

# DWD

TECHNOLOGY GROUP  
**ACCOUNTING NEEDS ASSESSMENT**

In order to analyze your needs and provide you with the best possible solution, please take a few minutes to complete this checklist. **All information will be held in the strictest confidence.**

**General Information:**

Company: _____	Phone Number: _____
Contact: _____	Fax Number: _____
Position: _____	E-Mail: _____
Address: _____	Web Site: _____
City: _____	Decision Maker: _____
State: _____ ZIP: _____	Position: _____

What is your industry?

- |                                  |  |                                       |  |
|----------------------------------|--|---------------------------------------|--|
| <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) _____   |

Gross Annual Revenue: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

Please describe your company's product or service? \_\_\_\_\_

**Accounting Needs:**

What accounting software package are you currently using? \_\_\_\_\_

Why are you evaluating new accounting software? \_\_\_\_\_

What are the most important issues you hope to address with a new accounting software system? (Attach additional page if needed.)

**Modules Required**

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> General Ledger      | <input type="checkbox"/> Payroll        | <input type="checkbox"/> Bill of Materials | <input type="checkbox"/> Time and Billing                       |
| <input type="checkbox"/> Accounts Payable    | <input type="checkbox"/> Inventory      | <input type="checkbox"/> Work Orders       | <input type="checkbox"/> CRM - Customer Relationship Management |
| <input type="checkbox"/> Accounts Receivable | <input type="checkbox"/> Sales Order    | <input type="checkbox"/> Job Cost          | <input type="checkbox"/> Crystal Reports                        |
| <input type="checkbox"/> Bank Reconciliation | <input type="checkbox"/> Purchase Order | <input type="checkbox"/> Bar Coding        | <input type="checkbox"/> Other (specify) _____                  |

How many users will be accessing the accounting software? \_\_\_\_\_

**Thank you for your responses. Please fax the completed form to 419 754 2009.**



**Help us determine the type of functionality you require:**

How many do you have of the following?

Customers \_\_\_\_\_ Vendors \_\_\_\_\_ Inventory Items \_\_\_\_\_ G/L Accounts \_\_\_\_\_

How many of the following do you produce per month?

Invoices \_\_\_\_\_ Checks \_\_\_\_\_ Purchase Orders \_\_\_\_\_

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

- In-house accountant  Sales / Order  Warehouse
 Owner / Manager  Purchasing agent  Other (specify)

Level of accounting experience for the primary accounting software user(s):

- Expert  Very knowledgeable  Somewhat knowledgeable  Little accounting experience

Level of computer experience for the primary accounting software user(s):

- Expert  Very knowledgeable  Somewhat knowledgeable  Little computer experience

What type of posting method do you need?

- Real-time  Batch  Not Sure

What type of system do you need?

- Accrual  Cash basis  Not Sure

**System and Financial Related Requirements:**

- Do you want the ability to restrict users from accessing specific modules and options?  Yes  No  Not Sure
Is a solid audit trail that allows you to easily view all adjustments made to transactions important to you?  Yes  No  Not Sure
Do you need to ability to use preprinted forms?  Yes  No  Not Sure
Do you need to Email sales orders or purchase orders?  Yes  No  Not Sure
Do you need remote access to your accounting system?  Yes  No  Not Sure
Do you need to integrate information from one system to your accounting system?  Yes  No  Not Sure
Do you need the ability to modify screens and programs?  Yes  No  Not Sure
Do you need the ability to modify reports?  Yes  No  Not Sure
Do you need to setup multiple companies?  Yes  No  Not Sure
Do you need direct deposit of payroll?  Yes  No  Not Sure
Do you have a multi-state payroll?  Yes  No  Not Sure
Do you need the ability to track estimated and actual costs for jobs or projects?  Yes  No  Not Sure
Do you need the ability to track retainage for a jobs or projects?  Yes  No  Not Sure
Do you need to track Income and expenses for different departments or cost centers?  Yes  No  Not Sure
How many digits are in your chart of accounts? \_\_\_\_\_

**Inventory and Purchasing Related Requirements:**

What is your preferred costing method?

- Average  FIFO  LIFO  Standard  Other (specify) \_\_\_\_\_

Thank you for your responses. Please fax the completed form to 419 754 2009.



- Do you need the ability to conduct a physical inventory?  Yes  No  Not Sure
- Do you build components into finished goods or unbuild items into smaller components?  Yes  No  Not Sure
- Do you have multiple warehouses?  Yes  No  Not Sure
- Do you have to track lot numbers for your inventory items?  Yes  No  Not Sure
- Do you have to track serial numbers for your inventory items?  Yes  No  Not Sure
- Do you need to track inventory scrap  Yes  No  Not Sure
- Do you need to do unit of measure conversion for inventory items?  Yes  No  Not Sure
- Do you need to create purchase orders from sales orders?  Yes  No  Not Sure
- Do you need to match purchase orders with vendor invoices?  Yes  No  Not Sure
- Do you have blanket purchase orders?  Yes  No  Not Sure
- Do you track fractional decimal places for cost, price or quantities for inventory items?  Yes  No  Not Sure

How many decimal places are needed for: Prices \_\_\_\_\_ Costs \_\_\_\_\_ Quantities \_\_\_\_\_

**Customer and Sales Related Requirements:**

- Do you need to convert customer quotes to orders?  Yes  No  Not Sure
- Do you need to convert customer orders to invoices?  Yes  No  Not Sure
- Do you have blanket sales orders?  Yes  No  Not Sure
- Do you need to track back orders for customers  Yes  No  Not Sure
- Do you need multiple "ship to" addresses for a customer  Yes  No  Not Sure
- Do you use multiple price levels and/or quantity breaks for a part? If so how many levels  
\_\_\_\_\_  Yes  No  Not Sure
- Do you need customer specific pricing?  Yes  No  Not Sure
- Do you need to look up inventory items by your customer's item number?  Yes  No  Not Sure
- Do you need to take orders on hand-held PC's  Yes  No  Not Sure
- Do you need to track sales reps information and history?  Yes  No  Not Sure
- Do you need to calculate commissions due to sales reps?  Yes  No  Not Sure
- Do you need to split sales commissions among sales reps?  Yes  No  Not Sure

**Electronic Data:**

- Does your company have a dedicated IT/IS individual or staff?  Yes  No
- Does your company use Email?  Yes  No
- Are you or is someone in your company trained to upload/download files using email attachments?  Yes  No
- Do you have remote access software? If so, which one:  
 None  pcAnywhere  Carbon Copy  Terminal Services  Other (specify) \_\_\_\_\_

How does your company utilize the Internet? \_\_\_\_\_



**Hardware:**

What type of network are you running?

- Novell Netware      Version \_\_\_\_\_       None
- Windows 2000 Server      Version \_\_\_\_\_       Other (specify) \_\_\_\_\_
- Windows Peer to Peer      Version \_\_\_\_\_

What is the total number of workstations on your network? \_\_\_\_\_

What is your current workstation setup? (Please mark all used and provide the number of respective workstations)

- Windows Version:      \_\_\_\_\_ Win 98      \_\_\_\_\_ Win 2000      \_\_\_\_\_ Win XP      \_\_\_\_\_ Other (specify) \_\_\_\_\_
- Processor Speed:      \_\_\_\_\_ < Pentium 400      \_\_\_\_\_ Pentium 400-1GHz      \_\_\_\_\_ >Pentium 1GHz      \_\_\_\_\_ Other (specify) \_\_\_\_\_
- RAM:      \_\_\_\_\_ 128 MB      \_\_\_\_\_ 128-256 MB      \_\_\_\_\_ >256 MB      \_\_\_\_\_ Other (specify) \_\_\_\_\_

What types/brands of printers are you using?

Type	Brand	Model
<input type="checkbox"/> Laser	_____	_____
<input type="checkbox"/> Inkjet	_____	_____
<input type="checkbox"/> Dot Matrix	_____	_____
<input type="checkbox"/> Other (specify) _____	_____	_____

Are you planning to upgrade any hardware at this time or in the near future?       Yes       No       Not Sure

If yes, please describe the planned upgrades? \_\_\_\_\_

**Purchasing Considerations**

How soon do you plan on purchasing accounting software?

- < 1 month       1-6 months       6-12 months       Other (specify) \_\_\_\_\_

What is your projected budget for the purchase, implementation and training of your new accounting system?

- < \$2000       \$2000 - \$5000       \$5000 - \$10,000       \$10,000 - \$20,000       >\$20,000

Do you want to convert data from your current system into your new package?

- Yes       No

Are you currently evaluating any other accounting software packages? If so, at what packages are you looking?

- No       Yes (specify) \_\_\_\_\_

Additional Information / Notes \_\_\_\_\_

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This Accounting Needs Assessment was prepared by: \_\_\_\_\_