Jane Doe

SOFTWARE PROPOSAL

For ABC Company

Jane Doe
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Buy Software Proposal

In an ever-expanding global market, once thriving mom-and-pop stores are struggling to stay competitive. The owners of these establishments wear many hats, going from accountant to manager in minutes. While this may be one possible solution for managing business operations there are more efficient ways to make a business operate more smoothly. Wormy Orchard is one such business that would benefit from a more efficient business strategy. Currently there is no software that assists with business processes such as accounting, inventory management, and payroll.

To lessen the workload of managers and owners, Wormy Orchard should consider adopting an accounting software program. Currently, all sales made at Wormy Orchard are recorded using an adding machine and paper invoices. While these methods are good ways of recording sales and other transactions it is easy for papers to get lost or damaged. Customers have complained about long waits when it comes to getting a refund or placing an order for more products since there is no good system in place for finding past receipts and invoices. An electronic database would immensely improve this aspect of business.

Another shortcoming of Wormy Orchard's current business processes is the lack of structure regarding payroll. Right now, employees get a hand-written check from either the manager or the owner. On many occasions employees have received multiple checks for the same pay period, or even no check at all until talking with management. While current employees have pointed out instances where this happened there is the potential for employees to pocket both checks, or abuse the prevalent miscommunication in the orchard. If Wormy Orchard plans to expand operations it is imperative that the system be improved and automated.

A final issue with Wormy Orchard is managing inventory. Many times when a customer comes in looking for a certain product an employee has to run back to the store room in order to check inventory levels. This takes up a fair amount of time and can lead to inaccuracies if inventory is in the wrong place. There are better options for managing inventory that will reduce wait times and increase customer satisfaction.

Decisions need to be made in order to keep Wormy Orchard competitive in the new global market and make Wormy Orchard an even better place for families to come and visit. As a general worker for Wormy Orchard with a background in business, I believe my insight may be of use in looking at possible changes. There are a variety of account software programs available that could help Wormy Orchard and I would like to analyze the cost and benefits of three well-known programs: QuickBooks, Sage 50 and Xero.

I would like your approval to objectively analyze these programs to show the cost of each product and how well each product meets the needs of Wormy Orchard. I will complete this evaluation by July 7, 2014 and will present the findings, with a recommendation to you. If you decide to install one of these software packages on July 1, you will have enough time to install and test the software before our busy season.

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