| | |
|---|---|
| **Customer:** | **DoAll** |
| **Consultant:** | **Jeff Stritar** |
| **Engagement Type:** | **Customized/Other** |
| **Start Date:** | **1/25/2016** |

| | | |
|---|---|---|
| **Overall Rating:** | ⓘ | **4** |
| **Technical Rating:** | ⓘ | **5** |

## 1. Overall Impressions: ⓘ

**Company went live at the first of the year. Most phases have gone very smoothly. Accounting has been the exception due to personnel turnover and requirements at the consolidated corporate level.**

## 2. Topics Addressed: ⓘ

**Outstanding:**

1. **Packing List**

**Complete:**

1. **Consolidate Invoice form needed to be modified. Requirements were: Logo to be installed, PO Number needs to be added at line group level, taxable indicator on the line level and Remit to address needs to be added.**
2. **Invoice needed to have Remit to address added.**
3. **Assisted warehouse personnel with transfer Putaway. Solution was to print a Transfer Receiving report.**
4. **Vertex sales tax integration questions were reviewed. Additionally, I gave Angela King Vertex integration PDF.**
5. **Back Order Tab in Purchasing Requirements Generation demonstration on linking sales orders. The feature was initially not working due to user security.**
6. **Created zero cost on PO report for Matt and David.**
2. **SQL query for Mike Mays (IT Manager) for zero dollar PO's. Mike plans on setting up query on schedule for purchasing.**
3. **Credit Card Process for Payable was reviewed. A process document was also provided. Reviewed with accounting in corporate on Thursday.**
4. **Printed January 2015 trial balance report in Excel format to Jason for review.**
5. **Reviewed customer merge process and assisted in merging 2 customers.**
6. **Transfer Form modification (added logo and adjusted header).**
7. **Commission report was requested. After initial development and review … it was determined sales history report was all that was required.**
8. **Reviewed accounts payable functionality with Twe and Renee. Focused on vouchers and printing checks. Also reviewed credit/debit memos.**
9. **Reviewed process of paying by credit card with Twe and Renee. Also provided written pdf file for review of process.**
10. **Imported General Ledger entries from prior to go live. Corporate accounting is reviewing for accuracy.**
11. **Month End Process – quick review with Kevin. This process was not reviewed in sufficient detail because the client did not have sufficient staff time to permit a thorough review.**

| 3. Issues/Risks/Recommendations | Common Issues – Choose if Applies ⓘ |
|---|---|
| • **Original import of G/L trial balances**<br>• | ☐ **LMS Courses not being taken**<br>☐ **Employees not engaged in training**<br>☐ **Core Data Issues/Concerns/Missing**<br>☐ **Static Data Issues/Concerns**<br>☒ **Dynamic Data Issues/Concerns**<br>☒ **Possible Customization/Rule Requirement**<br>☒ **Form Changes Required**<br>☒ **Additional Reporting Requirements**<br>☐ **Infrastructure/Hardware related problems** |

## 4. Process/Work Flow – Notes/Actions ⓘ

- **Purchasing to creating vendor and supplier.**
- **Provided SQL Query to Mike Mays for implementation in scheduled query:**

```sql
SELECT          po_line.po_no,
                po_line.line_no,
                supplier.supplier_name,
                po_hdr.approved,
                po_hdr.cancel_flag,
                po_hdr.complete,
                po_line.complete,
                po_line.cancel_flag,
                inv_mast.item_id,
                po_line.qty_ordered,
                po_line.unit_price,
                po_line.created_by,
                po_line.date_created
FROM            po_line
  INNER JOIN    po_hdr
        ON      po_line.po_no = po_hdr.po_no
INNER JOIN      inv_mast
        ON      po_line.inv_mast_uid = inv_mast.inv_mast_uid
INNER JOIN      supplier
        ON      po_hdr.supplier_id = supplier.supplier_id
WHERE           po_line.cancel_flag<>'Y' AND
                po_line.complete<>'Y' AND
                po_hdr.complete<>'Y' AND
                po_hdr.cancel_flag<>'Y' AND
                po_hdr.approved='Y' AND
                po_line.unit_price=0
ORDER BY        supplier.supplier_name,
                po_line.po_no,
                po_line.line_no
```

```sql
-- Find G/L posting by Transaction Number for Reversal
-- Jeff Stritar
-- January 2, 2016

DECLARE                @trans int

-- Modify Transaction Number here
SET                    @trans = 2


SELECT                 transaction_number,
                       amount * -1 as amount,
                       company_no,
                       account_number,
                       transaction_date,
                       period,
                       year_for_period,
                        journal_id,
                       source,
                       description,
                       currency_id,
                       foreign_amount,
                       approved,
                       sequence_number,
                       job_id,
                       encumbered_amount,
                       foreign_encumbered_amount


FROM                   gl

WHERE                  gl.transaction_number = @trans
```

## 5. System/User Settings – Notes/Actions

1. **Matt and Mary changed setting to allow use of backorder tab in purchasing.**

## 6. Data – Notes/Actions

- **Imported beginning G/L balances for January 2015 through December 31, 2015**

## 7. Complementary Product Recommendations/Notes/Actions

**None**

## 8. Forms/Reports – Notes/Actions

**The following crystal reports and forms were updated or created:**

| Date modified | Name |
|---|---|
| 1/26/2016 3:35 PM | Open_PO_No_Cost.rpt |
| 1/8/2016 1:33 PM | PURCHASE_ORDER_user.rpt |
| 1/8/2016 1:06 PM | ACKNOWLEDGEMENTS_USER.rpt |
| 1/7/2016 11:01 AM | Pre_Check_Report.rpt |
| 1/7/2016 10:33 AM | Pre_Check_Repor2t.rpt |
| 1/7/2016 8:06 AM | ACKNOWLEDGEMENTS2_USER.rpt |

## 9. Hardware/Technical – Notes/Actions

**None**

## 10. Customer may benefit from additional assistance with:

1. **Invoice DataStream modification to include latest line reference number.**