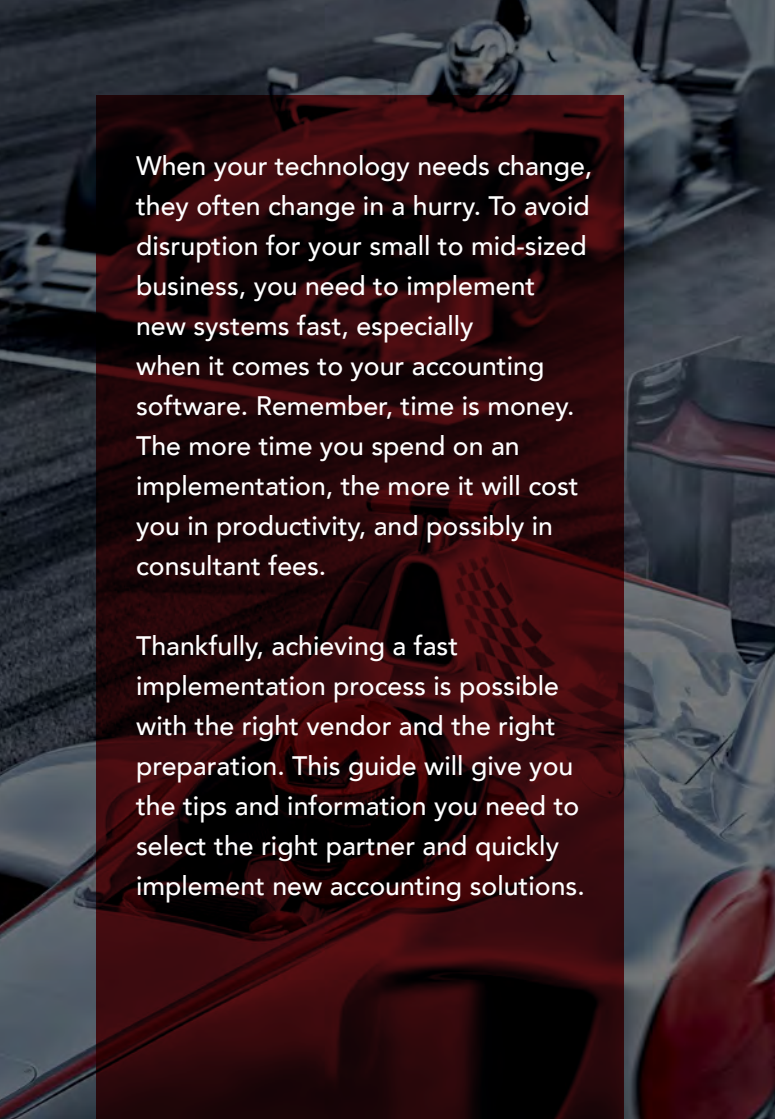




# THE NEED FOR SPEED

HOW TO ACHIEVE A  
FAST ACCOUNTING  
SOFTWARE  
IMPLEMENTATION



When your technology needs change, they often change in a hurry. To avoid disruption for your small to mid-sized business, you need to implement new systems fast, especially when it comes to your accounting software. Remember, time is money. The more time you spend on an implementation, the more it will cost you in productivity, and possibly in consultant fees.

Thankfully, achieving a fast implementation process is possible with the right vendor and the right preparation. This guide will give you the tips and information you need to select the right partner and quickly implement new accounting solutions.

## METHODOLOGY MATTERS

*If time to implementation is important to you, then you need to find a vendor with a proven methodology that prioritizes speed and efficiency.*

### WHAT IS AN IMPLEMENTATION METHODOLOGY?

In this case, methodology refers to the specific process and individual steps a software vendor will use to install your new system and get it up and running. A true methodology speeds up implementation by avoiding mistakes and chokepoints in the process. While many software vendors will talk about their methodology as “agile,” “scrum” or “waterfall,” you need to ask about the concrete steps they take during implementation and how that approach will get you up and running fast.

# IMPLEMENTATION **TIMELINE**

Gravity Software® employs a proven methodology to implement our accounting software in an average of just four weeks.

WEEK



Planning period and identifying important system settings.

WEEK



Building master files and identifying the data you want to migrate to your new system.

WEEK



User training on all aspects of the new system.

WEEK



Final data conversions including all transactional history.

## QUESTIONS TO ASK A PROSPECTIVE SOFTWARE PARTNER

- What is your implementation methodology?
- How long does your implementation process take, on average?
- What would you need from our business in order to implement quickly?
- What training and support will you provide to my team?
- Have you implemented this software for a company in my industry before?



## FINDING THE RIGHT FIT

*Choosing the right-sized solution is not only important for meeting your business needs, but also for speed to implementation.*

### SYSTEM SETTINGS

In any accounting software, there are a lot of system settings that need to be set up correctly in order for the software to function appropriately for your business needs. Enterprise level software designed for large companies will simply

have too many settings that don't pertain to you as a small to mid-sized business. Despite the fact that you'll never use the associated features, all of those settings still need to be configured during implementation, slowing down the process.

On the other hand, a solution that is too "small" or basic will be too limited and not meet your needs as a growing business, rendering speed of implementation irrelevant. This is why comprehensive planning is so important. Identifying your needs up front can help guide your software selection process and lead you to the perfect fit for your business.



## SOFTWARE VENDOR CHECKLIST

Here's a quick checklist to help ensure any software you consider will be the right fit for your business:

- ✓ Robust accounting features
- ✓ Cloud-based software
- ✓ Access to advanced Business Intelligence (BI) tools
- ✓ Multi-entity capabilities
- ✓ Built-in app integration
- ✓ Quality support team
- ✓ Proven track record

# COUNT ON THE CLOUD

*For the fastest possible implementation process, you should select a true cloud-based software because on-premises solutions always take longer to implement. A real cloud-based solution is built from the ground up in the cloud. A “fake” cloud solution is when a software vendor takes an on-premises solution and hosts it on a remote server, which can seem like it works, but brings issues that may cause problems down the road.*

## CLOUD VS ON-PREMISES

Building the infrastructure alone for an on-premises system can take weeks as you may need to buy servers and other hardware and then set everything up correctly, installing databases and application software. You will then have to test the system and fix any problems. This not only delays implementation, but it also increases costs and puts increased strain on your IT team.

When you choose a cloud-based solution, you don't have to deal with any of those infrastructure issues, cutting costs and time to implementation. Because your software provider can provision everything for you in a manner of hours, all the requisite infrastructure is set on their end, so you can “set up” your system in

a single day. Training is also easier with cloud-based software, generally speaking, making it easier to get your team up to speed on the new system.

## ASK, VERIFY, FOLLOW UP

The best way to ensure your software provider will actually be able to deliver a fast implementation is to ask questions. Inquire about a prospective partner's track record, industry background with implementations and ask for client references or other information to verify that they will actually be able to deliver on a short timeline.

# PLANNING IS PARAMOUNT

*Selecting the right software provider is critical, but there's also work on your end to facilitate a fast implementation process. That starts with the planning stage and being diligent to identify what your needs are and how you want to organize your business for the future. Select a conversion date and work backwards to plan resources and tasks.*

## IDENTIFY YOUR REPORTING NEEDS

The first step in the planning process is to establish what kind of



reporting you need, what you want reports to look like and what your goals are. This will help eliminate mistakes that can derail the process and ensure the software you implement will actually enable better business performance.

For example, if you start setting up your chart of accounts and get halfway through before you realize you want line of business reporting, you will have to go back and redo all of that work, slowing down the entire implementation process. The more you can plan and account for these kinds of considerations ahead of time, the faster it will be to implement and the better suited your software will be for your business.

## **ESTABLISH DATA MANAGEMENT PRACTICES**

You also need to decide how you want to organize your data within your new software system. Otherwise, you will migrate all of your old data to your new system and end up with same limitations because your data will be organized the exact same way your old system held it. Consider how you want to organize and manage your data and be sure to ask your software provider about how their solution can support your data migration goals.



## ADVANTAGES OF CLOUD-BASED **ACCOUNTING SOFTWARE**

The cloud has its advantages. Here are a few of the top reasons why you should move your accounting software to the cloud.

- Faster implementation
- Better data security
- Better redundancy in infrastructure
- Easier to update
- Work from anywhere
- Increases productivity
- Easier to integrate with other systems
- Positions your company for future growth





## PREPARING YOUR SYSTEMS

New software offers an opportunity to clean up your data and reorganize things to create greater value and efficiency moving forward. “There are plenty of small, everyday activities that don’t require much brainpower, but are still necessary to keep your business running smoothly. If you try to handle them on your own, however, you ultimately waste time with repetitive, mind-numbing tasks instead of working on big-picture items that can really grow your business,” notes

Pia Silva in [Forbes](#)<sup>1</sup>. Your software provider should be asking you about your existing systems and how they can connect or be replaced with new technology.

### CLEAN UP YOUR DATA

Think of data conversion like spring cleaning: you get a chance to “clean” your data and get rid of all the junk. As you prepare to migrate data to a new system, consider purging everything you no longer

1. Pia Silva (October 2020). How To Quickly Create (And Implement) Effective Business Systems. [www.forbes.com](http://www.forbes.com)



have a use for. For example, you may have 1,000 vendors in your old system, but you only currently work with 100 of them. Do you really need all of that old data in your new system? Now is the best time to simplify and streamline your data, which will also cut down on the time required to migrate everything to your new system.

“You may be regretting your decision when

you start to think about the amount of work needed to convert your old data. Converting data does not have to be traumatic,” states John Silvani, President & CEO of [Gravity Software](#).

### INVOLVE IT EARLY

Your accounting team may lead the search for new accounting software as they are in

the best position to identify the features and capabilities they need. But you should also involve your IT team early in the software selection process to help avoid issues with your technology infrastructure and any system integrations you will need to maximize the efficacy of your new software. They will be able to identify any potential issues and start working proactively to help ensure a smooth and fast implementation process.

## BETTER. SMARTER. ACCOUNTING

Gravity Software empowers better accounting operations by leveraging technology backed by Microsoft and a professional team that's ready to help you grow. Utilizing new technology not only leads to better efficiency, but happier and more productive employees. Upgrading your accounting solution has never been easier with Gravity Software.

[Contact us](#) to learn more or [schedule a demo](#) today.



GoGravity.com | 844.464.7284