

# Is an ERP right for Your Business?

ERP Quick Guide



 **TEAM**Software  
employee owned

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# What an ERP is:

- ▶ Enterprise Resource Planning (ERP)
- ▶ Integrated software applications
- ▶ Real-time or near real-time shared data across the organization
- ▶ Designed to manage core business functions like financials, services and HR
- ▶ Automates processes using technology

# What an ERP *isn't*:


Multiple, disparate software applications 

Silos of information 

A series of manual processes and procedures 

Months-old data mined from an archaic system 

A system with redundant data-entry points 



Essentially, an ERP is the  
“brain” of your business.

# Components of an ERP

- Financial Management
- Human Resources
  - Payroll
  - Scheduling
  - Time and Attendance
  - Benefits Administration
- Mobile Functionality
- Project and Work Order Management
- Customer Information
- Self-Service Features for Employees and Customers
- Job Site Information
- Quality Management
- Inventory Management
- Bidding and Estimating
- Business Intelligence
  - Analytics
  - Dashboards
  - Reporting
- Third-Party Integration Capabilities

All of these various components come together to make up one seamless solution that benefits your business in a number of ways.

Here's a list of seven of those benefits.

# BENEFITS OF AN ERP

# BENEFIT #1

## Increased Efficiency

Using one integrated software system improves efficiency.

With increased efficiency comes cost savings.

And you know what that means: more **dollars** in the bank.



# BENEFIT #2

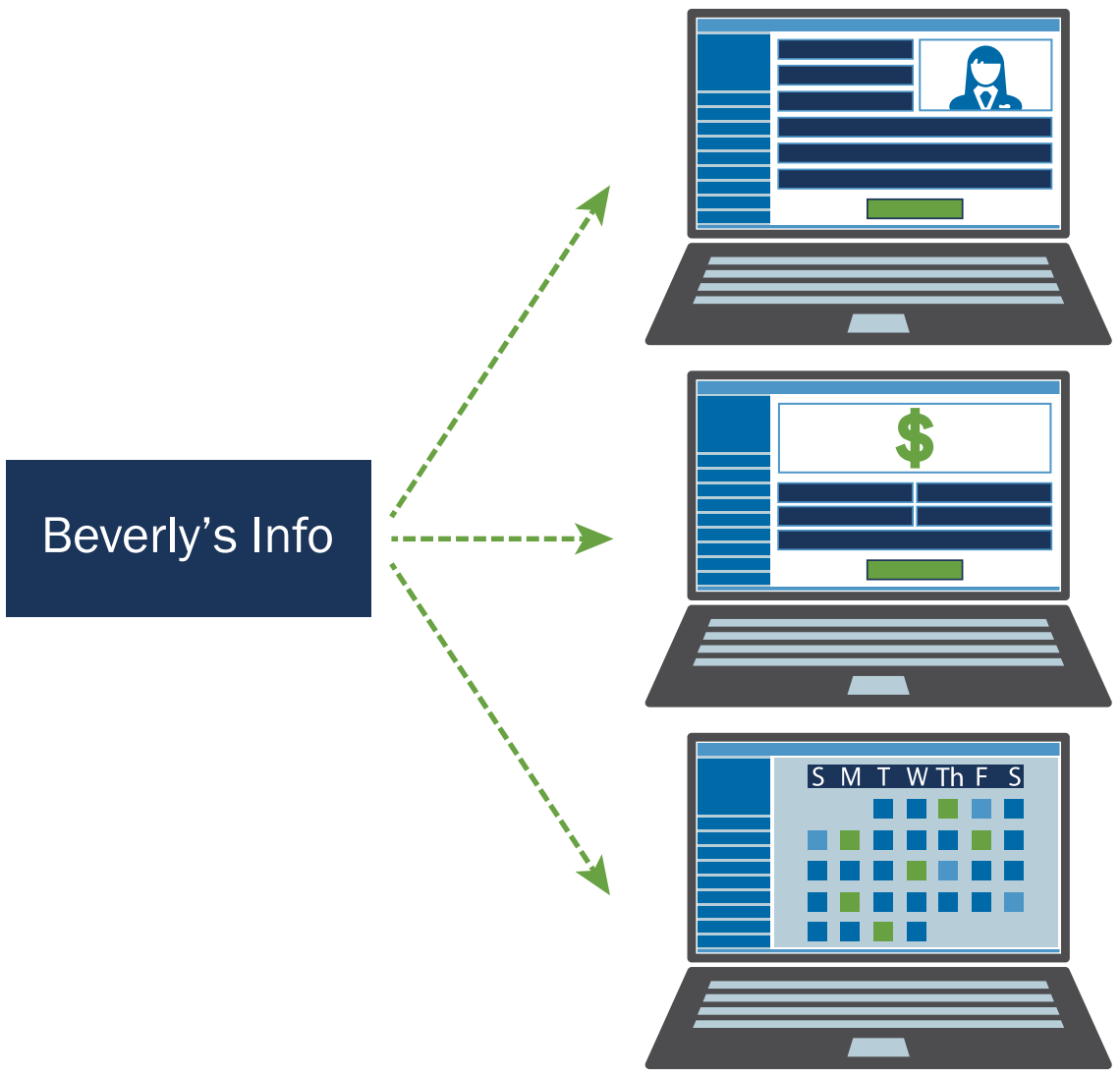
An ERP replaces disparate departmental systems and databases with one integrated database for all key functions.



So, you have the ability to automate processes that previously involved data entry into various systems, or worse, archaic paper-based processes.



# BENEFIT #3



One database and one software system means information goes into the system once and is shared across business units that need it to do their jobs.

Now, when Beverly is hired, Bob from HR, Sally from Payroll and Jim from Operations don't have to enter the same employee into each of their systems. Beverly's information is entered once, and HR, Payroll and Operations can onboard, schedule and pay her all within the same system. And, Bob, Sally and Jim are very happy.



# BENEFIT #4

## Reduced Cycle Times

What happens when you automate processes, cut-out needless redundancies and have the ability to process information from across your organization like hours worked, inventory used and projects completed?



You get faster billing cycles –  
and faster time to payment. (=\$\$\$)

You get streamlined payroll processing.

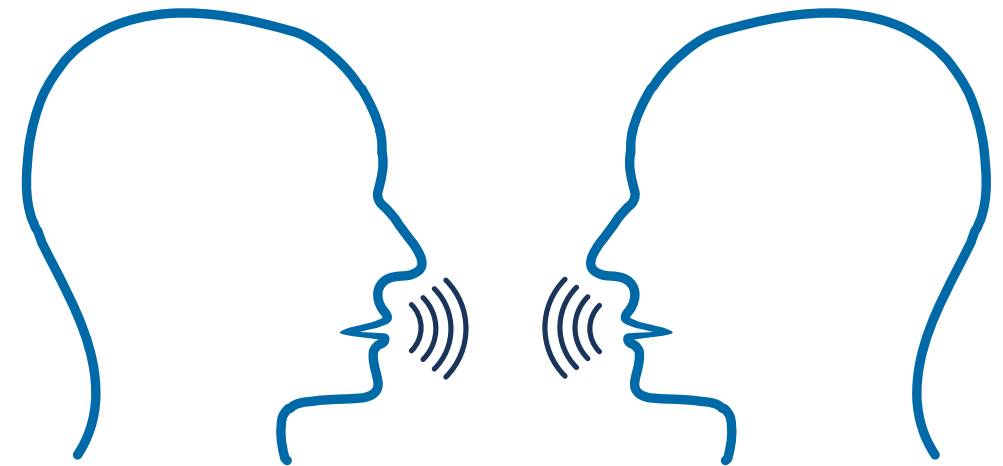
You get accurate reports quicker.

# BENEFIT #5

## Say what?

A common business language means that everyone in your organization is part of a dynamic system. With an integrated system, each department has the opportunity to play – and more importantly, to understand – its role in the big picture. This understanding across departments and units can bring about some serious process improvement.

Instead of tracking down pieces of paper or duplicating another department's efforts, your staff can spend more time focusing on the important stuff.



# BENEFIT #6

With ERP software comes the availability of “actionable” business information delivered to the right resources in real-time or near real-time.

Goodbye, information silos and month-old reports.  
Hello, better business insight.

Goodbye!

Hello!

# BENEFIT #7

With all your business data in one system, you have the ability to harness powerful reporting capabilities to spot problems sooner, jump on business opportunities and get a clear picture of your profitability down to a granular level. You're also able to keep a laser-like focus on your budgets.

That kind of insight can help you answer questions like:

What are my margins at a particular job site?

Which managers are over budget?

What market segments are most profitable?



# Are you ready for an ERP?

## Some things to do before making your decision:

- Develop a clear corporate strategy and objectives to ensure an ERP system aligns with your company's goals.
- Perform a thorough audit of your business needs to determine if an ERP is the right solution for your whole organization.
- Get buy-in from your employees – from C-suite decision-makers to field-based workers. They will all be affected by this technology. Make sure they'll embrace it.

# Are you ready for an ERP?

- Prepare to invest 6-18 months on implementation, depending on how fast you want to go and how many resources you have.
- Develop a smart budget. Be sure to plan for the cost of implementation itself, including any consulting you might need. Factor in licensing fees for users, infrastructure and technology upgrades, ongoing maintenance, training needs and any customizations you might need beyond out-of-the-box features.



# BONUS BENEFIT

An industry-specific ERP for  
Building Service and Security Contractors

There are many ERP systems out there. There are few that are tailored to any specific industry right out of the box. When you go with an industry-specific ERP, you get all the benefits of a general ERP system combined with features and tools designed for the unique needs of your business.



Interested in learning more about  
TEAM Software's ERP for  
Building Service and Security Contractors?

Contact us: [sales@teamsoftware.com](mailto:sales@teamsoftware.com) | 800-500-4499

TEAM Software develops cloud-based business solutions designed for contractors in the building service and security industries. Our fully integrated solutions range from award-winning financial, operations and workforce management, to time and attendance, to employee and customer self-service portals.

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