



Introduction

This booklet is a working document designed to assist you in tracking the steps necessary to successfully implement Qube ERP™. This booklet should be used in conjunction with the documentation provided with the system. Frequent reference will be made to sections in the documentation which you should familiarize yourself with as you proceed with each part of the installation.

The booklet is divided into the following sections:

Section 1:	Establishing the Project Team
Section 2:	Defining Project Objectives
Section 3:	System Administration Activities
Section 4:	Review of Master Files
Section 5:	Loading Master Files Data into Qube ERP™
Section 6:	Establishing Procedures for Using Qube ERP™
Section 7:	Defining/Scheduling User Training
Section 8:	Preparing for Cutover from Current Systems to Qube ERP™
Section 9:	Entering Beginning Journal Entries For New Customers

Everyone at your location who is involved with the implementation will receive a copy of this booklet. A copy will also be maintained by Qube Connections to help track progress at your location.

Section 1: Establishing the Project Team

Implementing an MRP system is perhaps one of the most rewarding and complex projects a company can embark upon. While the payoff can be tremendous in a successful implementation, the costs and risks can also be considerable in a failed installation. Unfortunately, more than 75 percent of all attempted implementations will fail, if the approach is wrong.

Your chances of success, however, can be raised to near certainty if you follow the correct process and procedures, and emphasize the correct areas. In truth, the software piece is the least important in a successful MRP implementation. Following the ABC analysis principle, the computer system (both software and hardware), is only a “C” item! The way the various elements of a successful implementation stack up are:

- a) **The people.** The people involved in the implementation are the most important element in making it succeed. If the people part of the process is managed correctly, the people involved will understand the objectives and how to achieve them. Without proper education and training this can never happen.
- b) **The data.** Inventory records, bills of material, routings, open order conditions, etc. They are second only to the education and training of the people involved in importance. There are many, many MRP software systems on the market, including Qube ERP™, which can do the job for most companies. However, no MRP software system anywhere can do the job if the data is not extremely accurate and timely.
- c) **The computer.** Surely the computer system is important, because it allows you to do the calculations which enables you to implement MRP. However, virtually any system can work if implemented properly, and no system can work unless it is. With Qube ERP™, you have acquired

one of the easiest to learn and manage systems on the market, and this will still be the biggest and most complex task your company has ever undertaken! Please keep in mind that MRP isn't just a computer system; it is a whole new way of doing business for your entire company.

At the very least, the following personnel should be appointed to make this project succeed.

Project Leader

The project leader should be someone in a managerial position from one of the departments most affected by the change to a new system. This person will head up the MRP II project team, and spearhead the implementation at the operational level. He or she is the most important member of the team. The requirements of this person are:

1. *The project leader should be full time.* Except in very small companies, it is imperative that this person be free of all operational responsibilities. In smaller companies (100 or fewer employees) MRP II should be his or her primary focus. Otherwise, the rigors of operating the business will overshadow the MRP II implementation process, resulting in delays, a stretched out implementation process, and sharply reduced odds for success.
2. *The project leader should come from within the company.* MRP II and the Qube ERP™ system are relatively easy to use. A talented manager from within your company will have the basics down in no time. However, an outsider would take far longer to learn about your company: its products, people, and processes. These are critical to know if the implementation is to be successful.
3. *The project leader should have an operational background.* This person should come from an operating department within the organization, such as design, sales, production, purchasing, or planning. This person should probably not be from the data processing department, unless he or she has had recent operational experience. There are two reasons for this. First, the

project leader should be someone from the trenches, who has been involved in the day-to-day grind of getting products produced and out the door. Second, having a systems person in charge of the project sends the message to others in the organization that this is a “computer project.” It is not; it is a line management activity involving nearly all areas of your business.

4. *The project leader should be the best available person for the job.* He or she should be appointed from the ranks of the operating managers of the company; the department heads. In other words, the project leader should be a heavyweight.
5. *The project leader should be a veteran.* People who are new to the business are outsiders. The person responsible for your implementation should be an insider in whom trust and a deep knowledge of the business has developed.
6. *The project leader should have good people skills.* He or she should be able to communicate effectively and engender the trust of other members of the implementation team and staff. The important elements are trust, mutual respect, frequent and open communications, and enthusiasm.

The project leader’s duties include:

1. Chairing the implementation project team.
2. Membership on the executive steering committee.
3. Overseeing the educational process.
4. Coordinating the preparation of the implementation project schedule.
5. Regularly updating the project schedule, and highlighting those jobs which have fallen behind.
6. Aiding and counseling departments and individuals who have fallen behind schedule.
7. Rescheduling the project as necessary, but only when directed by the executive steering committee.



8. Working closely with the outside consultant(s).

Project Team

This is the group responsible for implementing the system at the operational level. In a smaller organization, it will typically have only two full-time members; the project leader and the system administrator. Others, who will participate on a part-time basis, will include department heads, line managers, etc. This group will meet once or twice per week, for an hour or less. Its meetings should be focused and succinct. A typical meeting would consist of:

1. Feedback on the status of the project schedule, i.e., what tasks have been completed, what have been started, and which have fallen behind.
2. Review of tangent items conducted by related task forces or project teams.
3. Identifying areas of concerns or problems with the implementation. Recommending solutions to be taken to the executive steering committee.

Executive Steering Committee

These are the top managers of the company. The group's mission is to ensure a successful implementation. Only the top management of the company can take on this critical role.

It will meet once or twice per month for about an hour. Its members include the chief executive, the vice presidents, and the full-time project leader. The project leader acts as the liaison between the executive steering committee and the project team.

The project leader will report the implementation progress to the executive steering committee, specifically where it's behind. He or she will detail the seriousness of schedule delays, outline proposed plans to get the project back on track, and identify additional resource requirements.

The executive steering committee will review these situations and make the tough decisions. If any further resources are required (i.e.,

software enhancements, additional consulting, training classes, more personnel, overtime, etc.) this is the group which can authorize them.

Also, only the executive steering committee can authorize a delay in the project. Only the members of this group can ultimately be held accountable for the ultimate success, or failure, of the system.

Torchbearer

This is the executive with the top-level responsibility for the system implementation. Ideally, this person is the chief executive, owner, or, in larger companies, perhaps the general manager. The role of this person is to be the top-management focal-point for the entire project. Typically, he or she also chairs the executive steering committee meetings.

If this person cannot be the chief executive due to other conflicts, it should be another very senior executive within the company, perhaps the VP of finance or manufacturing. This person must have an enthusiasm for the project and a willingness to devote time to the project. Typically the project leader will report directly to the torchbearer for the duration of the project.

For more information on these individuals and committees, and a detailed description of the MRP II implementation process, see *MRP II: Making It Happen, Second Edition* by Thomas F. Wallace. Published by Oliver Wight Publications, Inc., 1990.

The System Administrator

The above individuals and teams have ultimate responsibility for the non-software related (the most important) aspects of the system implementation. In addition, a full-time system administrator should be appointed. The system administrator is responsible for software upgrades, updates, and data file issues, and for ongoing maintenance of the data and network. He or she needs to be a person who is comfortable with computer systems, but can also easily communicate with people and has an excellent understanding of your company and its components.

Many users have found that providing formal training to the implementation team is extremely beneficial. This training should be pro-



vided early in the implementation process, and should be separate from training the general user community. The options for providing training to implementation team members are the same as those described in [“Section 7: Defining/Scheduling User Training”](#) .

Name(s)	Title(s)	Ext.
---------	----------	------

1. Torchbearer:

2. Project Leader:

3. Project Team:

-

-

-

4. System Administrator:



Section 2: Defining Project Objectives

Prior to starting your implementation (preferably, prior to starting the system evaluation and selection process), the project team should establish the objectives of the project. Why are you installing a new system? What are your expected results of implementing an ERP package? In terms of meeting your company objectives, which areas are the most critical to your success and how will they be measured? The answers to these questions will have a significant impact on what areas of the system are emphasized during implementation.

Generally, establishing objectives covering four major areas should be considered: inventory management, customer service, production management and financial management. Examples of objectives that could be established in each area are:

Inventory Management:

- Reduce average inventory levels by 25 percent.
- Increase inventory accuracy to better than 99 percent.
- Reduce annual inventory obsolescence to less than 0.5 percent of average inventory levels.
- Improve inventory turns by 20 percent.

Customer Service:

- Improve percent of orders shipped complete to better than 90 percent.
- Improve on-time shipments to better than 90 percent of lines shipped.
- Reduce shipment errors to less than 1 percent of dollars shipped.
- Ship better than 95 percent of orders within 2 business days of receipt.

Production:

- Improve direct labor utilization by 10 percent.



- Reduce average order residency time by 25 percent.
- Reduce production scrap by 20 percent.
- Meet scheduled production completion dates on better than 90 percent of work orders.

Financial:

- Reduce AR average days outstanding by 20 percent.
- Generate annual favorable purchase price variances of \$250,000.
- Complete period-end financial statements in 5 business days or less.
- Manage AP such that more than 95 percent of vendor payment discounts are taken.

Whatever you select as project objectives, make sure that they can be quantified and, if possible, benchmarked at the start of the project.

Objectives should be reviewed with senior management to make sure there is agreement with the direction of the project.

Document below your project objectives for the various areas and, if possible, your current level of performance against each:

Inventory:

-
-
-
-

Customer Service:

-
-
-
-

Production Management:

-
-



-
-

- Financial Management:**
- -
 -


- Other:**
- -
 -
 -



Section 3: System Administration Activities

There are a number of system administration activities which need to be addressed during the early phases of the implementation process. The system administrator should be responsible for ensuring that the following items are addressed:

Action Item	Due Date	Complete
1. Install Omnis 7 run time, Q3DICT.DF1, Q3HELP.DF1, and Qube ERP™ library on each user workstation hard drive. (See “Installing Your New Application” on page SYS-3 and “Installing the Qube ERP™ Application” on page SYS-24.)		
2. Install Omnis Developer version on the server or the system administrator workstation hard drive. (See “Installing Your New Application” on page SYS-3 and “Installing the Qube ERP™ Application” on page SYS-24.)		
3. Install the Qube ERP™ library on the server or the system administrator workstation hard drive. (See “Installing Your New Application” on page SYS-3 and “Installing the Qube ERP™ Application” on page SYS-24.)		
4. Install Qube ERP™ data file on server hard drive. Make a duplicate of the data file and name it Playdata.df1.		
5. Create Personnel records in the live data file for each user. Create “electronic signature” for each user in System Administration module. (See “Personnel Set Up Functions” on page LAB-1 and “Electronic Signatures” on page SYS-129)		
6. Establish User Access Privileges in the System Administration module. (See “System Security” on page SYS-123.)		

Action Item	Due Date	Complete
<p>7. Establish printer settings for local printers as appropriate at each workstation. Establish printer settings for network printers from any workstation on the network. (See “Configuring the System Interface” on page SYS-71.)</p> <p>Note that if you do not have your printers set up properly, you will get the following error message:</p> <div data-bbox="34 420 726 579"> Page set up error 90: Failed to find formatting record for Macintosh Portrait 0 HP LaserJet <input type="button" value="OK"/></div> <p>You will still be able to print, but the scaling and orientation may not be correct for the report you choose to print and information may be truncated.</p>		
<p>8. For users of Great Plains Dynamics, initialize the links from Qube ERP™ to Great Plains. (See “Dynamics Links Setup” on page GPA-5.)</p>		
<p>9. Review the “Import Data” function within System Administration module. (See “Import Data” on page SYS-145.)</p>		
<p>10. Review “Update Popup Lists” function within System Administration. (See “Update Popup Lists” on page SYS-140.)</p>		
<p>11. Review system setup cards 1 through 4 in System Administration module. (See “System Setup Cards” on page SYS-97.)</p>		
<p>12. Make sure procedure is in place to perform system backup.</p>		
<p>13. Establish a means of providing a copy of customer data file for use by Technical Support (Jaz drive, Zip drive or other means).</p>		

It is strongly recommended that the system administrator attend the System Administration Class offered by Qube Connections prior to going live with the system. The course covers numerous topics related to data file management and testing, software and report updating and utilities for detecting and fixing corrupted data which may occur from time to time at your location. The items outlined above are only those required to start the implementation process. Contact Stephanie Devens at Ext. 221 for a description of the course content, course schedule and registration information.

Section 4: Review of Master Files

There are several master files within Qube ERP™ which need to be populated prior to making use of the system. The files which need to be populated will depend, in part, on which features of the system you intend to use at the time of cut-over. This section lists the attributes within each of the master files which need to be understood prior to data being loaded. The files are discussed in the order in which they should be loaded.

In certain cases, a desired field may not appear in the list of fields available to import in the Import Starting Data window; for example, lead time on the Vendor Master window. Any editable fields that you wish to import should be included when constructing spreadsheets containing starting data. Fields not imported through Qube ERP™ can later be imported using Omnis.

The Chart of Accounts, Key Accounts, Vendor Master File, Customer Master File, and Item Master File can be completed prior to starting the conference room pilot. The Bill of Materials master file is an exception, because its structure has a significant impact on how the system is used. The Bill of Materials master file options need to be tested and understood prior to final choices being made. QCI recommends entering fully indented BOMs for five or six common products first, then testing various parts of the system using those BOMs before deciding on the final BOM format that will be used. Some things that can impact BOM structure that need to be considered are:

- whether routings will be used vs. single level assemblies
- whether comments from the Item Master file will be used
- whether comments from the BOM header will be used
- whether BOM item comments will be used
- use of zero quantity item codes in BOMS to convey processing information or to include expense type items in a BOM
- use of drawing location codes to control the sequence of BOM components printed on selected documents
- sales order configurator's impact, if used, on BOM structure



Action Item	Due Date	Complete
<div>1. Review Chart of Accounts and Key Accounts windows.<ul style="list-style-type: none">General ledger calendar. (See “General Ledger Calendar” on page GL-2.)General ledger account types. (See “GL Account Structure Setup” on page GL-7.)Adding department/cost center codes. (See “GL Account Structure Setup” on page GL-7.)Setting up Key Accounts. (See “GL Key Accounts” on page GL-21.)Use of subaccounts and department codes. (See “GL Key Accounts” on page GL-21.)Relation between COA and Key Accounts. (See “GL Key Accounts” on page GL-21.)Editing/adding GL account codes. (See “Chart of Accounts” on page GL-40.)Discussion of standard costs within Qube ERP™. (See “Inventory Standard Costs” on page GL-10.)Establishing standard costs. (See “Inventory Standard Costs” on page GL-10.)</div> <div>2. Review “Terms & Shippers” files. (See “Miscellaneous Functions” on page OE-83.)<ul style="list-style-type: none">Payment term records.Shipment term records.Ship via selections.</div>		



Action Item	Due Date	Complete
<p>3. Review Vendor Master file.</p> <ul style="list-style-type: none">• Vendor codes. (See “Vendor Records” on page PUR-3.)• Default GL account. (See “Vendor Records” on page PUR-3.)• GL sub-account. (See “Vendor Records” on page PUR-3.)• Vendor types. (See “Vendor Types” on page PUR-13.)• Default lead time. (See “Vendor Records” on page PUR-3.)• F.O.B point. (See “Vendor Records” on page PUR-3.)• Purchase order message. (See “Vendor Records” on page PUR-3.)• Setting up data for import into Qube ERP™. (See “Vendor Records” on page PUR-3.)		
<p>4. Review Customer Master file. (See “Customer Master File” on page OE-3.)</p> <ul style="list-style-type: none">• Customer codes/customer types.• Customer ship-to addresses.• Price default column.• A/R GL sub-account.• Payment terms.• Setting up data for import into Qube ERP™.		



Action Item	Due Date	Complete
<hr/>		
5. Review Item Master file. (See “Item Master File” on page INV-4.) <ul style="list-style-type: none">Item code.Item descriptionGroup and Sub-Group codes.Purchased/Fabricated; Item type.GL sales sub-account.Master scheduled item.Current cost/total cost.Units of measure.Selling prices/Column pricingPrime vendor code/lead time.Notes 1/Notes 2.Setting up data for import into Qube ERP™.		
<hr/> <p>Master files 1 through 5 can be completed prior to starting the conference room pilot. The Bill of Materials master file is an exception, because its structure has a significant impact on how the system is used. The Bill of Materials master file options need to be tested and understood prior to final choices being made. QCI recommends entering fully indented BOMs for five or six common products first, then testing various parts of the system using those BOMs before deciding on the final BOM format that will be used.</p> <hr/>		



Action Item	Due Date	Complete
<div>6. Review Bills of Materials functions.<ul style="list-style-type: none">Review difference between assemblies and operations.(See “Bills of Material” on page BOM-1.)Work Center definition. (See “Routing Lists” on page BOM-21.)Assigning work center resources (See “Routing Lists” on page BOM-21.).Use of routings in BOMs. (See “Routing Lists” on page BOM-21.)Cloning BOMs. (See “BOM Utilities” on page BOM-32.)Reconstructing BOMs. (See “BOM Utilities” on page BOM-32.)BOM reports. (See “BOM Reports” on page BOM-50.)Setting up BOM relationships for import into Qube ERP™.</div>		



Section 5: Loading Master Files Data Into Qube ERP™

There are two ways to load master file information into Qube ERP™. Records can be imported through the [“Import Data”](#) function found in the System Administration module or records can be entered directly into Qube ERP™ through the master files windows. Your system administrator should have been trained on the “Import Data” function (offered in the Advanced System Administration class through Qube University). If you are one of the individuals responsible for populating master files, you have had a review of the fields available for import but should work with your system administrator if you wish to use this feature.

If a master file contains more than 100 records, QCI recommends that you accumulate data into an Excel spreadsheet or something comparable for import into Qube ERP™. It is much easier to do mass edits to records in a spreadsheet application than it is to edit information record by record within Qube ERP™. Appendix A contains a listing of file and field descriptions for all master files. This is intended to be used as a checklist to identify fields you have elected to include in Qube ERP™.

As you prepare your data for import, remember that the import function is designed to be used only once for any given record key within Qube ERP™. For example, once a record has been created in Qube ERP™ for a particular customer code, you cannot use the import function a second time to populate additional fields for that same customer code. You will receive an error message that the customer code already exists in Qube ERP™ and the import procedure will abort. The same would be true if you attempted to import data a second time for an item code, vendor code, GL account code, BOM relationship, etc.

If you use the import data function, you should first import your data into the Playdata.DF1 data file. If your attempt to import data aborts with an error reading the first record in your spreadsheet it is usually because the sequence of fields contained in the spreadsheet does not match that set up in the import data function. Once the records have

been imported into the playdata file, scroll through some or all of the records to make sure that the data was imported as you expected. If there are no problems, import the data again but this time into your live data file. After changing data files, you will need to re-enter the list of fields to be imported using the “Import Data” function.

After each master file is imported into the live data file, make a copy of the live data for users to practice with. This will require that you delete the existing playdata file, make a copy of the live data file and rename the copy Playdata.DF1.

Following the creation of master files within your live data file, responsibility will need to be assigned to keep the master files updated until you are prepared to cut over to Qube ERP™. As new customers, vendors, item codes, BOMs, etc., are added to your existing system, they will also need to be entered into Qube ERP™.

Note that if you have the Qualified Vendors module and you import Vendors using the Data Import window, you should then run the Qualified Vendors utility (see [“Qualified Vendors” on page SYS-192](#)) to initialize the file.



Action Item	Due Date	Complete
1. Complete entry of Key Accounts/Chart of Accounts. Responsibility:		
2. Complete entry of “Terms & Shippers” records. Responsibility:		
3. Complete entry of Vendor Master file. Responsibility:		
4. Complete entry of Customer Master file. Responsibility:		
5. Complete entry of Item Master file. Responsibility:		
6. Complete entry of Bills of Materials, Routings, Work Centers, Work Center Resources. Responsibility:		

It is assumed that the individual responsible for entering a given master file will also be responsible for keeping it maintained through cut-over. If this is not the case, make sure that responsibility for maintaining master files through cut-over is established and clearly delegated.

See Appendix B for the procedure to import multiple customer ship-to records, if needed.



Section 6: Establishing Procedures for Using Qube ERP™

Installing Qube ERP™ will result in changes to the way you conduct your day-to-day business. Some of these changes will be significant. This phase of the implementation is your opportunity to evaluate how you wish to use Qube ERP™ to execute most of your routine day-to-day activities. Procedures should be documented as simply and clearly as possible to reflect how activities are to be executed. These procedures will be referenced later during training provided to system users who are not involved as part of the project team.

How your project team uses the time between loading master files and system cut-over plays a significant role in the success of the project. This is your opportunity to test and evaluate various scenarios using the Playdata.df1 file. This serves two purposes. First, it gives you hands-on experience using the package and results in you becoming comfortable with the general architecture of the system. Second, it allows you to troubleshoot procedures prior to going live which can make user training more effective and significantly reduce the number of questions immediately following cut-over.

It is vital to conduct the conference room pilot using the appropriate volume of sales orders to initiate the process. A representative volume will provide an accurate indication of how well the procedures will work following cut-over. If you don't use enough orders, you may not recognize procedural issues that will become apparent when the order volume increases. The point of the pilot is to establish procedures in Qube ERP™ under normal operating conditions. QCI's experience is that companies that take the conference room pilot exercise seriously and use it as an opportunity to develop sound business practices generally derive greater benefit in a shorter period of time.

When discussing possible scenarios using Qube ERP™, be aware of the tendency for people to focus on "how things have always been done." You need to question the validity of your processing and reporting requirements and structure procedures within Qube ERP™ to make sure that your true requirements are met. People often con-

fuse information needs with the current processes used to meet those needs. Your information needs may not change much in moving from your current systems to Qube ERP™. How those needs are satisfied is likely to change significantly.

Following are areas you may want to test and evaluate prior to cut-over. The lists provided are not necessarily complete. You may need to edit the activities requiring evaluation to meet the needs specific to your location.

Making Data Available for Evaluation and Testing

The data file originally delivered contains only one user code (user 1) and no password. It is critical that access to the “live” data file be very restricted. No one should have access to any functions in the live data file that are transaction-related, such as entering sales orders or purchase orders, invoicing, or assembly transactions. The only functions that permit access should be those functions required to enter or edit master file information.

After logon IDs and access privileges have been created, all access privileges for User 1 should be disabled in the live data file (but DO NOT delete User 1 from the data file!). To make data available for testing and evaluation, routinely make a copy of the live data file and rename it Playdata.DF1. User access privileges are copied as well when the data file is duplicated. All privileges should be enabled in Playdata.DF1 for user 1; users performing testing and evaluation should have access to everything in the system to become familiar with the functions and decide which features have the most value.

All users need to understand how to control which data file is accessed at time of logon. When testing, users log on to the Playdata.DF1 file as user 1 with no password. Users editing the master file information in the live data file must use their assigned user ID and password. The most effective way to use Playdata.DF1 is for users to copy it from the server to a local drive; this ensures that only the individual using that workstation is inputting information, making control of testing easier. At any point a user can discard the Playdata.DF1 copy on the local drive and get a fresh copy from the server.



Action Item	Due Date	Complete
<p>1. Definition of the Sales Order Processing Cycle</p> <p>Responsibility:</p> <ul style="list-style-type: none">• Generate a rough flow chart reflecting the major steps in the sales order processing cycle at your location.• Review sales order preference settings within Qube ERP™. How should they be set? Who will be responsible for any routine maintenance required? (See “Sales Order Preferences” on page OE-83.)• Review entering a new sales order/quotation; managing comments on sales order related documents. (See “Sales Orders” on page OE-29 and “Miscellaneous Functions” on page OE-83.)• Review editing existing sales orders; maintaining requested ship dates; deleting/editing backorders. Make sure responsibility is assigned for routine sales order maintenance activities. (See “Sales Orders” on page OE-29.)• Review preparing orders for shipment and invoicing; identify related inventory move transactions which may be required; establish time frame for generating invoices following shipment of orders; determine who will be responsible for invoicing orders. (See “Preparing Orders for Invoicing” on page OE-65.)• Identify printed documents in Qube ERP™ which will be used in support of the order processing cycle. Review reports which are available through the Order Entry module reports menu. (See “Booked Order Reports” on page OE-61.)		



Action Item	Due Date	Complete
<p>2. Definition of Purchase Order Processing Cycle</p> <p>Responsibility:</p> <ul style="list-style-type: none">• Generate a rough flow chart reflecting the major steps in the purchase order processing cycle at your location. It may be helpful to chart purchases for inventory items separate from purchases of MRO/non-inventory items.• Review entering new purchase orders/requisitions; managing comments on purchase orders. (See “Purchase Requisitions” on page PUR-33 and “Processing PO Receipts” on page PUR-69.)• Review editing existing purchase orders; maintaining requested receipt dates; editing/deleting backordered quantities. Make sure responsibility is assigned for routine purchase order maintenance activities.• Review receiving function; inventory transactions which may be related to receiving product and establishing it as available in general stock. (See “Processing PO Receipts” on page PUR-69.)• Review how requirements for purchased parts will be generated in support of sales orders and/or manufacturing requirements and how they will be managed once converted to requisitions or purchase orders (stock to max function, input from planning module). (See “Purchase Requisitions” on page PUR-33.)		



Action Item	Due Date	Complete
<p>3. Defining Procedures for Inventory Movement</p> <p>Responsibility:</p> <p>Establish the transactions and hard copy documents which will be used for the following:</p> <ul style="list-style-type: none">• Moving material from general stock into WIP. (See “Change Stock Locations” on page INV-75.)• Executing assembly transactions showing consumption of parts and creation of assemblies. (See “Transaction Reasons” on page INV-97.)• Manual inventory transactions; inventory adjustments. (See “Inventory Transactions” on page INV-61.)• Control of defective or quarantined inventory. (See “Stock Quantities” on page INV-49.)• Returning material to vendors; control of off-site inventory. (See “Inventory Transactions” on page INV-61 and “Transaction Reasons” on page INV-97.)• Review reports available for inventory valuation and troubleshooting in the Inventory module reports menu.		



Action Item	Due Date	Complete
<p>4. Planning Requirements for Purchased and Assembled Parts</p> <p>Responsibility:</p> <ul style="list-style-type: none">Review using sales forecasts to help manage the business; using sales forecasts in conjunction with sales orders to drive requirements; entering, editing and managing sales forecasts. (See “Forecasting” on page PLAN-41.)Define the type of production environment (MTO, MTS or a mix).Define the inputs to the planning process (master schedule; sales orders, sales forecasts or a mix) and the planning horizon. Should the same planning horizon be used for purchased parts and parts produced internally? Are there any issues with long lead time parts?Review input to and output from the Material Requirements Summary Report. How often should the re-planning process be executed? (Vol. I, pages PUR21-22)Is there a need to collect data on labor utilization? Review the tools available for collection and analysis. (See “Labor Reports” on page LAB-43.)		
<p>5. Review forms and negotiate changes with Regional Manager.</p> <p>Responsibility:</p> <p>Review forms:</p> <ul style="list-style-type: none">Sales Orders/Forecasts/QuotationsPurchase OrdersInvoices/Credit MemosCustomer StatementsPick ListPacking ListBill of Lading		



Section 7: Defining/Scheduling User Training

At this point in the implementation process, master files have been created in your live data file and are being maintained. In addition, members of the project team have defined and documented procedures which will be used to execute the major cross-functional activities within your company; sales order processing, purchase order processing, requirements planning and inventory control.

The last major activity to be completed prior to cut-over is training of your user community. This training is generally conducted within 3 to 4 weeks of system cut-over. Conducting training any sooner prior to cut-over is discouraged as retention becomes a problem. The topics covered during training are those noted above as well as accounts payable, accounts receivable and movement of information between Qube ERP™ and Great Plains, if applicable. It is assumed that your system administrator will attend a system administration course prior to cut-over.

Training can be provided in two ways. A variety of courses are offered by Qube University at various times and locations throughout the year. These courses cover all the features contained in the various modules and affords you the opportunity to interact with other Qube ERP™ users. Alternatively, training can be conducted at your location via the “Qube Boot Camp” which is a comprehensive 3-day course.

The benefits of conducting user training at your location are two-fold. First, the content of the training can be geared towards those features of the package you will be using following cut-over. The course content where there is a mix of companies attending is necessarily more general. Second, there can be a considerable savings in travel-related expenses by having one representative from Qube ERP™ go to your location rather than having a number of people from your location traveling to the site of a Qube University offering. Contact Stephanie Devens at Qube Connections (Ext. 221) for more information on course schedules, content and fees.



Action Item	Due Date	Complete
Determine who will be attending system training and on which features. Work with Qube Connections representatives to schedule the dates and format for the training. Responsibility:		



Section 8: Preparing for Cut-Over

Cut-over to Qube ERP™ from your current system should be scheduled to take place at the end of an accounting period. Ideally, cut-over will take place at the end of your current fiscal year but, more likely than not, cut-over will take place at the end of a fiscal month or quarter within the current year.

QCI does not recommend trying to run your current systems in parallel with Qube ERP™. Projects have a tendency to drag on if users are given the opportunity to cling to the familiar and resist the move to Qube ERP™. Running in parallel can also be a handy excuse for not performing all the testing and training that should take place prior to cut-over. There are the additional issues of the time required for data entry into two systems as well as trying to figure out if data discrepancies are within Qube ERP™, your current systems or a mix. Your energy is better utilized learning Qube ERP™ and addressing any procedural issues that arise immediately following cut-over.

The most important and most time-consuming activity during cut-over is establishing open transactions and beginning balances in Qube ERP™. Depending on the number of open transactions, cut-over may take several days to complete. For this reason, cut-over activities normally begin on Thursday or Friday of the week prior or over the weekend preceding cut-over. Depending on your confidence in the accuracy of inventory balances in your existing system, cut-over may include taking a physical inventory and entering counts into Qube ERP™ to establish beginning inventory balances.

Records which need to be established in Qube ERP™ during cut-over are the following:

- Beginning inventory balances at the location code/quantity level of detail.
- Open sales orders.
- Open purchase orders.
- Open accounts payable records.
- Open accounts receivable records.



Action Item	Due Date	Complete
<p>1. Establish Beginning Inventory Balances</p> <p>Responsibility:</p> <ul style="list-style-type: none">• Item Master Records entered and verified.• Stock Location Records entered and verified.• Current Costs loaded in the Item Master for all Raw, Expense and Resale items.• Run the Inventory utility Check Inventory Defaults.• Run “Item List By Item Type at Current Cost” including active items and items with zero quantity on hand. Verify all Raw, Resale and Expense items have a current cost associated with them.• Bill of Materials entered for Subassemblies or Finished Goods which are active.• Bill of Materials cost roll-up performed (see “Reconstruct BOMs” on page BOM-35). Reconstruct only current costs and total hours.• Standard Costs established in General Ledger (see “Inventory Standard Costs” on page GL-10).• Print report showing active items with a zero standard cost (see “Inventory Standard Costs” on page GL-10) to verify that none exist.• Run “Inventory by Item Code, Current Costs, All Items” from the inventory “Items Lists” report menu to make sure that zero inventory exists in the file.• Have documents available from the existing system reflecting the quantity and value of inventory on-hand at the item code level. These will be used to help verify the beginning balances entered into Qube ERP™.• Enter beginning stock levels by location using the Inventory utility Beginning Stock Levels (see “Beginning Stock Levels” on page SYS-174).		



Action Item	Due Date	Complete
<ul style="list-style-type: none">Alternatively, the Cycle Count function can be used to enter beginning balances (see “Cycle Counting” on page INV-101). If Lot & Batch tracking is being used, it is recommended that the cycle count function be used to enter beginning quantities as this allows for entry of lot/batch numbers with the item counts. The cycle count function does generate journal entries which will require off-setting entries prior to going live.Run inventory value reports at current and standard costs to make sure the values are equal. Review the valuation numbers at the item code level for reasonableness.		



Action Item	Due Date	Complete
<div>2. Establishing Open Sales Orders</div> <div>Responsibility:</div> <ul style="list-style-type: none">Run any of the Booked Orders Reports from the Order Entry module reports menu to make sure that no open orders exist in the live data file.If you want to retain the sales order number associated with open orders, make sure the box at the top of System Set Up Card #2 allowing Qube ERPTM to assign sales order numbers is turned off. This button should be turned on after all open sales orders are entered and the last used sales order number entered in the bottom half of System Set Up Card #2.Have documents available from the existing system reflecting open sales orders at the sales order line item level of detail (reflecting item code, quantity, unit price, extended value).Enter open sales orders using the Sales Order Header and Sales Order Items screens. If partial shipment has already been made against a line item in an order only the balance due to be shipped should be entered in the quantity ordered field.Run any of the Booked Order Reports from the Order Entry module reports menu to make sure the open order backlog matches what was reflected in your existing system.		



Action Item	Due Date	Complete
<p>3. Establish Open Purchase Orders</p> <p>Responsibility:</p> <ul style="list-style-type: none">• Run a “POs or Requisitions by PO Number” report from the Purchasing module report menu to make sure that no POs or requisitions exist in the live data file.• If you want to retain the purchase order number associated with open orders, make sure the box at the top of System Set Up Card #2 allowing Qube ERP™ to assign purchase order numbers is turned off. This button should be turned on after all open purchase orders are entered and the last used purchase order number should be entered in the bottom half of System Set Up Card #2.• Have documents available from the existing system reflecting open purchase orders at the purchase order line item level of detail (reflecting item code, quantity, unit cost, extended cost).• Enter existing POs through the Purchase Order Header and Purchase Order Items screens using the same purchase order number as used in your current system. Quantities ordered should reflect only the open balance for each line in the purchase orders. For expense or non-stock items that do not have a unique item code assigned to them, enter a generic, non-stock item code in the item master and overwrite the item code description in the purchase order line with that of the item actually being ordered.• Run a “POs or Requisitions by PO Number” report to make sure that the value of open purchase orders in Qube ERP™ matches that reflected in your existing system.		



Action Item	Due Date	Complete
<p>4. Establish Open Accounts Receivable</p> <p>Responsibility:</p> <p>Customers should have already received detailed invoices from your existing system for any shipments processed prior to cut-over to Qube ERP™. Your requirement is simply to have a corresponding invoice in Qube ERP™ for each outstanding receivable which has the same invoice number and the total due outstanding. The steps are as follows:</p> <ul style="list-style-type: none">• Create a “Miscellaneous” item code in the item master with a zero current cost.• Run the “Outstanding Invoices - Listing by Invoice Number” report from the Accounts Receivable reports menu to make sure that no open invoices exist in the live data file.• Have documents available from your existing system reflecting the balance outstanding by invoice number and the date the invoice was created or issued. If proper aging of existing receivables is important, have the data organized by invoice date.• If proper receivables aging is important, change the system date to the date an invoice was issued prior to that invoice being entering into Qube ERP™. You may need to change the system date several times during the process of establishing beginning receivable balances. The other option is to edit the invoice header date and the invoice due date in the Invoice Header window after invoices are created. Enter a sales order for each open invoice with the “Miscellaneous” item code being the item ordered. Make the quantity ordered and quantity shipping both equal to one and the unit price equal to the balance outstanding on the invoice. To maintain the invoice number generated by the existing system, enter the invoice number in the “Pre Invoice” field located on the Sales Order Items screen.		



Action Item	Due Date	Complete
<ul style="list-style-type: none">After entering the information in the sales order items window, return to the sales header window and invoice the order by clicking on the “Invoice this Order” button.Run the “Invoiced Sales by Invoice Number” report from the Accounts Receivables module report menu and make sure that the total value of the invoices on the report matches your open receivables figure from your existing system.If any errors are found in the receivables, delete the invoice(s), correct the unit price (outstanding balance) on the corresponding sales order items window and then re-invoice the order(s) from the sales order header window. Re-run the “Invoiced Sales by Invoice Number” report and check the receivables balance against your existing system. Repeat this process until the system balances match. Edit dates in the “Invoice Header” window for corrected invoices as necessary.Post invoices to the G/L using the General Ledger/Posting & Closing/Post Open Transactions function (see “Posting to the GL” on page GL-58). To post transactions to the appropriate accounting period, change the system date to fall within the accounting period you wish to post to and select beginning and ending transaction dates which reflect the period in question. <p>Note: Great Plains Accounting users can create open receivables in Great Plains and copy open customer balances back to Qube ERP™. Consult your Great Plains reseller regarding the procedure for establishing beginning receivables balances in Qube ERP™ through Great Plains.</p>		



Action Item	Due Date	Complete
<p>5. Establish Open Accounts Payable</p> <p>Responsibility:</p> <p>Establish beginning A/P balances at the vendor/invoice level in Qube ERP™ only if you are using Qube ERP™ accounting. In Great Plains accounting, the opening A/P balances are established in Great Plains and then payable balances by vendor code copied back to Qube ERP™. To establish beginning A/P balances in Qube ERP™, the steps are:</p> <ul style="list-style-type: none">• Run a “Payables Aging as of Today” report from the A/P reports menu. Make sure the beginning A/P balance in the live data file is zero.• Enter open payables using the Vendor Invoice Header/ Invoice Items screens. Use a valid vendor code to enter invoice information. Include your internal purchase order number and the corresponding vendor invoice number in the record. Edit the Payment Due date field in the header screen to reflect that on the vendor invoice. The item(s) entered on the invoice items screen may be the actual item(s) ordered or you may use a “MISC” item code and enter the amount outstanding on the invoice. Your internal purchase order number is not required on the invoice header. If you enter a purchase order number as part of this process, ensure the last used purchase order number on System Set Up Card #2 is edited at cut-over to a value that will not overlap the numbers used while establishing beginning payables.• Run a “Payables Aging as of Today” report to ensure the payables balance matches that in your existing system.		



Action Item	Due Date	Complete
<ul style="list-style-type: none">Use the General Ledger/Posting & Closing/Post Open Transactions function to post the open invoices. If your payables are spread across multiple accounting periods, you may need to change the system date to post open payables transactions to the correct accounting period. (See “Posting to the GL” on page GL-58.)		



Section 9: Entering Beginning Journal Entries For New Customers

To make this procedure work, there must be no Journal Entries in Qube ERP™. The first set of instructions apply if you are starting your Qube ERP™ implementation at month 1 of your fiscal year. Follow the second set instructions if you are implementing Qube ERP™ in the middle of your fiscal year.

Implementing Qube ERP™ at the Beginning of the Fiscal Year

This example assumes you are implementing as of January 1, 1999. All example dates reflect the dates to be loaded into Qube ERP™.

1. In the accounting system that you are migrating from, perform the necessary procedures to close the previous fiscal year and print reports to show the ending balances that will be entered into Qube ERP™.
2. Set the system date on the workstation to the last date of the prior year (12-31-1998).
3. Make a backup of the Qube ERP™ data file.
4. Go to General Ledger, Key Accounts window.
5. These key accounts must be set up correctly on this window and on the Chart of Accounts window before continuing this procedure.
6. Go to General Ledger, General Ledger Calendar.
7. Set the G/L Calendar to the previous year with the Current Accounting period equal to 12. Save and close the window. (Period 1 is 1-31-1998; period 12 is 12-31-1998; current period is 12.)
8. Go to General Ledger, Journal Entries.
9. Using the Add key, create a manual Journal Entry for the “Retained Earnings Beginning Balance” account. This will be an unbalanced entry. QCI recommends that you add a comment to the Journal Entry describing its function and the fact that it is

intended to be unbalanced. Using the Post button, post the Journal Entry.

10. Go to General Ledger, Month End Closing.
11. If necessary use the Edit Closing Date button to reflect the twelfth month of the fiscal calendar (12-31-1998). Then click on the Begin Month-End Close button. Respond Yes or OK to all messages that appear.
12. Go to General Ledger, Year End Closing.
13. If necessary, use the Edit Closing Date button to reflect the twelfth month of the fiscal calendar (12-31-1998). Then click on the Begin Year-End Close button. Respond YES or OK to all messages that appear.
14. Set the system date on the workstation to the next year (1-1-1999).
15. Go to General Ledger, General Ledger Calendar.
16. Edit this window to show the new Fiscal year with current accounting period to be period 1. (Period 1 is 1-31-1999; period 12 is 12-31-1999; current period is 1.)
17. Go to General Ledger, Journal Entries.
18. Using the Add key, create Journal Entry(s) to load the beginning balances for all the other starting accounts. This Journal Entry(s) will probably be unbalanced. QCI recommends that you add a comment describing why this Journal Entry(s) was created and stating that it is intended to be unbalanced. Using the Post button, post the Journal Entry(s).
19. Go to General Ledger reports, Trial Balance. Use this report to verify the starting General Ledger.



Implementing Qube ERP™ During the Fiscal Year

This example assumes you are implementing as of July 1, 1999 with a fiscal year beginning January 1, 1999. All example dates reflect the dates to be loaded into Qube ERP™.

1. In the accounting system that you are migrating from, perform the necessary procedures to close the previous fiscal year and print reports to show the ending balances that will be entered into Qube ERP™.
2. Set the system date on the workstation to the last date of the prior year (12-31-1998).
3. Make a backup of the Qube ERP™ data file.
4. Go to General Ledger, Key Accounts window.
5. These key accounts must be set up correctly on this window and on the Chart of Accounts window before continuing this procedure.
6. Go to General Ledger, General Ledger Calendar.
7. Set the G/L Calendar to the previous year with the Current Accounting period equal to 12. Save and close the window. (Period 1 is 1-31-1998; period 12 is 12-31-1998; current period is 12.)
8. Go to General Ledger, Journal Entries.
9. Using the Add key, create a manual Journal Entry for the “Retained Earnings Beginning Balance” account. This will be an unbalanced entry. QCI recommends that you add a comment to the Journal Entry describing its function and the fact that it is intended to be unbalanced. Using the Post button, post the Journal Entry.
10. Go to General Ledger, Month End Closing.
11. If necessary use the Edit Closing Date button to reflect the twelfth month of the fiscal calendar (12-31-1998). Then click on the Begin Month-End Close button. Respond Yes or OK to all messages that appear.

12. Go to General Ledger, Year End Closing.
13. If necessary, use the Edit Closing Date button to reflect the twelfth month of the fiscal calendar (12-31-1998). Then click on the Begin Year-End Close button. Respond YES or OK to all messages that appear.
14. Set the system date on the workstation to the last day of the month prior to implementation(6-30-1999).
15. Go to General Ledger, General Ledger Calendar.
16. Edit this window to show the current Fiscal year with current accounting period to be the month before the cut-over to Qube ERP™. (Period 1 is 1-31-1999; period 12 is 12-31-1999; current period is 6.)
17. Go to General Ledger, Journal Entries.
18. Using the Add key, create Journal Entry(s) to load all the other starting accounts. This Journal Entry(s) will probably be unbalanced. QCI recommends that you add a comment describing why this Journal Entry(s) was created and stating that it is intended to be unbalanced. Using the Post button, post the Journal Entry(s).
19. Go to General Ledger, Month End Closing.
20. If necessary, use the Edit Closing Date button to be the month prior to implementation (6-30-1999). Then click on the Begin Month-End Close button. Respond YES or OK to all messages that appear.
21. Set the system date on the workstation to the current date.
22. Go to General Ledger reports, Trial Balance. Use this report to verify the starting General Ledger.



Appendix A: Master File Layouts Checklist

Table 1: Sales Opportunities

Include Yes/No	Field Name	Required?	Length/Decimal	Description
	Opportunity #	NO	0	
	USA?	NO		Use YES or NO, or use 1 or 0.
	Customer #	NO	10	For corresponding customer record if any.
	Co. Name	YES	40	
	Score	NO	15	Calculated by system
	Address 1	NO	45	First line of street address.
	Address 2	NO	45	Second line of street address, if any.
	City	NO	25	
	State	NO	12	
	Zip	NO	12	
	Contact 1	NO	20	First and Last Names
	Contact 1 Courtesy Title	NO	1	Use M for Mr., S for Ms. or D for Dr.
	Contact 1 Job Title	NO	20	“President,” “Director,” etc.
	Contact 1 Phone	NO	17	xxx-xxx-xxxx format
	Contact 2	NO	20	First and Last Names
	Contact 2 Courtesy Title	NO	1	Use M for Mr., S for Ms. or D for Dr.
	Contact 2 Job Title	NO	20	“President,” “Director,” etc.



Include Yes/No	Field Name	Required?	Length/Decimal	Description
	Contact 2 Phone	NO	17	xxx-xxx-xxxx format
	Sales Rep	YES	6	Employee/Rep Code of the rep assigned to this sales opportunity. Must match an existing entry in either the Employees or Outside Sales Reps windows. Do not include this unless these have been entered into the Employees data file.
	Type	YES	6	Customer Type of this customer. Must match an existing entry in the Customer & Vendor Type Codes window. This is a required field. If nothing else, enter “MISC”.
	Item Code	YES	15	Item Code of the product that this customer is interested in. Must match an existing entry in the Item Master File window. This is a required field. If nothing else, enter “NON STOCK ITEM”.
	Est. Value	NO	0	Dollar value.
	Date Entered	NO		
	Next Action	NO	10	Text field.
	Sample Sent On	NO		Date sample sent, if any.



Include Yes/No	Field Name	Required?	Length/Decimal	Description
	Last Follow Up	YES		Required field. If nothing else, enter current date.
	Next Action Date	NO		Date field.
	Send Letter	NO	10	Name of letter to send. Leave blank for import.
	Won/Lost?	NO	5	Leave blank for import.
	Reason	NO	10	Reason this opportunity was won or lost.
	Comments	NO	10000	Free-form text field. Up to 10,000 characters.
	Completed Opportunity	NO	5	
	Source of the Lead	NO	10	Where did this lead come from?

Table 2: Vendors

Include Yes/No	Field Name	Required?	Length/Decimal	Description
	Vendor Code	YES	7	Must be unique.
	U.S.A.?	NO		USA or not. Use YES or NO, or use 1 or 0.
	Send PO's To	YES	45	Send PO to this company name.
	Active?	NO		Active/inactive. Use YES or NO, or use 1 or 0.



Include Yes/No	Field Name	Required?	Length/Decimal	Description
	Address (PO)	NO	45	Send PO to this street address.
	Address #2 for POs	NO	45	2nd address line.
	City (PO)	NO	25	Send PO to this city.
	State (PO)	NO	12	Send PO to this state.
	Zip (PO)	NO	12	Send PO to this zip.
	Country (PO)	NO	12	Send POs to this country.
	Phone	NO	16	PO Phone number
	Fax	NO	12	PO Fax number
	Contact	NO	15	First name of contact.
	Last Name	NO	20	Last name of contact.
	Taxpayer I.D. #	NO	18	
	FOB Point	NO	18	Vendor's standard FOB point.
	Sales Tax Rate	NO	3	Default sales tax rate.
	Payment Terms	NO	1	Cash discount rate, first position.
	Payment Terms 2	NO	4	# of days for discount, 2nd position.
	Units for Terms 2	NO	4	"Days", "Weeks", etc., 3rd position.
	Net	NO	0	Days after purchase when vendor wants net amount paid, 4th position.



Include Yes/No	Field Name	Required?	Length/Decimal	Description
	Send 1099?	NO		Send 1099 report?. Use YES or NO, or use 1 or 0.
	Credit Limit \$	NO	0	Credit limit.
	Ship Via	NO	13	Requested shipper.
	G/L Sub-Acct	NO	3	GL subaccount for accounts payable. Must match an existing entry in the Chart of Accounts window.
	Default G/L #	YES	11	Default GL account. Must match the account for Raw Materials in the Key Accounts window for all vendors which supply inventory items.
	Type	NO	6	Vendor Type of this vendor. Must match an existing entry in the Customer & Vendor Type Codes window.
	Account #	NO	18	Our company's account number with that vendor.
	Send Checks To	NO	45	Send checks to this company name. (Service Address with GPS).
	Address (Pay)	NO	45	Send checks to this address. (Service Address with GPS).
	Address line 2 for Checks	NO	45	2nd ship-to address line.



Include Yes/No	Field Name	Required?	Length/Decimal	Description
	City (Pay)	NO	25	Send checks to this city. (Service Address with GPS).
	State (Pay)	NO	12	Send checks to this state. (Service Address with GPS).
	Zip (Pay)	NO	12	Send checks to this zip. (Service Address with GPS).
	Country (Pay)	NO	12	Send checks to this country. (Service Address with GPS).
	Comments	NO	500	Comments for each vendor record.

Table 3: Inventory Items (Item Master File)

Include Yes/No	Field Name	Required?	Length/Decimal	Description
	Item Code	YES	15	15 Characters alphanumeric
	Description	YES	45	45 Characters alphanumeric
	Group	NO	12	Group code.
	Sub-Group	NO	10	Subgroup. Really, group 2- not a subset of group.
	Purchased/Fabricated	YES	1	Purchased (P) or fabricated (F).
	Option Class	NO	6	Option class code. Used for Option Selection.
	Sub-Class	NO	6	Option subclass code. Used for Option Selection.



Include Yes/No	Field Name	Required?	Length/Decimal	Description
	G/L Sales Sub-Account	NO	3	GL sub account (used for posting sales of the item).
	Item Type	YES	3	Use one of RAW, EXP, RES, FIN, SUB, or LAB.
	Grade	NO	3	Grade code.
	Active?	NO		Active item? Use YES or NO, or use 1 or 0. Blank will calculate to YES.
	Revision Code	NO	6	
	Revision Date	NO		Date field.
	Material Cost	NO	5	Material current cost.
	Freight In	NO	5	Freight in current cost.
	Material O/H	NO	5	Current overhead cost.
	Outwork	NO	5	Cost from subcontractor (for purchased subassemblies).
	Cost Last Updated On	NO		Date cost last changed.
	# of Pieces/Sale Unit	NO	2	Number of pieces in a shipping container.
	Weight/sales unit (lbs)	NO	2	Shipping weight.
	Cubic Feet/Sales Unit	NO	2	# of cubic feet required in the shipping container (used in packing slip).



Include Yes/No	Field Name	Required?	Length/Decimal	Description
	Stockkeeping Unit	NO	3	Stockkeeping unit of measure. This is the “base” unit of measure. All other units of measure are a factor of this one.
	Purchasing Unit	NO	3	Purchasing unit of measure.
	Purchasing Unit SKUs	NO	2	Number of stockkeeping units per purchase unit.
	Sales Unit	NO	3	Sales unit of measure.
	Sales Unit SKUs	NO	2	Number of stockkeeping units per sales unit.
	Quantity for Price #1	NO	0	Lowest quantity for price # 1 in column 1
	Default Price #1	NO	3	Default price for price #1 in column 1
	Quantity for Price #2	NO	0	Lowest quantity for price # 2 in column 1
	Default Price #2	NO	3	Default price for price #2 in column 1
	Quantity for Price #3	NO	0	Lowest quantity for price # 3 in column 1
	Default Price #3	NO	3	Default price for price #3 in column 1
	Quantity for Price #4	NO	0	Lowest quantity for price # 4 in column 1
	Default Price #4	NO	3	Default price for price #4 in column 1



Include Yes/No	Field Name	Required?	Length/Decimal	Description
	Quantity for Price #5	NO	0	Lowest quantity for price # 1 in column 2
	Default Price #5	NO	3	Default price for price #1 in column 2
	Quantity for Price #6	NO	0	Lowest quantity for price # 2 in column 2
	Default Price #6	NO	3	Default price for price #2 in column 2
	Quantity for Price #7	NO	0	Lowest quantity for price # 3 in column 2
	Default Price #7	NO	3	Default price for price #3 in column 2
	Quantity for Price #8	NO	0	Lowest quantity for price # 4 in column 2
	Default Price #8	NO	3	Default price for price #4 in column 2
	Quantity for Price #9	NO	0	Lowest quantity for price # 1 in column 3
	Default Price #9	NO	3	Default price for price #1 in column 3
	Quantity for Price #10	NO	0	Lowest quantity for price # 2 in column 3
	Default Price #10	NO	3	Default price for price #2 in column 3
	Quantity for Price #11	NO	0	Lowest quantity for price # 3 in column 3



Include Yes/No	Field Name	Required?	Length/Decimal	Description
	Default Price #11	NO	3	Default price for price #3 in column 3
	Quantity for Price #12	NO	0	Lowest quantity for price #4 in column 3
	Default Price #12	NO	3	Default price for price #4 in column 3
	Prime Vendor	NO	6	Vendor code of the prime vendor. Must match an existing entry in the Vendors file. Import vendor records before item records.
	Vendor Item Code (Prime)	NO	20	Item code from the prime vendor.
	Last Paid (Prime)	NO	5	Last paid cost from prime vendor.
	Lead Time	NO	0	Lead time from prime vendor, in days (for purchased items). Required for production scheduling to work properly.
	2nd Vendor	NO	6	Vendor code of secondary vendor. Must match an existing entry in the Vendors window.
	Vendor Item Code (2nd)	NO	20	Item code for secondary vendor.
	Last Paid (2nd)	NO	5	Last paid cost from secondary vendor.



Include Yes/No	Field Name	Required?	Length/ Decimal	Description
	Assembled at	NO	9	Work center code at which the item is assembled.
	Hours to Assemble	NO	3	Number of hours required for this assembly step.
	Rebateable	NO		Use YES or NO, or use 1 or 0. Required only if using the Rebate functions of the system.
	Discountable	NO		Use YES or NO, or use 1 or 0.
	Taxable When Sold	NO		Use YES or NO, or use 1 or 0.
	Relieve Inventory?	NO		Decrement inventory when invoicing this item? Use YES or NO, or use 1 or 0.
	Relieve BOM Components?	NO		Relieve BOM components when invoicing this item? Use YES or NO, or use 1 or 0.
	Count Every xxx Weeks	NO	0	Frequency at which this item is to be counted in cycle counting, in weeks.
	Last Counted	NO		Date last included in a cycle count.
	ABC Code	NO	1	
	ABC Value	NO	0	ABC dollar value.
	Shelf Life	NO	0	Shelf life of this item, in days.



Include Yes/No	Field Name	Required?	Length/Decimal	Description
	Scheduling Lot Size	NO	0	Maximum number of pieces that can be scheduled in a single lot of this item.
	Yield	NO	1	Yield (used in MRP), expressed as a percentage.
	Over-Ride Commission	NO	2	Expressed as a percentage.
	Comments	NO	2000	Comments for each inventory item. Can be printed on POs.
	Average Daily Use	NO	3	Calculated by system.
	E.O.Q.	NO	3	Economic Order Quantity
	Total Stock	NO	3	Sum of general and non general stock.
	General Stock	NO	3	Quantity in general stock.
	Minimum Stock	NO	0	Minimum stock level.
	Maximum Stock	NO	0	Maximum stock level.
	Bin Location	NO	8	Bin location.
	Shop floor location (Work Centers)	NO	5	Shop floor location for work centers. (LAB type items only).
	Hours Required to Set up	NO	3	
	Standard Freight In	NO	5	Standard freight in cost.
	Standard Material Cost	NO	5	Standard material cost.
	Standard Outwork	NO	5	Standard cost from sub.



Include Yes/No	Field Name	Required?	Length/Decimal	Description
	Date last Bot from Prime Vendor	NO		Date last purchased from prime vendor.
	Date Last Bot from 2nd Vendor	NO		Date last purchased from secondary vendor.
	Comment applying to BOM header	NO	2000	BOM header comments.
	Require Lot # {L}, Batch # {B},	NO	1	L=lot reference required, B= batch
	Serial {S}			reference required, S=serial number required.
	Allow Multiple Shifts at Work	NO		Is only one shift per day allowed?
	Center?			(Used in work center records (LAB Type) only.) Use YES or NO, or use 1 or 0.

Table 4: Bills of Material

Include Yes/No	Field Name	Required?	Length/Decimal	Description
	Quantity Used	YES	3	Quantity of component used to make the parent.
	Parent Item	YES	15	Item code of the parent item to be made.
	Item Code	YES	15	Item code of the component item.



Include Yes/No	Field Name	Required?	Length/Decimal	Description
	Drawing Location	NO	4	Reference designator, i.e., “On which drawing is this item found?”
	Comments	NO	250	Comments (often a string of drawing locations) for each BOM component.

Table 5: Chart of Accounts

Include Yes/No	Field Name	Required?	Length/Decimal	Description
	Code	YES	11	General ledger account code, standard format is BBBB-CCC/DD, or A-DDD-BBBB-CCC for GPA-linked data files, A being location (company) code, B being main accounts, C sub-accounts, and D department accounts.
	Description	YES	40	Account description.



Include Yes/No	Field Name	Required?	Length/Decimal	Description
	Type	YES	4	Type. Use AC-Current Assets, AF- Fixed Assets, AO-Other Assets, XC- Capital Expense, XM-Manufacturing Expense, XO- Operating Expense, PI- Provision for Income Tax, IN- Income, LC-Current Liabilities, LTL- Long Term Liabilities, SC-Cost of Sales, Q-Equity.

Table 6: Customer Master File

Include Yes/No	Field Name	Required?	Length/Decimal	Description
	Customer #	YES	10	Customer number.
	U.S.A.?	NO		USA or not. Use YES or NO, or use 1 or 0.
	Status	NO	1	Customer status: A=Active, I=Inactive, H=On Hold. Defaults to "A" if left blank.
	Bill To	YES	45	Company name to bill to.
	Bill Address Line 1	NO	45	
	Bill Address Line 2	NO	45	
	Bill City	NO	30	
	Bill State	NO	12	
	Bill Zip	NO	12	



Include Yes/No	Field Name	Required?	Length/Decimal	Description
	Bill Country	NO	20	
	Phone	NO	17	
	Fax	NO	17	Fax number.
	Buyer Title	NO	1	Title for buyer: M=Mr., S=Ms., D=Dr.
	Buyer First Name	NO	10	
	Buyer Last Name	NO	20	
	Type	NO	6	Customer type. Must match a value previously entered in the customer type window.
	Type 2	NO	6	Type code #2. Must match a value previously entered in the customer type window.
	Acct Mgr	NO	5	Account manager. Must match an employee code in the employee file.
	Sales Rep	NO	5	Default sales rep. Must match an employee code in the employee file.
	# Locations	NO	0	Number of locations.
	Lead Source	NO	10	Where did this lead come from?
	Ship To	NO	45	Default company name to ship to.
	Ship Division Name	NO	50	Default division to ship to.
	Ship Address	NO	45	Default address to ship to.



Include Yes/No	Field Name	Required?	Length/ Decimal	Description
	Ship City	NO	30	Default city to ship to.
	Ship State	NO	12	Default state to ship to.
	Ship Zip	NO	12	Default ZIP code to ship to.
	Ship Country	NO	20	Default country to ship to.
	Comments	NO	2000	Comments for each customer.
	Ship Via	NO	14	Default shipper.
	Ship Terms	NO	6	Default shipping terms.
	Sales Tax Zone	NO	6	State, or area within a state.
	Resale Tax Rate	NO	3	Default tax rate #1.
	Price Default = Column	NO	1	Default price column (1-3). Matches price columns on Item Master File, Card #1.
	Discount 1	NO	2	Price discount % #1.
	Discount 2	NO	0	Price discount % #2. Added to previous.
	Discount 3	NO	0	Price discount % #3. Added to previous.
	Discount 4	NO	0	Price discount % #4. Added to previous.
	Apply Volume Discount	NO		Apply sales volume discounts to this customer? Use YES or NO, or use 1 or 0.
	Resale #	NO	17	
	Last Ordered	NO		Date of last order.



Include Yes/No	Field Name	Required?	Length/Decimal	Description
	Last Invoiced	NO		Date of last invoice.
	Credit Limit	NO	0	
	Date CR Set	NO		Date credit limit set.
	Number of Orders	NO	0	Number of orders sold.
	First Ordered On	NO		Date of 1st order.
	Post A/R Sub Account	NO	3	GL subaccount (for posting of accounts receivable). Must be an AR account with matching subaccount.
	Payment Terms Rate	NO	0	Payment terms discount rate.
	Payment Terms 2	NO	4	Payment terms field #2.
	Payment Terms Unit	NO	4	Payment terms field #3.
	Payment Terms Net	NO	0	Payment terms net number of days.
	Apply Finance Chrg?	NO		Apply finance charges? Use YES or NO, or use 1 or 0.
	Visa #	NO	25	Customer credit card number.



Appendix B: Importing Multiple Customer Ship-To Records

1. Using System Admin, Import Starting Data, import the basic customer record into the FCUST file. The minimum fields recommended are:
 - Customer# (required)
 - Customer Name (required)
 - Bill-To Address1
 - Bill-To City
 - Bill-To State
 - Bill-To Zip
 - Bill-To Phone
 - Bill-To Fax
2. Create a tab-delimited Text file (.TXT) in Excel or Lotus 1-2-3 with the following fields in this order:
 - Customer# (required)
 - Ship-To Key (required). This is a concatenated field that is made up of the Customer#, “-”, and a sequential counter. For customer ALLIED, the key for the first Ship-To name will be ALLIED-1, the second ALLIED-2, the third ALLIED-3, etc.
 - Customer Name (same as Customer Name from step 1)
 - Ship-To Address
 - Ship-To City
 - Ship-To State
 - Ship-To Zip
 - Ship-To Phone
 - Ship-To First Name
 - Ship-To Last Name

3. Use the Omnis7 Import Utility to import this file. Select a Delimited (tabs) Text file to open. The Main File is FCSHIPS. The fields that correspond to the text file created in step 2 are:
 - CS_CUS_KEY
 - CS_CUS_SFX
 - CS_NAME
 - CS_ADD2
 - CS_CITY
 - CS_STATE
 - CS_ZIP
 - CS_PHONE
 - CS_1ST_NAME
 - CS_2ND_NAME
4. Before clicking on the Start button, you will have to mark the FCHIPS file as Read/Write. Do this by right-clicking on the field titled “Main File:”. From the option on the pull-down menu labeled Read/Write, select Read/Write. Then click on the Start button. The import process will tell you how many records it imported. This should match the number of records from your spreadsheet file.
5. When this is complete, go to System Admin, Customer Utilities.
6. From this menu, first run the utility named Customer Defaults.
7. Then run the utility named Customer Ship-To Defaults.

As always, QCI recommends that you test these procedures on a play data file (Playdata.df1) before proceeding on the live data file.