

# IO1 – A2

## Needs Validation Questionnaire



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## Quality Business Check Application (B – CAPP)

This survey is carried out under the Erasmus+ project Quality Business Check Application (B – CAPP) of improving entrepreneurs' skills and knowledge in financial management and smart use of ICT tools.

The questionnaire is designed to measure entrepreneurs' skills over the main financial concepts to help us validate the current situation and needs of new entrepreneurs, to help them develop and run their business by providing the necessary reporting, training material and activities to help them improve their skills and performance.

*Are you a young entrepreneur (18 – 35 years old)? Are you running your own startup (1 – 3 years)? Are you interested in learning more about your actual skills and how you could adopt proven ICT practices for sustainable financial management?*

Then, you are welcome to take part in the following survey.

We realize how precious your time is, therefore, this questionnaire should only take about **10 minutes** of your time.

Your response will only be used for survey purposes.

Thank you very much for your time.

## B–CAPP Questionnaire-The needs of the Financial Sustainability Manager

### A. Personal information

1. Age \_\_\_\_\_

2. Gender

Male \_\_\_ Female \_\_\_

3. Country of origin

France \_\_\_

Great Britain \_\_\_

Spain \_\_\_

Croatia \_\_\_

Greece \_\_\_

Romania \_\_\_

Italy \_\_\_

Other \_\_\_



If other, please indicate:

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4. How many years have you been running your business?

<1 \_\_\_

1 – 2 \_\_\_

3 – 4 \_\_\_

>4 \_\_\_

5. What is your current position within the company?

Manager / Director / President \_\_\_

Accountant \_\_\_

Administrative support \_\_\_

Other \_\_\_

If other, please indicate:

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6. How many employees does your company occupy?

1 – 5 \_\_\_

6 – 10 \_\_\_

11 – 20 \_\_\_

21 – 49 \_\_\_

50 – 100 \_\_\_

>100 \_\_\_

7. Your business area is:

Technology \_\_\_

Food industry \_\_\_

Fashion industry \_\_\_

Business consultancy \_\_\_

Education \_\_\_

Publishing \_\_\_

Other \_\_\_

If other, please indicate:

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## B. Budgeting

### 1. Who is creating the cash budget in your company?

- I do \_\_\_  
An internal accountant \_\_\_  
An external accountant \_\_\_  
Other \_\_\_

If other, please indicate:

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### 2. How do you create your cash budget? (more than one answer is possible)

- I use excel spreadsheets \_\_\_  
I use a fully computerized accounting system / tool \_\_\_  
I use a cash book made manually \_\_\_  
I only create copies of receipts and invoices \_\_\_  
I do not create cash budget \_\_\_  
Other \_\_\_

If other, please indicate:

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### 3. Which of the following tools do you know / use for cash budgeting? (more than one answer is possible)

- Excel \_\_\_  
ERP \_\_\_  
Skiouraki \_\_\_  
SAP \_\_\_  
Ciel \_\_\_  
Cougar Mountain Software \_\_\_  
None \_\_\_  
Other \_\_\_

If other, please indicate:

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4. How often do you update your cash budget?

- Daily \_\_\_  
Weekly \_\_\_  
Monthly \_\_\_  
Quarterly \_\_\_  
Yearly \_\_\_  
Other \_\_\_

If other, please indicate:

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C. Finance

1. Have you ever used any of these financial resources? (more than one answer is possible)

- My own / family's / friends' money \_\_\_  
Venture capital \_\_\_  
Business Angels \_\_\_  
Accelerators \_\_\_  
European Union's funds / grants \_\_\_  
Bank loan \_\_\_  
Business Incubators \_\_\_  
Crowdfunding \_\_\_  
Other \_\_\_

If other, please indicate:

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If you have used Crowdfunding, please indicate the platform(s):

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2. Did you get any advice from external partners / accountants before getting your financial resources?

- Yes \_\_\_  
No \_\_\_



## D. Cash flow management

1. Which method do you use to estimate your inflows and outflows?

- Management subjective estimates \_\_\_\_  
Consensus of Expert Opinion \_\_\_\_  
Computer Simulation / Platform / Tool / Application \_\_\_\_  
Mathematical Models \_\_\_\_  
I use a book keeper \_\_\_\_  
My accountant does that for me \_\_\_\_  
Other \_\_\_\_

If other, please indicate:

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2. Which of the following sentences is true for your company?

- The company provides a standard procedure for estimating items like taxes, depreciation and salvage values. \_\_\_\_
- The company has standard forms to collect cash flows data and other investment information. \_\_\_\_
- The company requires the use of a standard model for forecasting cash flows. \_\_\_\_
- There is no standard procedure for generating cash flow information. \_\_\_\_
- Other \_\_\_\_

If other, please indicate:

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3. Which method do you use to deliver your cash flow statement analysis?

- **Indirect method** (net income, depreciation, etc) \_\_\_\_
- **Direct method** (cash receipts from customers, cash payments to vendors, salaries, etc) \_\_\_\_
- Other \_\_\_\_

If other, please indicate:

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4. How do you calculate your cash flow ratios?

- I use Excel spreadsheet \_\_\_\_  
I use an automated system / tool / application \_\_\_\_  
None \_\_\_\_  
Other \_\_\_\_

If other, please indicate:

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5. Which of the following cash flow automation tools do you know / use?

- Float \_\_\_\_  
Cushion \_\_\_\_  
Pulse \_\_\_\_  
QuickBooks \_\_\_\_  
None \_\_\_\_  
Other \_\_\_\_

If other, please indicate:

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6. How much money have you invested in your business so far?

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7. Are your invoices fully electronic?

- Yes \_\_\_\_  
Sometimes \_\_\_\_  
They are not electronic at all \_\_\_\_

8. Which of the following tools of e-invoicing do you know / use?

- Elorus \_\_\_\_  
ECOS \_\_\_\_  
Retail – Link \_\_\_\_  
IMPACT \_\_\_\_  
Faros \_\_\_\_  
POINT \_\_\_\_  
None \_\_\_\_  
Other \_\_\_\_





If other, please indicate:

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## E. ICT-enabled business development

1. Which of these e-procurement systems do you use?

e-licitatie \_\_\_

Prometheus \_\_\_

I use traditional methods of procurement

None \_\_\_

Other \_\_\_

If other, please indicate:

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2.	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
Do you agree that the integration of e-commerce can help to the development of your company?					

3. Which of the following e-commerce platforms do you use or would like to use to buy/sell products? (more than one answers possible)

Magento \_\_\_

Shopify \_\_\_

Sellr \_\_\_

WooCommerce \_\_\_

None \_\_\_

Other \_\_\_

If other, please indicate:

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4. How often do you sell your products online?

- Less than one time in a month \_\_\_
- 1 time in a month \_\_\_
- 2 – 4 times a month \_\_\_
- More than 5 times in a month \_\_\_
- I have never sold something online \_\_\_
- Other \_\_\_

If other, please indicate:

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5. How often do you purchase online?

- Less than one time in a month \_\_\_
- 1 time in a month \_\_\_
- 2 – 4 times a month \_\_\_
- More than 5 times in a month \_\_\_
- I have never purchased something online \_\_\_
- Other \_\_\_

If other, please indicate:

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6. From which e-shop do you buy the most? (more than one answers possible)

- Amazon \_\_\_
- e-bay \_\_\_
- Skrouz \_\_\_
- Etsy \_\_\_
- Buyylo \_\_\_
- e-shop \_\_\_
- None \_\_\_
- Other \_\_\_

If other, please indicate:

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**Thank you for filling in the survey!**

