

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?