



# THE EXECUTIVE'S GUIDE TO SEAMLESS ERP SOFTWARE IMPLEMENTATION

**All executives are concerned about the smooth implementation of an ERP solution. An ERP roll-out is probably one of the biggest decisions a company can make and can put a company ahead or hold it back, a consequence that must be avoided at all costs.**



# HERE ARE 11 TIPS FOR SUCCESSFUL IMPLEMENTATION.

✓ **Choose a flexible and scalable system to place your business in the best position.**

ERP roll-out starts with the software itself. Some ERP systems require multiple integrations and bolt-on products to enable departments in the business to collaborate. This is how departments end up working in silos. With an end-to-end ERP solution, different departments collaborate on one software. Fewer integrations also reduce the risks and costs of your implementation.

✓ **Have realistic expectations of what needs to be done.**

Identify whether current initiatives or projects may affect an implementation and if the business is influenced by seasonality of any sort. Plan the ERP roll-out having considered and catered for these variables.

✓ **Ensure that your company is committed to the project.**

Allocate a dedicated business champion to the project. This individual must ensure that scoping sessions with your ERP provider are planned in advance and are attended by key decision-makers in your company.

✓ **All users must be involved in the implementation.**

Stakeholders should be involved during all major steps such as scoping sessions, demo sessions and scope sign-off. Collaboration throughout the process will impact user attitude and influence change management. You want stakeholders to have a sense of ownership.

✓ **Don't underestimate the importance of master data.**

Ensure that master data is cleaned before migrating it to the new ERP. The success of your ERP system depends on the input of information. Also ensure that user rights and security are in order.

✓ **Reports are important.**

Make sure your company scopes report requirements in detail so that business units and stakeholders know what they require, the reason for the report, its parameters, layout and output.

✓ **Make sure that data take-ons are accurate.**

It's vital that the Fixed Asset Register and General Ledger reconcile before the business begins transacting.



✓ **Don't change the scope of implementation without consultation.**

Following an improper procedure causes delays and errors. The business needs to be critical of any scope changes and unless they are relevant, they should be considered in a second phase.

✓ **Ensure you have a business plan and adequate change management.**

This also includes a communication plan. It's important to note that an ERP implementation isn't a business re-engineering project.

✓ **The User Acceptance Testing (UAT) should be an exercise where the scope is being tested.**

If clients ask for new changes or have different requirements during UAT, it delays the project.

✓ **Assess your readiness before 'go-live'.**

Decide what the company needs from the ERP solution and compile testing sheets prior to UAT. Implementing an ERP system requires a thorough knowledge of your company's business processes and how they fit with the organisation. It's also key to ensure that your IT infrastructure is in place and can support your new ERP.



Contact us or download the Sage Enterprise Management (formerly known as Sage X3) product brochure to learn more about our business management solutions.

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