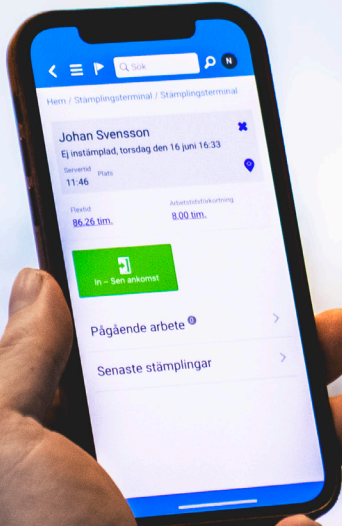




# Your guide to a new ERP system

Choose the right solution  
for your needs





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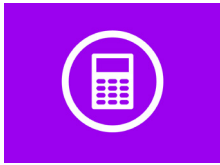
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### **This is Monitor ERP**

# What is an ERP system?

Enterprise Resource Planning (ERP) is a comprehensive software solution which effectively brings together, integrates, and automates all essential business processes in an organization. The goal of the system is primarily to collect the organization's operations in one connected platform, and centralize the management of stock, production, and time recording.

## ERP SYSTEMS CAN HANDLE:



Accounting



Manufacturing



Purchase



Time recording



Stock



Sales



## Everything in one program

You no longer need to juggle several different programs to manage basic tasks. Integrate all your activities into one comprehensive ERP system. This supports your organization and optimizes business processes by improving efficiency, increasing productivity, and enabling better decision making.

## Get your organization ready

At Monitor we have helped multiple organizations to maximize the output of our ERP solution. We understand how important it is to make the right decision, and that is why we have created this guide based on our experience. Get to know what you need to consider when changing over to an ERP system and how you best prepare your organization for a successful ERP project.

# The way to a successful implementation

Are you getting ready to implement an ERP system and want to know more about how to best achieve this? Here we guide you through three phases: The pre-phase, the implementation, and the post-phase.



# Step 1: pre-phase

## What you need to consider

In the pre-phase there are decisions to be made to ensure the success of your ERP project. Firstly, you need to carefully consider which ERP system best matches your organization. What is best for your organization depends on, amongst other things, your organization's needs and economic framework. Choose a partner who you trust and can support you during the implementation and who can also help you post implementation.

Consider the benefits you want from implementing an ERP system. This includes carefully considering how an ERP system will contribute to the functionality and optimization of internal processes. Clarifying these goals is essential for ensuring that your ERP project fulfills the specific needs and expectations of the organization.





## Branch & size

Today there are many ERP systems capable of carrying out the same task, but the biggest difference is how much comprehensive and extensive knowledge of the branch the chosen ERP partner has. That is why there is a significant advantage in choosing an ERP provider who has insight into your branch and understands the specific challenges your organization faces.

When choosing an ERP system, it's important to consider the size and complexity of your organization. If you operate a smaller organization, certain systems' administration can be too complex. However, if your organization is international, it will require a system which can manage large amounts of data and complex processes.



## Put your team together

It is vital that you form a competent team to lead the project. You need to identify the most qualified employees in your organization and make sure that they have the backing of management. Finding and identifying the right people for the project can be challenging, as they won't just be carrying out the implementation, but will also be the ambassadors of the project. That is the key to running the project with commitment and having a clear picture of the individual areas.

### YOUR PROJECT GROUP MUST CONSIST OF:

#### STEERING GROUP

This group consists of your project manager and project owner.

#### PROJECT MANAGER

This is a person who ensures an overview and structure. The project manager helps ensure that your company reaches its goals with the implementation.

#### SUPER USERS

These users are selected by the company to support the process and ensures that the processes can be carried out in the different departments.

## Objectives

It is vital to clarify objectives when implementing a new business solution. This forms the most basic starting point for your project. Your motives and reasons create direction for the project. It is important to maintain focus on the value you wish to gain from the new business solution.

### WHAT ARE YOUR COMPANY'S OBJECTIVES?

PROJECT GOALS	STRATEGIC GOALS	PROCESS GOALS
<p>Set goals for the project itself, e.g. start date and Go-live. Make a risk assessment for the project itself and set up the financial framework that has been determined for the project.</p>	<p>Define the company's overall strategy based on The ERP system, e.g. Monitor ERP. Should the system be e.g. implemented across companies?</p>	<p>Identify the most essential business processes for your company. Are you looking for optimization and automation of manual processes or something else?</p>

### Measure your results

We recommend that you put time aside to measure your goals once the new business solution has been implemented. This is the only way you can evaluate whether the solution actually adds value to your organization.

## Control your finances

The price of the system itself is a decisive factor. This includes the cost of acquiring and implementing the system as well as the expense of maintaining it. Many systems operate today with a licensing price, whereas some systems have different pricing depending on the number of licensing rights, while others have a flat pricing structure.

Furthermore, you should consider whether there is a need to invest in addition options and integrations. E.g. Monitor offers a standard system with the possibility of expanding functionality by adding extra functions such as machine integration and EDI.





## Step 2: implementation

### How do i get started?

In this phase, it's essential to integrate and implement your ERP solution in the organization, so that it becomes an integrated part of daily business processes. It's important to ensure precise implementation to be able to benefit from all the system has to offer.

In this phase there will be a focus on migrating data from the organization's earlier systems to the new ERP system. Additionally, there will be close co-operation with ERP consultants as there may be unexpected issues to resolve.

## Configuration

When the ERP system has been installed and is ready, the next step is to consider it. This involves registering and adapting all the organization's data for use in the new system. The size and complexity of this task can vary greatly. A key condition for success is continual testing of the new system and that the organization has clearly defined rules and procedures for data management. Generally speaking, you will configure and transfer three different types of data:

THERE ARE THREE DIFFERENT TYPES OF DATA:

### MASTER DATA

Your master data consists of static data such as chart of accounts, terms of sale and generic data there includes customers, suppliers and goods.

### ORDERS

These data includes all your active orders that must be created in the new ERP system. This includes sales, purchase and production orders.

### POSTS

Here we are talking about e.g. inventory, the financial opening balance and open debtor and creditor items. These must be created again.



## Educating users

The quality of your implementation can suffer if users don't have a basic understanding of the solution. Therefore, it is important to focus on understanding the system so that users can understand and be responsible for the carrying out of their processes.

### Monitor Academy

Monitor offers a learning platform, Monitor Academy, which can support you in the learning process. Alternatively, you can invest in the training of super users who can introduce and share important information to other users. A well-informed user base is vital for the successful implementation and usage of the solution.



## Remember: test, test, test

It's important to remember to test the new system throughout this phase. Your organization should ensure that each process can be carried out regardless of whether it's based on adaptations or standard functionality. The test phase is vital, as it here that the organization will experience the biggest demand in the implementation process. It is therefore necessary to make sure that resource allocation is carefully thought out and that daily work tasks have been taken into consideration.





## Step 3: post-phase

### Achieve the best result

Before going live with your new solution, it's important that the users know how to use it so you can exploit the full potential of the system. The users should be introduced to the general use of the system as part of their daily and periodical processes. This is an ongoing process which depends on factors such as organization type, size, needs, and complexity.

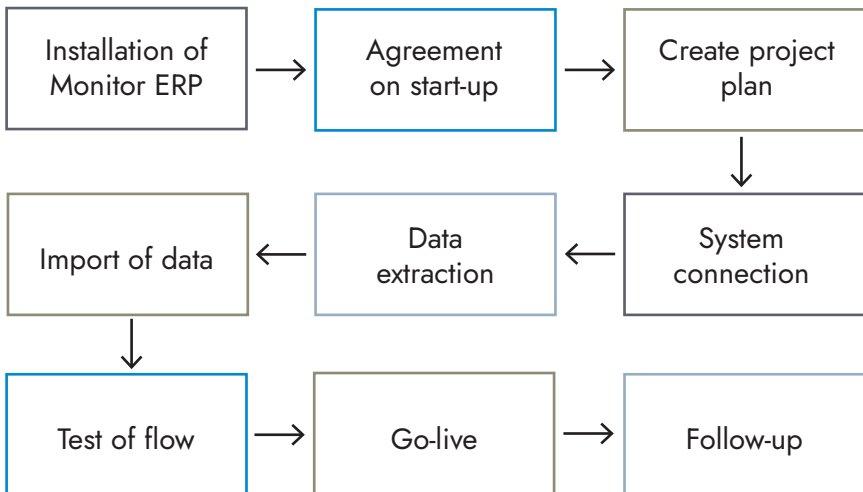
As well as concentrating on employee training, it's also in this phase that the organization can discover new possibilities where the ERP system can contribute towards creating better results. It is a period where you can identify and use the full potential of the implemented solution.

# Easy implementation

## Monitor shows you the way

Choosing Monitor ERP gives you access to our comprehensive expertise of organizational resource planning and the manufacturing industry. Our dedicated consultants will guide you through the whole process to ensure that the implementation goes as smoothly as possible. A typical implementation process can be seen below:

### IMPLEMENTATION STEPS WITH MONITOR:



## A system for all your needs

Monitor ERP is a standard system which is optimized for manufacturing companies, which means that you don't need to use time and money on adaptations or expensive special solutions. The system is easy to keep up to date and you get access to all the new versions we release with new functionality and constant improvements, without extra cost.

Due to the system's standardized character the implementation usually goes quickly. We analyze and consider how you work in order to decide how to best implement Monitor ERP in your organization and train your employees. With us as your partner, you can be sure that you will achieve what you set out to do with your ERP project.



# This is Monitor ERP

Monitor ERP is a prize-winning system for manufacturing companies. An all-inclusive business system built for the future. We are represented in 13 countries.

We have helped more than 5,500 organizations to:

- Organize their daily operations and make them more efficient
- Detect, analyze, and report
- Optimize management of all the organization's resources

Manufacturing  
Time Recording

## Contact us

We are always ready to help you, so contact us on [sales@monitorerp.com](mailto:sales@monitorerp.com).

