

## Client Needs Assessment

This assessment will identify which business process are used. Mark either Yes or No in the second column.  
This will determine how we can best meet your needs!

Assessment category	Yes/No
<b>Sales and accounts receivable</b>	
Estimates	
Simple invoices (no customer tracking)	
Custom invoices (accounts receivable tracking)	
Sales receipts	
Statements	
Sales tax (list states in notes/advisory column)	
Price levels	
Progress invoicing	
Multicurrency	
Average number of transactions per month	Enter number
<b>Expenses and accounts payable</b>	
Accrual-based (bills and bill payments)	
Approvals	
Checks (indicate manual, printed, or both in notes/advisory column)	
Credit card expenses	
Electronic payments	
Loans (list types in notes/advisory column)	
Multicurrency	
Separation of personal and business expenses in same bank/credit card account	
Petty cash expenses	
Purchase orders	

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Assessment category	Yes/No
Track vendors for 1099 reporting	
Billable/Reimbursable expenses	
Electronic receipt/bill capture	
Average number of transactions per month	Enter number
<b>Employees and payroll</b>	
Active workers' compensation insurance	
Number of employees on payroll	
Partners/Shareholders on payroll	
PTO/Sick/Vacation policy	
Retirement plan	
Time tracking (indicate vendors, employees, or both in notes/advisory column)	
Average number of transactions per month	Enter number
<b>Other expense-tracking needs</b>	
Estimated income taxes	
Mileage tracking—if yes, then complete the vehicle profile on the Mileage tab	
<b>Other daily operations needs</b>	
Inventory tracking—FIFO method	
Inventory tracking—other methods (indicate method in notes/advisories)	

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<b>Industry-specific needs</b>	
Asset management	
Billable time	
Customer Relationship Management (CRM) for sales team	
E-commerce/Web-based sales	
EDI (electronic data interchange)	
Field service	
Kitting/Bundled items	
Logistics/Distribution/3PL	
Manufacturing/inventory assembly	
Point of sale/cash register	
Shipping and receiving	
<b>Specialized application needs (apps)</b>	
Accounts receivable collections	
Billing: wholesale vs independent	
Document cloud storage	
Document collection & management	
Electronic bill pay	
Merchant services/payment processing	
Time tracking approval & GPS	

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<b>Reporting needs</b>	
Budgeting	
Cash flow forecasting	
Consolidated reporting	
Customer/Job profitability	
Monthly financial statements required	
Multiple sources of revenue (product lines, revenue streams, departments, partners, etc.)	
Project/Job tracking	
Reports only access users	
Track multiple locations (enter # of locations in notes/advisories column)	
Trial balance	
<b>Other</b>	
Conversion from previous accounting solution	
Number of users needed	Enter number
<b>Total number of transactions per month:</b>	
Sales and accounts receivable	Enter number
Expenses and accounts payable	Enter number
Payroll	Enter number