

## Accounting Software Checklist

	Excellent	Adequate	Deficient
<b>Software structure</b>			
Options for customizing the product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Product written in a popular, high-level language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to generate custom reports without programming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to modify input-content, format, screens, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Product uses database fields to hold information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Easy import and export of data to other programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Software features</b>			
Runs under Windows 95, 98, Me, 2000 and XP, Vista	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allows for easy remote access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can perform basic business functions you require (insert your own list here)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inventory control is adequate for your specific needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wide range of available modules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wide range of vertical add-ons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handles number of customers, vendors and inventory items with room for growth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handles number of line items per invoice and sales orders with room for growth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allows adequate number of simultaneous users with room for growth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet-ready for e-business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Software operation</b>			
Does not require excessive mouse use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tests for errors: i.e., duplicate customers, incorrect item numbers and unreasonable quantities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notifies operator of unusual data and offers valid choices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allows more than once user in one module at a time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
System allows for returns with accurate cost, tax and inventory accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation is understandable and easy to read	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tutorials are worthwhile, in-depth and included with the product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training is available from qualified sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steps to create business transactions, such as P.O.s, invoices, etc., are simple and straightforward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allows user to search other files while current file is open and in process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allows user to correct an error without canceling the entire transaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides detailed audit trails for errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allows sensitive functions and reports to be password-protected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allows you to specify and limit operations by user and time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Software manufacturer</b>			
Updates product frequently and provides bug fixes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides a maintenance program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has active R&D effort underway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has history of releasing product upgrades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a large installed customer base	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has technical support programs in place and available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has provided accounting software for more than 20 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers choices to run as a packaged application or ASP/Managed Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>