

# Product Features

January 2020

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# ACCOUNTS Features List

**AccountsIQ** is a **Cloud Accounting** software system designed by accountants specifically to suit business environments where multiple entities (clients, franchisees, subsidiaries and branches) need access to a common platform.

**AccountsIQ** offers significant benefits over traditional accounting software including:

- Simultaneous real-time access to accounting records and business documents
- Productive collaboration online from multiple locations, anytime and from anywhere
- Business Intelligence and KPIs via dashboard including benchmarking
- Modular design allows additional functions to be added as required as businesses grow
- System is fully scalable in terms of user and transaction volumes.
- Mobile applications to streamline your workflow approval of Purchase Orders & Invoices
- AccountsIQ will help you to improve services, boost productivity, cut costs and create new revenue streams for your practice, franchise or multi-location business.

**This document provides you with an in-depth look at AccountsIQ's feature sets:**

## 1. Features Overview

Overview of the many features found in accountsIQ. There are three versions of the product designed to scale as your business grows:

1. **aiQ Lite** - basic edition, ideal for small bookkeeping clients (Minimum 2 users)
2. **aiQ Financials** - full-feature online accounting system, enabling your users to access the system for transactions (Minimum 4 users)
3. **aiQ Enterprise** - aiQ Financials plus sales and purchase order processing and inventory control modules (Minimum 5 users)

## 2. Detailed Feature List

Provides a detailed list of all the features found in **AccountsIQ** by edition.

Note that our feature set is continually growing and improving with new product releases.

### Issue Date: January 2020

AccountsIQ is constantly being improved so functionality is subject to change. Whilst care has been taken to ensure that all information is accurate, Visor Ltd accepts no responsibility for errors or omissions, whether caused by negligence or otherwise, or for any loss to any person or company by reliance on it.

# Features Overview

	aIQ Lite	aIQ Financials	aIQ Enterprise
Accounts Receivable/Debtors	●	●	●
Accounts Payable/Creditors	●	●	●
General Ledgers	●	●	●
Banking	●	●	●
Reports	●	●	●
Tax Processing & Reporting	●	●	●
HMRC Making Tax Digital (MTD) Integration	●	●	●
Batch Entry Screens	●	●	●
Multi-currency Transactions		●	●
Link to Real time Exchange Rates		●	●
Sales Order Processing (Incl. Quotes)			●
Purchase Order Processing			●
Inventory Management			●
Client Administration Layer	●	●	●
Document Management		●	●
Email Documents	●	●	●
Bulk Email Documents		●	●
Recurring Invoicing		●	●
Batch Purchases and ePayments Files		●	●
Cashflow Forecasting		●	●
Analysis Codes for Reporting & Business Intelligence		●	●
Sales Rep Commissions			●
Record Non-Financial Statistics		●	●
Import Budgets from Excel		●	●
Import GL Journals from Excel	●	●	●
Prepayment & Deferred Revenue Journals	●	●	●
Cost Accruals & Smart Reversal Journals	●	●	●
Group Data Consolidation & Reporting	●	●	●
Webservices API for Integration		●	●
Data Importer		●	●
Project Ledger		Optional Add-On	Optional Add-On
Fixed Asset Register		Optional Add-On	Optional Add-On
Mobile Workflow Approval App		Optional Add-On	Optional Add-On
Mobile Expense Capture App		Optional Add-On	Optional Add-On
Direct Debits Module		Optional Add-On	Optional Add-On
TransferMate E Payments Integration		Optional Add-On	Optional Add-On

# Detailed Feature List

	aIQ Lite	aIQ Financials	aIQ Enterprise
<b>Multi-Entity Administration Layer</b>			
White label as franchise's or accountant's own solution	•	•	•
Personalise on-line help	•	•	•
Quick company/entity setup wizard based on templates/existing entities	•	•	•
User definable menus based on roles and permissions	•	•	•
Summary of status of each ledger and last posting in each entity	•	•	•
Control access to reports and dashboards according to user defined roles	•	•	•
Centrally assign users to roles in specific companies/entities	•	•	•
Re-assign companies/entities easily to other users when staff leave	•	•	•
Auto-tracking of time by user and activity in each company/entity	•	•	•
Access and manage Group companies setup and configuration	•	•	•
Indicator showing inter-company transactions not fully processed	•	•	•
<b>General System Features</b>			
Ability to localise system terminologies based on location and/or sector	•	•	•
Multiple windows environment to allow multi-tasking during sessions	•	•	•
Open item ledgers all updated simultaneously when transactions posted	•	•	•
Independent period management for A/P, A/R and GL	•	•	•
Speed data entry features including user definable defaults in all ledgers; use of Function keys and Quick entry screens for most transactions	•	•	•
Central codes and defaults maintenance for all modules	•	•	•
Linkage to update all ISO currency codes held to the latest exchange rates	•	•	•
Personalised filtering, sorting and column/grid selection on enquiry screens	•	•	•
Online Help and Support Call Logging directly from the system	•	•	•
Transaction Browser to easily trace transactions based on user criteria. User definable grid of transaction data to be displayed	•	•	•
Transaction editing capability – restricted for allocated and closed periods	•	•	•
Audit trail maintained of all changes to transactions by users	•	•	•
Full multi-currency processing for sale, purchase, and bank transactions		•	•

	aIQ Lite	aIQ Financials	aIQ Enterprise
<b>Tax Processing &amp; Reporting</b>			
UK & Irish VAT Return Module for Cash & Accruals Based VAT Reporting	•	•	•
HMRC Making Tax Digital Integration	•	•	•
US Sales Tax & Reporting	•	•	•
US Sales Tax & Reporting US Sales Tax & Reporting	•	•	•
Partially Reclaimable Tax Reporting	•	•	•
EU Trade VAT Reporting	•	•	•
<b>Web Services API Integration &amp; Data Import/Export</b>			
Data Export facility allowing data extraction in CSV and Excel format	•	•	•
Data Import facility for upload of master file details, account balances, transactions, charts of accounts, stock/inventory, etc...		•	•
Transaction browser and account listing screens allow details to be extracted easily to Excel for further manipulation	•	•	•
Excel Add in to allow datasets to be extracted, turned into pivot tables and graphs and refreshed at the touch of a button	Optional	Optional	Optional
Web Services API allowing for integration to other systems for all major transaction types and accounts		Optional	Optional
Web Services API to enable reporting data such as Trial Balance, Balance Sheet and Profit & Loss to be extracted for use in 3rd party systems		Optional	Optional
<b>Accounts Receivable/Debtors</b>			
Flexible user definable alpha-numeric coding structure	•	•	•
Facilitates multiple control accounts (e.g. for separate control of client monies, inter-company accounts or different currencies)	•	•	•
Parent-child accounts for processing of multi-location customer accounts	•	•	•
Facilitates forward dated transactions	•	•	•
Invoice copy/repeat feature	•	•	•
Quick Customer Receipt entry screens, including auto creation of invoices for quick processing of cash sales	•	•	•
Easy cash posting with easy allocation to invoices & other transactions	•	•	•
User defined credit terms and ageing periods	•	•	•
Statement production with ageing – print or email	•	•	•
Bulk or individual emailing of invoices and statements directly from system	•	•	•
Credit notes and Credit/Debit journal adjustments	•	•	•
Creation of invoice items and pricing for line item invoicing	Optional	•	•
Line Item Sales Invoicing	Optional	•	•

	aIQ Lite	aIQ Financials	aIQ Enterprise
<b>Accounts Receivable/Debtors cont.</b>			
Full handling of foreign currency customers and receipts		●	●
Recurring Sales Invoice auto generation and management		●	●
User definable invoice layouts		Optional	●
Customer Portal to enable external customers to access their account details online with their own special log in. Customers can print invoices and statements from this portal	●	●	●
Direct Debit Module		●	●
<b>Accounts Payable/Creditors</b>			
Flexible user definable alpha-numeric coding structure	●	●	●
Facilitates multiple control accounts (e.g. for intercompany accounts)	●	●	●
Keeps track of forward dated or advance paid invoices	●	●	●
Quick batch posting of purchase invoices and credit notes	●	●	●
Line Item Purchase Invoicing based on defined invoice items and pricing		●	●
Invoice approval workflow with either 1 or 2 levels of approval including approval by email for approvers not using the system. Also budgetary level approval with limits per approver		Optional	Optional
Quick Payment entry screens, including Auto Invoice posting to create the related transaction where paying on the spot	●	●	●
Payment posting with full allocation to invoices & related transactions	●	●	●
Debit notes & Credit/Debit journal adjustments	●	●	●
User defined credit terms and ageing by month or defined terms	●	●	●
Suggested payments routine based on credit terms		●	●
Cheque printing and check number management		●	●
Electronic Payments Generated for upload to online banking system (See Appendix 1 for full list of Bank Payment Files currently supported)		●	●
Remittance advices generated - printing or emailing (individually or in bulk)		●	●
Integration with Transfermate's Payments Processing facilities for the processing of foreign currency supplier payments		Optional	Optional
Full handling of foreign currency suppliers and payments		●	●
Payment approval workflow separating preparation of payment run from approval of payment run – approval includes ability to change		Optional	Optional

	aIQ Lite	aIQ Financials	aIQ Enterprise
<b>Cash &amp; Bank</b>			
Bank and Cash homepage for quick access	•	•	•
Multi-currency bank accounts	•	•	•
Combined receipt/payment allocation and processing	•	•	•
Quick Sundry Bank payments and receipts entry screens with auto creation of related Sales or Purchase invoice where relevant	•	•	•
Templates recurring bank transactions - standing orders and direct debits	•	•	•
Link multiple receipts or payments to single lodgement/payment reference for easy reconciliation to bank statements	•	•	•
Manual Bank Reconciliation with ability to part complete and finish later	•	•	•
Automatic Bank Reconciliation facility from electronic bank statements (see Appendix 2 for file import formats currently supported)		•	•
Cashflow forecasting module – based on system bank balances, outstanding sales/purchase orders & invoices and bank journal templates		•	•
Flag selected GL account budgets for inclusion in the cashflow projections		•	•
Amend expected due dates and maintain notes for selected transactions		•	•
Refresh based on live transactions or maintain manual amendments		•	•
Extract cashflow projection to Excel for further manipulation		•	•
Cashflow projection report of movements for user defined future periods		•	•
<b>Sales Order Processing</b>			
Creation of Items separate from inventory products for ordering/invoicing		•	•
Product pricing (8 standard price lists for different customer categories) based on effective dates		•	•
Special pricing by customer by product and effective date			•
Quantity and value breaks on pricing and discounts			•
Bulk price update routines to manage multiple price lists			•
Order picking lists with separate delivery address			•
Multi-part delivery and invoicing of same order			•
Location and sub-location ordering by item			•
Part-shipment and back order reporting			•
Sales quotation processing, supporting pipeline management			•

	aIQ Lite	aIQ Financials	aIQ Enterprise
<b>Purchase Order Processing</b>			
Purchase Orders based on items/service or inventory products			•
Maintenance of Supplier pricing by item/product			•
Maintains inventory on order quantities for each product			•
Bulk discount and price management			•
Receipting/delivery of orders (part & full delivery)			•
Purchase Orders Approval (Add-In) including approval by email for approvers not using the system			•
Reporting of Goods Received Not Invoiced			•
Posting of purchases to GL			•
Invoice matching against purchase orders/goods received			•
Auto adjustment of average costs based on quantity purchased and in stock			•
<b>Sales &amp; Purchase &amp; Gross Margin Analysis</b>			
Sales reporting by customer, product, product group, department, source, region, area and sales rep incl. quantity and value for period & YTD			•
Gross Margin analysis by customer, product, product group, department, source, region, area and sales rep for period & YTD			•
Sales Rep commission plan calculations and management			Optional
Purchase analysis by supplier, product, product group, department incl. quantity & value for period & YTD. Used for preferred supplier negotiations			•
<b>Inventory Management</b>			
50 character alpha numeric product coding and alternative coding			•
User defined product groups for reporting			•
Maintenance of separate product descriptions for invoicing			•
Multi-part invoicing of same order/delivery			•
Stock tracking to location/sub-location and bin locations			•
Location and sub-location balances (on hand, reserved & on-order levels)			•
Stock take reports to allow physical counts to be recorded			•
Stock transfers between locations/sub-locations and bins			•
Stock take and other quantity adjustments with auto postings to GL Control account			•
Posting of Cost of Sales to Sales Analysis and GL for each sale to give accurate Gross Margins			•
Re-order levels stored against each product/item			•
Auto adjusts average cost of stock for each new purchase			•



	aIQ Lite	aIQ Financials	aIQ Enterprise
<b>Inventory Management cont.</b>			
Roll-up of transport, landing and related costs to item average costs			•
Auto posting of GL Control account adjustments for stock value changes			•
Supports last cost & average cost valuation methods			•
Price management with multi-level price lists and bulk update facilities			•
Discount structure with quantity and value based discount break points			•
<b>General Ledger</b>			
Flexible user definable alpha-numeric Chart of Accounts	•	•	•
Multiple Category, Sub-category, & Group structures to provide flexible Chart of Accounts layouts and reporting.	•	•	•
User defined sequencing of Categories & Sub-categories for reporting	•	•	•
Full drill down to sub-ledger transactions from GL accounts	•	•	•
Separate period end close out of sub-ledger	•	•	•
General Ledger Explorer – screen based enquiry tool to view the GL. Different views for P&L (Income Statement), Balance Sheet & Trial Balance. Export to Excel capability. Ability to drill down to source transactions	•	•	•
Journal entry including making journals “favourites” and copy journals function for easy future postings	•	•	•
Auto-reversing accrual journals	•	•	•
Control accounts blocked from direct posting via journal to ensure always balanced with sub-ledgers; tax accounts; bank accounts; inventory control	•	•	•
Prepayment Journals to allow spreading of purchases across financial periods to recognise expenditure in the periods it was incurred	•	•	•
Deferred Revenue Journals to recognise and spread revenue across the periods it was billed	•	•	•
Facilities to spread cost accrual journals over multiple periods in one go and review (for a period) what accruals are now due for reversal, and to identify and match invoices against those accruals to allow them to be reversed.	•	•	•
Excel template to import GL Journals for a specific period	•	•	•
Excel template to import Trial Balance Movements across GL codes for a selected period	•	•	•
External system reference GL code allows for reporting or mapping against a different chart of accounts, e.g. benchmark reporting.	•	•	•
Group coding can be used to map Chart of Accounts to XBRL Taxonomy	•	•	•
GL Explorer allows drill down from category/sub-category groupings to GL balances vs. budget by GL account	•	•	•

	aIQ Lite	aIQ Financials	aIQ Enterprise
Audit Trail browser allows all transactions to be searched based on user defined selection criteria and displayed or extracted to Excel	•	•	•
Foreign Currency period end Revaluation journal re-values all FX balances in sub-ledgers and bank accounts based on period end rates		•	•
<b>Budgeting &amp; Variance Analysis</b>			
Original and revised budget datasets by period by GL account	•	•	•
Easy budget creation and maintenance features including auto spreading, percentage increase, fill and copy functions	•	•	•
Suite of standard budget reports, including budgets, prior years, variances etc including Trial Balance, P&L, Balance sheet and Cash flow reports	•	•	•
Extract actuals or budgets datasets to Excel to manipulate in Excel and re-import to update or replace any budget dataset		•	•
Build the budget import template into your own budget/projections model so budgets can be updated directly from the model at the touch of a button		•	•
Budgets also broken down by BI analysis codes and analysis groups		•	•
Build departmental budgets from separate dept. models & upload as ready		•	•
Combining Actual & Budget datasets to produce expected outturn for year		•	•
<b>Business Intelligence &amp; Analysis</b>			
Create user defined business analysis codes independent of the GL coding structure to code all transactions against		•	•
Select GL codes that require further analysis so all transactions posted to those GL codes will force the user to select a valid analysis code		•	•
Link analysis codes to up to 6 groups, e.g.: dept., cost centre, profit centre, business line, project, job, locations, etc for reporting at different levels		•	•
User defined naming convention for all Analysis Code and analysis Groups		•	•
Analysis code creation wizard to automatically create analysis codes based on combinations of up to 6 defined analysis group elements		•	•
Maintain user defined Statistics by period by analysis code to allow budget and actual Key Performance Indicators combining financials with stats		•	•
Management dashboard allowing high level graphical view of key management information, including industry specific KPI's and graphs	Limited Version	•	•
Ability for users to personalise their own Dashboards	•	•	•

	aIQ Lite	aIQ Financials	aIQ Enterprise
<b>Group Consolidation Module (Separate Group Entity Required for each Group Company)</b>			
Define members of a group or franchise to be included in the consolidation in accordance with Percentage Ownership	•	•	•
Consolidates all financials and budgets by GL code and analysis code	•	•	•
Central control of all BI analysis codes and groups to ensure consistency	•	•	•
Extract actuals or budgets datasets to Excel to manipulate in Excel and re-import to update or replace any budget dataset	•	•	•
Allows for different Chart of Accounts in subsidiaries as long as consistent categories & sub-categories	•	•	•
Allows for multiple sub-group structures within a group	•	•	•
Auto posting of Minority Interest adjustments for non100% subsidiaries			
Consolidates all sales and margin analysis by customer, product, product group, sales rep, area etc	•	•	•
Consolidated purchase analysis by supplier and product (for group negotiations with preferred suppliers)	•	•	•
Consolidated Ageing Report to view debtor or creditor accounts across all subsidiaries in a group from the top group entity down through all consolidation levels.	•	•	•
Extract actuals or budgets datasets to Excel to manipulate in Excel and re-import to update or replace any budget dataset	•	•	•
Record post consolidation adjustments at group level which don't impact on subsidiary accounts	•	•	•
Automatic elimination of inter-company balances	•	•	•
Automated Inter-company transactions initiated by charging entity and accepted by receiving entity with ability to override default GL codes	•	•	•
Facility to import Intercompany Transactions via Excel Template and spread these across multiple entities	•	•	•
Indicator at group level if unposted inter-company charges in any subsidiary (to ensure inter-co balances eliminate properly)	•	•	•
Central maintenance of all group currency tables – subsidiary exchange rates determined by triangulation of group rates against its base currency	•	•	•
Auto calculation of revaluation reserves for multi-currency groups	•	•	•
Consolidation module used for gathering results for all franchisees for franchise wide reporting and benchmarking	•	•	•
<b>Reporting Capability</b>			
Access to over 200 standard reports covering all aspects of the system	•	•	•
Easy to use Report Manager allows default parameters, multiple reports to be run simultaneously and “My Reports” to be selected for quick access	•	•	•
Interactive reports allowing drilldown from summary to detailed levels	•	•	•

	aIQ Lite	aIQ Financials	aIQ Enterprise
Extract any report as Excel (including full formats) leaving out headers for easier manipulation of data in Excel. Also HTML or PDF file formats	●	●	●
E-mail any reports directly from the Report Manager	●	●	●
<b>Reporting Capability cont.</b>			
Ability for users to create their own favourite reports menu lists	●	●	●
Management Report pack containing multiple reports, graphs etc in one		●	●
Custom GL Reporting with dynamic columnar selection. User can define their own report layout by choosing columns that should appear (eg actuals, YTD, budget, budget variances, previous year variances etc) and also the layout and format of the report	●	●	●
SQL Data Extract available to extract standard reporting and transaction level data		Optional	Optional
Excel Add-in to allow extraction of all datasets in Excel to allow extensive creation of report packs, pivot tables, graphs etc with auto refresh button		Optional	Optional
<b>Paperless Office Capability</b>			
Noticeboard for communication between all Practice/Franchise/Group users including attachments	●	●	●
E-mail Manager allows all documents/ reports to be emailed individually or in bulk (e.g. sales invoices, AR Statements, remittance advices)	●	●	●
Document manager to allow documents to be stored in encrypted form against accounts, products, transactions, etc for later view and/or retrieval		●	●
OCR Invoice Scanning Connector		Optional Add-On	Optional Add-On
<b>Project Module</b>			
Integrated Project Ledger			Optional Add-On
Time Capture		Optional Add-On	Optional Add-On
Expense Capture		Optional Add-On	Optional Add-On
<b>Fixed Asset Register</b>			
Creation of Fixed Assets Classes and Fixed Asset Records within the Register		Optional Add-On	Optional Add-On
Automatic Straight line and Reducing Balance Depreciation Journal Creation		Optional Add-On	Optional Add-On
Fixed Asset Disposal		Optional Add-On	Optional Add-On
Fixed Asset Value Appreciation Journals		Optional Add-On	Optional Add-On
Fixed Asset Linkage with Purchase Ledger		Optional Add-On	Optional Add-On

aIQ Lite	aIQ Financials	aIQ Enterprise
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<b>AccountsIQ Mobile Phone/Tablet App</b>			
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Mobile approval of Purchase Orders & Invoices		Optional Add-On	Optional Add-On
Mobile Expenses Capture		Optional Add-On	Optional Add-On

<b>Direct Debit Module</b>			
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Set Customers to pay by Direct Debit		Optional Add-On	Optional Add-On
Generate a Direct Debit Batch listing all Outstanding Payments Due by Customer paying by Direct Debit		Optional Add-On	Optional Add-On
Generate Receipts and Allocations Associated with Processed Direct Debit Batch		Optional Add-On	Optional Add-On
Generate SEPA & BACs Direct Debit files for upload to Bank		Optional Add-On	Optional Add-On

# Appendix 1: Bank Payment File Formats Supported

The following payment file formats can be exported from the Supplier Batch Payments function in the system. New file formats are added frequently.

The following is a list of banks we support the generation of payments files for:

AIB (.EMTS)	CBA (.ABA)	HSBC Net (.TXT)
AIB Multi Currency(.XML)	Citibank Batch Funds Transfer (GDFF)	HSBC Net PP/HVP (.XML)
ANZ Online (.ABA)	Citibank Cross Border Funds Transfer (CDFF)	NAB (.ABA)
BACS - Santander (.TXT)	Citibank SEPA Credit Transfer - Individual Debit (CDFF)	NatWest (.TXT)
BACS Lloyds	Citibank UK ACH Credit/BACS (CDFF)	On Pay
BACS Lloyds Commercial banking	Citibank UK Faster Payments - Single Immediate (CDFF)	PTX - Bottomline
BACS Lloyds v2	Citibank US ACH Credit (USFF)	SEPA
BACS UK (e.g Barclays)	Citibank US ACH Credit (USFF) With Addenda Information	Splitska Banka SEPA (.XML)
Bank Of Ireland	Citibank US Funds Transfer (USFF)	St George (.ABA)
Bank Of Ireland EFT		Transfer Mate
Bank Of Ireland SEPA		Ulster Bank, RBS
Bank Of New Zealand (.AFI)		Ulster Bank with IBAN & BIC
Bank Of Scotland - COL Bacs (Multiple Payment)		Westpac (.ABA)
Barclays.NET		RBS Bankline, Ad Hoc Bulk Payment
Bendigo (.ABA)		

# Appendix 2: Importable Bank Transaction File Formats

The following bank transaction file formats can be imported directly into the system for Bank Reconciliation purposes. New file formats are added frequently.

Allied Irish Bank (CSV delimited files) "out" files exported from AIB  
Allied Irish Bank (TAB delimited files) "out" files exported from AIB  
Allied Irish Bank "out" files exported from AIB  
QIF: Generic Quicken Interchange Format exported by many banks  
UlsterBank files exported from Ulster Bank  
OFX: Open File eXchange  
BOI: .CSV exported from Bank Of Ireland  
MT940: SWIFT - Customer Statement Message  
QFX: Proprietary Intuit OFXv1 format (also supports OFXv1)  
Lloyds: Proprietary BALv2 format  
Lloyds format for Lloyds  
CODA: Belgian bank interchange format  
OCREX: Generic OCRed file format  
Generic AccountsIQ bank import, 3 col with signs and 4 col with separate debit and credit values  
Barclays: Proprietary CSV format  
Barclays\_CSV: Other CSV format for Barclays