

Selecting an ERP – Vendor Scorecard (Sample)

Description	YES	NO	NOTES
Company Structure			
Ability to support many legal entities			
Ability to support reporting by locations, departments, divisions, or line of business for each transaction			
Ability to support many locations of operation			
Financial Organization			
Ability to support numbering and segmentation for the chart of accounts			
Ability to track department, location, or line of business for each transaction			
Ability to support multiple currencies			
Ability to charge sales tax			
Ability to collect sales tax in many states			
Ability to support various accounting period structures			
Reporting and General Considerations			
Ability to use reports to assist in managing the organizational structure or the business			
Transaction Processing			
Ability to support multiple currencies			
Ability to support reversing transactions			
Ability to support the importing of journal entries			
Ability to support recurring transactions			
Ability to support automatic expense allocations			
Ability to support amortization			
Ability to support transaction approvals			
General Consideration			
Ability to use metrics to gain insight into your organization			
Ability to view and report on Revenue			
Ability to view and report on COGS			
Reporting Needs and Inquires			
Ability to generate income statement each month			
Ability to generate a balance sheet each month			
Ability to generate statement of cash flow each month			
Ability to generate multiple variations of an income sheet, balance sheet, and statement of cash flows			

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Bank Management and Budgeting	YES	NO	NOTES
Bank Accounts			
Ability to manage multiple bank accounts			
Ability to manage bank accounts in multiple currencies			
Ability to import transactions from bank files into your current system			
Ability to support integrated bank account reconciliation and cash flows analysis			
Revenue Management			
Ability to accept customer payments via credit card			
Ability to accept customer payment via ACH			
Ability to support multiple revenue recognition schedules			
Amortization			
Ability to support amortization schedules			
Budgeting and Reporting			
Ability to support multiple budgets			
Ability to budget by customer, department, location, product line, etc.			
Ability to compare multiple budgets against actual			
Products, Services and Pricing	YES	NO	NOTES
Product/Service Classification			
Ability to support multiple product types (inventory, non-inventory, service, and other)			
Ability to define and associate item categories			
Ability to support serial or lot tracking			
Ability to sell any groupings of products or services as a single kit or group			
Ability to define and manage assembly items			
Ability to support multiple units of measures			
Ability to support multiple costing methods			
Ability to support multiple bins			
Service and Support			
Ability to offer implementation or installation, support, warranty coverage, etc.			
Ability to sell upgrade versions of your products to your customers			
Ability to sell third-party products to customers			

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Pricing	YES	NO	NOTES
Ability to support discounting or specialized pricing, based on quantity or customer			
Ability to support promotions			
Ability to support gift cards			
General Purchasing Information	YES	NO	NOTES
Tracking and Approval			
Ability to track credit limit or account number for vendors			
Ability for employees to enter purchase requests			
Ability to support purchase order approvals			
Ability to support drop ships or special orders			
Ability to track landed cost			
Return and Payment Policies			
Ability to support vendor returns			
Ability to receive inventory into a "damaged" location			
General Payables Information	YES	NO	NOTES
Transactions			
Ability to support recurring payable transaction			
Ability to support 1099 vendors			
Payments			
Ability to pay vendors by check, online bill pay, and ACH			
Ability to process prepayments, checks on the fly, etc.			
Reporting Requirements			
Ability to run a cash requirements report			
Ability to run A/P aging in detail or in summary			
Sales Processes	YES	NO	NOTES
Customer Interaction			
Ability to define, associate, and run reports based on customer categories			
Ability to produce estimates or quotes for customers			
Ability for the customer to return good if it is received damaged or inoperable			
Ability to issue credits to customers			
Products and Services			
Ability to sell upgrades			
Ability to offer renewals			

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Sales Orders and Approvals	YES	NO	NOTES
Ability to approve sales orders			
Ability to ship partial orders			
Ability to force ship complete			
Ability to process drop ship orders			
Ability to track and manage back orders			
Ability to track time and expenses that are billable to a customer			
Ability to support various type of billing methods			
Revenue Recognition			
Ability to support multiple revenue recognition schedules			
Commissions			
Ability to calculate sales commission			
Ability to pay commissions based on date invoice posted or paid			
General Sales/Receivable Information	YES	NO	NOTES
Ability to calculate and report sales tax			
Transactions			
Ability to support recurring transactions			
Payments			
Ability to accept a variety of payment forms			
Ability to support customer deposits or prepayments			
Ability to process account collections			
Reporting Requirements			
Ability to run a list of open invoices			
Ability to run A/R aging in detail or summary			
Ability to run sales tax reports			

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Relationships and Relationship Interactions	YES	NO	NOTES
Customer Relationships			
Ability to track the development of potential customers to actual customer relationships			
Ability for customers to view their transactions and basic information in a customer portal			
Ability to support partner portals			
Ability to calculate commission or compensation for partners			
Reseller and Distributor Relationships			
Ability to support resellers or distributors			
Ability to track information about resellers or distributors			
Vendor Relationships			
Ability to define, associate and run reports based on vendor categories			
Ability to support vendor relationships that require a 1099 filing			
Ability to define preferred vendors for purchased items			
Contacts			
Ability to track specific information about contacts			
Ability to track specific information about employees			
Groupings			
Ability to create groupings of relationships			
Ability to mass email defined groups			
Tracking Interactions			
Ability to track interactions (notes, tasks, and events) with customers and vendors			
Ability to track emails to contacts or customers and vendors			
Ability to send transactions to customers			
Communication			
Ability to use email templates with standard content			
Ability to use quality assurance surveys or customer satisfaction surveys			

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General Payroll Information	YES	NO	NOTES
Ability to support a full-service payroll			
Ability to support contractual employees			
Ability to support hourly and salaried employees			
Location			
Ability to operate from many locations			
Ability to support multiple states			
Pay			
Ability to pay employees by check, direct deposit or both			
Ability to pay commissions to employees			
Payroll Item Setup			
Ability to support salary pay type			
Ability to support hourly pay type			
Ability to support overtime pay type			
Ability to support vacation time pay type			
Ability to support sick/personal pay type			
Ability to support commission pay type			
Ability to support bonus pay type			
Ability to support other earning pay type			
Ability to support employee deductions			
Ability to support employee contributions/ benefits			
Time Feature			
Ability to capture daily or weekly timesheets			
User/Roles			
Ability to support multiple users in the payroll feature			
Reporting Requirements			
Ability to run payroll check register report			
Ability to run payroll liability report			
Ability to run payroll summary by employee report			
Ability to run hours and earnings report			
Ability to run state withholdings report			
Ability to run Form 941			
Ability to run Form 940			
Ability to run Form W-2			
Ability to run Form W-3			
Ability to run time by employee report			
Ability to run time by payroll item report			



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Next Steps

Need Help with Your ERP Evaluation? Contact Us Today!