

1197 Rochester Rd. Suite C Troy, Michigan 48083 Phone (248) 577-9000

# **Going Live Checklist**

Inventory:	$\sqrt{}$
<ol> <li>Inventory Items are entered and Departments are setup.</li> <li>Physical Inventory is performed. (Optional, this can be done later).</li> </ol>	
Accounts Receivable:	
<ol> <li>All existing customers are entered or transferred from the old system.</li> <li>Confirm Terms, Credit Limits, Tax Exempt data, Price Levels and any Custom Pricing is defined.</li> <li>All open invoices are entered individually or as a Balance Forward for each customer.</li> <li>Run an Aged Receivable Report from the old system and from the Management System.</li> <li>Confirm both reports match each other.</li> </ol>	
Accounts Payable:	
<ol> <li>All existing vendors are entered or transferred from the old system.</li> <li>Confirm Terms, Account Numbers, G/L Purchase Account and Pay To data is defined.</li> <li>All open invoices are entered individually or as a Balance Forward for each vendor.</li> <li>Run an Aged Payable Report from the old system and from the Management System.</li> <li>Confirm both reports match each other.</li> <li>Confirm Check Printing aligns on the checks correctly.</li> </ol>	
General Ledger:	
<ol> <li>Enter all Chart of Account numbers, types and descriptions.</li> <li>Enter all default General Ledger Accounts in System Settings - Global.</li> <li>Print a Chart of Accounts report with balances from your old system.</li> <li>Enter all Beginning Balances in System Settings - Global from the Chart of Accounts report.</li> <li>Enter the Sales Account, Cost of Sales and Inventory Account in all Departments.</li> </ol>	
Daily Procedures:	

- ✓ Enter Quotes, Orders and Invoices.
- ✓ Post Payments to Customer Accounts as they are received.
- ✓ Enter Accounts Payable Invoices and Print A/P Checks as required.
- ✓ Create Purchase Orders and Receive Inventory as needed.
- ✓ Perform an End of Day Closeout at the end (or beginning) of each day. This also posts all the sales data to the General Ledger as a Sales Journal.

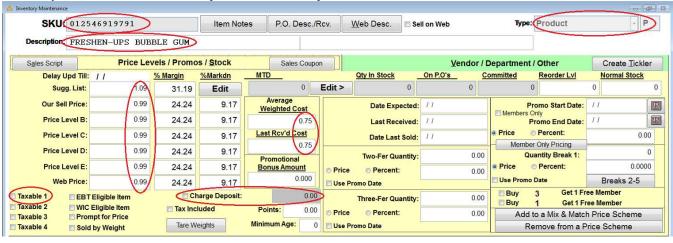
See images on following pages:



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#### **Inventory:**

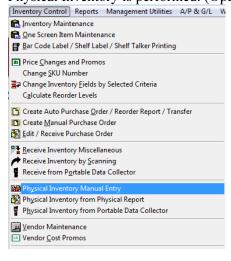
Inventory Items are entered and Departments are setup.

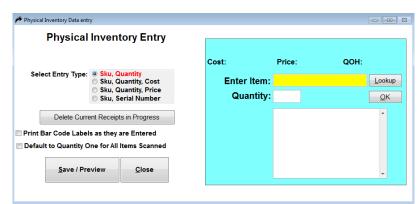




#### **Physical Inventory:**

Physical Inventory is performed. (Optional, this can be done later).





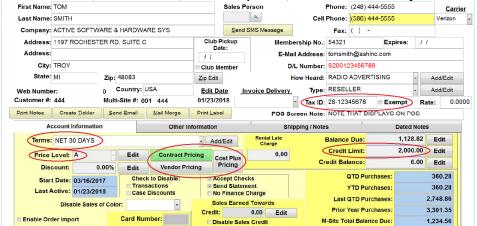


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#### **Accounts Receivable:**

All existing customers are entered or transferred from the old system.

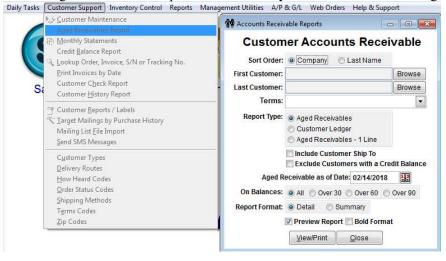
Confirm Terms, Credit Limits, Tax Exempt data, Price Levels and any Custom Pricing is defined.



All open invoices are entered individually or as a Balance Forward for each customer.



Run an Aged Receivable Report from the old system and from the Management System.



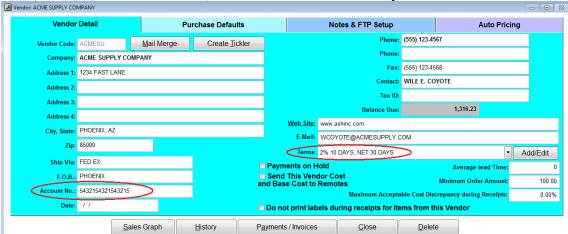


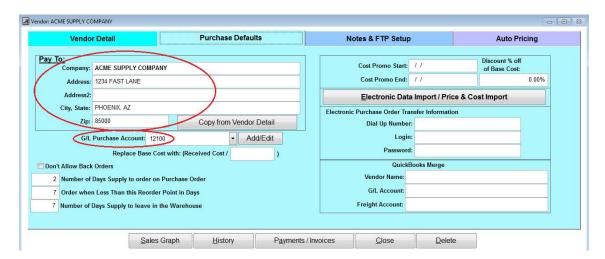
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#### **Accounts Payable:**

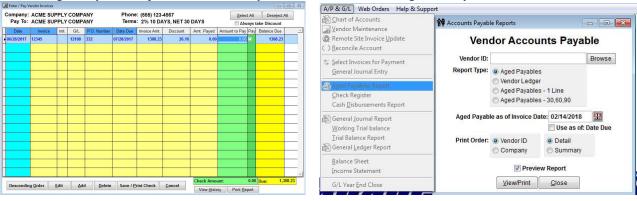
All existing vendors are entered or transferred from the old system.

Confirm Terms, Account Numbers, G/L Purchase Account and Pay To data is defined.





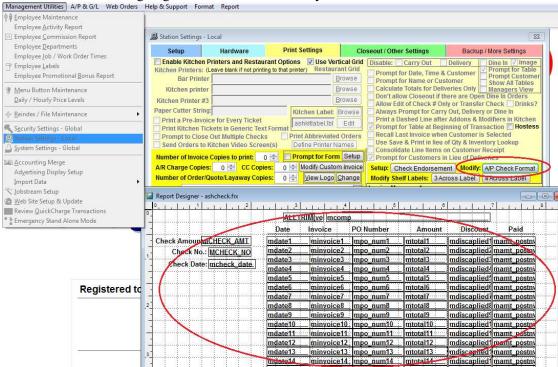
All open invoices are entered individually or as a Balance Forward for each vendor. Run an Aged Payable Report from the old system and from the Management System.





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Confirm Check Printing aligns on the checks correctly.



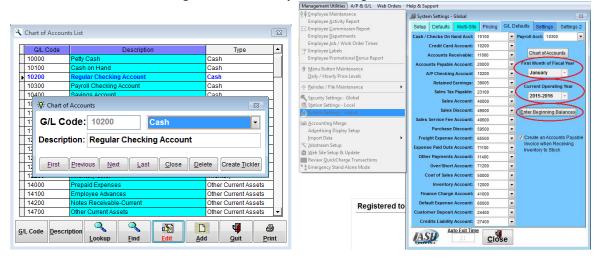


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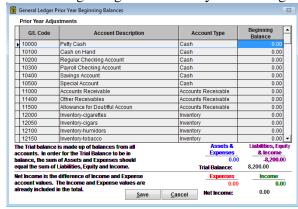
### **General Ledger:**

Enter all Chart of Account numbers, types and descriptions.

Enter all default General Ledger Accounts in System Settings - Global.



Enter all Beginning Balances in System Settings - Global from the Chart of Accounts report.



Enter the Sales Account, Cost of Sales and Inventory Account in all Departments.

