**Payroll**

# employees

States where they live

States where they work

Deductions required

Garnish wages

Benefits handling

Expense reimbursement capabilities

Workers comp job cost allocation?

Health insurance reporting?

Pay period

Pay frequency

Salary vs hourly

Bonus payroll

Special payroll

Corrections handling

Direct deposit

Employee cards

Payroll tax reporting

Bank issues (wells fargo requires release approval every payroll)

w-2 reporting

contractor’s pay

1099

w-9 compliance

**Accounting**

**General**

Current system

Shortfalls/errors

Fiscal year

Monthly cycle or 13 4-week period?

Type of entity

Special equity account needs?

Is owner on draws or paycheck or both?

Cash vs accrual

Years of history

Ask for a list of all forms

**A/R**

Invoicing requirements

Invoicing formatting

Invoice fields

Commission tracking on invoices?

Recurring invoicing

Email invoices

Credit memos

Interface with order sources such as carts or amazon?

Payment application

Collections capabilities

Refund processing / tracking

**A/P**

Written checks needed?

Purchase order

Packing slip tracking/matching

Lot tracking

Inventory purchases

Check number tracking

Approvals

**Customers/Vendors**

Are there fields for information needed?

Customer types

CRM fields?

Terms fields

Tax ID fields

W-9 compliance

Special pricing

**Cash /Bank**

Banks

Bank feeds available?

Is there a register? Easy way to reconcile?

Cash balance updates?

Daily cash report?

Petty cash account?

Cash drawers

**Reporting**

Ask for a list of all excel spreadsheets

**Inventory / Items**

Nature of items – services vs products

Ask for a list of items

Fields needed

Balances tracked on product

How often physically reconciled

Waste / Scrap

Obsolete

Last write off

Assembly

Lot # tracking

Recall requirements

Drop ship

Integration with warehouse/shipping

Pick list requirements

**Sales Tax / Compliance**

Nexus review?

Amazon products?

Location of warehouses

Regulatory compliance

DCAA

HIPAA