

Select an implementation process and partner...

that can do the job, not just recite the rhetoric.

The best accounting software in the world will prove tedious and troublesome if not properly implemented. This makes selecting the right accounting services implementation **partner and process** critical—so don't skimp on your search. Following are guidelines to make that [search](#) productive:

Evaluate implementation/training partner criteria:

These first-impression issues will indicate how rapidly, responsively, and competently the accounting system software specialist is likely to perform subsequently:

- Responds to initial inquiry in a timely fashion;
- Provides a turn-key, fixed-price budgetary proposal that details accounting software, implementation and accounting software training costs (subject to the prospect providing adequate information from which to make such a determination);
- Provides a conversant and technology [competent advisor](#) to consult with throughout the process—to answer all questions about pricing, the solution itself, and risk assessment.

Look for the following functional elements when evaluating the process:

- **Automated setup and installation.** This is becoming an increasingly available option, enabling companies to do much of the work internally. Outside assistance can be employed for selected high-value areas—keeping overall accounting software costs down while maximizing efficiency. Employees ought to be able to go through an intuitive, fail-safe [step-by-step](#) process that covers all needed procedures. Key here is to establish a comprehensive, user-friendly process, so that employees can experiment and feel safe with the accounting system software—instead of being intimidated and tentative. With this approach, the employee learning curve is much faster—in turn minimizing disruption and maximizing productivity;
- **Self-directed training.** With the proper self-directed accounting software training protocol, outside training (if needed) can be employed strategically—making the process even more time-efficient and cost-effective.
- **Flexibility.** Companies should be able to customize the level of implementation and training support, right along with the software itself. Options should be available to accommodate every need on the continuum from essentially “do-it-yourself” to in-depth assistance. Prioritize areas where you believe you will need the most help, such as chart of accounts structure, to optimize it for future growth and new system reporting capabilities;
- **Included consultation.** Where you do determine the need for outside consulting support, separate out the need for on-site assistance from remote consulting. In some cases, telephone and online support will suffice (and likely save money) for configuration, technical system review and guidance, go-live coaching, and employee questions;
- **Smooth [legacy data importation](#).** While many accounting services conversion protocols tout the ability to import legacy data, make sure your existing system qualifies;
- **Full audit trails and tracking, documenting every step.** This establishes an easy way to access a complete record of what has been done—beneficial during initial accounting software setup and installation, and as a valuable archive for later upgrades and expansions.

In summary, look for a capable and collaborative accounting solutions partner, automated setup, and cost-effective accounting software training options (including, at least in part, self-directed training), and the [flexibility](#) to meet your needs.

Call 800.939.4119 x1 or go to www.wizardx4.com.