System Manager

One essential element after purchasing your new InterAcct system is to appoint a "System Manager". Without such a person, the implementation of your new computer system will be far more difficult.

InterAcct
SOFTWARE PTY LTD

Who is best qualified ?

- ✓ Typically an energetic and enthusiastic person
- ✓ Experienced in computers and technology
- ✓ Mature enough to handle, and then overcome, the inevitable problems
- ✓ Ideally, some accounting experience
- ✓ Disciplined enough to determine the tasks to complete, and then do them

The role of the System Manager is to –

- Attend all implementation meetings and training sessions
- Read the two manuals "Essentials" and this "Implementation Guide"
- Read and understand the sales proposal, plus the InterAcct "Products & Services Agreement".
- Use a highlighting pen when reading – pencil to make notes – list questions
- Do "revision" work, after each training session – practicing what was taught
- Co-Ordinate the installation of any computer equipment/network requirements
- Help prepare lists of tasks in priority sequence - assign to relevant employees
- Monitor progress of the completion of the tasks
- Train other employees how to use their relevant sections of the system
- Be a focal point for incoming software support queries from staff members
- Forward all support queries onto the InterAcct (in writing) – receive replies
- Ensure that adequate sample data is first entered into the Training version, by each staff member, into their relevant system areas. Sufficient testing of the system should be done to ensure that everyone knows how to use the system before taking the final step of starting "Live" operations.
- Attempt to identify where the standard software will need to be personalised
- Obtain quote estimates from InterAcct for such personalisation work - for approval before any software changes are made
- Obtain a thorough understanding of how and why information is entered, and what happens to that information (by the system) once entered – posted to where ? (the integration aspect)
- Amend the system's help messages to suit your requirements (if necessary)
- Prepare any operational/procedural help notes for relevant staff (Step1,2, 3 etc)
- Arrange for any (free) Review Meetings (your management & InterAcct people) that may be required during the implementation process.
- Plan the changeover to "Live" operations, ensuring that the opening balance information is available, and that there is a good "Cut-Off" to reconcile back to.