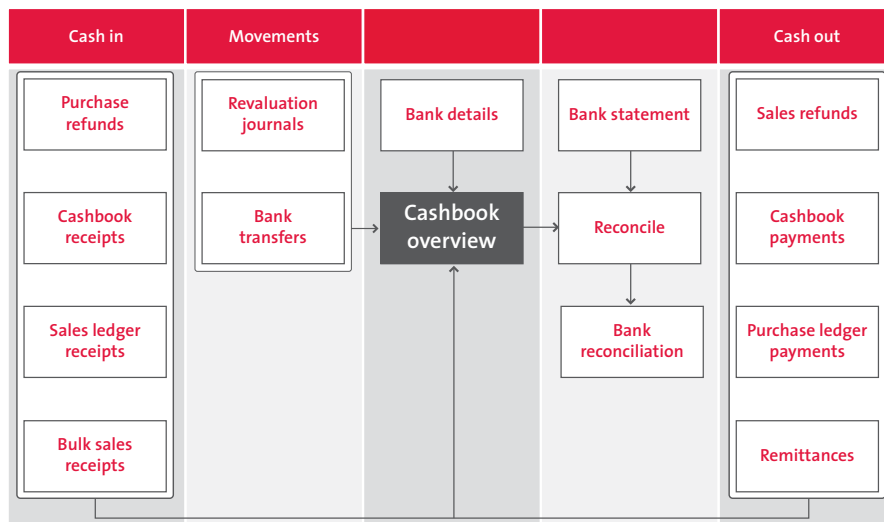


Cash management

Cash collection and authorisation of payments is made easy while automated reconciliation makes managing large transaction volumes fast and accurate.

Robust and flexible forecasting tools enable you to cope with the most demanding cash flow scenarios, pre-empting financial pitfalls and helping you to project Forward Balance Sheets and working capital requirements.



Cash collection

A fully interactive debt collection screen makes cash collection more effective and easy to manage. Delegation of individual lists to specific staff and the ability to print or email copy invoices and statements while on the phone makes best use of staff time and effort.

Automated escalation of debts ensures timely attention and fewer debt write-offs improving cash flow in the business.

Debt prioritisation

Easy-to-use tools ensure prioritisation of the most urgent debt. On the phone, you have all the information and tools needed for effective cash collection.

Start with at-a-glance summary views then drill-down to underlying data. Notes and promises can be edited as appropriate and reminders, statements and copy invoices sent directly by e-mail for fast resolution.

Payment authorisation

A flexible and configurable workflow process helps you control and authorise who is paid what and when. Once invoices are authorised they can be included or excluded selectively or automatically from proposed remittance lists. After authorised for payment, the system will print or send remittance notes and either print cheques or post BACS payments.

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Cash book

Flexible day-to-day cash management is provided by the cash book module, which updates the nominal ledger instantly whether you're initiating transactions direct or posting in the sales and purchase ledgers. A full history of receipts and expenses is easily available via drill-down while everything from petty cash to bank reconciliation is easily managed.

Dynamic real-time updates

All financial transactions and operations, including cheque writing, can be initiated from the cash book module, which then updates all other modules in real time - or on a batched basis if preferred. If cash is posted in the sales and purchase ledgers it will be passed immediately into the cash book and nominal ledger (and vice-versa).

Instant information

You can drill down to enquire on receipts and expenses for the current year, last year or all years, and reports are available in bank statement format. You can view one account at a time, or show an accumulated total for all banks per currency. An unlimited number of accounts for foreign currency, credit cards and petty cash are available, giving all the flexibility your company needs.

Petty cash

A petty cash facility is incorporated within the cash book, enabling you to track and reconcile the balance of multiple cash floats.

Multi-currency

Cash can be handled in any number of currencies and makes light work of revaluing debtors, creditors and bank accounts. You can easily get a consolidation of all cash in all currencies at today's exchange rate.

Cashflow forecasting

Robust, time-saving, modelling technology enables you to bring together your historical data with current business drivers, calculating and delivering a detailed understanding of your future financial landscape.

'What if' scenarios display instant results which can be presented in a range of graphical formats and rolled forward and back for seamless updates to your forecasting model.

How it works

Your solution contains a mathematical engine that builds financial models entirely electronically and delivers them in Excel. It uses historical data (drawn from the financial modules, payroll, or CRM for example) and combines it with your 'business drivers' (business goals, KPIs) and outputs the model in a series of charts and/or reports.

Time savings

The system provides instant roll-forward and roll-back features, allowing seamless updating of your forecasting model. This saves you days each month and avoids linking errors when periods change. Company-specific business drivers can be incorporated into the model, making this tool in essence a full nominal forecasting system, not just for cashflow.

Modelling types

Models are multidimensional and will handle everything from the simplest profit and loss model to the most complex cashflow analysis. You can compare budget to actual performance at P&L, balance sheet and cashflow level.

Flexibility & control

Models are quick to create and can be adjusted in seconds so you can instantly see the impact different factors have on the end result. Multiple scenarios can be compared and viewed on screen, in chart and table format. You can set up key ratios, and let the software monitor them against your agreed thresholds.

Easy navigation for all users

The 'inputs' required to create each model, for example, sales drivers and VAT timing assumption, are easily navigated to from a graphical menu which can be configured to meet your executive requirements.

Total confidence in your forecasts

Every model contains over 20,000 check sums to guarantee zero errors, making this a priceless tool for every Financial Director, Company Accountant, M&A / Venture Capital Analyst, Turnaround Specialist and Auditor who needs to be able to accurately forecast business cashflow and be confident that their model will unreservedly withstand rigorous external scrutiny.

Clear, useful information

The software is designed to work within the familiar Microsoft Excel format, so you can benefit from the wealth of functionality built-in as standard. Models output as charts or tables can be easily enhanced using the familiar palette of tools.

Provide an insightful board pack

The software will auto-generate a forecast pack, containing all key elements such as P&L, balance sheet, actual and forecast variance.

A single-page Executive Summary, which presents your key financial metrics in a well-presented and clear format, can also be included as a key decision making component.

Automated bank reconciliation

Simply upload un-reconciled transactions from any of the major clearing banks, select from the many matching routines and the system will automatically prompt matches for you. Single or multiple transactions are then reconciled with a single click.

Direct data load

Ideal for companies with thousands of transactions to reconcile, this time-saving tool eliminates re-keying by enabling you to load large volumes of statement data directly into your system.

Excel, text files and all standard bank formats (as well as multiple bank accounts) are supported for complete flexibility.

Matching templates

Flexible matching templates ensure the system searches for appropriate matches with speed and accuracy. You set the rules, which can encompass any combination of criteria, such as account, date and reference, pinpointing with accuracy transactions lodged by your bank against the correct transactions within your cash book.

Accurate & auditable

In addition to generating a full audit trail, a notes facility enables you to clearly track, store and follow up any actions which may otherwise slip through the net. The process flags up mismatched information in seconds, enabling you to quickly reverse and correct user mistakes.

The following standard bank formats will be provided with the module:

- Alliance & Leicester
- Bank of America
- Barclays Bank
- HBOS
- HSBC
- NatWest
- The Cooperative Bank

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 in 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 believe your solution must be ready for the future, as well as right for today. 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. 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**