
























Customer Name: _____















Address: _____

City/State Zip: _____

CUSTOMER PREPARATION FOR INSTALLATION/CONVERSION

























DATE COMPLETED	TASK DESCRIPTION	TASK FOR	PERSON
	1. IDENTIFY customer representative for installation responsibility.	Customer	_____
	2. READ the <u>EXECUTIVE OVERVIEW</u> of the DMS AS/400 Distribution/Express System. Record any outstanding issues on ISSUES LOG form.	Customer	_____
	3. VERIFY receipt of DMS DOCUMENTATION for software modules ordered.	Customer	_____
	4. EXAMINE 130 + pre-defined REPORTS and QUERIES Manual for sales, profit, inventory, and financial management information needs.	Customer	_____
	5. IDENTIFY ON-SITE CONTACT(S) AND IN-HOUSE TRAINER.	Customer	_____
	6. SEND directions, lodging information to DMS Staff. PROVIDE the following for Review/Customization:	Customer Customer & DMS	_____ _____ _____
	7. INVOICE & PRICE QUOTE		
	8. PURCHASE ORDER ON PLAIN PAPER	Customer & DMS	_____
	9. STATEMENT	Customer & DMS	_____
	10. PICK TICKETS	Customer & DMS	_____
	11. MAILING LABELS	Customer & DMS	_____
	12. ACCOUNTS PAYABLE CHECKS	Customer & DMS	_____
	13. PAYROLL CHECKS	Customer & DMS	_____
	14. Other Customer Specific Document Needs	Customer & DMS	_____
	NOTE: Forms customization will be billed on a time and materials basis.		
	15. PROVIDE MASTER FILES AND DATA LAYOUT IN PC FORMAT (ASCII, comma delimited, or SDF) for possible file transfer to DMS System. Determine what file conversions are possible and what data needs to be created: <ul style="list-style-type: none">• AR Balances• Customers• Item Master• Item sales demand▪ Item balances	Customer	_____
	16. DEVELOP an IMPLEMENTATION SCHEDULE and assign specific employee responsibilities. Review and coordinate with DMS Staff.	Customer & DMS	_____
		<u>Menu</u>	<u>Option</u>
	17. Fiscal Year	110	1
	18. Inventory Demand Period	110	2
	19. Currency	110	3
	20. Country	110	4
	21. Province or state	110	5
	22. Customer & Inventory Groups	110	6
	23. Payment tender	110	7
	24. Billing Terms	110	8
	▪ Vendor credit received		
	▪ Bad debt write off		
	▪ Policy adjustment		

- Misapplied payment
- Service charge for NSF
- Unearned discount
- NSF check reversal
- Service charge write off
- DEFINE BASIS FOR TRANSACTION AGING PERIODS:
 - INVOICE DATE _____
 - DUE DATE _____
 - End of ACCOUNTING PERIOD _____

		<u>Menu</u>	<u>Option</u>		
	25. IDENTIFY Sales Tax Authority & Tax Table Codes	110	10	Customer	_____
	• Obtain copy of current sales tax reports to state, county, city or other tax authority.				
	• Are all items taxable?	_____			
	• Are core values taxable when sold or returned?	_____			
	• Are all taxable sales subject to the same tax rate?	_____			
	• Are there labor charges involved and if so are they taxable?	_____			
	• Is freight taxable?	_____			
	26. Address Class	110	11	Customer	_____
	27. Location	110	12	Customer	_____
	28. Employee	110	13	Customer	_____
	29. Carrier	110	14	Customer	_____
	31. Manufacturer	110	15	Customer	_____
	33. Supplier	110	16	Customer	_____
	34. Cross Reference Source	110	17	Customer	_____
	35. CREATE CUSTOMERS	110	18	Customer	_____
	Prepare Customer listing from old system.				
	• Create or convert Customer with full name, address, credit control levels, price levels, etc.				
	• Prepare primary contact/additional contact(s).				
	• Make decision on Account Number Assignment: _____				
	• Use existing customer numbers?	_____			
	• Create a new numbering scheme?	_____			
	• CUSTOMER NUMBERING SUGGESTIONS:				
	– If the existing account number is greater than 10 characters, you must establish a new number with maximum of 10 characters.				
	NOTE: Numbers key faster than mixed numbers and letters. Special characters are hard to key and will be removed for search purposes. Shorter numbers key faster than longer numbers.				
	36. Additional address	110	19	Customer & DMS	_____
	37. Customer pricing profile	110	20	Customer	_____
	38. Price Matrix	110	21	Customer	_____
	39. Cost Matrix	110	22	Customer	_____
	40. Landed Cost Matrix	110	23	Customer	_____
	• Circle published price sheets to be matched:			Customer	_____
	Jobber, Stocking Dealer, Dealer, Installer,				

Retail, etc.

- How will Cost of Goods Sold (Invoice level pricing), purchase order costing and purchase order receipt costing be determined? _____
Current Replacement Cost
Average Cost
Previous Cost
Standard Cost
Other
- Does inbound freight charge, duty, brokerage fees, etc. affect the value used to determine Cost of Goods Sold? _____

DATE COMPLETED	MASTER FILES – TASK	MENU	OPTION	TASK FOR	PERSON
	Inventory Master				
	41. Inventory Master File	110	24	Customer	_____
	NOTE: Must have at least one part number by vendor and product code with description, prices, and costs to use as template for the other items in that line that will be loaded either from load-pak or data conversion from existing item files.				
	NOTE: PREPARE VENDOR / MANUFACTURER INFORMATION (including sales reps). Compare to line card for accuracy.				
	42. Inventory by location	110	25	Customer	_____
	43. Inventory by zone/bin	110	26	Customer	_____
	44. Supplier Inventory	110	27	Customer	_____
	45. Alternate (Can-Use) Item	110	28	Customer	_____
	46. Cross reference items for the 20-character item number.	110	29	Customer	_____
	<ul style="list-style-type: none">• Will Supplier's or Internal Item Number be used? _____• Mfg Price sheet numbers _____• Competitor's numbers for the same part _____• Customer's number for the same part _____• Transnet EDI _____• Alternate number used in purchasing or invoicing _____				
	47. Serial/item format	110	30	Customer	_____
	48. Purchasing quantity breaks	110	31	Customer	_____
	49. Selling quantity breaks	110	32	Customer	_____
	50. Contract Promotional pricing (optional)	110	33	Customer	_____
	51. Copy an existing contract (optional)	110	34	Customer	_____
	52. Promotional pricing (optional)	110	35	Customer	_____
	53. Inventory adjustment codes	110	36	Customer	_____
	54. A/R adjustment codes	110	37	Customer	_____
	55. A/R statement message	110	38	Customer	_____
	56. Standard ticket & invoice message	110	39	Customer	_____
	57. Service charge %	110	40	Customer	_____
	58. Item extended description	110	41	Customer	_____
	59. Order entry transaction codes	110	42	Customer	_____
	60. Order entry department(s)	110	43	Customer	_____
	61. Customer base commission rate (MK)	110	44	Customer	_____
	62. Item base commission factor (M2)	110	45	Customer	_____
	63. Cash drawer ID	110	46	Customer	_____
	64. Inquiry/Replace a kit component	110	47	Customer	_____

	65. Kit Assembly (optional)	110	48	Customer	_____
	66. Kit catalog footnotes (optional)	110	49	Customer	_____
	67. Kit catalog maintenance (optional)	110	50	Customer	_____
	68. Customer pricing plan	110	51	Customer	_____
	69. Clone customer profile records	110	52	Customer	_____
	70. Assign sequence mask	110	53	Customer	_____
	71. Reassign sequence numbers	110	54	Customer	_____
	72. Master item roll screen maintenance	110	55	Customer	_____
	73. Clone S/O items for each manufacture	110	56	Customer	_____
	74. Reassign salesrep in customer master	110	57	Customer	_____
	75. Standard message maintenance	110	58	Customer	_____
	76. Related comments/items	110	59	Customer	_____
	77. Customer vehicle maintenance (optional)	110	60	Customer	_____
	78. Popularity pricing	110	66	Customer	_____

DATE

COMPLETED

MASTER FILES - TASK

TASK FOR

PERSON

FINANCIALS

	79. Prepare and provide to DMS:			Customer	_____
	• G/L chart of accounts,				
	• Copy of P&L and				
	• Copy of Balance Sheet.				

DATE

COMPLETED

MASTER FILES - TASK

MENU

OPTION

TASK FOR

PERSON

	80. GL Account No. Assignment	221	5, 11	Customer & DMS	_____
	81. GL FISCAL YEAR	221	22/23	Customer	_____
	82. Establish Accounting Periods			Customer	_____
	• Do account periods end on last day of month or some other date?	_____			
	• Are 12 or 13 accounting periods used?	_____			

GENERAL LEDGER

DATE

COMPLETED

INITIAL INSTALLATION TASK

GLINT MENU

OPTION

TASK FOR

PERSON

	83. Enter Company File	231	1	Customer	_____
	84. List Company file	231	2	Customer	_____
	85. Enter chart of accounts	231	3	Customer	_____
	86. List chart of accounts	231	4	Customer	_____
	87. Print chart add trial balance	231	5	Customer	_____
	88. Update chart with adds	231	6	Customer	_____

DATE

COMPLETED

INITIAL INSTALLATION TASK

GLMENU

OPTION

TASK FOR

PERSON

	89. Enter Company File	?234	2	Customer	_____
	90. Enter chart of accounts	?234	3	Customer	_____
	91. Standard table trans table	?234	4	Customer	_____
	92. Stmt processing control	?234	5	Customer	_____
	93. Stmt consolidation file	?234	6	Customer	_____
	94. Control file	?234	8	Customer	_____

ACCOUNTS PAYABLE

DATE

COMPLETED

MASTER FILES - TASK




MENU

OPTION









TASK FOR

PERSON













	95. Vendor Master File	224	2	Customer	_____
	96. Bank File	224	3	Customer	_____
	97. Mini Chart of Accts	224	3	Customer	_____

	98. Terms File	224	5	Customer	_____
	99. Recurring Transactions	224	6	Customer	_____
	100. A/P Control File	224	7	Customer	_____

PAYROLL

DATE COMPLETED	MASTER FILES - TASK	MENU	OPTION	TASK FOR	PERSON
	101. ADJUSTMENT FILE	PR001	2	Customer	_____
	102. EMPLOYEE MASTER	PR001	3	Customer	_____
	103. PAYROLL G/L TABLE	PR001	4	Customer	_____
	104. LABOR G/L TABLE	PR001	5	Customer	_____
	105. FUI/SUI CONTROL	PR001	6	Customer	_____
	106. WORKMEN'S COMP	PR001	7	Customer	_____
	107. TAX TABLE	PR001	8	Customer	_____
	108. PAYROLL CONTROL	PR001	9	Customer	_____

HARDWARE

DATE COMPLETE	TASK	TASK FOR	PERSON
	CONFIGURE PC'S & TERMINALS FOR NETWORK.	CUST/DMS	_____
	INSTALL CLIENT ACCESS	CUST/DMS	_____
	INSTALL PRINTERS	CUST/DMS	_____
	TEST CONNECTION TO HOST LOCATION	CUST/DMS	_____
	CONFIGURE SCANNERS	CUST/DMS	_____
	INSTALL ACCESS POINT AT ALL LOCATIONS	CUST/DMS	_____
	TEST SCANNERS	CUST/DMS	_____
	INSTALL ZEBRA PRINTER	CUST/DMS	_____
	INSTALL TL ASHFORD SOFTWARE	CUST/DMS	_____
	TEST BARCODE SOFTWARE	CUST/DMS	_____
	INSTALL KEYES FAX	CUST/DMS	_____
	TEST KEYES FAX	CUST/DMS	_____