

# ***eTEK International — eTEK for Microsoft Office***

**800-888-6894 – [www.etek.net](http://www.etek.net)**

*From the June 2009 Review of Small Business Accounting Systems: Tier II  
by The Editors of The CPA Technology Advisor Magazine*



A privately owned business, *eTEK* has consistently offered accounting and job costing software to companies of all sizes. Its scalable product line ranges in scope from single-user systems to those powered by powerful Microsoft SQL. With a history of offering the latest technology, *eTEK* has continued that tradition with the latest release of *eTEK* for Microsoft Office, which combines the vendor's powerful accounting software with the latest technology offered in MS Office 2007.

## **EASE OF USE/BASIC FUNCTIONALITY: ★★★★★**

*eTEK* now offers two distinct platforms for its accounting program: a traditional licensed based version to install or the new web-based SaaS version. Each version has its own distinct advantages and is suitable for different business types.

*eTEK* for Microsoft Office's structure is based on MS Office 2007, which is required in order to use this product. If you're not familiar with the MS Office 2007 suite of products, taking a few minutes to familiarize yourself with the navigation processes will help.

The main user entry screen features all installed modules listed at the top. Clicking on a module will then update the options listed below. *eTEK* Accounting makes full use of this navigational structure, providing users with numerous icons, lookup options and system functions. This allows *eTEK* to offer excellent system detail such as the detail inquiry in the GL module, which allows you to search for transactions by GL account, division, department, and product. Above the modules is a toolbar that offers easy access to vital system functions such as print, save, import and export functions, as well as the ability to run queries. The quick access toolbar can be easily customized to suit your needs. The System Utilities module, where you set up your company information, allows you to access financial utilities such as assigning credit terms, post unapplied payments, and access and post out-of-balance items. Data-entry screens are easily navigated with convenient lookup windows throughout.

## **CORE ACCOUNTING/SECURITY FUNCTIONS: ★★★★★**

*eTEK* for Microsoft Office contains GL, AP, AR, Financial Reporting, Budgeting, Cash Management and CRM capabilities. The Payroll module offers direct deposit capability, handles multi-state payrolls, and features the Payroll Quick Time entry function that allows you to quickly enter payroll information using a series of lookup options. Setting up budgeting is simple; just select a GL account and choose the appropriate division, department and product. System security is module/menu driven by user, so you can choose detailed system access for each user. The View Activity Log allows you to view system access including login and logout

times, system user, and form names accessed. *eTEK* also features a flexible account number structure that allows for up to four segments with nine digits each.

**REPORTING & MANAGEMENT FUNCTIONS: ★★★★★**

*eTEK* for Microsoft Office offers an excellent selection of reports available in each module. Reports are easily accessible and can be viewed on-screen prior to printing or sent to the printer prior to viewing; printed with specific options available; emailed; and exported to Excel, Word, Access, text and XML files, and the Snapshot Viewer. *eTEK*'s payroll module contains a report wizard that assists with creating custom reports, including column, width and formatting attributes. The Job Cost module also offers a report wizard.

The Bank Reconciliation tool allows you to keep your bank balance reconciled at all times. An excellent budgeting tool helps track operating income and expenses so the business owner can make informed decisions about the status of the company.

**IMPORT/EXPORT/ INTEGRATION: ★★★★★**

*eTEK* for Microsoft Office offers easy import and exporting capabilities throughout. Extensive use of Microsoft Office functionality within the program expands the import/export capability drastically. Aside from the Accounting and Payroll modules, you can also purchase Job Cost and Supply Chain Management modules, which include Sales and Work Orders, Inventory Control, and Multi-Warehouse capability. *eTEK* for Microsoft Office is also available in three convenient editions: as a single desktop system, as a client/server network, and as a SaaS-delivered product.

**HELP & SUPPORT OPTIONS: ★★★★★**

*eTEK* contains a good Help file that can guide new users through the setup process. A variety of web videos and screenshots are available that provide good information on the product and its capabilities. A self-guided tour takes you through the product features. Product support runs 20 percent of the price of the licensed product. For the SaaS product, support is included in the subscription cost.

**RELATIVE VALUE: ★★★★★**

Pricing for *eTEK* for Microsoft Office varies depending on the deployment method chosen. SaaS pricing for a single user would cost \$125 per month (includes Accounting and Payroll). A startup fee equal to two months of service is also required. The single-user desktop version costs \$1,850.00. *eTEK* is a solid accounting product that can serve the needs of small and mid-size business owners for many years to come.



**2009 OVERALL RATING:**