

# Bookkeeping Software Selection Checklist

By Adam Hughes

- Evaluate Your Organization
  - Size. How many employees does your organization have?
  - Structure. Who needs access to financial reports?
  - Revenue. How much money does your company make in a year?
  - Growth outlook. Do you expect revenue to increase in coming years?
  - Vendor accounts. How many vendor accounts do you support?
  - Payroll. Is it outsourced or handled in-house?
  - Purchase orders. Do you need PO support?
  - Accounts payable. What is your AP workflow?
  - Accounts receivable. What is your AR workflow?
- Evaluate Your Bookkeeping Software Users
  - User base. How many people will be using the bookkeeping software?
  - Tech savvy. Will your staff require extensive training?
  - Accounting background. Will the software users be accountants or lay people?
  - Transparency. Will upper management be using the software?
- Evaluate Your Bookkeeping Needs
  - Current software. What bookkeeping software do you currently use?
  - Strengths. What does your current software do well?
  - Deficiencies. What critical needs does your current software not meet?
  - Future. What special features will you need in coming years?
- Evaluate Potential Bookkeeping Software Solutions
  - Initial cost. How much will the software and licenses cost?
  - Training. How much does it cost and how is it delivered?
  - Expandability. Can you add users without incurring additional costs?
  - Technology. Is the software hosted, or does your company need servers and IT staff?
  - Update path. Does the license include all available updates?
  - Reporting. Does the software provide the reporting you need?
  - Integration. Can the bookkeeping software work with other applications?
  - Workflow. Will you need to change the way you do business to fit the software?