

Contact Information					
Name:					
Title:					
Company:					
Address:					
City:		State:		Zip Code:	
E-mail:					
Phone:			Fax:		
Industry:					
# Locations:					
# of companies to maintain					
First time automation:	<input type="checkbox"/> Yes		<input type="checkbox"/> No		
Currently automated:	<input type="checkbox"/> Upsizing		<input type="checkbox"/> Downsizing		
Desired deployment date:	<input type="checkbox"/> Hosted Cloud		<input type="checkbox"/> On-Premise		
Desired implementation date:					
Current accounting software:					
Current database platform:					
Desired database platform:					

	Yes	No
Are you working with a consultant?	<input type="checkbox"/>	<input type="checkbox"/>
Are you working with your CPA?	<input type="checkbox"/>	<input type="checkbox"/>
Have you formed a selection committee?	<input type="checkbox"/>	<input type="checkbox"/>
Have you already defined your needs in detail?	<input type="checkbox"/>	<input type="checkbox"/>
Would you like for us to assist you define your needs?	<input type="checkbox"/>	<input type="checkbox"/>
Have you determined a software budget?	<input type="checkbox"/>	<input type="checkbox"/>
If so, what is your budget range or amount not to exceed?	<input type="checkbox"/>	<input type="checkbox"/>
Are you the decision maker?	<input type="checkbox"/>	<input type="checkbox"/>
If not, who is the decision maker?		
# Employees:		
# Total Users:		
# Accounting Department Users:		
# Reporting Only Users:		
Square Footage of Warehouse:		

Applications Required Section								
Select [R] – Required [U] – Uncertain If the application is not wanted or needed leave blank								
Application	R	U	Application	R	U	Application	R	U
General Ledger	<input type="checkbox"/>	<input type="checkbox"/>	Inventory Management	<input type="checkbox"/>	<input type="checkbox"/>	EDI	<input type="checkbox"/>	<input type="checkbox"/>
Budgeting: Simple	<input type="checkbox"/>	<input type="checkbox"/>	Multi-Level BOM	<input type="checkbox"/>	<input type="checkbox"/>	Job Costing	<input type="checkbox"/>	<input type="checkbox"/>
Budgeting: Complex	<input type="checkbox"/>	<input type="checkbox"/>	Work Order Scheduling	<input type="checkbox"/>	<input type="checkbox"/>	Job Estimating	<input type="checkbox"/>	<input type="checkbox"/>
Allocations	<input type="checkbox"/>	<input type="checkbox"/>	Warehouse Management	<input type="checkbox"/>	<input type="checkbox"/>	Payroll	<input type="checkbox"/>	<input type="checkbox"/>
Consolidations	<input type="checkbox"/>	<input type="checkbox"/>	Accounts Payable	<input type="checkbox"/>	<input type="checkbox"/>	Human Resource Mgt.	<input type="checkbox"/>	<input type="checkbox"/>
Spreadsheet Interface	<input type="checkbox"/>	<input type="checkbox"/>	Purchase Orders	<input type="checkbox"/>	<input type="checkbox"/>	Fixed Assets	<input type="checkbox"/>	<input type="checkbox"/>
Inter-Company	<input type="checkbox"/>	<input type="checkbox"/>	Customer Mgmt. (CRM)	<input type="checkbox"/>	<input type="checkbox"/>	Other Applications		
Multi-Currency	<input type="checkbox"/>	<input type="checkbox"/>	Requisitions	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Bank Reconciliation	<input type="checkbox"/>	<input type="checkbox"/>	Sales Force Automation	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Accounts Receivable	<input type="checkbox"/>	<input type="checkbox"/>	Workflow Management	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Debt Collection	<input type="checkbox"/>	<input type="checkbox"/>	Service Management	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Sales Order Processing	<input type="checkbox"/>	<input type="checkbox"/>	Time & Billing	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Point of Sale	<input type="checkbox"/>	<input type="checkbox"/>	e-commerce	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Sales Order, Invoicing and Shipping for Distribution and Manufacturing				
Select from the following options: [*] – may require in the future [O] – Often [S] – Sometime [N] – Never	*	O	S	N
Do you ship on the same day that the order is received?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you take orders for future shipments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have over-the-counter sales?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you prepare one order or invoice at a time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Then pack it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you prepare orders and invoices in batches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you backorder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you omit backordered items from your invoice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have customers who do not accept backorders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a warehouse that is not connected to your office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does an invoice go with the box being shipped?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does a packing list go with the box being shipped?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do customers pre-pay?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you ship orders on consignment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do customers reorder similarly enough to repeat their past orders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select from the following options: [*] –may require in the future [O] – Often [S] – Sometime [N] – Never	*	O	S	N
Do customers pay by credit card?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you sell items over the internet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you assign sales order and invoice numbers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you override the invoice date to a date prior from the current date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you set up payment plans where a % of the invoice is due in increments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shipping				
Does each order fit in one box?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you ship orders COD?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you set a formula for either handling or box charges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you ship by UPS or FedEx?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you charge customers the published carrier shipping rate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you use USPS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you use multiple carriers and need system to calc best rate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you maintain more than 1 ship-to address per customer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Information				
Payment history?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current Open Invoices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current Open Orders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes you've maintained about the customer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Order history?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Past prices paid per each item?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quotation prices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Price lists per item?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
While Entering Orders, What Item Information Should Be Instantaneously Accessible?				
Availability of each item being ordered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supplier purchase orders for out of stock items your customer is ordering?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substitutions for any out of stock item?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Costs paid on each shipment for the item being ordered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Than Invoices, Which Documents Would You Use?				
Packing List?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Order Confirmation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select from the following options: [*] –may require in the future [O] – Often [S] – Sometime [N] – Never	*	O	S	N
Sales Order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quotation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bill of Lading?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pick Ticket (a copy of the order used to “pull” items for packing)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pricing				
Do different types of customers get different sets of prices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have special pricing on the same items for certain customers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you give customers a discount on the whole order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you determine pricing as a markup from cost?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you give a different discount % for different items on the same order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have ‘set’ discounts for volume orders of certain items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have sales promotion pricing for a specific time period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you maintain contract prices per customer per item?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How Often...				
Do you require kits or assortments to display their components on the invoice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you require that kits or assortments not display components on the invoice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you stock items in a unit of measure that differs from the unit of measure which it is used when they’re purchased or sold?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the same item available to sell in different units of measure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do your items come in variations (by color, style, size etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you change your item pricing more than once per year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have sales promotion pricing for a specific time period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you print long descriptions or instructions on an invoice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do certain instructions routinely appear on the invoice for certain items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you specify the cost of an item on the sales order or invoice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you sell items that you do not maintain in your inventory (non-stock items)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inventory				
If you’re a distributor, do you reorder to fill a customer’s order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have more than one warehouse/location? (specify number _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you track inventory by bin within warehouse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, does the same part number exist in multiple bins within one location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you manage put away zones, QA or other staging areas for inventory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select from the following options: [*] – may require in the future [O] – Often [S] – Sometime [N] – Never					*	O	S	N
Do you attach and track serial numbers to your inventory?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you required to track lot numbers for you merchandise?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What method do you need for 'costing' your inventory?								
(Please Circle) Average, Standard , LIFO, FIFO, Not Certain								
Do you run negative inventory?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you purchase the same product from more than 1 vendor?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you consider your actual 'landed' cost when determining the cost of goods sold?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you receive returns of both damaged and non-damaged goods?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you maintain alternate item choices?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you use Bar Code Tracking?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, Do you print your own bar codes?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, at time of receipt?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you scan during receiving?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you scan during picking?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, do you pick by order vs. by consolidated items?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you scan during shipments?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you scan with shipping software (starship, Worldship, FedEx)?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you scan customer returns?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you scan during physical counts?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you require that users log off the system during a physical inventory count?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you perform cycle counts?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manufacturing / Job Cost								
If you're a manufacturer, do you 'make to order'?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bill of Material, do they include?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Labor Costs					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Machine Run Time Cost					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scrap Factors					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overhead Costs					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sub-Contractor's costs					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative costs					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-billable non-productive costs					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy existing BOM to new bills of materials?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select from the following options: [*] –may require in the future [O] – Often [S] – Sometime [N] – Never	*	O	S	N
Track Work in Process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Automatic Job numbering?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Convert job estimate to budget?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintain multiple budgets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timesheet integration of jobs with Sales Orders and Payroll?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Markup on time and material billings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Billings by Completed Contract, Partial Billings, Retainers, Contingent Fees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job/Project progress reporting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purchase Orders				
Are purchase orders created based upon inventory stock levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are purchase orders created based upon sales orders that are entered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When you receive merchandise, does it have your PO number attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the items on your purchase order need some further explanation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you purchase the same item from different vendors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you track items and expenses ordered on behalf of a customer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create blanket purchase orders (set dollar amount defined on PO)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drop-ship an order from the PO directly to your customer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have spending limits for POs by user?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you check against budgets before POs can be issued?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounts Payable				
Do you print 1099s?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you file 1099s electronically?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you submit positive pay files?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you submit payment electronically (EFT)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you print signatures electronically?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you enter invoices once approved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you maintain more than 1 address per vendor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales Reps and Commissions				
Do you pay salesreps when invoices are shipped?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you pay salesreps when invoices are paid?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Would you deduct the commission if the invoice were credited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select from the following options: [*] –may require in the future [O] – Often [S] – Sometime [N] – Never					*	O	S	N
Do you split commissions among salesreps on an invoice?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are commissions based on margin or gross sales?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assigning Commission Rates								
Do different salesreps get different rates?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do different customers of the same salesreps get different rates?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does an order get a different rate if there is a discount?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do different items on the same order get different rates?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can the same item get a different rate if its price is discounted?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do salesreps get different rates by reaching monthly quotas?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounts Receivable								
Personalized invoices? (Attach example)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personalized AR statements? (Attach example)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accept payment from a single customer on behalf of many customers?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have billings requirements that relate to services and not products?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Automatic billing of recurring invoices?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Write off small amounts (user defined) automatically?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compounding of interest / finance charges?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Automatic calculation of interest / finance charges?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Ledger								
Select					Yes	No		
Do you require more than 3 account segments? (i.e. 1200-100-20 represents 3 account segments)					<input type="checkbox"/>	<input type="checkbox"/>		
Do you maintain budgets?					<input type="checkbox"/>	<input type="checkbox"/>		
Do you need to create consolidated data and financials?					<input type="checkbox"/>	<input type="checkbox"/>		
Do you create intercompany transactions? (if more than 1 company)					<input type="checkbox"/>	<input type="checkbox"/>		
Do you need to run auto-allocations of specified GL accounts?					<input type="checkbox"/>	<input type="checkbox"/>		
Do you run on a calendar year? (Specify)					<input type="checkbox"/>	<input type="checkbox"/>		
Do you run on a fiscal year? (Specify)					<input type="checkbox"/>	<input type="checkbox"/>		
Do you require user defined segment lengths?					<input type="checkbox"/>	<input type="checkbox"/>		
Import a batch from an outside application? (payroll, webstore, billing system)					<input type="checkbox"/>	<input type="checkbox"/>		
Schedule recurring journal entries each month?					<input type="checkbox"/>	<input type="checkbox"/>		
Specify use of automatic reversing journal entries?					<input type="checkbox"/>	<input type="checkbox"/>		

Select	Yes	No
Do you require that your financial reports follow a specific format or layout?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an existing set of management reports?	<input type="checkbox"/>	<input type="checkbox"/>
Do you need to create your own reports?	<input type="checkbox"/>	<input type="checkbox"/>
Would You Like To Be Able To...		
Enter orders remotely (i.e. from a remote office, traveling, from home etc)?	<input type="checkbox"/>	<input type="checkbox"/>
Scan or attach documents to an AP Invoice, Sales Order or Purchase Order?	<input type="checkbox"/>	<input type="checkbox"/>
Track leads and prospects?	<input type="checkbox"/>	<input type="checkbox"/>
Perform targeted mailings to prospects or customers?	<input type="checkbox"/>	<input type="checkbox"/>
Maintain customer comments and notes?	<input type="checkbox"/>	<input type="checkbox"/>
Track sales opportunities and forecast sales?	<input type="checkbox"/>	<input type="checkbox"/>
Create customer tasks and appointments that appear in shared calendar?	<input type="checkbox"/>	<input type="checkbox"/>
Keep database of prospects and customers designating the difference?	<input type="checkbox"/>	<input type="checkbox"/>
Show the total weight, volume or pieces of the order on an invoice?	<input type="checkbox"/>	<input type="checkbox"/>
Have the system configure how to place products in a box for shipping?	<input type="checkbox"/>	<input type="checkbox"/>
Look up the customer's order by a customer PO, bill-to or ship-to information?	<input type="checkbox"/>	<input type="checkbox"/>
Look up customers by telephone number, address, zip code, or contact name?	<input type="checkbox"/>	<input type="checkbox"/>
Have dashboards and KPIs available?	<input type="checkbox"/>	<input type="checkbox"/>
Send statements and invoices via fax and/or e-mail?	<input type="checkbox"/>	<input type="checkbox"/>
Import and export transactions or integration with exiting software/database?	<input type="checkbox"/>	<input type="checkbox"/>
Setup User Defined Fields?	<input type="checkbox"/>	<input type="checkbox"/>
Need multiple languages?	<input type="checkbox"/>	<input type="checkbox"/>
Drill-down to original transaction from reports that print to screen?	<input type="checkbox"/>	<input type="checkbox"/>
Record transactions in more than one currency (multi-currency)?	<input type="checkbox"/>	<input type="checkbox"/>
Have customers view their history online?	<input type="checkbox"/>	<input type="checkbox"/>
Have customers pay balances by credit card over phone or online?	<input type="checkbox"/>	<input type="checkbox"/>
Have employees enter expense reports that can be submitted for approval?	<input type="checkbox"/>	<input type="checkbox"/>
Warehouse Management		
Do you use Bar Code Tracking?	<input type="checkbox"/>	<input type="checkbox"/>
Does your inventory already have barcodes at time of receipt?	<input type="checkbox"/>	<input type="checkbox"/>
If no, Do you print your own bar codes?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, at time of receipt?	<input type="checkbox"/>	<input type="checkbox"/>
Do you scan during receiving?	<input type="checkbox"/>	<input type="checkbox"/>

Select	Yes	No
Do you scan during picking?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, do you pick by order vs. by consolidated items?	<input type="checkbox"/>	<input type="checkbox"/>
Are you looking for Wave Picking	<input type="checkbox"/>	<input type="checkbox"/>
Do you scan again to confirm shipments and contents per box?	<input type="checkbox"/>	<input type="checkbox"/>
Do you scan with shipping software (Starship, Worldship, Fedex)?	<input type="checkbox"/>	<input type="checkbox"/>
Do you scan customer returns?	<input type="checkbox"/>	<input type="checkbox"/>
Do you scan during physical counts?	<input type="checkbox"/>	<input type="checkbox"/>
Do you print picking slips?	<input type="checkbox"/>	<input type="checkbox"/>
Do you print specific labels per box?	<input type="checkbox"/>	<input type="checkbox"/>
Do you deal with expiration dates?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have returns management needs?	<input type="checkbox"/>	<input type="checkbox"/>
Do you run multiple shifts in your warehouse? How many shifts? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are you using any 3PLs (Third party logistics company) that hold any of your inventory?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any material handling equipment or automation in your warehouse?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any processes that you are trying to automate?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a kitting process that you are trying to automate?	<input type="checkbox"/>	<input type="checkbox"/>
Are you looking to track actual labor or machine time capture?	<input type="checkbox"/>	<input type="checkbox"/>
Are you looking to get real time finished goods updated against your orders?	<input type="checkbox"/>	<input type="checkbox"/>
Shipping		
Does each order fit in one box?	<input type="checkbox"/>	<input type="checkbox"/>
Do you ship orders COD?	<input type="checkbox"/>	<input type="checkbox"/>
Do you set a formula for either handling or box charges?	<input type="checkbox"/>	<input type="checkbox"/>
Do you ship by UPS or FedEx?	<input type="checkbox"/>	<input type="checkbox"/>
Do you ship by FedEx?	<input type="checkbox"/>	<input type="checkbox"/>
Do you charge customers the published carrier shipping rate?	<input type="checkbox"/>	<input type="checkbox"/>
Do you use USPS?	<input type="checkbox"/>	<input type="checkbox"/>
Do you use multiple carriers and need system to calc best rate?	<input type="checkbox"/>	<input type="checkbox"/>
Maintain more than 1 ship-to address per customer?	<input type="checkbox"/>	<input type="checkbox"/>
Do you ship internationally?	<input type="checkbox"/>	<input type="checkbox"/>
EDI		
Are you currently sending any EDI documents, or have any upcoming contracts that might cause some need for EDI compliance? List estimated number of transactions	<input type="checkbox"/>	<input type="checkbox"/>

Select	Yes	No	
Is your EDI integrated with your current ERP system? (if using web forms and entering orders this would not be integrated)	<input type="checkbox"/>	<input type="checkbox"/>	
Are your EDI trading partner's customers? List number	<input type="checkbox"/>	<input type="checkbox"/>	
Are your EDI trading partner's vendors? List number	<input type="checkbox"/>	<input type="checkbox"/>	
Are your EDI trading partners 3PLs? List number	<input type="checkbox"/>	<input type="checkbox"/>	
Do you require ASN (advanced shipment notifications)	<input type="checkbox"/>	<input type="checkbox"/>	
Accounts Receivable			
Personalized invoices? Please attach an example	<input type="checkbox"/>	<input type="checkbox"/>	
Personalized AR statements? Please attach an example	<input type="checkbox"/>	<input type="checkbox"/>	
Receive warning for customers over their credit limit?	<input type="checkbox"/>	<input type="checkbox"/>	
Data Migration			
Select	Yes	No	Manual
Import Chart of Accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, will Chart of Accounts Change?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import GL History?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Summarized by account by month?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detailed transactions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import Budgets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import Customers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import Customer Ship to addresses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import Customer notes and comments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import Customer Open Invoices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import Customer Open Orders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import Customer Open Estimates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import Customer Sales History?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import Customer Opportunities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import Vendors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import Vendor Remit To address?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import 1099 payment details?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import Vendor Open Invoices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import Vendor Purchase history?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import outstanding vendor checks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select	Yes	No	Manual
Import history of vendor payments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import open purchase orders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import inventory items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import on hand inventory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import inventory BOMs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import inventory Kits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import inventory price lists?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import vendor costs for inventory items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import serial and/or lot numbers for items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import work orders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import open projects or jobs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import Employee Names?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import Employee Payroll data (YTD)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General Operations Questions

What has changed most about your business in the past 3 years?

What type of growth or changes does your business expect to see in the next 3 years?

Critical Success Factors for an Implementation Project:

Define the things that your Company needs to do in order to be successful – these are your CSFs, Requirements or Goals.

What is the cost to the business if you do not address these goals/requirements?

Criteria to Make a Decision

What criteria has your team defined that they will use to select a solution?

If you have not yet defined the criteria, using a total of 100, how would you weight the following criteria?

- Ease of use
- Integration requirements
- Total cost of ownership
- Underlying technology
- System functionality (breakout by key functional requirement)

Workflow, dashboards, alerts, reporting

Time to implement

Any others?

If you had to list one requirement as the single most important, what would that be?

If you are able to, please list the strengths of your current system:

If you are able to, please list the weaknesses of your current system:

Transactional Processing

Estimate the number of

Items

Customers

Vendors

Chart of Accounts

Estimate the typical number of line items that you have on any given sales order.

Estimate the number of sales orders you ship during a typical week.

Estimate the number of purchase orders you create during a typical week.

Selecting a new system

Are there any change management or user adoption concerns that we need to be aware of?

Have you tried to implement a new system? If yes list reason it was not successful

Do you have an executive sponsor (CEO, owner, CFO) involved in this project? Is this person also the project sponsor (controller, IT, project manager)

Is there a steering committee in place and if yes, who is on the team?

Who is the final decision maker that will sign off on this project?

As a next step, can we validate the discovery questions/answers with them?