ERP EVALUATION & INVESTMENT CHECKLIST

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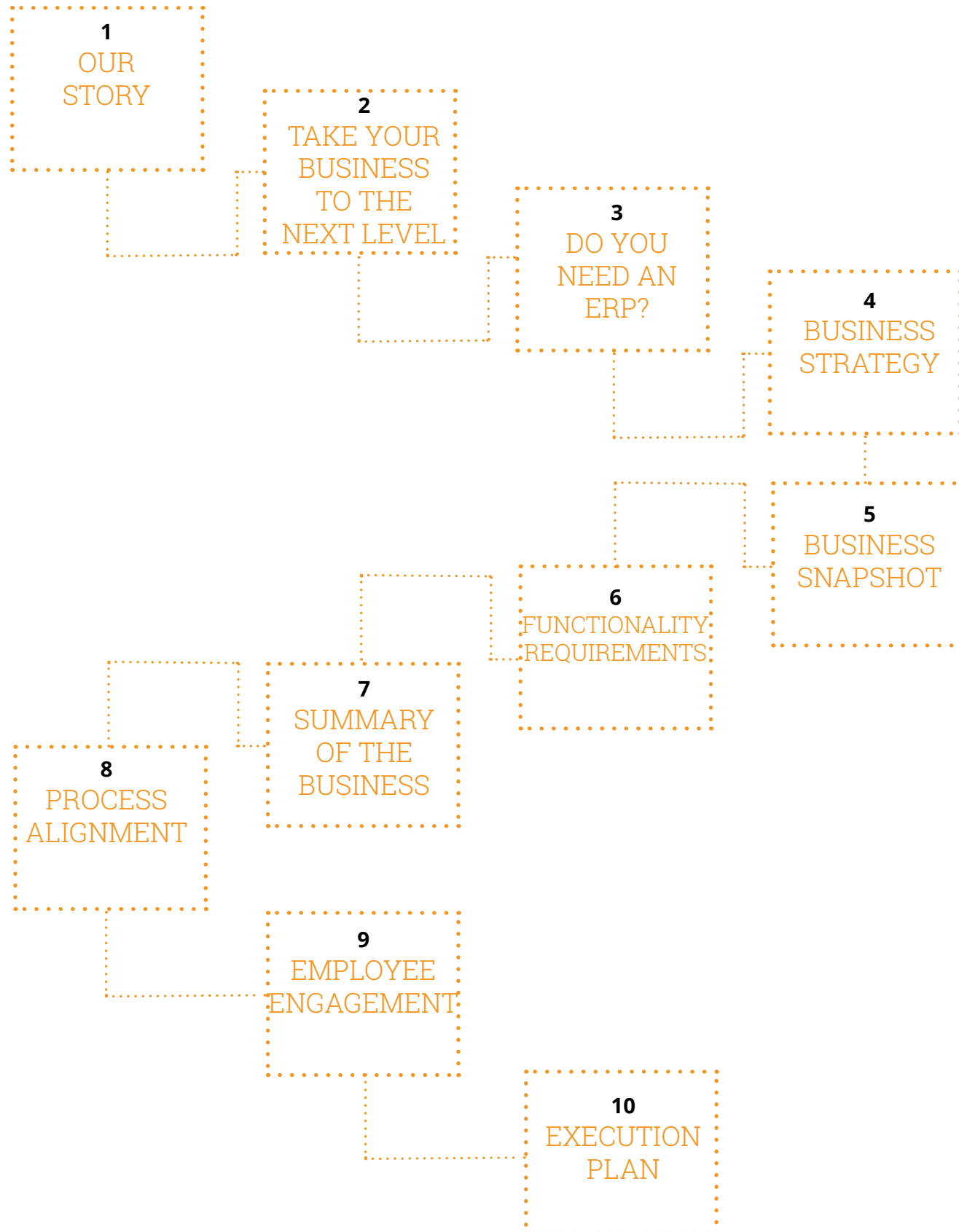*Take your business to the next level*

CONTENTS

We are driven by creating experiences that deliver results for your business and for your consumers.

HELPING

BUSINESS THINK BIGGER

Momentum Software Solutions are a fully accredited, multi award winning MYOB Platinum Partner, providing tailored MYOB business management solutions to bigger businesses throughout QLD and the Northern Territory. Based on the Sunshine Coast, we have been empowering people in business and helping them think bigger for over 11 years.

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1 OUR STORY
... SO FAR

At Momentum we have one of the most experienced MYOB consulting teams in Australia, and have completed over 150 software implementations. All our consultants are formally accredited by MYOB, and have been handpicked for their extensive experience and knowledge of implementation and training across all areas of business.

We think CREATIVELY

Our team are used to thinking outside of the box and create awesome solutions for our clients unique requirements.

We stand by our VALUES

Customers for life, working together, learning and embracing change, balance in life are our core values.

We do amazing PROJECTS

Our amazing variety of clients mean that we get some weird and wonderful requests, and by working closely with our clients we create amazing outcomes.

And we do it ON TIME

Implementation milestones are often time critical and we are experts at managing our projects so they are delivered on time and on budget.

2 TAKE YOUR BUSINESS
TO THE NEXT LEVEL

WHY ARE YOU ON THIS JOURNEY?

As your company grows, your business requirements grow, often resulting in a host of different standalone applications such as inventory control, sales order processing, payroll, purchasing and so on. This can work for a while but it is not a very efficient way to run your business for the long term. Your right hand doesn't know what your left hand is doing and it can result in things being missed, wrong assumptions being made, not to mention the stress involved if a business decision needs to be made quickly.

As your business grows and becomes more complex with more systems and processes, having a unified system is essential. There comes a time when spreadsheets just don't cut it anymore. This is when you need an ERP. ERP (Enterprise Resource Planning) is a consolidated platform that is across your sales, inventory, accounting, purchasing, CRM, job costing and brings it all together. You may think the word Enterprise implies it is for big businesses only but more and more SMBs are using ERP to improve their internal business processes and increase efficiencies.

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3 ## DO YOU NEED
AN ERP?

Should your business be considering an ERP?	YES	NO
Do you have general or industry-specific requirements beyond the ability of your current system?		
Are you unable to use the data or is it taking up too many resources and too much time to analyze data?		
Does your current software require duplicative and/or redundant data entry?		
Are you able to access company data over the web and via mobile devices? Is this something you could benefit from?		
Does lack of flexibility hurt your business' ability to keep up with new and more complex business processes?		
Can you use your system to automate sales orders, invoicing and/or other industry specific requirements?		
Does your current Accounting/ERP system timeout or under perform?		
Is key information and business intelligence available throughout your company?		
Does your company rely on manual processes, double entry and/or spreadsheets?		
Is the production of financial statements time-consuming and error-prone? Can you easily perform inter-company transactions?		

LONG TERM

4 | ## BUSINESS STRATEGY

There is no point making major changes if there is no value either financial or strategic. The following table is meant to assist you to explore the largest opportunities in your business and help you capture the value. Use this table to identify and quantify the biggest opportunities in your business.

	Top 3 opportnities?	What type of benefit can be achieved?	How much is the opportunity worth?	Why is this in your top 3?	What is preventing you from getting it now?	What is the first step to capturing the benefit?
1						
2						
3						

If these opportunities are achievable in some way, what would you be willing to pay to capture all of the above listed value?

What is the long term vision for the business in 100 words?

HIGH LEVEL OVERVIEW	$	% OF REVENUE
Revenue		
Cash		
# of Employees		

KEY FINANCIAL METRICS	$	% OF REVENUE
Expenses		
SG&A		
AR		
DSO		
Days to Close		

SPEND ITEM	NAME	SPEND
Accounting System		$
CRM System		$
# of Excel Reports		
# IT Labour	#	$
# EDI Connections	#	

AREA OF BUSINESS	FUNCTIONALITY REQUIREMENTS	PRIORITY - H, M, L		
Sales / Marketing		High	Med	Low
Billing & Invoicing		High	Med	Low
Procurement		High	Med	Low
Financial Management		High	Med	Low
Order Management		High	Med	Low
Expense Reporting		High	Med	Low
HR / Payroll		High	Med	Low
Technology & Business Intelligence Platform		High	Med	Low
Support		High	Med	Low
Go-Live Date		High	Med	Low
Price / Budget		High	Med	Low
Reporting		High	Med	Low
Time in System		High	Med	Low
Redundancies		High	Med	Low
Unified Data		High	Med	Low
Cloud Based		High	Med	Low
Updates		High	Med	Low
Uptime		High	Med	Low

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SUMMARY
OF THE BUSINESS

PROCESS
ALIGNMENT

Speak to each process owner and have them describe the process and explain any gaps or breakdowns. Complete time studies on the process to quantify process gaps. You will better understand the monetary opportunity by streamling each process.

SUMMARY	
# of Companies	
Annual Turnover	
# of Employees	
# of Users	
Finance	
Sales / CRM	
Purchases	
Warehouse	
Jobs	
Assets	
Payroll	
HR	
Hire	

TOP 5 REASONS FOR CHANGE

SALES PROCESS - DESCRIPTION
Owner
Business Requirement
Key Process Description
Reporting Requirements
Problems / Goals
Impact of Problems
Current Process Cycle Time

#	ITEM	FREQUENCY				DOUBLE ENTRY? YES OR NO	
1	# of Customers					YES	NO
2	# of Suppliers					YES	NO
3	# of Items					YES	NO
4	# of Invoices	PER	DAY	WEEK	MONTH	YES	NO
5	# of Orders	PER	DAY	WEEK	MONTH	YES	NO
6	# of Hire Contracts	PER	DAY	WEEK	MONTH	YES	NO

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PROCUREMENT PROCESS - DESCRIPTION

Owner

Business Requirement

Key Process Description

Reporting Requirements

Problems / Goals

Impact of Problems

Current Process Cycle Time

ACCOUNTS PAYABLE PROCESS - DESCRIPTION

Owner

Business Requirement

Key Process Description

Reporting Requirements

Problems / Goals

Impact of Problems

Current Process Cycle Time

ORDER MANAGEMENT PROCESS - DESCRIPTION

Owner

Business Requirement

Key Process Description

Reporting Requirements

Problems / Goals

Impact of Problems

Current Process Cycle Time

ACCOUNTS RECEIVABLE PROCESS - DESCRIPTION

Owner

Business Requirement

Key Process Description

Reporting Requirements

Problems / Goals

Impact of Problems

Current Process Cycle Time

FINANCIAL CLOSE PROCESS - DESCRIPTION

Owner
Business Requirement
Key Process Description
Reporting Requirements
Problems / Goals
Impact of Problems
Current Process Cycle Time

PAYROLL PROCESS - DESCRIPTION

Owner
Business Requirement
Key Process Description
Reporting Requirements
Problems / Goals
Impact of Problems
Current Process Cycle Time

INVENTORY MANAGEMENT PROCESS - DESCRIPTION

Owner
Business Requirement
Key Process Description
Reporting Requirements
Problems / Goals
Impact of Problems
Current Process Cycle Time

MANAGE JOBS PROCESS - DESCRIPTION

Owner
Business Requirement
Key Process Description
Reporting Requirements
Problems / Goals
Impact of Problems
Current Process Cycle Time

MANAGE ASSETS PROCESS - DESCRIPTION

Owner
Business Requirement
Key Process Description
Reporting Requirements
Problems / Goals
Impact of Problems
Current Process Cycle Time

CRM PROCESS - DESCRIPTION

Owner
Business Requirement
Key Process Description
Reporting Requirements
Problems / Goals
Impact of Problems
Current Process Cycle Time

HR MANAGEMENT PROCESS - DESCRIPTION

Owner
Business Requirement
Key Process Description
Reporting Requirements
Problems / Goals
Impact of Problems
Current Process Cycle Time

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BUSINESS
FORMS

Business forms are an area that can help differentiate your business and save your staff time. For example a professional quotation might give a slight edge in a competitive sales situation. Exo's clarity report writer is used to customise the forms. Some examples of custom forms we've provided are:

- Quote or Invoice with a personalised letter attached
- Multi-Page Quote / Tender with inclusions, exclusions and more
- Invoices automatically display correct bank details for factored, non-factored, overseas customers
- Invoice with customer specific stock codes
- Job Card / Report with operator instructions and up to 4 photos embedded
- Picking Slip ordered by Bin Location
- Email templates to accompany each form
- Many more...

Form Name	EXO Business	Job Costing	CRM	Standard or Custom (S) (C)	Sample Provided?
Customer-Facing Forms					
Quote / Estimate	✓	✓	✓	S C	Y N
Sales Order	✓			S C	Y N
Delivery Docket / Packing Slip	✓	✓		S C	Y N
Customer Invoice	✓	✓		S C	Y N
Customer Invoice Proforma (Preview)	✓	✓		S C	Y N
Payment Receipt	✓	✓		S C	Y N
Statement	✓			S C	Y N
Layby	✓			S C	Y N

Form Name	EXO Business	Job Costing	CRM	Standard or Custom (S) (C)	Sample Provided?
Supplier-Facing Forms					
Pricing Request (PO Quote)	✓	✓	✓	S C	Y N
Purchase Order	✓	✓		S C	Y N
Return / Claim Request / Warranty Claim (negative PO)	✓	✓		S C	Y N
RCTI (Recipient Created Tax Invoice)	✓			S C	Y N
Remittance	✓			S C	Y N
Printed Cheque	✓			S C	Y N
Internal Use Forms				S C	Y N
Picking Slip	✓			S C	Y N
Bank Deposit	✓			S C	Y N
Inwards Goods Receipt / Costing	✓			S C	Y N
Stock Transfer		✓		S C	Y N
Job Card	✓			S C	Y N
Works Order (manufacturing)	✓			S C	Y N

Note: custom forms can always be developed at a later stage so we suggest only including important forms for now

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9 | ENGAGEMENT

Employee engagement is crucial when making major changes. Ask your employees for the best and worst thing about your current system. Getting their opinion will give you the following benefits:

• An on-the-ground assessment of current processes
• Build engagement with employees so they are more likely to embrace change
• Encourage leadership

#	BAD	GOOD
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

10 | PLAN

This plan is intended to assist you with tracking milestones. We work backwards from the Planned Go-Live Date to ensure that the activities that need to occur prior to then will be completed on time. The Plan is yours to use and change as you see fit. We hope you find it helpful.

Event/Action	Due by Date	Status	Actions
Determine Software Selection Team			
Make list of software requirements			
Determine timeframe for change & set budget (if required confirm that financing can be obtained)			
Identify & contact potential software solutions and vendors			
Provide software requirements and hold initial discussions			
Identify which solutions & vendors likely to be suitable			
Conduct software demonstration with preferred vendor			
Obtain estimate for software, implementation, annual fees, support			
Conduct post-demonstration review			
Refine requirements and solution with preferred vendor			
Conduct second demonstration (if required)			
Check reference sites with preferred Vendor			
Request Final Proposal			
Approve Proposal			
Finalise funding and payment for software			
Appoint Internal Project Manager / Super User to Implementation			
Implementation Kick-Off Meeting			
Data and System Migration			
End User Training			
Planned GO-LIVE on new software			

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FOR A NO-OBLIGATION CHAT**

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