a central shared drive accessible by all finance users		
	✓		✓		6.3	Electronic scanning / storage and retrieval of documents / invoices / expenses / receipts / delivery notes		
	✓		✓		6.4	Batch automatch of scanned documents to transactions in system		
	✓		✓		6.5	Batch attachment of scanned documents to transactions		
✓	✓	✓	✓	▶ Workflow ▼	7.1	Configure different level authorisers who automatically get assigned by the system to approve dependant on expenditure limits / user role		
✓	✓	✓	✓		7.2	Assign email addresses to user groups and users		
✓	✓	✓	✓		7.3	Users receive automated email notification / alerts (outside of the system environment) when orders or requisitions are awaiting approval		
✓	✓	✓	✓		7.4	Ability to create user groups		
✓	✓	✓	✓		7.5	Ability to create and maintain Separation of Duties / Workflow configuration		
✓	✓	✓	✓	▶ Technical ▼	8.1	Secure and robust data backup and restore features		
✓	✓	✓	✓		8.2	Ability to access finance system via mobile devices		
✓	✓	✓	✓		8.3	Access to local computer and network drives when remotely hosted		
✓	✓	✓	✓		8.4	Cloud Hosting available with access to hosted shared drives / storage		
✓	✓	✓	✓		8.5	Local server installation available for schools with poor Internet connectivity		
✓	✓	✓	✓		8.6	Ability to print to local printers / local network printers and virtual printers		
✓	✓	✓	✓		8.7	Ease of expansion in the future – adding new locations - new staff - new structures		
✓	✓	✓	✓		8.8	Ability to copy data from Live to Test environments for practice / testing purposes		

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✓	✓	✓	✓	▶ Technical ◀	8.9	Does the software licence allow customers to have access to the latest release of the Finance Software		
	✓		✓		8.10	Remote anywhere access		
	✓		✓		8.11	Web based		
	✓		✓		8.12	Supports multiple databases / or one database split into multiple locations		
	✓		✓		8.13	Robustness with large MATS / Trusts having a large number of users concurrently accessing the system		
✓	✓	✓	✓	▶ Security ◀	9.1	Enquiry read only access for external Auditors / Accountants		
✓	✓	✓	✓		9.2	Audit log showing individual user activity		
✓	✓	✓	✓		9.3	Assign security roles to user groups		
✓	✓	✓	✓		9.4	Configure menu and document access for individual user groups		
✓	✓	✓	✓		9.5	List user groups and user access permissions. Ability to perform user account maintenance / review and run a system audit		
✓	✓	✓	✓		9.6	Ability to change a user's security group		
✓	✓	✓	✓		9.7	Configure security access by Cost Centres / Ledger codes / Nominals by user		
✓	✓	✓	✓		9.8	Ability to create custom security roles		
✓	✓	✓	✓		9.9	Ability to delete / suspend / deactivate a user		
✓	✓	✓	✓		9.10	Ability to enforce complex password security rules. Ability to enforce expiration dates / password change frequencies		
✓	✓	✓	✓		9.11	Ability to reset passwords		
✓	✓	✓	✓		9.12	Ability to configure security permissions by location		
✓	✓	✓	✓	▶ Help and Support ◀	10.1	Up to date contextual help / built in manuals / handbooks / documentation available to all users		
✓	✓	✓	✓		10.2	Initial training and consultancy to assist with the initial configuration of the system / system design (Chart of Accounts, Nominals / Ledgers / Accounts / Cost Centres / Locations, Debtors, Creditors, Suppliers, User Access Security, Staff Roles, Budget Creation, Workflow, Links with online Bank Accounts, Links with Payroll Providers, third party software, hardware etc)		
✓	✓	✓	✓		10.3	Online FAQ / knowledgebase / community forums accessible by all users		
✓	✓	✓	✓		10.4	Initial and ongoing support and training available		
✓	✓	✓	✓		10.5	Responsive Technical Support for resolving any software error messages		
✓	✓	✓	✓		10.6	Responsive Configuration and Security support for making future Database / Workflow changes to accommodate structural changes eg locations / starters / leavers		
✓	✓	✓	✓		10.7	Configuration support for any associated hardware used by finance staff (Printers, Scanners etc)		
✓	✓	✓	✓		10.8	Finance and Accountancy Advice and Guidance		