

access Purchase Services Catalogue



At Access we pride ourselves on the depth and breadth of skills across our 400 certified professional services employees. These Consultants, Programme Managers, Project Managers, Trainers and Solution Architects are here to provide you with the industry expertise and product best practices that help you deploy, adopt, operate and integrate our market leading software applications. Either on-premise, or in the Cloud. Our Professional Services teams help hundreds of customers like you, every week, to improve their productivity, increase their efficiency and ultimately provide them with the freedom to do more.

Day Rate Service options

Service	Description	Customer Outcome	Pricing
Days Consultancy	Up to 6.5 hours consultancy per day, delivery methods of remote or on-site agreed ahead of work commencing	Desired outcome agreed by client and consultant ahead of the scheduled day	per day
Remote Consultancy	Up to 3 hours remote consultancy	Desired outcome agreed by client and consultant ahead of the scheduled day	per day
Project Management	Time to manage the timings of the project to provide an update on progress that has been made and ensure everything is on track.	Professional Project management providing clients to support they require to implement their projects successfully	per day

Implementation Services

Service	Description	Customer Outcome	Pricing
<p><i>Based on our years of software deployment expertise, we have defined our FlightPath methodology for Access Purchasing (Capture, Document & Approve). This fixed price, low-risk implementation package standardises your implementation journey based on our best practices and are designed to deliver timely value to you and your colleagues. For more details see www.theaccessgroup.com/flightpath-overviews/</i></p>			
FlightPath A	Implementation of ONE of Access Capture, Document or Approve for small to mid-market customers to simplify and automate their existing processes and drive efficiencies across the business.	<p>Included FlightPath Services Covers all core areas: Training Session, User Acceptance Session</p> <p>Excluded FlightPath Services Capture: Custom Fields Dimensions / FocalPoint Related Training Dimensions / FocalPoint Related Configuration (excluding PIR for Approve/already in use)</p> <p>Included FlightPath Services</p>	Fixed Price
FlightPath B	Implementation of TWO of Access Capture, Document or Approve for small to mid-market customers to simplify and automate their existing processes and drive efficiencies across the business.	<p>Included FlightPath Services Covers all core areas: Training Session, User Acceptance Session</p> <p>Excluded FlightPath Services Capture: Custom Fields Dimensions / FocalPoint Related Training Dimensions / FocalPoint Related Configuration (excluding PIR for Approve/already in use)</p> <p>Included FlightPath Services</p>	Fixed Price
FlightPath C	Implementation of FULL SUITE of Access Capture, Document and Approve for small to mid-market customers to simplify and automate their existing processes and drive efficiencies across the business.	<p>Included FlightPath Services Covers all core areas: Training Session, User Acceptance Session</p> <p>Excluded FlightPath Services Capture: Custom Fields Dimensions / FocalPoint Related Training Dimensions / FocalPoint Related Configuration (excluding PIR for Approve/already in use)</p>	Fixed Price

Advisory and Adoption Services

Service	Description	Customer Outcome	Pricing
Administrator Training	2 hour training covering all key areas for usage and administration of Purchasing (maximum 3 delegates)	Enable new user or existing user requiring a refresh of their knowledge to be able configure and develop the software to meet their needs.	Fixed Price
Health Check	Review current purchasing processes with Access Purchasing and identify configuration and training changes to be made	Ensures you are getting the best performance, using best practices and are using the software to its full potential	Fixed Price
Scanner Configuration & Dispatch	Procurement, configuration & dispatch of a scanner in line with the purchase of the hardware in line with our standard agreement.	Dedicated scanner for processing of invoicing	Fixed Price
ADM Document Migration	Migration of all/some of your current documents from existing solution to Access Document (Price based on average migration, price may vary depending on actual requirements)	Transfer of historical documents into Access Document	T&M
Additional Company/Buyer Configuration	Additional installation of Companies/Ledgers as required	Enable the use of capture with new dimensions databases or sub ledgers.	T&M
System Migration	Move purchasing configuration to new servers. (excludes the moving of dimensions databases)	Your purchasing configuration and services will be moved from your old servers to your new servers	T&M
End User Champion Training	Agreement to train up to 4 End User Champions to then knowledge share and train end users / assist administrators (processing, verifying etc.)	Particularly useful in larger organisations, this can ease demand on Administrators as Champions train end users/line managers	Fixed Price
Enterprise Documentation Creation	Creation of collateral for Enterprise customers to cover bespoke requirements specific to the environment.	Customised documentation which acts as a safeguard against knowledge loss within larger accounts.	T&M
Bespoke Consultancy	Any consultancy required to be conducted on behalf of the customer. For example, Emergency Admin/Disaster Recovery, Reconfiguration etc. Please contact Onboarding with requirements for quotation	Desired outcome agreed by client and consultant	T&M