

# CFOs ERP Evaluation Checklist



## CFO's Guide to ERP Evaluation

Modern ERP systems are no longer just IT infrastructure; they are strategic financial tools for growth, agility, and control. For CFOs in mid-market selling, manufacturing and distribution companies, leading the ERP evaluation process is essential to ensure robust financial management. The right ERP strengthens financial visibility, enhances regulatory compliance, optimizes operational efficiency, and scalable expansion - all while enabling accurate forecasting, cost controls, and FP&A (financial planning and analysis).

## Why CFO Involvement is Critical

ERP projects redefine financial management by transforming how data is captured, reported, and analyzed to drive strategic decision-making. CFOs play a pivotal role in ensuring alignment with business objectives while reinforcing financial discipline in cost modeling and ROI assessment, and budgeting. Their oversight mitigates hidden financial risks in implementation and adoption, safeguarding compliance, cash flow, and long-term profitability. By integrating financial intelligence into ERP evaluation, CFOs enable organizations to optimize performance and maximize value creation.

### What to Watch For

Early signs it's time to upgrade include fragmented financial reporting, excessive manual workarounds to keep up with business needs, poor integration with modern financial tools and systems, limited real time visibility of business data, and rising costs and inefficiencies with diminishing returns. A modern ERP like SAP Cloud ERP (SAP S/4HANA Cloud Public Edition) offers real-time visibility, lower TCO, and built-in best practices tailored to industry needs.

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## Key Evaluation Focus Areas

**Business Requirements:** When companies consider implementing SAP S/4HANA Cloud Public Edition, Finance and Operations functions must align to meet current demands and anticipate future requirements. From a financial perspective, the business requirements can be grouped into core areas that address compliance, agility, insight, and scalability. Here is a breakdown of what Finance and Ops need today and into the future:

### **Real-Time Financial Visibility:**

- **Today:** Accurate real time reports for close and consolidation, analysis and cost/asset tracking. Standardized financial reporting out of the box. Access to actuals and planning, budgeting
- **Future:** Embedded AI for predictive analysis, forecasting, and risk analysis, strategic planning and modeling

### **Across the board standardization with global compliance:**

- **Today:** Pre-Configured for tax, legal, and GAAP, standardize charts of accounts, fiscal calendars, and templates
- **Future:** Automatic audit trails and compliance monitoring with AI tools embedded, integration with global trade and e-commerce financial platforms.

### **End-to-End Process Integration**

- **Today:** Integration between finance and operations out of the box, cross functional kpi's, one source of truth across all departments.
- **Future:** Finance-led transformation of business models, integration with intelligent business networks, cross industry processes.

**Team Composition:** Build a cross-functional team with decision authority

**ERP Options:** Compare cloud vs. on-premise, Tier 1 vs. Tier 2, and industry-specific capabilities  
**Financial Impact:** Model TCO and ROI across 5 - 7 years and assess scalability

**Vendor Due Diligence:** The implementation partner plays a decisive role in project success, especially in a fit-to-standard, cloud-first ERP environment.

**Selection Process:** Use structured RFIs, RFPs, and scripted demos to drive evidence-based decisions  
**Risk Management:** Plan for data migration, business continuity, and change management

**Final Sign-Off Checklist:** CFOs should confirm that budgets, responsibilities, KPIs, training, and risk plans are clearly defined along with contract terms and executive alignment before signing.

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## Key Evaluation Focus Areas

ERP is no longer just a back-office tool - it's a strategic enabler of current and future success. For CFOs, leading an SAP S/4 HANA Public Cloud implementation is a transformation opportunity. With the right platform, the right implementation partner, and a commitment to adopting standard best practices, CFOs can unlock:

- ❖ **Operational efficiency through intelligent automation.**
- ❖ **Financial insight with real-time, predictive analytics.**
- ❖ **And long-term competitive advantage through scalable, future-proof architecture.**
- ❖ **CFO leadership is critical because when Finance leads, transformation follows.**

## Final Checklist: What CFOs Should Look For Before Signing

Before finalizing your ERP investment, perform a last round of due diligence. This checklist ensures that strategic, financial, and operational safeguards are in place:

- 🔍 **TCO and ROI fully vetted:** Has the full cost model (software, services, internal time, support) and business value been modeled and reviewed?
- 👤 **Vendor and partner roles clearly defined:** Is it clear who is responsible for what across implementation, support, and post-go-live services?
- 📋 **Scope and change control documented:** Are scope boundaries and the process for managing change orders agreed upon and in writing?
- ↗ **Success metrics are defined:** Have you set post-go-live KPIs for adoption, reporting accuracy, financial close efficiency, and system stability?
- 👥 **Internal team is aligned and resourced:** Are business leads, IT, and finance all on board and do they have the time and tools to execute?
- ⬇ **Training and change management plans are in place:** Is user readiness accounted for with scheduled training, documentation, and support structures?
- 🛡 **Risk mitigation plans ready:** Do you have contingency plans for data migration, business continuity, and user adoption?
- 📊 **Scalability and future readiness confirmed:** Will the solution support your growth plans for the next 5 - 10 years?
- ✓ **Executive and board approval secured:** Is formal sign-off documented and milestone funding aligned with fiscal planning?
- 👁 **Contract terms reviewed:** Have legal, procurement, and finance reviewed all terms, SLAs, and exit clauses?

Taking the time to verify these items protects your investment, aligns expectations, and increases the chances of a smooth implementation with measurable returns.

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