

GOVERNMENT CONTRACTORS

Are You Ready To Upgrade
Your Accounting System?

Who is WJ Technologies

WiJiT's professional team is knowledgeable, highly competent, and committed to cultivating and maintaining long-term client relationships while providing accounting solutions and advisory services that level up your government contracting business.

We pride ourselves on fostering a friendly, open and consultative approach and have a long history of demonstrated integrity in support of our clients. We do a thorough job at a fair price, but we never cut corners. We strive to bring reliability, success, alignment and the best possible fit to meet our clients' needs — **on track, on schedule, and on budget.**

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Is it time to upgrade your accounting system?

We know how tempting it is to stick with the system you know for several reasons:

1. **Change is uncomfortable because it means learning a new system,**
2. **Integrating a new system requires an investment of time and money, both of which are precious;**
3. **It's hard to know where to start; and**
4. **You can still make do with workarounds even if they take extra time and manual effort to maintain requirements and regulatory compliance.**

Often, you've invested 10, 15 or 20 years into your accounting system, so leaving it behind may be really hard. However, if it costs you time, productivity, or compliance, it's no longer working for you, and it might just be time for a change.

We have good news for you, though!

WJ Technologies sees—and solves—these problems every day while helping our clients identify the best software system for their government contracting needs. This workbook will guide you through common questions we answer to help you understand if it's the right time to upgrade your accounting system.

Better yet, we're outlining best practices to help you prepare to move forward with the smoothest implementation possible.

Here's what we'll cover on the following pages:

Workarounds may be costing you more than you think!

What is the best accounting software for your company?

Are your systems reconciled and ready to go?

Can you commit to an organizational change management plan?

How many of these questions can you answer yes to?

What people are saying...

What are you waiting for? Let's dig in!



Workarounds may be costing you more than you think!

Workarounds, or offline data manipulation, mean that your system isn't capable of automating all of your accounting practices. The more you are able to automate, the more confidence you will have in your data output.

If your process features 1-2 workarounds, particularly if used infrequently, it may not be the end of the world. Your business size, needs, and workaround complexity are all factors to consider, but suffice it to say, when too many workarounds are part of your regular process, they can be costly, leading to:

- Undetected errors, and possibly noncompliance;
- Considerable losses in time and productivity; and
- Business decisions based on incorrect numbers.

We regularly work with clients to automate offline tasks, saving time and potential data entry errors as well as money. The most common offline workarounds include:

Calculating rates

Budgeting

Billing

Job costing and reporting

Creating labor distribution reports

How many of these workarounds do you or your team routinely perform?

Let's calculate the true cost of ownership:

1. How many hours do they spend:

a. Each week? _____

b. Each month? _____

2. What is the payroll cost per hour? (average is ok)

Multiply the answers to 1 and 2 to get your cost per week and/or month to reconcile these workarounds:

WEEKLY: 1a _____ x 2 _____ = _____

MONTHLY: 1b _____ x 2 _____ = _____

Think what else your team could accomplish instead of spending that time trying to stay compliant.

- No more spending time after hours reconciling reports that could be automated
- More strategic planning
- Networking, relationship building, client acquisition
- More effective use of time
- Better morale and less burnout
- More projects completed on budget and on time

What is the best accounting software for your company?

As CFO, the buck stops with you, literally and figuratively, so it's imperative that you choose the right ERP solution when it comes time to upgrade. With all the options available, how do you know which is best for you, your team, and your company?

Fortunately, you have WiJiT in your corner. Our team of experts has decades of collective experience, and we can help you choose the perfect solution for your needs. We partner with Unanet, Jamis, and Deltek, and are technology agnostic, working to find the best solution for your company.

Ready to find out what solution is right for you? [Take our interactive quiz!](#) Or if you want to write out the answers in the workbook, here are the questions we're asking!

1. What do you currently use for your accounting software? _____
2. What type of contracts do you have? _____
3. How many accounting staff work at the company? _____
4. What is the total number of employees? _____
5. Do you manufacture? _____
6. How do you calculate indirect rates? _____
7. Do you have subcontractors? _____
8. How do you manage payroll? _____
9. What are you using to collect/track time and expenses? _____
10. How do you handle billing? _____



Are your systems reconciled and ready to go?

Reconciling your existing accounting system is imperative for a successful ERP upgrade and implementation. When systems aren't "clean" or reconciled in advance, we find that implementation takes longer, which can mean higher costs.

To ensure smooth sailing for your upgrade, here's a checklist of things to start working on:

Open Accounts Payable to the General Ledger

Accounts Receivable Aging to the General Ledger

Project Status Reports at a Summary Level

Unbilled Accounts Receivable

Cumulative Balances from the Last Customer Invoice to the Project Ledger

Statement of Indirect Rates to the Income Statement

By taking the time to reconcile your current system fully, you'll save time, money, and productivity during the upgrade process!



Can you commit to an organizational change management plan?

If you've resisted upgrading to a new ERP software solution before now, we understand. Most government contractors use their systems for 10-15 years, so changing systems, and getting your whole team on board is a big commitment that feels like a significant investment in time and money. We often see companies worried about the expense, however, putting off the upgrade as long as possible isn't always the best thing for your company.

Looking back at your answers on the workarounds page, you already know that doing nothing is not a good option. However, doing it poorly is even worse.

Many CFOs and business owners try to protect the bottom line by using in-house resources instead of implementation consultants. But with accounting staff pulling double duty with their day-to-day tasks and new workload with implementation requirements, an implementation can quickly get off track.

In addition to implementing an automated accounting software solution, WiJIT can help develop an organizational change management and professional training plan to ensure that all team members commit to new ways of doing things. [\(Learn more about what a successful systems implementation entails here.\)](#)

Can you check all the boxes on this list?

Senior-level management is committed to success.

We won't accept, "But this is the way we've always done it." pushback.

We see the value of bringing on an outside implementation team.

We will commit to professional training.

We will factor in the necessary steps to stay on budget.

We will reconcile our existing system.

We understand that there may be significant organizational changes.

We are excited to grow as a company.

If so, or if you can check most of them, you're committing to doing an implementation right.



So, what does an implementation look like?

Here's a sample implementation timeline as well as the systems we cover in training.

SETUP:

- Project
- Employee
- Vendor
- Customer
- Accounts/Orgs
- Revenue formulas
- Billing formulas

PROCESSING:

- Journal entries
- AP vouchers
- Cash Receipts
- Timesheets
- Indirect Rates
- Revenue
- Billing
- Month End Close

REPORTS:

- Financials
- Statement of Indirect Expenses (SIEs)
- Project Status Reports (PSRs)

USER:

- Timesheets
- Expense Reports

SAMPLE PROJECT TIMELINE

A system conversion typically takes 3-5 months, depending on the availability of your resources.

TASK NAME	LENGTH OF TIME	MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6
PROJECT PLANNING & DISCOVERY	1 DAY						
DESIGN & DOCUMENTATION	2 WEEKS						
FILE MAPPING/CONFIGURATION/TRAINING	2 WEEKS						
INITIAL DATA CONVERSION/RECONCILIATION/TRAINING	5 WEEKS						
SECOND DATA CONVERSION/RECONCILIATION/TESTING/TRAINING	8 WEEKS						
FINAL CONVERSION/LIVE OPERATIONS	1 WEEK						
GO LIVE							
POST IMPLEMENTATION ASSISTANCE	6 WEEKS						
PROJECT MANAGEMENT	ENTIRE PROJECT						





How many of these questions can you answer yes to?

As a government contractor, upgrading your system is a matter of when not if. After all, your accounting system should strengthen your company by automating processes and removing offline workarounds.

In addition to the points we've discussed so far, we've identified additional considerations. How many of these questions can you answer yes to?

Do you and your team have limited or no access to your data when away from the office?

Is your ERP system so old that it's no longer supported and you worry that the next Windows update could break everything?

Do you keep receiving bills for your accounting software and wonder if you could save money on maintenance by upgrading?

Have you recently experienced a server failure and lost data as a result?

Have you recently acquired a company and found that consolidating it with your accounting system is taking longer than planned?

Is your global workforce unable to connect to your on-premise ERP system?

Are you out of bandwidth for the time, know-how, and effort required to maintain your ERP?

Do you wish you had at-a-glance information on the health and profitability of your projects?

If you answered yes to even one of these, we would love to have a conversation with you to help you decide if upgrading is the right solution for your business. And, if it is, we'd love to partner with you on your upgrade and implementation. [Contact us to get started.](#)

What people are saying.

We've used WJ Technologies consulting services several times in the past three years, both for Time & Expense implementations as well as upgrading us to Costpoint 7. WJ Technologies helped us with the technical upgrade and the functional user training and system reconciliations. The staff we worked with was very knowledgeable and professional and that made the implementations go very smoothly. We highly recommend WJ Technologies."

Greg Smith, L-3 Coleman Aerospace

CRAssociates, Inc. could not have been happier with the support we received from WJ during our Deltek software upgrade from Costpoint 6.1 (client server) to Costpoint 7 (web version). From the initial planning meeting to the live cutover, our WJ team was extremely knowledgeable, flexible, and responsive. Thank you WJ for shepherding us through a seamless migration!

Julie Ann Turek, Controller, CRAssociates, Inc

"Our partner, WJ Technologies, provided innovative support to tackle all the challenges to successfully execute this implementation. Without the dedication of the WiJiT team and Director of the Costpoint practice, we truly believe that we would not have succeeded. The teamwork between key personnel at Seneca and WiJiT made this a successful implementation."

Linda A. Hass, VP of Finance and Accounting, Seneca Holdings, LLC

"Our experience with WJ Technologies (WiJiT) was good. Everyone was very responsive, even after the implementation. As we have questions or issues, they have been very responsive to offer solutions and, if needed, to look into a solution. While WiJiT researches challenges, they will offer interim solutions which are nice to have as a quick fix or a plan B while the final resolution is determined. I feel very comfortable reaching out to them as we need or if we run into and issues or have questions. It's been a great working relationship.

I feel like the system is easy to navigate and our users have caught on quickly to entering time and expenses and we haven't had any heartburn which you can sometimes expect with a system change. All of our project management processes have run more smoothly and more efficiently using Unanet."

**Mary Michael Staples, Manager Government and Public Sector,
CohnReznick Advisory**

500+

Happy Clients

337

Cumulative years
of team experience

32

States in which
we have clients

7250

Total cups of
coffee consumed
annually by the
WiJiT team

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