

Buyer's Guide to Fund Accounting Software



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SELECTING THE RIGHT FUND ACCOUNTING SOFTWARE FOR YOUR ORGANIZATION

There comes a time in the life of an organization when your finance team needs to re-evaluate its accounting software. It's usually around the time that the system can no longer manage your chart of accounts, or the workarounds required to track restricted funds become untenable. You realize you are spending more time working on the organization with cumbersome, unintuitive processes instead of doing your job for the organization and driving impact.

Most CFOs or finance directors only need to take on this sort of project once or twice in their careers. However, they are keenly aware of the impact a poor decision can have on their organizational productivity and the confidence in their leadership. To make the best decision for the organization's current goals—as well as its future growth—you need a substantial research and vetting process.

In this guide, you'll find resources to help you identify your organizational priorities, evaluate functionality and pricing, and work with potential vendors so you can be confident you select the best fund accounting software for your organization.

A photograph of a person's hands working on a laptop. The person is wearing a green sweater. Their left hand is holding a green pencil over the keyboard, and their right hand is holding a white cup of coffee on a wooden coaster. The background is a light blue gradient.

CHAPTER

01

Starting the Search

Adopting new accounting software involves methodical research, a notable investment of time, and possible resource and budget impacts. Often, organizational leaders continue using their current system just to avoid the overwhelming software selection process.

But there are more reasons to move forward than to stay with a system that constricts your organizational growth. A modern fund accounting system can create enough efficiency to provide a meaningful return on investment and open up new funding opportunities. Better reporting can give you clearer forecasting, helping your organization be more agile. A single source of truth for your accounting information can streamline your audit, removing excess stress and giving your team more time to focus on other projects.

A significant organizational change, such as adding or growing programs or a merger with another organization, might justify a change in fund accounting software. If your organization needs to diversify funding with additional funding streams, such as new grants with complex reporting requirements, you might also need a new system because inflexible reporting limits the number and type of grants a team can manage. If the system you are currently using is not keeping up with modern technological advances or is at risk of being retired, you may lose the ability to integrate with other important systems that are critical to your daily operations.

Any of these organizational shifts—as well as many others—may signal a need for new software. Work with your team to understand if your organization is in any of the following situations:

- ✓ **Double data entry:** *Is there double entry because fundraising and mission-critical applications are not integrated into your accounting system?*
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- ✓ **Inadequate system controls:** *Do your system access controls match your internal controls processes?*
.....
- ✓ **Reliance on spreadsheets:** *Does your staff spend hours each week tracking dollars in multiple spreadsheets to generate financial statements outside of your accounting system? Are they manually reconciling fund balances?*
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Is your accounting system giving you that “too small” feeling?

Here are 10 ways to know if you have outgrown QuickBooks®

[Learn more](#)

✓ **Flexible reports:** *Is it easy for your team to pull together reports for board members or management using report-only data access to your accounting tool? Can you adapt the reports quickly?*

✓ **Industry-specific needs:** *Does your organization have specialized needs—such as budgeting for outcome measurements and reporting across multiple time periods for grants—that are not met by off-the-shelf accounting software?*

If your organization is struggling with any of these issues, or if you see any of them on the horizon, now is a good time to explore your fund accounting options.





CHAPTER

02

Knowing Your
Purchase Priorities

Once you decide to start looking, talk to your staff and develop a list of the accounting and reporting issues you are having and the key functionality you need. Where are there gaps? Where would it help to create efficiencies or opportunities?

Sort the desired features by priority. Identify those that would be nice to have but not critical, so that when you complete the process, real issues are met with genuine solutions. Review the list a few times throughout the process to make sure you stay focused on the critical criteria.

Starting Considerations Checklist

Here are popular features and functionality to consider as you explore accounting software:



Enhanced Security

You need a system that helps protect your organization's funds and accounts from bad actors—or unfortunate mistakes. Any new system should augment your internal controls and improve technical security features. This includes features such as multi-factor authentication to make sure only approved users have access to your system and role-based security so you can limit which users have access to specific functionality and reports.



Fund Accounting

If your organization uses spreadsheets to track and report on multiple funding sources across different time frames or multiple fiscal years, imagine the time savings if you had one system that did it all. True fund accounting software is built specifically to meet your nonprofit accounting needs for managing restricted funding. Similarly, if you need to track performance of multiple programs, departments, and functions separately, consider a system that sets you free from error-prone spreadsheet maintenance. Many commercial software packages claim to be nonprofit-ready with workarounds or reporting overlays. It is up to you to determine if the workaround will be more hassle than help. And don't expect quick improvements to address these workarounds—commercial solutions will have limited focus on nonprofit needs.



Scalability

Will your new system help you reach your impact goals as an organization? What will you need in five years? Do you have any expanded programs, locations, or other software purchases that you want to accommodate? Purchasing a low-cost commercial system can be tempting, but if you outgrow it in two years, it may be costlier in time and capital outlay than if you purchased a scalable system to begin with.



Integration

Examine the mission-critical systems that will need to work with your accounting data, such as fundraising, client billing, and student tracking, for example. Be sure to ask your vendor candidates if their system has the capacity to integrate with each critical tool in your system—particularly if those integrations will create substantial efficiencies for your organization. Look for a significant partner network with examples of how proven third-party integrations helped organizations like yours extend their accounting software.



Any Time, Anywhere Accessibility

You need to be flexible to meet the evolving needs of both your staff and your community. You need accounting software that your team can access wherever they are. Cloud-based software also helps drive down the cost of IT management and typically has more built-in security.



Vendor Stability

Think about the histories of the companies you are considering. Are they privately held by investors who may sell the company? There is a trend of consolidation in the technology industry. Investor-backed companies are most at risk of being acquired and their products put to pasture. Understand the vendor's status, so you understand the stability of the software you are investing in. If they are a publicly traded company, you can examine their financials. Confirm that the company is stable, growing, and investing in the development of the solution you are considering.

Basic functionality you should expect in a fund accounting system:

- ✓ General Ledger
- ✓ Accounts Payable
- ✓ Automated Payments
- ✓ Advanced Security
- ✓ Allocation Management
- ✓ Accounts Receivable
- ✓ Budget Management
- ✓ Cash Management
- ✓ Cash Receipts
- ✓ Consolidation Management
- ✓ Expense Management
- ✓ Fixed Assets
- ✓ Project, Grant, and Endowment Records
- ✓ Purchase Orders
- ✓ Reporting and Dashboards
- ✓ View-only Access

CHAPTER 03

Evaluating Pricing

Software pricing is notoriously complex. You might be surprised by the various services required beyond the software itself.

Below is a guide to the common components in a new software purchase contract. Make sure you understand the definitions of each component—especially as it relates to today’s technology environment.

Software Licensing

This is the cost of using the software. It is usually a one-time cost for a perpetual license or a monthly or annual subscription.

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User Types

Named users are tied to a specific person and only those logins can access the system. If a software has **concurrent users**, you can have any number of accounts, but only a certain number of people can be logged into the system at the same time. **View-only users** may have restricted functionality but may work for important roles such as auditors and leadership, limiting the number of paid accounts your organization needs. Also understand if different parts of the software have different access. For example, Expense Management may include an unlimited number of non-financial users so anyone in your organization can submit their expense requests.

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Maintenance

This is typically an annual fee that covers improvements to your system while you own it, as well as changes needed to accommodate and adapt to new regulations. Maintenance fees are often related to on-premises solutions because software subscriptions include automatic updates.

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Data Conversion

This is the cost for filtering and aligning the accounting data from your old system into your new software. This can vary based on the number of years of detailed transactions you need imported versus a summary.

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Consulting

Consulting fees include professional advice on the best way to support your needs in your new system, including the most productive way to set up your chart of accounts for the reports you want.

Implementation Services

These are typically one-time costs associated with setting up your new system. Sometimes this includes data conversion and chart of account setup. Be sure to ask what is included.

Training

Vendors deliver training in a variety of ways—in person, live online, or through recorded videos. Weigh your preferred mode with its associated costs. Typically, the more hands-on and tailored to your organization's specific needs, the greater the cost. Look for a vendor that provides multiple options for both implementation and on-going training, including one-on-one individualized support as well as free webinars and a community of users to ask questions.

Technical/ Product Support

Technical support used to mean a phone number for technical assistance, but many vendors now offer a wide variety of delivery systems—phone, email, chat, and online knowledgebases—to help customers. Be sure to understand what each vendor provides and what costs extra.

In addition, each vendor's prices are based on different factors, so it can be hard to formulate direct comparisons. A good way to compare prices is to determine a basic software configuration—one that has all the basic components, but not any wish list items—that works for your organization from each vendor.

Add up all the up-front, one-time costs for each solution, including software licensing, any supporting systems, related implementation and integration work, and primary staff training. Then total three additional years of the ongoing costs for each solution, such as maintenance and support, any supplemental training for advanced or new staff, and licensing subscriptions.

By looking at the one-time and ongoing costs over several years, you can begin to understand the total costs to your organization.

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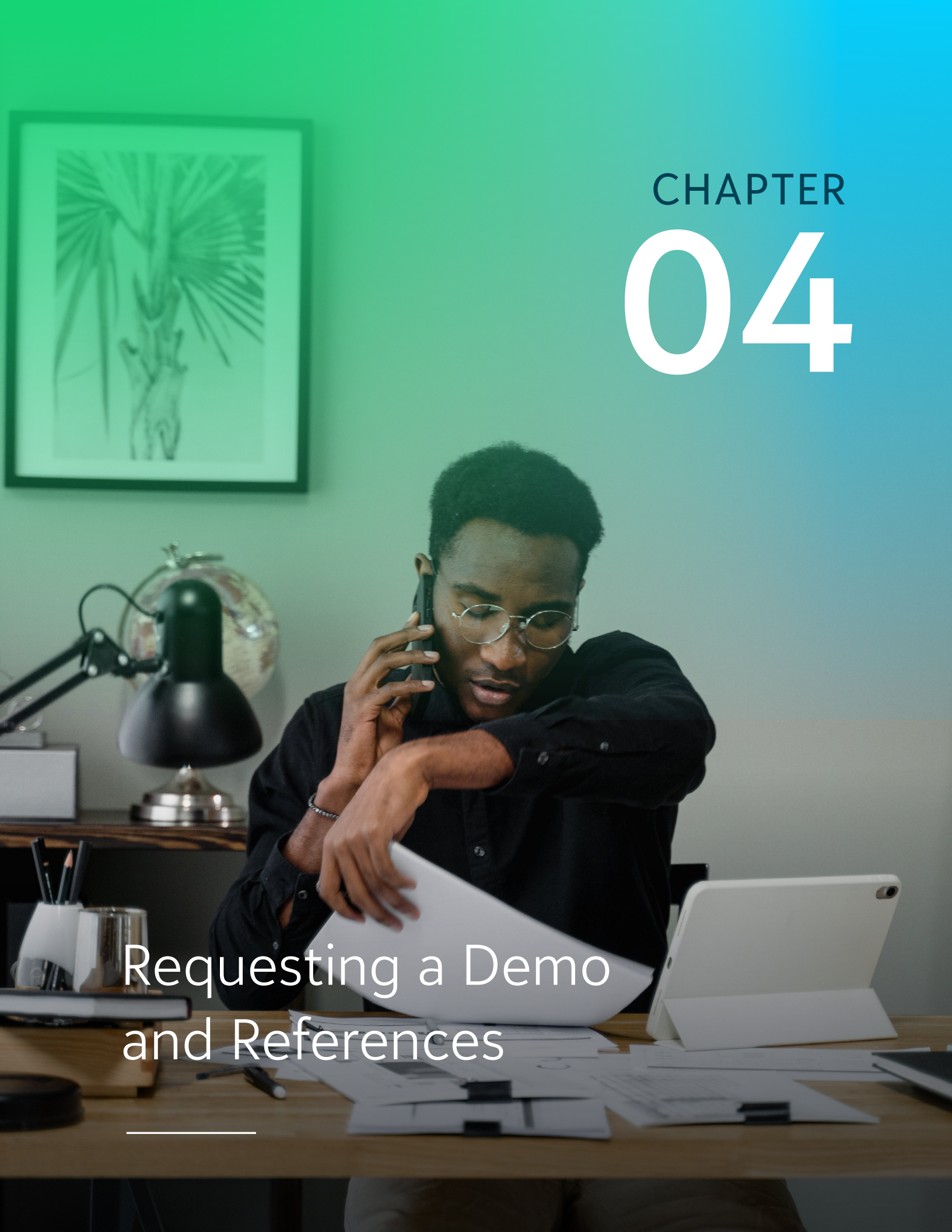
Subscription Pricing vs. Perpetual Licensing

A common dynamic in software pricing is a switch from a one-time cost to a perpetual license that typically requires ongoing annual costs for services such as maintenance, support, and training. These services are usually calculated as a percentage of the contract value at the time of purchase.

Subscriptions are a fixed annual fee leasing the software for your use, renewable after each contract. Subscriptions are attractive as they can be rolled into daily operating expenses rather than requiring a capital outlay for the new investment, preserving resources.

Market dynamics are showing that ongoing renewable subscriptions drive vendors to deeper customer engagement and concern with customer satisfaction. This makes sense as customers with subscriptions have less invested up front and are more apt to change systems if they are not satisfied.

Resist letting the list price alone dictate your decision. Work to understand your accounting and reporting processes so you see how the initial investment may save time or other costs in the long run—or how low-cost software may create security issues or burdensome workarounds.

A man with short dark hair and glasses, wearing a black button-down shirt, is sitting at a wooden desk. He is holding a black smartphone to his ear with his left hand and looking down at a white sheet of paper he is holding with his right hand. On the desk, there is a silver desk lamp, a white tablet on a stand, and several other papers and pens. In the background, there is a framed picture of a plant and a globe.

CHAPTER 04

Requesting a Demo and References

Requesting a Demonstration

A crucial part of any software purchase is the product demonstration. A general online product overview will suffice as a starting point, but once you narrow down your options, request a demonstration specifically tailored to your needs. Prepare questions in advance so you can make sure the precise needs your team outlined are met by the system.

Customer References

You don't have to take a salesperson's word for it! Ask to speak to a current customer who is using the systems you are investigating, in a way that you will be using it. For example, ask for a reference from an organization that handles donations of items as well as money if you are a food bank. You may want to talk to someone in leadership who relies on the end reports as well as someone who uses the system for daily accounting tasks. Learn about their experience with support, account management, and ongoing development of the product. This will help you understand the customer's total relationship with a company.

Be Confident in Your Fund Accounting Software Decision

Most significant investment choices take time and effort to get right, and this process is no exception. Remember, this is your system and your needs. Don't be afraid to ask questions to make sure you understand how the system works and how it will help you reach your impact goals.

The guidelines here should help you craft a thorough evaluation plan, give you a starting point on questions to ask, and gain a better understanding of the risks and opportunities that come with new fund accounting software.

If you are interested in seeing how Blackbaud Financial Edge NXT® can help save your time while supporting your data-driven decisions, join us for a product tour.

[Learn More](#)

About Blackbaud

Blackbaud unleashes the potential of the people and organizations who change the world. As the leading software provider exclusively dedicated to powering social impact, Blackbaud expands what is possible across the nonprofit and education sectors, at companies committed to social responsibility, and for individual change makers. Built specifically for fundraising, nonprofit financial management, digital giving, grantmaking, corporate social responsibility and education management, Blackbaud's essential software accelerates impact through unmatched expertise and powerful data intelligence. Millions of people across more than 100 countries connect, give, learn, and engage through Blackbaud platforms.



Technology Investment Business Plan Template

A technology investment business plan template can serve as a guide to getting buy-in for new accounting software. Many vendors will work with you during the evaluation process to develop a business proposal that addresses many of the following points. However, it can be helpful to take a first pass at recording your expectations before engaging a potential vendor. Use this template to record key information needed to gain organizational buy-in and to stay on track throughout your purchasing journey.

1

Executive Summary

Your executive summary should provide a clear overview of the proposed technology investment. It should be concise while giving internal decision makers and key stakeholders the information they need before diving into the supporting details that follow.

2

Current Software

What accounting system is currently implemented at your organization? Who is your vendor? Are there any costs associated with maintaining this software? If your solution is self-hosted, don't forget to include server, hardware, and utility costs associated with maintenance, including IT staff and time.



3

Background and Reason for Change

Why are you in the market for new accounting software? Has your revenue makeup become more complex? Do you need to be able to meet government grant requirements? Are you looking to transition from a legacy, on-premises solution to one that is cloud-based? Organizational leaders will sometimes opt to stick with their existing software to avoid the risks and up-front costs associated with replacement. Make sure to document the key reasons you are proposing this investment—with both qualitative and quantitative support—to provide your decision-makers and stakeholders with a compelling case.

4

Requirements

Document the necessary technical and business requirements for your technology investment. What features are necessary for your finance department to function? Program tracking? Financial reporting? Budgeting? What are your vendor requirements? Are you in the market for a solution that was built specifically for nonprofit organizations? Are there any other dependencies, such as the need for your accounting software to connect to your other mission-critical systems?



5

Possibilities

After conducting research and narrowing down the options, record your shortlist of vendors and solutions. Provide any relevant comparison information to demonstrate your due diligence.

6

Risk Assessment

There is always some risk inherent in change. Consider the associated risks, their potential impact on your mission, and how to address them proactively and reactively. Be transparent and create a risk assessment matrix to rate each risk by level of severity. Include indicators for each and provide a high-level plan for addressing them. In addition, consider including the risks associated with not replacing your current system. What will it cost in financial resources and time if you don't upgrade? Are there opportunities you will have to forgo?

7

Benefits

How will a new solution benefit your organization? This assessment can be qualitative and quantitative. If one of your goals is to have a paperless finance office, how will this technology investment support you in achieving that? Consider the benefits associated with features and functionality as well as the potential broader impacts to your organization's mission.



8

Costs

As we covered in the pricing section of this guide, make sure to include any one-time costs and the fees associated with monthly or annual subscriptions. Display costs over a span of three to five years so internal stakeholders can have a better picture of the investment's budget impact over time.

9

Return on Investment (ROI)

Now that you've documented costs, make sure you can demonstrate the ROI. For example, how much time can you save with automated bank reconciliation? What does that reduction in time spent on month-end tasks mean in terms of dollars saved? What about improved liquidity or operating margin? If you find it difficult to calculate quantifiable ROI, work with your potential vendors to identify benefits commonly experienced by their current customers.

10

Recommendation

Summarize your final vendor and solution recommendation. Reiterate your top requirements and how this selection will support your investment goals.

Implementation and Adoption Plan

Making a purchasing decision for new accounting software is really only the first step in achieving the benefits that you set out to realize when you first began this journey. Anytime you purchase mission-critical software—whether you’re replacing an existing system or getting brand new functionality— you must consider what change management will be necessary to get the most out of your investment. Make sure you are prepared for success with a plan for implementing the new system based on your business needs and best practices—even if that means updating your existing processes.

And don’t forget about feature adoption. If your staff members don’t feel confident using the new software, then they will be slow to adopt it. Make sure you invest in proper training for all users to ensure that they’re as productive and effective as possible with the new system.



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