



Company overview

Business & accounting software and consulting



consulting | software | solutions
www.theaccessgroup.com

01

About Access

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 award-winning software with practical experience to deliver a solution that's exactly right for you and your business.

Get complete business clarity

Thank you for your interest in Access. You can find out more about our consulting, software and solutions in the following pages.

About us

To learn more about Access as a company, see next page.

Consultancy

To read about our consultancy services and implementation process, go to **page 4**.

Software

To find out more about our award-winning software, go to **page 8**.

Solutions

To familiarise yourself with our range of solutions for specific market sectors, go to **page 12**.

Simple, proven & relevant

You can rely on us to provide you with a solution that's simple, proven and relevant to your industry. We've 20 years' experience of software development here in the UK and our regional consultants have implemented this software all over the UK, and in Ireland. The expertise we've gained gives us an unbeatable ability to accurately assess and deliver to your needs.

Flexibility for the future

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

Going forward, our supportive consultants will work with you to constantly improve your business processes. Their first-class software expertise and in-depth industry knowledge ensures that your solution delivers a continual return on investment.

Looking ahead

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.

Award-winning

We've won many awards over the years and have once again been voted 'Software Package of the Year' at the Accountancy Age awards and also separately by our customers. All our software is accredited by industry bodies including HMRC, the Institute of Chartered Accountants, the Business Application Software Developers Association and Microsoft.

A great place to work

We're very proud of our people and strive to be a great place to work. Recently, our efforts were made public when Access was named one of the UK's top employers. Voted number 85 in the Sunday Times 100 Best Companies to Work For list, this adds to our recent success in achieving the Best Companies One Star Accreditation which demonstrates high levels of employee engagement

Reach your business goals

We are driven to deliver high-impact, straightforward solutions. We believe in sustainable business and demonstrate best practice. 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.

“We felt confident that Access could provide the whole solution for us and they were a company we could work with.”

**Wayne Smith
Birmingham Airport**




02 Consultancy

Software is a vital tool for your business, but we believe that the right implementation partner is the most valuable element of any software change.

Maximum impact, simply delivered

We have national coverage through a regional office network across the UK and in Ireland. Our consultants are implementation experts, adept at pinpointing the challenges and opportunities a change of system will bring to your business. Every one of them can adapt and tune the software to meet your individual requirements and will support you and your business as you take this important step forward.



“The adoption of our Access solution has streamlined our business processes and delivered accurate up-to-date information to those who need it. We are confident that the system will continue to support us fully as we continue our growth plans in the coming years.”

Andrew Chaplin
Freedom Group

“The quality of report-writing provided was phenomenal and all of the reports that were written specifically for us were absolutely first class.”

**Christine Hawkins
Devon Wildlife Trust**

Delivering your solution

Our consultants follow a 4-phase, 12-step process designed to support you throughout the complete life of your project. From software selection to go-live and beyond, this process ensures that your project is managed in-line with your timescale, budget and resources.

Communication is the key. We understand businesses as well as software. We propose a scale of project, management and administration that’s appropriate for your specific needs.

We listen and respond to your requirements. We ensure you’re always informed of progress by identifying clear deliverables and providing a level of documentation that best supports your project.

You can have total confidence in what we deliver for you.

Phase 1 – evaluation

Step 1: Needs analysis

After detailed consultation we will clearly define your needs in a proposal document that identifies the benefits you will experience by updating your systems.

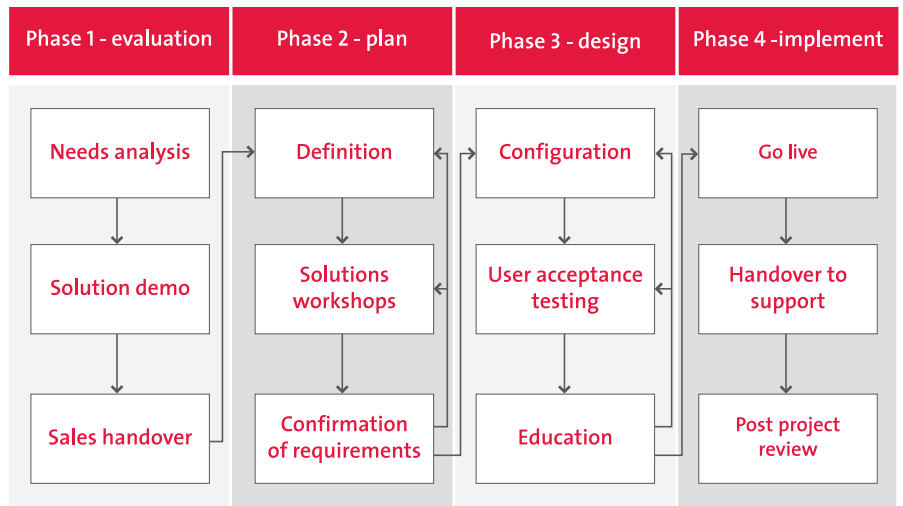
Step 2: Solutions demonstration

We will take you through a tailored demonstration of your proposed solution and work with you to agree which elements will be included in the initial project. We listen and take account of all your feedback and will provide a quotation outlining the anticipated cost of your project.

Step 3: Sales handover

Having finalised the project’s scope and agreed commercial terms, we prepare a handover document from the sales to the project team, who will partner you throughout implementation. They will meet with all appropriate members of your team to ensure continuity throughout the process.

The 4 phases and 12 steps of our implementation process are scaled in-line with your timescale, budget and resources so that you’re always in control.



Phase 2 – plan

Step 4: Definition

The Access project team will work with you to define the structure and control processes that will guarantee the success of your project. Documents that we provide you at this stage will cover all your project objectives, the full specification and success criteria. This gives total clarity over individual tasks and responsibilities to ensure you're fully informed going forward.

Step 5: Solutions workshops

This step helps your project team become fully immersed in the proposed software. We map business processes to functionality so that you can understand how the solution will look and feel.

Step 6: Confirmation of requirements

Following your feedback from the solutions workshops, we will confirm the detailed actions and solution components necessary to meet the project success criteria we identified earlier.

Phase 3 – design

Step 7: Configuration

The components identified in Step 6 are delivered and a User Acceptance Test (UAT) system is built ready for you to carry out a pilot test. We configure and tune all the variables within the system to match your specific requirements.

Step 8: User Acceptance Test

The UAT is conducted in a workshop environment for your staff against an agreed test plan. At the end of this step you will be ready to go live.

Step 9: Education

With a fully designed, installed and tested system now in place, we will train your staff on all relevant areas of the software. We are highly skilled at adapting our training to the learning styles of each of your staff members. We can train all of your staff or, if preferred, we will train your in-house trainer.

Phase 4 – implement

Step 10: Go live

The test system is converted into a live working environment ready for the processing of real-time business transactions. This is managed by a pre-agreed go-live check list to ensure all possible circumstances are considered and addressed.

We will be on-site to answer your questions and support your users throughout this time, helping them to get maximum clarity and impact from the software as they become increasingly confident.

Step 11: Support handover

We prepare a handover document and deliver it to our ongoing support team. This document contains all the information our support consultants need to answer any future queries you may have.

Step 12: Post project review

Your opinion is extremely important to us. Shortly after you go live we will request feedback on your experience of the implementation process to help us further refine our delivery processes. We then agree sign-off for the project.

“Our Access representative was on-hand at all times while we trained key users, who then had the confidence to roll out this knowledge to their teams.”

**Richard Briere
Holt JCB**



03 Software

With our complete range of software you will get full visibility over all your business operations, helping you to cut out complexity and increase efficiency.

Cut complexity & increase efficiency

Our modular system will give you a fully connected platform that can be constantly tailored and expanded – now and as you grow. You can rely on us for a thoroughly proven solution that’s both highly functional and easy to use.

Our business software portfolio extends from core accounting functions into manufacturing & distribution, professional services, HR, document management and CRM to name but a few. Read about our portfolio overleaf.

A woman with long blonde hair, wearing a white button-down blouse with a tie-front detail and a grey plaid skirt, stands on a light-colored tiled floor. She is looking directly at the camera with a slight smile. She is wearing a pearl necklace and small earrings.

“There were plenty of solutions out there that could do the job adequately but the Access solution was the only one that fitted our business needs exactly.”

Denise Cardy
Touch

“Our solution has reduced the time taken to close our monthly accounts by 50%.”

**Sue McDonald
The Competition
Commission**

Core products

Access Dimensions

Featuring purchasing, costing, credit control, cash flow forecasting and more, this award-winning business & financial solution provides all the features you need to make your daily tasks easier and more efficient. A powerful financial core provides instant access to essential information, making key tasks such as asset management and budgeting quick and easy. With in-depth reporting, drill-down, comprehensive audit trails and full multi-currency provided as standard, you have everything needed for informed decision-making.

- Suitable for 1-500+ users
- Multi-language & multi-currency
- Over 40 configurable modules
- Comprehensive reporting including dashboards
- Two-way Microsoft Excel integration
- Easy-to-use, Windows based system
- Accountancy Age ‘Software Package of the Year’ 2008-10.

Access FocalPoint

Designed to bridge the gap between finance and non-finance users, this powerful solution is entirely web-based for ease of access and low cost of ownership. Featuring organisation-wide functionality such as timesheets, expenses, resource scheduling and purchasing, each module enables you to embed your own multi-level approval workflows within the software, ensuring the right information is captured and updated to Access Dimensions. Integration with BlackBerry and iPhone is provided through our mobile platform, Access Mobile.

- Easy-to-use, web-based tools
- Integration with Access Dimensions
- Wide range of generic business modules
- Web-based for rapid deployment
- Low cost of ownership
- Multi-level approval workflow.

Access Supply Chain

This fully traceable, multi-level supply chain solution enables you to handle all forms of manufacturing processes with equal efficiency, including make-to-order, make-to-stock, one-off and semi-continuous. Everything you need to overcome complex issues, such as over/under stocking is available, in one easy-to-use package.

- Proven in many industry verticals (e.g. aerospace, automotive, electronics, engineering, food & drink, pharmaceuticals and white goods)
- Fully interchangeable manufacturing & distribution modules
- API for development with SQL-based solutions
- Full integration with Best of Breed applications
- Award-winning financials built-in
- Optional Business Intelligence, CRM, HR & payroll.

SelectHR

Available standalone or fully integrated with SelectPay, this powerful .NET based solution is designed to support you through every aspect of the employee lifecycle. With powerful tools that can be configured to your processes, browser-based SelectHR is able to meet the needs of your HR department, managers, employees and applicants and is regularly re-tested against legislative requirements. With an Office look and feel, everyone will find SelectHR familiar and easy to use. Based upon the new WWF (Windows Workflow Foundation) standard, workflows are quick to visualise and utilise ‘drag & drop’.

Offering a wide range of modules, SelectHR is flexible and easily configured to fit with your own ways of working.

- Recruitment & selection
- HR administration
- Learning & development
- Self-service
- Workflow
- Dashboards/BI
- Document management.

SelectPay

Our HMRC-accredited payroll solution is scalable for anything from tens to thousands of employees. A powerful API enables straightforward integration with your other products (e.g. key card systems), as well as easy import of timesheet and pay information. We also offer integration with our HR solution, SelectHR, enabling you to streamline the flow of information (e.g. new starter data) across your organisation. Flexible and easy to use, SelectPay can easily adapt to fluctuations in staffing levels, differing pay types and frequencies. It provides an epayslip function for fast, secure distribution of payslips via email, as well as comprehensive reporting facilities.

- Flexible paytypes and frequencies
- Microsoft SQL Server based
- Password-protected epayslips
- Two-way electronic exchange with Government Gateway
- Bureau compatible.

Access Service Manager

This powerful solution will give you total control over your service contracts. From invoicing renewals and managing complex schedules to PDA integration and customer portals, Access Service Manager ensures tight, closed-loop communication between office and field so that you can provide the very best in service.

- Call centre management
- Job scheduling
- Workshop control
- Parts management
- Planned preventative maintenance
- Contract management
- Billing & contract renewals
- Meter billing.

Complementary products

GoldMine

GoldMine® CRM from FrontRange Solutions® is a world leader in the development of powerful, business and customer relationship management software.

For over a decade, we've implemented this market-leading solution alongside Access Dimensions into a wide range of industries and sectors. Available in a range of editions, GoldMine offers functions such as contact and opportunity management, sales & marketing automation, customer service and call management. As FrontRange's 'CRM Partner of the Year', you can rely on us to implement the right GoldMine solution for your organisation.

- BlackBerry and Outlook integration
- Web access as 3-tier connection (via a web server using XML/SOAP) or a 2-tier connection (client/server)
- Security privileges at database & application level.

Dashboard

Step away from the detail and see the bigger picture. Dashboards enable decision-makers across your whole business to access graphical reports and graphs on a self-service basis, with drill paths to show where their attention should be directed. This leads to a much faster, more responsive approach to reporting.

Document Management

Reduce the costs of processing, storing, and retrieving your business-critical correspondence. Using Document Management, everything from board packs and purchase invoices to emails and graphics can now be scanned, filed, searched and tracked from within one secure electronic archive.

Workflow Forms

Through configurable templates, automation and alerts, you can replace paper-based processes and speed up the capture and approval of generic business information. Tasks that would usually require intervention from your finance department, such as requesting a new supplier code, can now be instigated by any authorised user, increasing efficiency and return on investment.

“We’ve now got true visibility of materials and packaging, stocks, work in progress, the whole lot.”

Nigel Plant
The Cromer Crab Company



04 Solutions

All our solutions are based on our standard software which is proven in a very wide range of industries. In addition, we have a range of niche solutions that match the challenging needs of specific market sectors.

Your unique solution

We create these tailored solutions by blending all of our own software components with best-of-breed third party applications. Each is bound together by our integration expertise, report writing skills and, if necessary, our ability to write specific software for you.

We are extremely skilled at providing facilities for stock-based, project and time-based companies and have a proven track record in manufacturing, distribution and service-based organisations. Read on to find out more.

Professional services

We will provide cost control, profitability analysis and boost client relationships through one flexible, easy-to-use system.

Web-based project management tools capture all your project-related costs, making up-to-the-minute information available to every authorised member of staff.

Using our solutions, client billing and income recognition is entirely automated, with detailed WIP and cost-to-complete analysis available on demand.

This solution is ideal for all professional service organisations, from architects and surveyors to advertising and design agencies, and all types of consultancy firms.

Manufacturing

Tracking the complete process from customer order through to delivery is key to meeting your customers' requirements and expectations.

To achieve this, you need to be sure that you have the materials and resources to meet realistic production plans and the ability to report on progress at any time.

Our end-to-end manufacturing solutions track order processing through to scheduling and tight stock control. This facilitates the planning of both materials and resources to ensure orders are progressed in the most efficient sequence.

To ensure you have up-to-the minute information, powerful reports are provided as standard. Monitor everything from costs and labour to wastage and WIP, delivered in a flexible format to suit you.

We offer specific functions for a diverse range of manufacturers, such as aerospace, chemicals, electronics, food, pharmaceuticals and tooling.

Distribution & wholesale

Running your warehouse and despatch areas smoothly and efficiently is essential. But you also need to focus on making the right decisions to ensure you have the right stock at the right time.

From forecasting stock levels by SKU to warehouse management and multi-location stock control, you have a seamless end-to-end solution that links every stage of the pick, pack and despatch process.

And with powerful, highly visual stock forecasting tools, you have everything you need to make smarter decisions based on your past, present and future sales demand and stock situation.

This solution is suitable for all types of organisations, including those that distribute to retail, wholesale and direct to the consumer.

“Now we can tailor pricing structures based on our customer buying patterns, so building up mutually profitable relationships with them.”

**Stephen Martin
Control Aer**

“Access has been the foundation of our finance team for many years. As our business has grown, the company has worked with us to develop the reporting that we need to meet our stakeholders' requirements and has also undertaken a number of projects with us to build solutions that meet our specific demands.”

Adrian Johnson
Thames River Capital

Charity/Not-for-profit

We remove the burden of financial reporting so that you can focus on key challenges such as project analysis and successful fund management. Using powerful reporting tools, you can create a single board pack that simultaneously meets the requirements of the Government, the VAT man, your trustees and the board.

Using our project costing functionality, you can create as many projects, activities and campaigns as you need while seamless integration with your third-party software provides at-a-glance reports on specific donations.

For your staff, an interactive web portal provides a one-stop-shop for information. Enter timesheets and expenses, raise purchase orders, access reports and much more – when and wherever you are.

This solution is ideal for all types of charity and NFP organisations such as councils, schools, universities, religious establishments and Government bodies.

Financial services

You need to analyse profitability of all your products and funds, meet stringent regulatory guidelines and oversee mergers, investments and expansion with confidence.

Our solutions automate all of your back-office processing needs, enabling fast, real-time reporting to every user in your organisation.

An easily navigable, central source of information streamlines the process of data collection, helping you to meet complex reporting requirements (e.g. FSA).

Analysis can be carried out at any level, from multiple funds down to individual trading desk or product. Multi-dimensional modelling tools can handle the most complex cash flow analysis.

This solution is ideal for financial institutions such as fund managers, venture capitalists and stockbrokers.

Construction

We will improve your planning, estimating, cost allocation and billing by providing you with the centralised information you need to strengthen your supplier and customer relationships.

From time and materials through to design and build, we link all your job costing information with your core financials for an instant review of revenue and costs against budget and milestones.

We reduce time spent managing your sub-contractor responsibilities, while online ordering software enables site workers to proactively manage the ordering and goods received process. Requests for payment, phased invoicing and retentions are all handled with ease.

Building contractors, sub-contractors, civil engineers and companies involved in any aspect of site preparation and/or demolition will all benefit from this solution.

Service management

Effective call management and resource scheduling, maintaining contracted service level agreements and accurate billing are all essential to provide outstanding service.

We automate your entire back-office call centre, enabling your team to record, manage and close calls while calendar scheduling functionality makes it easy to allocate staff to jobs. Self-service portals ensure that your customers have complete visibility over call and job statuses.

PDAs enable remote service engineers to download daily and weekly schedules while integration with the sales ledger ensures swift, automated billing and contract renewals.

This solution is suitable for a vast array of industry sectors such as air conditioning services, print equipment, photocopier companies and IT and communication service companies.

Transport & haulage

Accurate vehicle costing, seamless handling of your day-to-day client management and efficient load and journey planning are all essential to your profitability.

Integration with your business-specific applications puts an end to re-keying, centralising everything from payments and remittances to management reports. Linking with your third-party logistics software provides real-time visibility of your position in the supply chain and tight, electronic audit trails across your delivery network.

Powerful job costing functionality can be configured on a 'log book' basis, providing instant information on the status of every component within your fleet.

This solution is ideal for freight forwarders, cargo handlers and courier service organisations.

“The key factor in choosing Access was their fully integrated service management solution. We wanted a user-friendly system that we could trust and would grow with our business.”

**Stephen Tate
Copy IT Digital Solutions**



To find out more about our consulting, software and solutions, telephone us on 01206 322575 or email info@theaccessgroup.com.

Alternatively, visit the Access web site at www.theaccessgroup.com, where you can download further information such as brochures, info guides and customer case studies.

We look forward to helping you achieve complete business clarity.

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Winner: Software Package of the Year - Accountancy Age 2010



Winner: Enterprise Accounting & Finance - Sift Media Business Software Satisfaction Awards 2010



Winner: SME Human Resources & Human Capital Management - Sift Media Business Software Satisfaction Awards 2010



Winner: Construction Accounting Software of the Year - Construction Computing Awards 2010



Winner: Green I.T. Awards - Environmental Accounting Software of the Year 2010



Top 100 ranking: The Sunday Times Best Companies to Work For 2011

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