



## ACCOUNTING NEEDS ASSESSMENT FORM

Please take a few minutes to complete this checklist. Your answers will help the staff at Crocker & Associates to analyze your business needs and suggest the most appropriate solution.

**All information will be held in the strictest confidence.**

**Please print this form, complete and FAX back to: (503) 363-7081**

### General Information

Contact Name: \_\_\_\_\_ Decision Maker: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Address 1: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Address 2: \_\_\_\_\_ Email: \_\_\_\_\_  
 City, State ZIP \_\_\_\_\_ Web Page: \_\_\_\_\_

### What industry are you in?

- |                                  |  |                                       |  |
|----------------------------------|--|---------------------------------------|--|
| <input type="checkbox"/> Service | <input type="checkbox"/> Wholesale     | <input type="checkbox"/> Distribution | <input type="checkbox"/> Corporate or Subsidiary |
| <input type="checkbox"/> Retail  | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Non-Profit   | <input type="checkbox"/> Other (specify)         |

### Business Format

Corporation  Partnership  Sole-Owner  Non Profit

### Physical Year End

\_\_\_\_\_

### Accounting Needs

What accounting software package are you currently using? How long have you used it?

\_\_\_\_\_

Why are you evaluating new accounting software?

Who will be using your accounting system on a regular basis?

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> In house bookkeeper | <input type="checkbox"/> In house CPA          | <input type="checkbox"/> Owner/Manager    | <input type="checkbox"/> Warehouse Manager |
| <input type="checkbox"/> Data entry clerk    | <input type="checkbox"/> Sales order processor | <input type="checkbox"/> Purchasing agent | <input type="checkbox"/> Shipping Clerk    |

Level of accounting experience for the primary accounting software user:

- Expert     Very knowledgeable     Somewhat knowledgeable     No accounting experience

Level of computer experience for the primary accounting software user:

- Expert     Very knowledgeable     Somewhat knowledgeable     No computer experience

### Functionality

What are the most important things that you want most from your accounting system? (Attach additional page if needed.)

1- \_\_\_\_\_  
 2- \_\_\_\_\_  
 3- \_\_\_\_\_  
 4- \_\_\_\_\_

What do you like/dislike about your current software?

1- \_\_\_\_\_  
 2- \_\_\_\_\_  
 3- \_\_\_\_\_

### Help us determine the type of functionality you require.

- What type of posting method do you prefer?     Real-time     Batch     Not Sure  
 What type of accounting method do you use?     Accrual     Cash basis     Not Sure

- What type of Inventory methodology do you use?  Standard  Average  FIFO  LIFO
- Do you want the ability to restrict users from accessing specific modules and functions?  Yes  No  Not Sure
- Do you have special or custom reports that are required?  Yes  No  Not Sure
- Do you need the ability to customize and use multiple versions of a particular form?  Yes  No  Not Sure
- Do you need to ability to use preprinted forms?  Yes  No  Not Sure

**General Ledger**

- Do you want to track different departments, profit centers or companies?  Yes  No  Not Sure
- Do you use budgeting?  Yes  No  Not Sure
- Do you have more than one company and, if so, do you need to consolidate them?  Yes  No  Not Sure
- How many digits are your chart of accounts? (ex: 4.2 or 6.3)  Yes  No  Not Sure
- Do you require reoccurring or reversing journals?  Yes  No  Not Sure

**Accounts Receivable**

- Do you receive deposits from customers before invoicing?  Yes  No  Not Sure
- Do you have reoccurring billing?  Yes  No  Not Sure
- Do you have international customers?  Yes  No  Not Sure
- Do you deal with international currency?  Yes  No  Not Sure
- Do your customers have multiple "ship to" addresses?  Yes  No  Not Sure
- Are commissions paid to employees/sales reps based on sales?  Yes  No  Not Sure

**Quotes/Sales Order/Invoicing**

- Do you use quotes and sales orders in your sales process?  Yes  No  Not Sure
- Do your customers issue you purchase orders?  Yes  No  Not Sure
- Do you send a packing slip with order?  Yes  No  Not Sure
- Do you sell non-inventory or non-stock items?  Yes  No  Not Sure
- Do you have a lot of returns/credit memos?  Yes  No  Not Sure
- Do you have RMAs?  Yes  No  Not Sure

**Accounts Payable/Cash Management**

- Do you pay subcontractors?  Yes  No  Not Sure
- Do you issue 1099 forms at year end?  Yes  No  Not Sure
- Do you keep a separate or manual check register?  Yes  No  Not Sure
- Do you have multiple bank accounts?  Yes  No  Not Sure
- If yes, how many? \_\_\_\_\_
- What style check printer do you use?  Dot Matrix  Laser  Ink Jet
- Do you reconcile bank your statement manually or use your current accounting software?  Yes  No  Not Sure

**Inventory/Purchasing**

- Does your current inventory part numbering system work well for you now?  Yes  No  Not Sure
- Do you track fractional decimal places for cost, price or quantities for Inventory items?  Yes  No  Not Sure
- Do you use multiple price levels and/or quantity breaks for a part?  Yes  No  Not Sure
- Do you have multiple warehouses/inventory?  Yes  No  Not Sure
- Do you build components into finished goods or unbuild items into smaller components?  Yes  No  Not Sure
- Do you need more than 3 vendors per part?  Yes  No  Not Sure
- Do you buy in 1 quantity and sell in another?  Yes  No  Not Sure
- Do you sell parts with one description, but buy it with another description?  Yes  No  Not Sure
- Do you use purchase orders with your current accounting system?  Yes  No  Not Sure
- If so, do you automatically generate PO's from an inventory reorder point?  Yes  No  Not Sure
- Do you purchase items from overseas and/or require landed cost calculation?  Yes  No  Not Sure
- Do you have a need for a back order fill report when receiving inventory?  Yes  No  Not Sure
- Do you utilize serial numbers for parts?  Yes  No  Not Sure

Do you need backorder quantity, committed (to customers) quantity, and on order (with vendors), quantity for a part?  Yes  No  Not Sure

**Job Cost**

Do you have a need to track separate jobs or projects?  Yes  No  Not Sure  
 Do you need the ability to track estimated and actual costs as well as the profit margin for a project or job?  Yes  No  Not Sure  
 Do you track phases and/or cost codes for a job?  Yes  No  Not Sure  
 Do you have retainage for jobs or projects?  Yes  No  Not Sure  
 How many jobs do you have active simultaneously?  Yes  No  Not Sure

**Payroll**

Do you process your payroll in-house?  Yes  No  Not Sure  
 If "Yes" then please answer the following:  
 How many employees do you have? \_\_\_\_\_  
 How often do you pay?  Weekly  Semimonthly  Bi-Weekly  Monthly  Not Sure  
 Do you have a 401K or other benefit plans?  Yes  No  Not Sure  
 Do you have multiple state payrolls?  Yes  No  Not Sure  
 Do you track workmen's comp.  Yes  No  Not Sure  
 Do you have more than 20 types of deductions per employee?  Yes  No  Not Sure

**General Information**

How long would you like to keep detailed historical information? (in years) \_\_\_\_\_  
 General Ledger      Accounts Rec/Customer      Accounts Pay/Vendor      Inventory  
 How many do you have of the following?  
 Customers: \_\_\_\_\_ Vendors: \_\_\_\_\_ Inventory Items: \_\_\_\_\_ G/L Accounts: \_\_\_\_\_  
 Employees: \_\_\_\_\_  
 How many of the following do you produce per month?  
 Invoices \_\_\_\_\_ Checks \_\_\_\_\_ Purchase Orders \_\_\_\_\_

**CRM Software**

Do you use a Customer Relationship Management (CRM) program, such as Goldmine, Act!, etc.?  Yes  No  
 If so which program do you use? \_\_\_\_\_  
 If not, is this something you're considering now, or in the future?  Yes  No

**E-Commerce**

Describe your use of the internet at your business. \_\_\_\_\_  
 Do you have a web site?  Yes  No – If Yes what is your web sit URL? \_\_\_\_\_  
 Do customers visit your site:  For information?  To place an order?  To check inventory?  
 If you do not have/or need this functionality now, do you anticipate you will in the future?  Yes  No  
 If so when?  1-2 years  3-5 years  don't know

**Other processes unique to your business**

Please provide any other information or comments that might be helpful in evaluating a new accounting package.  
 1- \_\_\_\_\_  
 2- \_\_\_\_\_  
 3- \_\_\_\_\_

**Hardware**

What type of network you are using?

Peer to Peer       Client Server

What type of server are you using

Server Operating System		RAM		Processor		Pr Speed		HD Size	
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How many workstations are there on your network?

1     2 – 5     6 – 10     11 – 20

Do you have any Win 98 or Win ME workstations?  Yes  No

What is your current workstation setup for each accounting computer? (Please mark all that apply)

Wks#1 – Operating Sys	RAM	Processor	Pr Speed	HD Size
Wks#2 – Operating Sys	RAM	Processor	Pr Speed	HD Size
Wks#3 – Operating Sys	RAM	Processor	Pr Speed	HD Size
Wks #4 – Operating Sys	RAM	Processor	Pr Speed	HD Size
Wks #5 – Operating Sys	RAM	Processor	Pr Speed	HD Size
Wks #6 – Operating Sys	RAM	Processor	Pr Speed	HD Size
Wks #7 – Operating Sys	RAM	Processor	Pr Speed	HD Size
Wks #8 – Operating Sys	RAM	Processor	Pr Speed	HD Size
Wks #9 – Operating Sys	RAM	Processor	Pr Speed	HD Size
Wks #10 – Operating Sys	RAM	Processor	Pr Speed	HD Size

What types/brands of accounting printers are you using?

	Type	Brand	Model
#1			
#2			
#3			
#4			

Are you planning to upgrade your hardware and/or network at this time or in the near future?  Yes  No

Explain upgrade:

How many users will be accessing the accounting software?

Is this number expected to grow in the next 3 years? If so to what?

**Purchasing Considerations**

Have you previously seen or evaluated BusinessWorks Gold?  Yes  No

How soon do you plan on purchasing accounting software?

Have you established a budget for the purchase, implementation and training of your new accounting system?

Do you want to convert data from your current system into your new accounting system?  Yes  No

Are you currently evaluating any other accounting software packages?

Yes  No (If yes please specify)

This Accounting Needs Assessment was prepared by (Name & Title):	Date:
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**Please FAX this to: (503) 363-708**