

# What To Expect From Your Accounting System

## Accounting System Survey Reporting Options

- Have you explored all the standard reports available in your system?
- Have you tried various sort and selection options?
- Do you know which reports to print at period end to confirm:
  - AR balance ties to General Ledger?
  - AP balance ties to General Ledger?
- Are you or your staff re-entering financial data in Excel for analysis?
- Does your system have a report writer built in?
- Do you have an external report writer such as Crystal Reports?
- Do you know how to create custom reports?
- Are period end / year end reports printed and stored?
- Are these reports printed to paper or to pdf files?
- Do your users re-key information into Excel for analysis?
- Can report data be easily downloaded to Excel?
- Do you have the ability to customize your checks, invoices and other forms?
- Does your system print 1099's from the AP module?
- Does your system print W-2's from the Payroll module?
- Which reports are used to provide the data necessary to file your sales tax reports?
- Which reports are used to provide the data necessary to file your payroll tax reports?
- Which reports are used to provide the data necessary to calculate sales commissions?
- Which reports are used to analyze sales?
- Can you reprint a customer invoice if necessary?
- Which reports or screens are used when reconciling AP vendor activity with vendor statements?
- Can you print an open purchase order report by date required?
- Can you print customer statements?
- Can you automatically fax statements to your customers?
- Can you fax invoices and purchase orders from within the software?