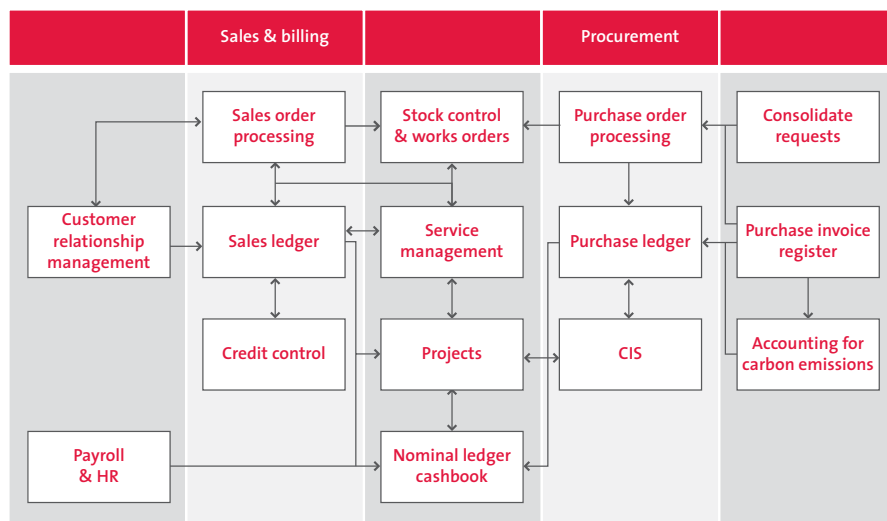


# System-wide benefits

Robust and scalable, fast and secure, there's no practical limit to the number of records and transactions you can process. Multi-language and multi-currency, your system comes with ICAEW-approved audit trails that can be kept indefinitely.

With drill-down, 360 degree data views and online access, there's only one place to look for analysis and information.



## Security

Because security is a top priority for any business, we utilise Microsoft SQL Server, which is widely recognised as the most secure platform for any business critical software system. We deliver this technology at a price that is cost-effective to fast and growing companies such as yours.

### Deploy with complete confidence

Users can be granted or denied access at two different levels: through the software itself and within its database. This enables you to set access privileges at module or transaction level, or all the way down to fields, options and tables. Use this flexibility to mirror your existing controls and build security profiles that give your staff the functionality they really need while maintaining data confidentiality.

## Data integrity

Should you experience hardware or power failure, you have the reassurance of roll-back protection. This feature commits all completed transactions to the core database, ensuring no erroneous or partial transactions corrupt the system so you can continue working as normal.

## Speed & capacity

The underlying industry-standard technology that we use is designed to cope with large quantities of data and analyse it in an efficient and intelligent manner. The result is a fast, secure and affordable system that you need never outgrow whether you have just a few users or many thousands.

### Unlimited storage space

Store a complete transaction history for all your customers, suppliers,

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projects and every other aspect of the system. With no practical limit on capacity, all associated documentation, including unlimited numbers of digital images and scanned forms can be stored here too with no effect on performance.

### **Faster processing**

Your software is optimised for use with Microsoft SQL-Server database. This technology allows data processing to occur on your server (rather than your individual user machines), reducing network traffic so that tasks can be completed in a fraction of the time. Your system can save and process data infinitely faster than it is possible for your staff to enter it and handles large volumes (thousands) of transactions with ease.

### **Web enablement**

#### **Uniquely flexible**

Our web-based solutions enable many more of your users – whether remote or office-based - to enter, view and approve information without direct access to the core business system and with no prior knowledge of accounting procedures.

Highly configurable with easy-to-define rules to ensure the right information is captured, routed and approved, the solution makes use of organisational workflows to capture internal procedures with the required authorisation levels built-in.

Data such as time recording, expenses and purchasing can be instantly updated throughout the day, within flexible procedures and controls to ensure this happens accurately and efficiently.

#### **Self-service**

Reduce time-consuming business activity by smoothing administrative processes and empowering staff with extensive self-service facilities. Our web-enabled solutions instigate a coordinated approach to a wide variety of business activities, enabling your users to exercise better control over their daily tasks and demonstrate high levels of professionalism to clients.

In addition to capturing timesheet and expenses information, this solution will deliver increased cost control by streamlining your purchasing activity and providing visibility of resource allocations.

### **Reporting**

On-demand analysis in the form of web-enabled reports provides a constant stream of high-quality information, enabling you to drive continually improved forecasting ability and increased profits.

### **Integration**

Reduce complexity and lower administration and infrastructure costs. All your modules, tools and external applications exchange data in real-time, creating a continuous flow of high-quality information across your organisation with no duplication of information or effort.

#### **Eliminate duplication, minimise error**

Building a single, central database for all your business activity is the most important step in eliminating data duplication. When you enter data just once, the potential for human error is significantly reduced. Problems arising as a result of inaccurate information - costly to fix in time and money - are far less likely to occur.

#### **Boost productivity**

Integration also increases productivity. By extending the use of your central systems into every area of your business, all of the information entered or maintained by workers, whether remote or office-based, can be entered or captured on browser-based web forms, validated and then integrated with your core business data. Everyone from the shop floor to the accounts department needs enter data just once, saving time and money across your business. The key forms of integration we provide are outlined below.

#### **Integration within your solution**

All the modules and tools within the software are designed to work in harmony with each other. Each time you enter a transaction, live updates

occur across your solution so that everyone has the same view of your business data.

#### **Integration with your other applications**

We can also facilitate data exchange with your other applications, enabling you to keep your existing investments while reaping the efficiency gains of a centralised solution. Information generated within an online ordering package for example can flow directly into your accounts, (and vice versa). You can set rules so that information entered in one application automatically forces events in the other, while reports span and combine information from both.

We can also apply the same look and feel across your entire solution. This ensures that your users can easily locate the information they need with minimal training and without disruption to overall productivity.

#### **Integration with MS Office**

Two-way links with Microsoft Office allows you to work on your business data using the functionality you feel most comfortable with, enabling you to carry out your daily accounts administration and management reporting tasks without leaving the Office environment.

Your Outlook Today screen can be configured to display vital accounts information and functionality - for example, the purchase invoice authorisation option gives you a personalised list of your outstanding invoices and the power to approve or reject them; all within a pop-up window, embedded into Outlook Today.

You can authorise purchase invoices, post recurring journals, view your top 10 customers or top 10 products and much more.

#### **Attach & retrieve documents (including e-mail)**

Electronic documents can be attached directly to accounts records, from within Microsoft Office. In the case of in-bound emails, you can establish

rules automatically filtering and attaching correspondence to your customer, supplier and prospect files - bringing the ideal of the 'paperless office' another step closer.

You can also view all the documents held in your solution without leaving MS Office: for example, if you are working in Word, you can display all the Word files associated with your chosen record. This provides instant, companywide access to past correspondence, and enables you to reference, duplicate and revise previous documents when issuing new correspondence.

### 'Quick find' search

You can search your entire database without leaving MS Office. For example, if you are working in Outlook when an e-mail is received from 'J. Jones & Sons' you can instantly and simultaneously interrogate your sales and purchase ledgers (and prospect records) for a company of that name, while remaining in Outlook. Search results are displayed in a pop-up window and records can be investigated in further detail by clicking on the attached Smart Tag links.

### Corrections

Whether you need to refine your coding system, eliminate duplicate records or simply rectify a simple mistake, we give you the flexibility to make changes across your system. With total control over user access, and a complete audit trail, you have both flexibility and complete control.

### Peace of mind

You have total control over who has access to this tool. The ability to correct transactions is switched off by default, so you can verify who is allowed to make changes, to which module, and the kind of records and transactions they can correct. For extra peace of mind, a full audit trail of changes is provided which confirms who changed what and when - along with it all detail of the original data and the change that has been made.

### Data integrity

You are free to amend data such as transaction dates, references, analysis codes, values and costing details. For data integrity, certain information cannot be changed, for example if a transaction has been updated on a VAT return.

### More visibility of your sensitive data

You can add additional audit trails to any field on any record in the system. This allows you to monitor if, when, and who has changed sensitive data such as bank details. You can enable and change sort keys for additional alerts or reporting.

### Changing and merging codes

This tool also enables you to easily account for customer name changes/merges, or when you simply need to 'clean up' any codes/records created in error.

When changing codes this can be done individually or in bulk mode which allows all records (e.g. customers, suppliers, nominal etc) to be changed in one go. All the associated transactional history and references are automatically changed to the new codes.

When merging account codes, the system automatically updates so that it appears to the user that only one code ever existed and all transactions are merged to that account. All changes to the codes are recorded in the powerful audit trail so you can see what changes have been made at any time.

### Auditing & enquiries

Keep your auditors happy and your costs down. ICAEW-approved audit trails and VAT reports are provided as standard. Drill down to source transactions and document images to get a 360-degree view of your data. For fast and easy future reference, scanned information is centrally stored and available through a browser.

### Multi period & multi-year

This feature provides flexibility over periods, eliminating delays at month and year end. Two years' accounts can be kept open at all times, enabling transactions to be posted forward and backwards from the current trading period. And when you're ready, simply close each period in your own time, posting auditors' final adjustments before closing off each year.

### Satisfy auditor demands

Your solution makes audit so straightforward that we recommend your auditor explores the data on their own. With clear audit trails, drill-down to source documents and across to associate information, we're confident that you'll save time and get a great service.

### Multi-currency & multi-language

Your solution will handle any number of currencies and script-based languages, and makes light work of calculations such as exchange rates and revaluation of debtors, bank accounts and individual transactions.

### Multi-currency

With a dual-base currency system, all transactions entered in your home currency, say Pounds Sterling, can be reported in a second base currency, such as Euros or Dollars. This applies, whatever the currency of the transaction e.g. Yen.

### Unlimited currencies

Your system supports any number of currencies and exchange rates. To make life even easier, you can set defaults for customers and suppliers so that the system always proposes transactions in an appropriate currency. Alternatively, customers and suppliers can transact in any number of currencies if they choose.

### Auto calculation of exchange rates

For flexibility, transactions can be processed at the current or a spot exchange rate. Orders that have been outstanding since before a rate change can be re-calculated at the time when they are processed.

## Invoicing & currency

Invoices in one currency can be paid in any currency of your choice. Debtors, creditors and bank accounts can all be re-valued at any time. Company reports can be produced in your home currency or second base, and can be converted to any currency at a spot rate if required.

## Multi-language

You have the freedom to operate in any script-based (Western) language of your choice. Each of your staff can choose the language they wish to use as standard, enabling you to have different languages on each terminal.

## Industry specific terminology

Screen labels and prompts (such as alerts and warnings) can be changed at any time. You have total control over the content, which can reflect the terminology used by your specific industry.

## Accounting for carbon emissions

Working alongside carbon emission experts we've created a fully integrated module that allows you to take control of your organisation's carbon footprint without adding cost or complexity.

## Automatic conversions

We have embedded the DEFRA carbon conversion tables into the heart of your solution, enabling the system to automatically calculate the corresponding 'carbon values' associated with each transaction. This information is captured quickly and easily, and provides you with a wealth of statistics and reports.

## Budgets & reports

Comprehensive budgeting tools and in-built reports are provided as standard, enabling you to subject your carbon emissions data to the same high level of analysis as your other reports. Compare budget vs actuals, year on year and department by department.

## Who we are

Access will give you the advice, tools and clarity you need to make effective decisions, quickly and with certainty.

As both a business-focused consultancy and a specialist software developer, we combine our innovative software with practical experience to deliver a solution that's exactly right for you and your business.

You can rely on us to provide you with a solution that's simple, proven and relevant to your company. We have over fifteen years' experience of developing software here in the UK and our regional consultants have tailored and implemented this software all over the UK and Ireland. The expertise we've gained gives us an unbeatable ability to accurately assess your needs and deliver maximum impact with ease and confidence.

We've won many awards over the years and have once again been voted best 'Mid-tier Software Package' at the Accountancy Age awards and also separately by our customers.

All our software is accredited by industry bodies including the Inland Revenue, the Institute of Chartered Accountants, the Business Software Developers Association and Microsoft.

We believe your solution must be ready for the future, as well as right for today. We design and own our software, so we can continually innovate to meet your changing needs as well as those of your industry. For instance, we worked with the Carbon Trust and DEFRA to create a way for your organisation to measure its carbon footprint without adding extra administration or complexity to your current processes.

Because your business will constantly evolve, we provide a software solution that grows with you. Our modular software covers a complete range of

business, financial and administration processes and can be flexed to give you the precise view of your business that you need at any time.

Our supportive consultants combine their first-class software expertise with in-depth industry knowledge to constantly improve and simplify your business processes so that your solution delivers maximum value and a continual return on investment.

We are driven to deliver high impact, straightforward solutions. We believe in sustainable business and demonstrate best practice. We are committed to reducing our own carbon footprint. We want to help make your business more competitive and successful.

With Access, you can be sure you've got the clarity you need to reach your business goals.

## Further information

For further information on the Access software portfolio, please telephone us on **01206 322575**, email **info@theaccessgroup.com** or, alternatively, visit our website at **www.theaccessgroup.com**