III System Selection and Implementation

Implementing a new accounting system or a tool to modernize processes, such as accounts payable, budgeting or the month-end close, can be a daunting task. O'Connor Consulting Services will help your nonprofit organization identify the right system solution for your specific needs and engage the best reseller for that selected system. We will work with you to determine an effective data migration plan and ensure your processes are redesigned to operate in a new, highly efficient environment.

SYSTEM IMPLEMENTATION: THE RIGHT TIME FOR UPDATES

Migrating your team to a new system is an excellent time to make other needed upgrades. Enhancements to consider as part of your implementation plan include:

- ➤ More effective and efficient chart of accounts
- ➤ Integration with other organization and third-party systems
- ➤ Automation of current manual processes and procedures
- ➤ More robust and insightful financial reports
- ➤ Workflow to streamline complex approval processes
- ➤ Align policy enforcement by leveraging system functionality

AS YOUR SYSTEM IMPLEMENTATION PARTNER, OCS WILL:

In conjunction with your team and the third-party system reseller, work through the various system implementation stages to ensure a successful migration.

PROJECT MANAGEMENT	DESIGN AND DOCUMENT	ASSIST	PROVIDE	SUPPORT	PROCESS REDESIGN
OCS will manage progress of implementation and adherence to the project budget to include detailed project reporting.	OCS will work with the selected system reseller to map processes and provide chart of account redesign recommendations.	We will provide support to the accounting staff with data migration for vendors, customers, and financial statements and in training staff on the new system.	OCS can provide interim outsourcing services to backfill for busy staff during the implementation.	We will support your finance team by troubleshooting errors, addressing design issues or concerns, and working with the accounting system reseller, even after implementation.	OCS will also leverage our experience and knowledge of the organization's accounting processes to manage and implement enhancements to current processes to align with the new system and prepare updated process documentation and workflows.

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SYSTEM SELECTION

OCS will work with your team to thoroughly understand the current state of accounting processes with two purposes in mind. First, we want to understand those processes that are working well and those processes that are burdensome, time consuming, and create the most risk for the organization. Secondly, we want to leverage our knowledge of best practices and experience with other clients to make recommendations to leverage technology to drive operational efficiencies for your organization. By assessing your accounting needs and the roles of the accounting system users, OCS will provide the following support:

- Prepare system requirements that will form the basis of evaluation of the various system demonstrations.
- Identify a minimum of three accounting system solutions for demonstration and evaluation.
- Work with the selected solutions to ensure a demonstration of the solution is provided based on the system requirements.
- Prepare a scorecard to calibrate responses from those on the system selection committee.
- Participate in the system selection process by attending demonstrations of potential systems.
- Create an implementation timeline from the system selection point through implementation and incorporate the timeline and deadlines provided by the accounting system selected reseller.
- Provide recommended enhancements to the chart of accounts, if applicable.
- Identify opportunities to leverage system functionality to govern compliance with internal policies.

SYSTEM TYPES THAT WE SUPPORT

OCS can be your system partner for a variety of systems including:

- Accounting and financial reporting systems
- Financial planning and analysis software
- Accounts payable automation workflow solutions
- Financial close management tools
- Endowment management software

REDESIGNING THE CHART OF ACCOUNTS

A new system implementation often presents an opportunity to redesign your chart of accounts. The benefits of a well-crafted, thoughtful chart of accounts include:

- Consistent reporting across programs, departments, and legal entities
- Reduced staff effort to consolidate information and satisfy reporting requests
- Reduced complexity of account reconciliation
- Simpler benchmarking between programs, departments, and legal entities
- A decreased learning curve for new accounting staff
- An effective framework to introduce shared financial services

OCS has more than 20 years of experience in nonprofit financial consulting services. In addition to system selection and implementation, we provide other business advisory services. Please visit www.oconnorcs.com for additional information.

O'Connor Consulting Services, LLC

A trusted business advisor to the nonprofit community since 1999.

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