

Accounting Essentials Ltd



Be in control. Be informed.

ACCOUNTING NEEDS EVALUATION QUESTIONS

Thinking about your answers to the following questions will help in narrowing down what you need/want out of an accounting system.

Current situation

- What business structure do you use?
- Who will decide which software to go with, if any?
- Who will make contact with and gather information about possibilities for new system?
- What industry are you in?
- Are you registered for GST?
- Who will be using your accounting system on a regular basis?
- How much accounting experience do/will the users of your accounting system have?
- How much computer experience do/will the users of your accounting system have?
- What accounting software are you currently using and how long have you been using it?
- What has prompted you to re-assess your accounting system?
- What do you like/dislike about your current system?

New System

- What are the most important things you want from your accounting software system?
- How much information does your new system need to be able to handle?
(ie numbers of customers, suppliers, inventory items, employees, volume of transactions)
- How long do you want to keep detailed historical accounting information accessible?
- Do you need access to your accounting software away from your business premises?
- What method of internet connection do you have and how reliable is it?
- Do you have a website and if so, what is its purpose?
- Do you currently sell products online?
- Do you have more than one company that needs to use the new accounting software?
- Do you want to track different departments, profit centres?
- Do you use budgeting?
- Do you have international customers, import from overseas, or have foreign currency bank accounts?
- Are you required to file GST type returns in another country as well as NZ?

Sales

- Do you use quotes and/or sales orders in your sales process?
- Do you progress invoice &/or take deposits from customers?
- Do you need to be able to invoice groups of items as a single "kitset" item?
- Do you have re-occurring billing?
- Do you order items in specially for customers?
- Do your customers have multiple "ship to" addresses?
- Do you send a packing slip with goods?
- Do you have a lot of returns/credit memos?
- Do you have staff who invoice customers &/or take customer payments while away from office?
- Are commissions paid to employees/sales reps based on sales?

Bank accounts / Payments

- Do you have multiple bank accounts?
- Do you have business credit card accounts?
- How do you prefer to pay suppliers?
- Do you pay subcontractors?
- Do you have business banking facilities allowing authorizing of payments, uploading of payment files?

Inventory

- Does your current inventory item number system work well for you?
- Do you need 0, 1, 2 or more decimal places for quantity, cost or price amounts for Inventory items?
- Do you use multiple price levels and/or quantity breaks for an item?
- Do you have multiple warehouses/inventory locations?

Do you build components into finished goods or unbuild items into smaller components?
Do you buy in one quantity unit and sell in another? Eg buy in dozens, sell in singles
Do you sell an item with one description, but buy it with another description?
Do you use purchase orders with your current accounting system?
Do you purchase items from overseas and/or require landed cost calculation?
Do you need to track unfilled/back ordered goods when receiving inventory?
Do you utilize serial numbers for items?
What inventory valuation method do you use?
Do your suppliers have pricebooks available for importing into accounting software?

Jobs

Do you have a need to track separate jobs or projects and report on profit per job?
Do you want to be able to invoice "As Quoted" for a job without the job details being listed on the invoice?
Do you require a manager to check/make notes before someone else bills out a job?
Do your job staff use job sheets?

Customer interactions

Do you keep notes on interactions with customers, if so for what purpose is this information kept/used?
Do you send mail outs by post or email to your customers, if so what/why?
Do you send txts to your customers, if so why?

Other

Do your employees use mobile devices eg tablets/ipads, smart phones, etc ?
Do you want to restrict users from viewing &/or editing certain functions?
Do you require specific (custom) reports?
Do you need to track custom information for customers, jobs, sales?
Other relevant info/comments pertinent to the evaluation of a new accounting software system?

Payroll

Do you process payroll in-house, and if not, would you like to?
What are you currently using to keep pay and leave records?
How many employees do you pay and how often?
Do you process payroll for more than one company?
Do you offer your employees a superannuation scheme other than Kiwisaver?
Do you pay an employee more than one pay rate depending on what task they are working at?
Do you need to track apprentice hours?
Do you provide custom leave entitlements (eg shift leave or long-service) for your employees?
Do you pay penalty rates (eg time and half, double-time) for working longer hours and/or on particular days other than what law requires for public holidays?
Do you pay your employees bonuses and/or commissions?
Do you pay your employees allowances?
Do you make deductions from your employees pay?
Do you allow your employees to "time bank" overtime and take it off later?
Do you want to use time clocks to track employee start-stop times &/or job costing times?

Hardware

What type of computer network are you currently using?
How many servers and workstations and what are their specifications?
Are you planning on upgrading any of your hardware and/or network soon?
Do you use any special purpose printers, and if so, what purpose do you use them for?