



Example Interprise Implementation Plan

If you need more consultancy time to achieve the result then this is chargeable at the usual rates. Each user's requirements can be different. Each Session equates to a half day 3 hours Teams consultancy.

Installation of software

Installation on server and client pc's and setting up of Web services (if applicable)

Session 1 – System Manager - Mandatory

- Create Live Database and set parameters
- Payment Terms, Shipping Methods, Multicurrency, User Roles, User Accounts.

You will need to know your nominal structure that is required at this Point. The Default Interprise Nominal is similar to Sage L50.

If the defaults are accepted there is no need to create financial statement layouts from scratch saving implementation time.

- People Required – Finance Manager.

Session 2 – Accounting

- Accounting Preferences & Setup.
- Creating and Amending Nominal Accounts.
- Review Financial Reports - Profit & Loss and Balance Sheet and amend if needed.
- People Required – Finance Manager.

Session 3 – Inventory

- Inventory Preferences & Setup. (Category's, Units of Measure, Departments, etc.)
- Creating & Amending Inventory Items, warehouses, Stock Adjustments, Stock Take & Transfers.
- Inventory Reports
- People Required – Finance Manager & Warehouse Manager
NB. Before we start creating items to test, we will backup the live database & restore to a demo.

Session 4 – Supplier – Purchase Order Processing

- Supplier Preferences & Setup.
- Creating & Amending Supplier Accounts
- Creating Requisitions, Orders & GRN's.
- Auto Generate Purchase Orders.
- People required – Finance Manager, Bought Ledger Dept – Purchase Order Processing Dept.



Session 5 – Supplier – Purchase Ledger

- Review creating Supplier Accounts & Supplier default settings.
- Entering Supplier Bills & Credits Notes for stock & Expenses.
- Supplier Payment Run and general day to day use of the supplier ledger.
- Supplier Reports.
- People required – Finance Manager, Bought Ledger Dept

Session 6 – Customer – Sales Order Processing

- Customer Preferences & Setup.
- Creating & Amending Customer Accounts
- Creating Sales Orders and confirming Despatch & Invoicing.
- Drop Ship Orders (if required).
- Posting Invoices to the ledger.
- RMAs & Credit Notes.
- Creating Prospects & Quotations.
- People required – Finance Manager, Credit Control Dept – Sales Order Processing Dept.

Session 7 – Customer – Sales Ledger

- Review creating & enquiring on Customer Accounts & Customer default settings.
- Posting & Allocating Customer Receipts & Refunds.
- Debt chasing, Statement Runs etc.
- General day to day use of the Sales ledger.
- Customer Reports.
- People required – Finance Manager, Credit Control Dept – Sales Order Processing Dept.

Session 8 – Banking & Accounting

- Banking Preferences & Setup.
- Creating & Amending Bank accounts.
- Bank payments & Receipts. Inter Account Transfers.
- Bank Reconciliation.
- Banking Reports.
- Accounting – Prepayments, Accruals, Bad Debt Write Off.
- Accounting – Multi-Currency Revaluation & Stock Revaluation.
- Accounting – VAT Return, EC Sales & Intrastat.
- Accounting – Chart of Accounts.
- Accounting – Month End Process.
- People required – Finance Manager



interprise suite™

Session 9 & 10 – Stationary Layouts

- Amend Layouts as required.
Invoice, Credit Note, Order Acknowledgment, Picking Note, Purchase Order etc.
- People required – Consultant/Trainer

On boarding 3 Days:

Session 11 & 12 – Data Exports/Imports

Export data from existing system for editing, deleting obsolete Customers, Suppliers, Items etc. If this is going to be used as the live import, ensure any new accounts created after export are added to the spreadsheet or manually entered into Interprise.

- Export Customer, Supplier & Inventory headers.
- Transactions will be exported on the day of going live.
- People required – Consultant/Trainer

Session 13, 14, 15 & 16 - Go Live

- Export Customer & Supplier Outstanding Balances from existing system and import (or enter manually).
- Enter Nominal Opening Balances (Manual)
- Enter Banking Opening Balance & Unpresented Items (Manual)
- Enter Outstanding Sales & Purchase Orders (Manual by User)
- People Required – Consultant/Trainer



Conversion of Data Note

This will depend on the Excel files you can provide from your existing system. If you have Sage Line 100, Line 50, MMS/200 we have already created Excel sheets to extract the data already in place to speed the process up. This work is done in consultancy time as you may decide to re-setup some account codes and structures. Basic information is offered for the following areas:

Customer Names & Addresses	Import or Manual Entry
Customer Opening Invoices & Credits	Import or Manual Entry
Customer Outstanding Sales Order	Import or Manual Entry
Customer Historical Sales Orders	Import or Manual Entry
Customer Price Lists	Import or Manual Entry
Supplier Names & Addresses	Import or Manual Entry
Supplier Opening Invoices & Credits	Import or Manual Entry
Supplier Outstanding Purchase Orders	Import or Manual Entry
Bank Accounts	Manual Entry
Bank Opening Balances	Import or Manual Entry
Inventory Codes & Descriptions	Import or Manual Entry
Inventory Categories / Departments	Import or Manual Entry
Inventory Locations	Import or Manual Entry
Inventory Opening Qty in Stock	Import or Manual Entry
Accounting Nominal Codes	Default Template (Recommended) or Import or Manual Entry
Accounting Opening Trial Balance	Import or Manual Entry
CRM Leads	Import or Manual Entry
CRM Prospects	Import or Manual Entry
CRM Contacts	Import or Manual Entry