



Your

10-Minute ERP Evaluation Checklist



Choosing the right enterprise resource planning software (ERP) is an important decision that can affect your business for years to come. While ERPs may look similar at first glance, there are small differences that can drastically change how the ERP functions and determine if it accomplishes what is most important to you.

Here's a quick checklist of questions you can use to easily evaluate ERPs and find the right one for you. Not all items on the ERP evaluation checklist might be relevant for your business needs, so make sure to consider what features you need most from an ERP and prioritize those.



Test Before You Buy

Before you make any purchase, you should always have a trial or audition process with the new ERP. This will give you essential hands-on time with the product in your own environment. Some come with limited trial periods or only allow you access during meetings with the sales team. Make the most you can of this time and ensure the program provides the services and solutions you need from an ERP.

ERPs to Test

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____



Functionality

The top priority of evaluating an ERP is making sure it can provide you with what you need. No amount of additional support or special bells and whistles are going to make up for the basic services of the ERP. Here are some of the key elements you should look for when evaluating an ERP:

Feature	Priority	Who does it best?	Additional notes
Customer reviews from various websites are generally positive.			
It provides a predictable, standardized monthly cost that isn't susceptible to spikes or hidden fees.			
Its servers have strong uptime guarantees.			
It provides built-in security options at the platform, web, and computer levels to keep your data safe.			
It's possible to separate users into different accessibility groups to better protect sensitive information and mitigate the chances of a breach.			
The vendor initiates updates and upgrades to eliminate unnecessary risk.			



Accessibility

An ERP that has the tools and power to perform the job also has to be usable. Here are a few points to look for to make sure your ERP is accessible:

Feature	Priority	Who does it best?	Additional notes
It is intuitive and requires little additional training to use properly.			
It provides international support with both multilingual and multi-currency options to adapt to global business needs.			
It automatically saves and tracks changes to documents.			
It automates tasks to help save time and avoid data entry errors.			
It provides the tools to easily customize screens and dashboards so you can access the tools you use often as quickly as possible.			
It has a responsive design and is usable on any device and OS without having to deal with resizing, panning, or scrolling.			





It integrates with your existing business systems.			
It is cloud-based and allows complete access through a standard browser with no need for additional hardware or software to function properly.			



Scalability

A scalable ERP grows with your company and covers additional needs no matter what size you become. Here are a few points to help you determine if an ERP will be able to grow with you:

Feature	Priority	Who does it best?	Additional notes
It accommodates all sizes and volumes of transactions.			
Adding and removing users and administrators is straightforward and easy to do.			
It offers flexible pricing and/or licensing options, including charging by the resources used rather than the number of users.			



Risk Management

Make sure that you choose an ERP that protects your business and your data with these checkpoints:

Feature	Priority	Who does it best?	Additional notes
Customer reviews from various websites are generally positive.			
It provides a predictable, standardized monthly cost that isn't susceptible to spikes or hidden fees.			
Its servers have strong uptime guarantees.			
It provides built-in security options at the platform, web, and computer levels to keep your data safe.			
It's possible to separate users into different accessibility groups to better protect sensitive information and mitigate the chances of a breach.			
The vendor initiates updates and upgrades to eliminate unnecessary risk.			

Recommended Vendors

It can feel overwhelming to sort through all of your ERP options and find the right one for you. Here are five of the best ERPs we have worked with that offer solid, reliable solutions that function across multiple industries.



1. NetSuite

[NetSuite](#) streamlines billing and collections and allows you to customize the entire process to match your business model. It provides a centralized, customizable dashboard and offers automation options for cash application, revenue recognition, reporting, and payment reconciliation.



2. Xero

[Xero](#) provides a wide range of customizations within an ERP while still offering vital features that optimize the payment experience. With a click of a button, you can change payment options and seamlessly sync data. Xero even provides a sandbox mode that allows you to play around and test new functions without risking any damage to your existing processes.



3. Sage Intacct

[Sage Intacct's](#) biggest strength is its ability to automate hours of repetitive manual AR tasks. It puts more time in your hands and helps your business with cost savings, team productivity, and cash flow management.



4. WooCommerce

[WooCommerce](#) provides a flexible payment gateway that is packed with features to optimize your payment experience. It works exclusively with companies that are using WordPress and is designed to be simple to install and customize.



5. Magento

[Magento](#) helps companies accept all payments quickly, easily, and securely. It focuses on providing one unified payment integration solution that covers all options to make it easy for payments to be quickly and efficiently processed.

Paystand Cooperates with Your ERP to Improve B2B Payments

Paystand can [integrate with your ERP](#) and help streamline and automate your accounts receivable processes. [Schedule your free demo](#) to find out more about how Paystand can bolster your ERP software.