

Business Management System Evaluation Checklist

Selecting an ERP system to run your business is a decision that will affect your business for many years. Many products offer the same or similar features, and it can be confusing to sort out what's important and what's not. This tool can help.

Use this checklist to compare the features and benefits of ERP vendors across these five categories:

- PRODUCTIVITY** What can the product do to make you and your staff more productive?
- FUNCTIONALITY** What features and functions does the product have that actually perform the daily accounting and business management functions?
- TECHNOLOGY** Does the product leverage technology for usability, customizability, and maintainability?
- VALUE** How does the product maximize features and functions vs. cost for the usable lifetime of the product?
- RISK** How does the product minimize risk and facilitate security (both network and financial security)?



| Category | Feature | Benefit | Priority | Acumatica | Vendor #2 | Vendor #3 |
|----------------------------------|--|--|----------|-----------|-----------|-----------|
| CATEGORY // PRODUCTIVITY | | | | | | |
| PRODUCTIVITY | Intuitive | Easy to learn and use. | | ✓ | | |
| PRODUCTIVITY | True universal availability | Access to system from any device, anytime, anywhere to facilitate staff working from home, late/weekend shifts, and field personnel. | | ✓ | | |
| PRODUCTIVITY | Multi-language | Work in the language that best fits you. Print documents (like invoices) in the language of your customer. | | ✓ | | |
| PRODUCTIVITY | Multi-currency | Work in any currency and convert as needed. | | ✓ | | |
| PRODUCTIVITY | Workflow | Automate business processes, approvals, and notifications. | | ✓ | | |
| PRODUCTIVITY | Wiki's | Share information and company documents among any combination of teams, departments, and external users. | | ✓ | | |
| PRODUCTIVITY | Document Management | Make documents accessible to all key personnel. | | ✓ | | |
| PRODUCTIVITY | Single database | Single version of the truth. No need to maintain integrations between applications. | | ✓ | | |
| PRODUCTIVITY | Better, quicker decisions and fewer mistakes | Comprehensive reporting to make informed decisions without the guesswork. | | ✓ | | |
| CATEGORY // FUNCTIONALITY | | | | | | |
| FUNCTIONALITY | Multi Entity | Support multi-company, multi-warehouse, and international companies, including financial consolidations, intercompany eliminations, and reconciliations. | | ✓ | | |
| FUNCTIONALITY | Financial Management | Support standard accounting functions, including General Ledger, Accounts Payable, Accounts Receivable, Cash Management, Tax management, and more. | | ✓ | | |
| FUNCTIONALITY | Quote-to-Cash | Create quotes, convert to sales order, check inventory availability, perform credit check, pick, ship, invoice, and collect payment. | | ✓ | | |

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| FUNCTIONALITY | Procure-to-pay | Create requisitions, obtain approvals, convert to purchase order, receive inventory, receive invoice, match and pay. | | ✓ | | |
| FUNCTIONALITY | Industry support | Support specific industries including Services (Professional, Business, Repair, and Field), Wholesale Distribution (Durable and Nondurable), Discrete Manufacturing (MTS, MTO, ETO, and Batch), and Retail (online and brick & mortar). | | ✓ | | |
| FUNCTIONALITY | Strong third-party software support to extend product functions | Access to library of enhancements available to extend the functionality of the product to meet your unique business needs. | | ✓ | | |
| FUNCTIONALITY | CRM combined with ERP | Share a single database between ERP and CRM – no need to synchronize two databases with the same information. | | ✓ | | |
| FUNCTIONALITY | Integrated Business Intelligence | Go beyond spreadsheets and use integrated BI to understand what the financial and customer data is really telling you so you can make informed, actionable decisions. | | ✓ | | |
| FUNCTIONALITY | Integrated eCommerce | Link online orders to your ERP and CRM. Track all sales, manage inventory in real time, collect the correct sales tax for multi-state sales, and more. | | ✓ | | |
| CATEGORY // TECHNOLOGY | | | | | | |
| TECHNOLOGY | True cloud | All functionality is accessible through the internet using a standard browser without the need for any software installation on the user’s device. No additional software licensing required. | | ✓ | | |
| TECHNOLOGY | Responsive design | View and interact with every page of the application on any device with a minimum of resizing, panning, or scrolling. | | ✓ | | |
| TECHNOLOGY | User interface | Modern look and feel. Customize screens and dashboards. Easy access to tasks with minimal clicks and intuitive workflow. | | ✓ | | |
| TECHNOLOGY | Customizable and flexible | Ability to modify and customize business logic to meet your company’s unique requirements. | | ✓ | | |

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| TECHNOLOGY | Customization using industry standard tools | Perform customizations using industry standard tools and programming languages without requiring the use of proprietary languages or compilers. | | ✓ | | |
| TECHNOLOGY | Full relational database | All system data stored in a relational SQL database. Query data for reporting, BI, financial statements, audits, and more. | | ✓ | | |
| TECHNOLOGY | Database export | Access and export relational versions of all data for reporting, backup, and transfer. | | ✓ | | |
| TECHNOLOGY | Upgrade on your schedule | Ability to plan upgrades at dates and times that are convenient to you and your company – not the ERP vendor. | | ✓ | | |
| TECHNOLOGY | Capable of moving to the cloud when you are ready | Not everyone wants to operate in the cloud. The product should support both on premise and cloud deployments, and let you switch deployment models if and when you are ready. | | ✓ | | |
| CATEGORY // VALUE | | | | | | |
| VALUE | Low Total Cost of Ownership (TCO) | Reduce the total cost of ownership over the foreseeable lifetime of the product (at a minimum 3-5 years), including licensing, support, hardware, upgrade, and hosting costs. Be sure to add the cost of additional products required to run the system (web server, eCommerce platform, database server, collaboration tools, CRM, etc.), which includes all required hardware, licensing, and support costs. | | ✓ | | |
| VALUE | Scale as you grow | Ability to accommodate heavier volumes, more resources, and more users as your business grows. Pay only for what you use. Add more resources when you need them. | | ✓ | | |
| VALUE | Flexible licensing options | Offers subscription or perpetual licensing (depreciable capital expense versus an ongoing operating expense). | | ✓ | | |
| VALUE | Multiple deployment options | Deployment methods allow on premise in your facility, private cloud of your choice, or our public cloud using Amazon Web Services (AWS). | | ✓ | | |

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| VALUE | Preserve capital for other business initiatives | Cloud deployments reduce the need for initial cash outlay for hardware and software purchases. Cloud deployments reduce the amount of internal IT staff required for hardware and software support and maintenance. | | ✓ | | |
| VALUE | Charged by resources used, not by user | Vendor charges for the resources used, not by user count, making the benefits of ERP available to all employees companywide. Charging by user penalizes growing businesses. | | ✓ | | |
| CATEGORY // RISK | | | | | | |
| RISK | Predictable monthly costs | Not vulnerable to spikes in IT costs. Standardizing on a platform allows you to predict your monthly cost for the system. | | ✓ | | |
| RISK | Deploy quickly | Eliminate time delay and risk of unplanned costs by deploying quickly with a cloud solution. | | ✓ | | |
| RISK | Leverage Global Technology leaders | Ability to utilize the resources of cloud hosting leaders (Amazon, Microsoft, and IBM) for their fast response and uptime. | | ✓ | | |
| RISK | Knowledge of your industry | Reduce risk by using a software vendor with the solutions and knowledge for your specific industry. | | ✓ | | |
| RISK | Customer references | Cites customer successes using their software in your industry. | | ✓ | | |
| RISK | Best-in-class security at no additional cost | Support platform, web, and computer security leveraging expertise at hosting providers. | | ✓ | | |
| RISK | Data in the cloud | Data on your servers are vulnerable to attack. | | ✓ | | |
| RISK | Backup and disaster recovery | Prepared for the worst – cloud deployment lowers costs for backup, failover, and disaster recovery. | | ✓ | | |
| RISK | Simpler integration with other web apps | Utilize web capabilities to integrate with other web-based business applications. | | ✓ | | |
| RISK | Vendor handles updates and upgrades | Eliminate risk of missing an upgrade with a cloud solution. | | ✓ | | |