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# ERP Requirements Checklist and Template

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👤 SelectHub (<https://selecthub.com/author/selecthub/>)

📁 Enterprise Resource Planning (<https://selecthub.com/category/enterprise-resource-planning/>)

Enterprise resource planning, or ERP, is a flexible data management solution used to streamline business operations and automate data-based functions. ERP is designed to meet the needs of a range of industries, including the financial sector, healthcare, manufacturing and distribution, retail and many other businesses. There are dozens of ERP systems currently on the market, each with varying levels of capabilities. To best collaborate with businesses, managers and ERP providers themselves, use this *list of ERP requirements* to help you select the right ERP system (<https://selecthub.com/enterprise-resource-planning/erp-software-selection-process/>): (<https://pmo.selecthub.com/erp-requirements-template-site-vers/?SiteSection=WordPress&AdVersion=HighlightBlock>)

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## Accounting and Financials

One of ERP's greatest strengths is its ability to automate, streamline and analyze the vast majority of accounting operations. ERP's fast analysis and thorough accuracy reduces errors and allows organizations to properly gauge their financial health. This is important to consider because ERP automates several processes, such as payroll (<https://selecthub.com/hris/payroll-software-vs-services/>), invoicing and budgeting, that usually take dozens of staff hours on a monthly basis.

- ☐ Payroll
- ☐ Accounts Receivable
- ☐ Accounts Payable
- ☐ Invoices
- ☐ Deposits
- ☐ Budgeting
- ☐ Bank Reconciliation
- ☐ ERP to Bank Interfaces and Reconciliation
- ☐ Cash Flow Management
- ☐ Automatic Cost Calculation
- ☐ Cost Calculation Mode Selection
- ☐ Cost Analysis
- ☐ Advanced Allocations
- ☐ Budgeting
- ☐ Expense Management
- ☐ General Ledger
- ☐ Invoicing/Billing
- ☐ Multiple Currencies Support
- ☐ Multiple Languages Support
- ☐ Regulatory Compliance Support

## Human Capital Management

Many businesses invest in ERP (<https://selecthub.com/category/enterprise-resource-planning/>) due to its exceptional ability to manage and analyze human capital resources. Automated Human Capital Management (<https://selecthub.com/hris/benefits-human-capital-management-strategy/>)

is a valuable solution that manages hiring data and monitors individual productivity. By automating tasks like benefits administration and tax calculations, ERP drastically reduces the potential for human error. This results in increased efficiency and fewer financial losses due to inaccuracy.

- ☐ Benefits administration
- ☐ Enterprise Compensation Management
- ☐ Human Resource Management
- ☐ Payroll Integration
- ☐ Employee Performance Management
- ☐ Tax Administration:
  - ☐ Personal Income Tax
  - ☐ Employee Self Service
  - ☐ Manager Self Service
- ☐ Talent Management
- ☐ Time and Labor/Attendance
- ☐ Time Card Management

## Manufacturing and Distribution

ERP's ability to manage manufacturing processes saves time and money by maximizing staff hours. It ensures accuracy, gauges organizational productivity, identifies weaknesses and automates much of the supply chain. Manufacturing and distribution process management is especially beneficial because it completes tasks such as production control, quality analysis, and distribution scheduling that often consume many hours of staff time.

- ☐ Capacity Requirements Planning
- ☐ Production Cost Analysis
- ☐ Production Control
- ☐ Process Synchronization
- ☐ Product Data Management
- ☐ Engineering Change Management
- ☐ Forecasting
- ☐ Job Costing
- ☐ Master Production Scheduling
- ☐ Quality Assurance Management
- ☐ Quality Monitoring
- ☐ Quality Analysis
- ☐ Resource Planning and Management

## Materials Management

Materials Management (<https://www.linkedin.com/pulse/20140817084351-140689482-materials-management-definition>) allows businesses to monitor stock, deliveries and orders. ERP also uses historical sales data to predict sales trends, which allows businesses to determine optimum stock levels. These functions give retailers and manufacturers the ability to meet revenue goals, maximize storage space, and eliminate unprofitable inventory.

- ☐ MRO
- ☐ Availability of Materials
- ☐ Availability of Stock
- ☐ Optimum Store Inventory
- ☐ Planning

## Sales and Inventory Management

### Sales and Order Management

([https://docs.oracle.com/cd/E26228\\_01/doc.93/e21562/ovrvw\\_sls\\_ordr\\_mgmt.htm#WEASO108](https://docs.oracle.com/cd/E26228_01/doc.93/e21562/ovrvw_sls_ordr_mgmt.htm#WEASO108)) tracks and analyzes sales data, automates transactions, monitors performance, tracks expenses and even manages order preparation and customer credit. ERP uses historical data to determine ideal price points and prime inventory numbers, saving businesses a great deal of time by removing the need to manually perform price/profit calculation. It also allows you to immediately locate any item in your warehouse, which streamlines order processing. All of these functions ultimately save businesses time and effort while increasing accuracy and efficiency throughout the organization.

- ☐ Customer Credit Management
- ☐ Pricing
- ☐ Picking
- ☐ Quotations
- ☐ Sales Order Processing
- ☐ Capable to Promise Inventory
- ☐ Bill of Materials
- ☐ BOM Reporting
- ☐ Credit Card Processing
- ☐ Online Transaction Reporting
- ☐ Sales Order Management

## Supply Chain Management

ERP's supply chain capabilities are particularly valuable for retailers, manufacturers and distributors. By managing such diverse functions as procurement processes, distribution and delivery planning, and materials resource management, ERP's supply chain management severely reduces the number of tasks businesses must perform, manages complex processes, and eliminates the risk of human error. This results in better accuracy, increased speed, and optimized productivity.

- ☐ Logistics Management
- ☐ Logistics Planning
- ☐ Procurement
- ☐ Sourcing
- ☐ Packaged Integration to Back Office Applications
- ☐ Demand Planning
- ☐ Distribution Management
- ☐ Event Management
- ☐ Manufacturing Execution System
- ☐ Management of Resources
- ☐ Scheduling
- ☐ Dispatch of Orders
- ☐ Execution of Orders
- ☐ Collection of Production Data
- ☐ Production Performance Analysis

## Customer Service Management

ERP offers many valuable capabilities in regard to customer service management. Implemented by many of the largest companies in the world due to the fact that its accurate, thorough analytics improve the customer experience and help businesses retain customers. ERP's customer relationship management also helps businesses achieve satisfied customers and robust sales. Since customer satisfaction is vital to a business's success, businesses should seriously consider investing in ERP's comprehensive customer service tools.

- ☐ Customer Account Management
- ☐ Customer Account Dashboard
- ☐ Contact Management
- ☐ Automated Marketing
- ☐ Marketing Resource Management
- ☐ Pricing and Tracking
- ☐ Cost Summaries

- ☐ Service Management
- ☐ B2C Commerce
- ☐ B2B Commerce
- ☐ Order Management
- ☐ Web Storefront Tool
- ☐ Email Tools
- ☐ Email Integration
- ☐ Case Management
- ☐ Customer Self Service
- ☐ Marketing Campaign
- ☐ Rental Management
- ☐ Sales Management
- ☐ Mobile Access
- ☐ Sales Force Automation

## Integration Capabilities

ERP integrates seamlessly into your existing infrastructure. This allows for full implementation with minimal disruption to business operations. Once implemented, ERP offers a single, intuitive portal through which businesses can perform tasks, analyze data, generate reports and integrate new applications easily. Ultimately, ERP's integration ensures that staff will be able to use the system quickly and effectively.

- ☐ Module Integration
- ☐ Hardware Integration
- ☐ Application and Software Integration
- ☐ Integration with Handheld Mobile Devices
- ☐ Integration with portable scanners
- ☐ Integration with fax server
- ☐ Integration with barcode generator

## Support

Ensure your ERP provider offers the kind of support that will allow you to get the most out of the system. While ERP is an intuitive solution with a surprisingly minimal learning curve, it is a complex system that may require troubleshooting, training, or even repair. Thus, it is extremely important that your ERP provider offers excellent user support.

- ☐ Training
- ☐ Maintenance
- ☐ Phone
- ☐ Email
- ☐ Chat/IM
- ☐ Helpdesk Support
- ☐ Forum/Community Support

Ultimately, procuring the right ERP solution comes down to knowing what your business needs. For help determining your organization's ERP requirements, use SelectHub's free ERP requirements templates and selection tool.

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