



Active Software & Hardware Systems

1197 Rochester Rd. Suite C Troy, Michigan 48083

Phone (248) 577-9000

Going Live Checklist

Inventory:

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- 1) Inventory Items are entered and Departments are setup.
- 2) Physical Inventory is performed. (Optional, this can be done later).

Accounts Receivable:

- 1) All existing customers are entered or transferred from the old system.
- 2) Confirm Terms, Credit Limits, Tax Exempt data, Price Levels and any Custom Pricing is defined.
- 3) All open invoices are entered individually or as a Balance Forward for each customer.
- 4) Run an Aged Receivable Report from the old system and from the Management System.
- 5) Confirm both reports match each other.

Accounts Payable:

- 1) All existing vendors are entered or transferred from the old system.
- 2) Confirm Terms, Account Numbers, G/L Purchase Account and Pay To data is defined.
- 3) All open invoices are entered individually or as a Balance Forward for each vendor.
- 4) Run an Aged Payable Report from the old system and from the Management System.
- 5) Confirm both reports match each other.
- 6) Confirm Check Printing aligns on the checks correctly.

General Ledger:

- 1) Enter all Chart of Account numbers, types and descriptions.
- 2) Enter all default General Ledger Accounts in System Settings - Global.
- 3) Print a Chart of Accounts report with balances from your old system.
- 4) Enter all Beginning Balances in System Settings - Global from the Chart of Accounts report.
- 5) Enter the Sales Account, Cost of Sales and Inventory Account in all Departments.

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.

Inventory Maintenance

SKU: 012546919791 Item Notes P.O. Desc./Rcv. Web Desc. Sell on Web Type: Product

Description: FRESHEN-UPS BUBBLE GUM

Price Levels / Promos / Stock	Vendor / Department / Other
Sugg. List: 1.09 % Margin: 31.19 %Markdn: 9.17 MTD: 0 Our Sell Price: 0.99 % Margin: 24.24 %Markdn: 9.17 Price Level B: 0.99 % Margin: 24.24 %Markdn: 9.17 Price Level C: 0.99 % Margin: 24.24 %Markdn: 9.17 Price Level D: 0.99 % Margin: 24.24 %Markdn: 9.17 Price Level E: 0.99 % Margin: 24.24 %Markdn: 9.17 Web Price: 0.99 % Margin: 24.24 %Markdn: 9.17	Qty In Stock: 0 On P.O.'s: 0 Committed: 0 Reorder Lvl: 0 Normal Stock: 0 Average Weighted Cost: 0.75 Last Rcv'd Cost: 0.75 Promotional Bonus Amount: 0.000 Charge Deposit: 0.00 Date Expected: // Last Received: // Date Last Sold: // Two-Fer Quantity: 0.00 Three-Fer Quantity: 0.00 Points: 0.00 Minimum Age: 0

Taxable 1 EBT Eligible Item Charge Deposit: 0.00
 Taxable 2 WIC Eligible Item Tax Included Points: 0.00
 Taxable 3 Prompt for Price
 Taxable 4 Sold by Weight Tare Weights Minimum Age: 0

Inventory Maintenance

SKU: 012546919791 Item Notes P.O. Desc./Rcv. Web Desc. Sell on Web Type: Product

Description: FRESHEN-UPS BUBBLE GUM

Price Levels / Promos / Stock	Vendor / Department / Other
Vendor: ABC Vendor Supply ID: 001 Item #: 012546919791 <input type="checkbox"/> Make this Primary at Remotes Plus % Cost: 0.75 Base Cost: 0.75 Disposition: Normal Item	Department: GUM Style: FRESH Size: Color: Bin Number: Bin Numb. 2: Ship Weight: 0.00 Sell By Weight: 0.00

Physical Inventory:

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

Inventory Control Reports Management Utilities A/P & G/L W

- Inventory Maintenance
- One Screen Item Maintenance
- Bar Code Label / Shelf Label / Shelf Talker Printing
- Price Changes and Promos
 - Change SKU Number
 - Change Inventory Fields by Selected Criteria
 - Calculate Reorder Levels
- Create Auto Purchase Order / Reorder Report / Transfer
- Create Manual Purchase Order
- Edit / Receive Purchase Order
- Receive Inventory Miscellaneous
- Receive Inventory by Scanning
- Receive from Portable Data Collector
- Physical Inventory Manual Entry**
 - Physical Inventory from Physical Report
 - Physical Inventory from Portable Data Collector
- Vendor Maintenance
- Vendor Cost Promos

Physical Inventory Data entry

Physical Inventory Entry

Select Entry Type:
 Sku, Quantity
 Sku, Quantity, Cost
 Sku, Quantity, Price
 Sku, Serial Number

Delete Current Receipts in Progress

Print Bar Code Labels as they are Entered

Default to Quantity One for All Items Scanned

Save / Preview Close

Cost: Price: QOH:

Enter Item:

Quantity:



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Accounts Receivable:

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First Name: TOM Sales Person Phone: (248) 444-5555 Carrier
 Last Name: SMITH Cell Phone: (586) 444-5555 Verizon
 Company: ACTIVE SOFTWARE & HARDWARE SYS Send SMS Message Fax: () -
 Address: 1197 ROCHESTER RD. SUITE C Club Pickup Date: Membership No.: 54321 Expires: / /
 City: TROY Club Member E-Mail Address: tomsmith@ashinc.com
 State: MI Zip: 48083 Zip Edit D/L Number: S200123456789
 How Heard: RADIO ADVERTISING Add/Edit
 Web Number: 0 Country: USA Edit Date Invoice Delivery Type: RESELLER Add/Edit
 Customer #: 444 Multi-Site #: 001 444 01/23/2018 Tax ID: 28-12345678 Exempt Rate: 0.0000
 Print Note Create Tickler Send Email Mail Merge Print Label POC Screen Note: NOTE THAT DISPLAYS ON POC

Account Information Other Information Shipping / Notes Dated Notes

Terms: NET 30 DAYS Add/Edit Rental Late Charge Balance Due: 1,126.82 Edit
 Price Level: A Edit Contract Pricing Cost Plus Pricing Credit Limit: 2,000.00 Edit
 Discount: 0.00% Edit Vendor Pricing Credit Balance: 6.00 Edit
 Start Date: 03/16/2017 Check to Disable: Accept Checks QTD Purchases: 360.28
 Last Active: 01/23/2018 Transactions Send Statement YTD Purchases: 360.28
 Case Discounts No Finance Charge Last QTD Purchases: 2,748.86
 Disable Sales of Color: Sales Earned Towards Prior Year Purchases: 3,301.35
 Enable Order Import Card Number: Credit: 0.00 Edit M-Site Total Balance Due: 1,234.56
 Disable Sales Credit

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

Company: ACTIVE SOFTWARE & HARDWARE SYS Phone: () -

Date	Invoice	Initials	Invoice Amt.	Over 30	Over 60	Over 90	Amt. Applied	Amount to Post	Pay	Balance Due	Reason / Std
04/14/2017	1539	RAA	100.00	0.00	0.00	100.00	0.00	0.00		100.00	
04/14/2017	1540	RAA	100.00	0.00	0.00	100.00	0.00	0.00		100.00	
06/01/2017	1559	RAA	1.04	0.00	0.00	1.04	0.00	0.00		1.04	
06/22/2017	1577	RAA	144.92	0.00	0.00	144.92	0.00	0.00		144.92	
06/22/2017	1578	RAA	15.60	0.00	0.00	15.60	0.00	0.00		15.60	
08/29/2017	1792	RAA	10.00	0.00	0.00	10.00	0.00	0.00		10.00	
08/29/2017	1793	RAA	10.30	0.00	0.00	10.30	0.00	0.00		10.30	
08/29/2017	1794	RAA	16.20	0.00	0.00	16.20	0.00	0.00		16.20	
08/29/2017	1795	RAA	16.20	0.00	0.00	16.20	0.00	0.00		16.20	
10/25/2017	1892	RAA	7.12	0.00	7.12	0.00	0.00	0.00		7.12	
10/25/2017	1893	RAA	10.99	0.00	10.99	0.00	0.00	0.00		10.99	
11/27/2017	1948	RAA	111.00	111.00	0.00	0.00	0.00	0.00		111.00	
11/27/2017	1949	RAA	221.24	221.24	0.00	0.00	0.00	0.00		221.24	
11/28/2017	1951	RAA	429.00	429.00	0.00	0.00	0.00	0.00		429.00	
11/29/2017	1952	RAA	424.00	424.00	0.00	0.00	0.00	0.00		424.00	
12/01/2017	A160	RAA	-100.00	0.00	-200.00	0.00	100.00	0.00		-200.00	prepayment
12/01/2017	A162	RAA	-50.00	0.00	-100.00	0.00	50.00	0.00		-100.00	test creaw

Total Posted: 0.00 Due: 1,166.82

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

Daily Tasks Customer Support Inventory Control Reports Management Utilities A/P & G/L Web Orders Help & Support

Customer Maintenance
 Aged Receivables Report
 Monthly Statements
 Credit Balance Report
 Lookup Order, Invoice, S/N or Tracking No.
 Print Invoices by Date
 Customer Check Report
 Customer History Report

Customer Reports / Labels
 Target Mailings by Purchase History
 Mailing List File Import
 Send SMS Messages

Customer Types
 Delivery Routes
 How Heard Codes
 Order Status Codes
 Shipping Methods
 Terms Codes
 Zip Codes

Accounts Receivable Reports

Customer Accounts Receivable

Sort Order: Company Last Name

First Customer: Browse
 Last Customer: Browse

Terms: [Dropdown]

Report Type: Aged Receivables
 Customer Ledger
 Aged Receivables - 1 Line

Include Customer Ship To
 Exclude Customers with a Credit Balance

Aged Receivable as of Date: 02/14/2018

On Balances: All Over 30 Over 60 Over 90

Report Format: Detail Summary

Preview Report Bold Format

ViewPrint Close



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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.

Vendor: ACME SUPPLY COMPANY

Vendor Detail	Purchase Defaults	Notes & FTP Setup	Auto Pricing
Vendor Code: ACMESU <input type="button" value="Mail Merge"/> <input type="button" value="Create Tickler"/> Company: ACME SUPPLY COMPANY Address 1: 1234 FAST LANE Address 2: Address 3: Address 4: City, State: PHOENIX, AZ Zip: 85000 Ship Via: FED EX F.O.B.: PHOENIX Account No.: 5432154321543215 Date: / /	<input type="checkbox"/> Payments on Hold <input type="checkbox"/> Send This Vendor Cost and Base Cost to Remotes <input type="checkbox"/> Do not print labels during receipts for Items from this Vendor	Phone: (555) 123-4567 Phone: Fax: (555) 123-4568 Contact: WILE E. COYOTE Tax ID: Balance Due: 1,316.23 Web Site: www.ashinc.com E-Mail: WCOYOTE@ACMESUPPLY.COM Terms: 2% 10 DAYS, NET 30 DAYS <input type="button" value="Add/Edit"/>	Average lead Time: 0 Minimum Order Amount: 100.00 Maximum Acceptable Cost Discrepancy during Receipts: 0.00%

Vendor: ACME SUPPLY COMPANY

Vendor Detail	Purchase Defaults	Notes & FTP Setup	Auto Pricing
Pay To: Company: ACME SUPPLY COMPANY Address: 1234 FAST LANE Address2: City, State: PHOENIX, AZ Zip: 85000 <input type="button" value="Copy from Vendor Detail"/> G/L Purchase Account: 12100 <input type="button" value="Add/Edit"/> Replace Base Cost with: (Received Cost /) <input type="checkbox"/> Don't Allow Back Orders 2 Number of Days Supply to order on Purchase Order 7 Order when Less Than this Reorder Point in Days 7 Number of Days Supply to leave in the Warehouse	Cost Promo Start: / / Discount % off of Base Cost: Cost Promo End: / / 0.00% Electronic Data Import / Price & Cost Import Electronic Purchase Order Transfer Information Dial Up Number: Login: Password: QuickBooks Merge Vendor Name: G/L Account: Freight Account:		

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.

Enter / Pay Vendor Invoices

Company: ACME SUPPLY COMPANY Phone: (555) 123-4567
 Pay To: ACME SUPPLY COMPANY Terms: 2% 10 DAYS, NET 30 DAYS

Date	Invoice	Inv.	G/L	P.O. Number	Date Due	Invoice Amt.	Discount	Amt. Paid	Amount to Pay (Pay)	Balance Due
06/28/2017	12345		12100	332	07/28/2017	1308.23	26.16	0.00	1282.07	1308.23
										Check Amount: 0.00 Due: 1,308.23

A/P & G/L Web Orders Help & Support

Accounts Payable Reports

Vendor Accounts Payable

Vendor ID:

Report Type:
 Aged Payables
 Vendor Ledger
 Aged Payables - 1 Line
 Aged Payables - 30,60,90

Aged Payable as of Invoice Date: 02/14/2018
 Use as of: Date Due

Print Order:
 Vendor ID Detail
 Company Summary

Preview Report



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Confirm Check Printing aligns on the checks correctly.

Management Utilities | A/P & G/L | Web Orders | Help & Support | Format | Report

Employee Maintenance
Employee Activity Report
Employee Commission Report
Employee Departments
Employee Job / Work Order Times
Employee Labels
Employee Promotional Bonus Report

Menu Button Maintenance
Daily / Hourly Price Levels

Reindex / File Maintenance

Security Settings - Global
Station Settings - Local
System Settings - Global

Accounting Merge
Advertising Display Setup
Import Data
Jobstream Setup
Web Site Setup & Update
Review QuickCharge Transactions
Emergency Stand Alone Mode

Station Settings - Local

Setup Hardware Print Settings Closeout / Other Settings Backup / More Settings

Enable Kitchen Printers and Restaurant Options Use Vertical Grid
Kitchen Printers: (Leave blank if not printing to that printer) Restaurant Grid

Bar Printer
Kitchen printer
Kitchen Printer #3
Paper Cutter String:
Kitchen Label:
ashkittlabel.tbl

Print a Pre-Invoice for Every Ticket
 Print Kitchen Tickets in Generic Text Format
 Prompt to Close Out Multiple Checks
 Send Orders to Kitchen Video Screen(s)

Number of Invoice Copies to print: 0
A/R Charge Copies: 0 CC Copies: 0
Number of Order/Quote/Layaway Copies: 0

Disable: Carry Out Delivery Dine In Image
 Prompt for Date, Time & Customer
 Prompt for Name or Customer
 Calculate Totals for Deliveries Only
 Don't allow Closeout if there are Open Dine In Orders
 Allow Edit of Check # Only or Transfer Check Drinks?
 Always Prompt for Carry Out, Delivery or Dine In
 Print a Dashed Line after Addons & Modifiers in Kitchen
 Prompt for Table at Beginning of Transaction Hostess
 Recall Last Invoice when Customer is Selected
 Use Save & Print in lieu of Qty & Inventory Lookup
 Consolidate Line Items on Customer Receipt
 Prompt for Customers in Lieu of Deliveries

Setup: Check Endorsement Modify: AP Check Format
Modify Shelf Labels: 3 Across Label 4 Across Label

Report Designer - ashcheck.frx

Date	Invoice	PO Number	Amount	Discount	Paid
mdate1	minvoice1	mpo_num1	mtotal1	mdiscount1	mnt_postny
mdate2	minvoice2	mpo_num2	mtotal2	mdiscount2	mnt_postny
mdate3	minvoice3	mpo_num3	mtotal3	mdiscount3	mnt_postny
mdate4	minvoice4	mpo_num4	mtotal4	mdiscount4	mnt_postny
mdate5	minvoice5	mpo_num5	mtotal5	mdiscount5	mnt_postny
mdate6	minvoice6	mpo_num6	mtotal6	mdiscount6	mnt_postny
mdate7	minvoice7	mpo_num7	mtotal7	mdiscount7	mnt_postny
mdate8	minvoice8	mpo_num8	mtotal8	mdiscount8	mnt_postny
mdate9	minvoice9	mpo_num9	mtotal9	mdiscount9	mnt_postny
mdate10	minvoice10	mpo_num10	mtotal10	mdiscount10	mnt_postny
mdate11	minvoice11	mpo_num11	mtotal11	mdiscount11	mnt_postny
mdate12	minvoice12	mpo_num12	mtotal12	mdiscount12	mnt_postny
mdate13	minvoice13	mpo_num13	mtotal13	mdiscount13	mnt_postny
mdate14	minvoice14	mpo_num14	mtotal14	mdiscount14	mnt_postny

Registered to



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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.

The left screenshot shows the 'Chart of Accounts List' window. A pop-up window is open for adding a new account. The 'G/L Code' is 10200, the 'Description' is 'Regular Checking Account', and the 'Type' is 'Cash'. The right screenshot shows the 'System Settings - Global' window. The 'Chart of Accounts' dropdown is set to 'January' for the 'First Month of Fiscal Year' and '2015-2016' for the 'Current Operating Year'. The 'Enter Beginning Balances' checkbox is checked.

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

G/L Code	Account Description	Account Type	Beginning Balance
10000	Petty Cash	Cash	0.00
10100	Cash on Hand	Cash	0.00
10200	Regular Checking Account	Cash	0.00
10300	Payroll Checking Account	Cash	0.00
10400	Savings Account	Cash	0.00
10500	Special Account	Cash	0.00
11000	Accounts Receivable	Accounts Receivable	0.00
11400	Other Receivables	Accounts Receivable	0.00
11500	Allowance for Doubtful Account	Accounts Receivable	0.00
12000	Inventory-cigarettes	Inventory	0.00
12050	Inventory-cigars	Inventory	0.00
12100	Inventory-humidors	Inventory	0.00
12150	Inventory-tobacco	Inventory	0.00

Assets & Expenses	Liabilities, Equity & Income
0.00	-8,200.00
Trial Balance:	8,200.00
Expenses	Income
0.00	0.00
Net Income:	0.00

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

The screenshot shows the 'Department Codes' window for the 'GROCER' department. The 'Description' is 'GROCERY DEPARTMENT'. In the 'General Ledger Accounts' section, the 'Sales Account' is set to 40000, 'Cost of Sales' is set to 50000, and 'Inventory Account' is set to 12000. The 'Discount % for Price Changes' section shows 'Our Price Disc' set to 0.00% and 'Web Price Disc' set to 0.00%.