



How to Choose Software to Manage your Business

**Don't let a Major Decision
become a Major Headache**



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



1. Would I consider myself 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 I handle my own payroll? If so, check out www.PAYweb.ca for a secure, easy and dependable payroll solution. Or call us at 1 866 772 9932 for more details.
3. Do I need to be able to connect to the Internet for online banking?
4. Should the program have strong inventory/purchasing capability?
5. Do I need it to integrate with software that I already have in place?
6. Will I need to upgrade my hardware, network or operating systems?
7. If I have an accountant, what software is he or she using?

The most important conclusion you need to 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 negatively, but may also result in the re-purchase of software 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 without help. Most programs have downloadable trial versions, online help and manuals available.

Although most programs are labeled "user-friendly," training can be a

tremendously valuable, time-saving tool. It would be a good idea to find out what training options are available to you.

Along the same lines, you should verify the type and length of support offered by the software company. Many companies offer 90-day free support followed by affordable help once the free term has expired.

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 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.

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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 within 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 doesn't provide detailed reporting and other company-wide information.



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 operation 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?

Call 1 800 461 7572 Fax 1 800 461 3325 www.nebs.ca