

How to Get the Most Out of Your Accounting Software

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In these hard economic times, we are all looking to get the most out of every person and piece of equipment. We should also look the processes we are performing before we access our accounting software to see if the processes can be done more efficiently with the help of our accounting and other software packages.

1. The first step is to document the procedures in writing of what is actually being done regardless of what should be done.
2. Review the procedures and verify if they make sense to you. You may find procedures being done because they were “always done that way” that no longer need, because the software has a built in feature to accomplish the task.
3. Verify that your staff is trained and knows how to use the software in the most efficient way. Many software packages have shortcuts built in to make completing a task faster with less key strokes.
4. If you discover part of the procedures are being done outside the system in a separate application such as Microsoft Excel or Access, can the task be done with in the software to eliminate duplicate entry such as creating a data field or writing a custom report.
5. If you are in a multi-user environment and users are always waiting for someone to exit the system before they can go in and do their work, look at purchasing additional user licenses to eliminate the wasted time of users trying to get into the system.
6. If vendor’s offer you a discount for prompt pay, make sure the terms are set properly and take the discount. A 2% discount for payment in 10 days annualizes to a 36% saving for the year.
7. Contact a certified consultant for the software you are running. Ask for references in your industry to verify they have experience.
8. If your software company offers a software maintenance plan, make sure you stay current. Companies are always releasing patches to fix bugs or add new features.
9. Check and see if there are user groups in your industry for the software you are running. Many times others have run into the same problem or dilemma and have found a way to work around it.
10. Finally, if you still do not have an answer, go to the internet and Google your question. There may be blog or user groups for your software.

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