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WHITE PAPER

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# How To Choose Software To Manage Your Business

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Don't Let A Major Decision Become A Major Headache

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## How To Determine The "Right" Software For Your Business

The right accounting software can be invaluable to your business. But how do you determine what the "right" software is? How do you choose the program that will best meet your needs and help your business run smoothly? Ask yourself the following questions:

1. Would you consider yourself a basic bookkeeper, an experienced bookkeeper or an accountant? Your first step should be to assess your own level of accounting knowledge. Once you have determined the level at which you function, list the features you need.
2. Do you handle your own payroll? If so, check out [www.PAYweb.ca](http://www.PAYweb.ca) for a secure, easy and dependable payroll solution. Or call us at 1 866 772 9932 for more details.
3. Do you need to be able to connect to the internet for online banking?
4. Should the program have strong inventory/purchasing capability?
5. Is it able to integrate with other software that you are already using?
6. Will you need to upgrade your hardware, network or operating systems?
7. If you have an Accountant, what software is he or she using?

The most important conclusion you can reach is which accounting software program will be able to meet all of your needs...now and in the future. Remember, making the wrong choice now will not only affect your business, but also may necessitate you having to purchase again within the next few years.

Once you have determined which software best suits your needs, establish how user-friendly each program is, how comfortable you feel with it, and whether or not you and your employees will be able to learn the program on your own. Most programs have trial versions and downloads available. Also, check out the online help and manuals that are available with the program.

Although most programs are labeled as "user-friendly", training can make you tremendously more productive than self-teaching. It might be a good idea for you to find out what training options are available to you as well.

Along the same lines, you should verify the kind of support offered by the software company and for how long. Many companies offer 90 day free support with affordable help once the free term has expired.



Security is also a big issue and you need to verify the degree to which sensitive functions and reports can be protected through passwords. Ideally, you should be able to specify which operations each user can perform at any given time.

Discuss different programs with colleagues who use accounting software and have similar requirements. This may be one of your best resources. Why not solicit the opinions of other business owners to help you make your ultimate choice?

## 5 Mistakes To Avoid When Choosing Accounting Software

An accounting system is a big investment. You need to find the right technology, the right functionality, and the right supplier to ensure your investment delivers the ROI you expect. Do you feel confused, frustrated or overwhelmed? **NEBS DELUXEPINPOINT** can help!

### **Mistake 1: Not Doing Enough Homework**

Analyzing and then selecting accounting software takes both time and effort. Information is critical to selecting the most appropriate system for your organization.

### **Mistake 2: Misunderstanding the Benefits of Automation**

Automated accounting and related functions can save your organization considerable time and effort. However, computers can never replace human intelligence, judgment or hard work.

### **Mistake 3: Ignoring Hard-to-Quantify Benefits**

It is difficult to calculate possible future gains in terms of increased productivity, better decision-making, and other factors after a new system has been successfully implemented. These results can dramatically increase your bottom line.

### **Mistake 4: Passing the Buck**

Top management and other key personnel with the organization must be involved in the selection and implementation process. Never rely solely on a consultant's recommendation or input.

### **Mistake 5: Thinking Accounting Software is only for Accountants**

Accounting software will deliver results in the form of critical need-to-know information to every manager in the company. Don't select a system that won't provide detailed reporting and other company-wide information.Δ