Sage 100 Contractor

Implementation Plan Checklist

CERTIFIED COURSE CURRICULUM

SAGE UNIVERSITY

IMPORTANT NOTICE

Visit Sage's training services Web site at www.SageU.com, call 1-877-724-3285, or e-mail us at traininginfo.cre@sage.com to learn about training classes that Sage adds throughout the year. Contact your business partner to learn about local training options.

05/2014

Setup Checklist

Record decisions and notes regarding your Sage 100 Contractor implementation using this document. Consult Sage University classes or Help for information about each option.

General Information

Task	
Gather necessary information	
Fiscal year end date:	Server vs. Workstation:
Go Live date:	Licensing-Number of Uses/Multi-server:
Questions or Notes:.	

Company Setup

After you install your software, you will create a company folder that contains all of the company information. Create separate companies for each taxpaying entity in your office.

Task	
Create the company Menu Path: **7-1 Utilities > Create New Company** Questions or Notes:	Sage U Class: **NCT103**
Transfer the data Vendors: Employees: Clients/Jobs: Quickbooks: Third Party: Questions or Notes:	Sage U Class: **NCT103**

Company Information

The **7-2 Company Information** window stores your company's legal name, address, direct deposit options for payroll, vendor ACH payment options, electronic receipts, and email server and fax information.

Task	
Input the company information Menu Path: **7-2 Utilities > Company Information** Questions or Notes:	Sage U Class: **NCT103**

Company Security

When a new company is created, the user **Supervisor** is automatically set up. Until you create more users, it is the only user name that opens your company.

The Supervisor has access rights to the entire program.To control access to the company's sensitive information, set up a list of user names in the **7-3-2 User List** window.

Task	
Create the Security Groups Menu Path: **7-3-1 Company Security > Security Groups** Questions or Notes:	Sage U Class: **NCT112**
Create the User List Menu Path: **7-3-2 Company Security > User List** Questions or Notes:	Sage U Class: **NCT112**
Set up job level security Menu Path: **7-3-2 User List> User List & 3-5 Jobs** Questions or Notes:	Sage U Class: **NCT112**
Set up Dashboard security Menu Path: **Dashboard > Options > Set Dashboard Security** Questions or Notes:	Sage U Class: **NCT112**

General Ledger

The next task for your new company is to set up the general ledger and select a chart of accounts. A chart of accounts is required to enter starting balances. You have two choices:

- Select one of the pre-built charts of accounts and adjust as needed.
- Set up a custom chart of accounts manually, as provided by your accountant.

Task	
Set up chart of account Menu Path: **1-8 General Ledger Setup** Questions or Notes:	Sage U Class: **NCT103**
Add Accounts Menu Path: **1-7 General Ledger Accounts** Questions or Notes:	Sage U Class: **NCT103**
Set up Departments Menu Path: **1-9 Departments** Questions or Notes:	Sage U Class: **NCT103**
Set up Subaccounts Menu Path: **1-7 General Ledger Accounts** Questions or Notes:	Sage U Class: **NCT103**

Cost Codes and Cost Divisions

Cost codes are strategic to job costing. Cost codes separate costs into categories and allow detailed comparisons of budgeted costs to actual costs for a job.

Task	
Set up Cost Codes Menu Path: **6-5 Cost Codes** Questions or Notes:	Sage U Class: **NCT103**
Set up Cost Divisions Menu Path: **6-5 Cost Codes > Cost Divisions** Questions or Notes:	Sage U Class: **NCT103**

Starting Balances

Record balance sheet and current year activity by entering journal transactions. Post the entries to the accounting period prior to when you will use your software for day-to-day activity. Obtain the information for the journal transactions from your current year trial balance.

Task	
Enter startup balances Menu Path: **1-3 Journal Transaction** Questions or Notes:	Sage U Class: **NCT104**
Enter current year activity Menu Path: **1-3 Journal Transaction** Questions or Notes:	Sage U Class: **NCT104**

Payroll

To begin to use Payroll, complete the following tasks:

Task	
Set up employee positions Menu Path: **5-3-3 Employee Positions** Questions or Notes:	Sage U Class: **NCT109**
Set up workers' compensation Menu Path: **5-3-2 Workers' Compensation** Questions or Notes:	Sage U Class: **NCT109**
Set up payroll calculations Menu Path: **5-3-1 Payroll Calculations** Questions or Notes:	Sage U Class: **NCT109**
Set up union and paygroups Menu Path: **5-3-4 Paygroups and 5-3-5 Unions** Questions or Notes:	Sage U Class: **NCT109**
Set up localities Menu Path: **5-3-6 Local Payroll Tax** Questions or Notes:	Sage U Class: **NCT109**
Set up employees Menu Path: **5-2-1 Employees** Questions or Notes:	Sage U Class: **NCT110**

Accounts Receivable

The accounts receivable module lets you customize invoices, statements, and overdue reminders to present your clients with professional documents.

Task	
Create tax entities and districts Menu Path: **3-5 Jobs > Options > Taxable Cost Types** Questions or Notes:	Sage U Class: **NCT107 Appendix**
Create client statuses Menu Path: **3-6 Receivable Clients** Questions or Notes:	Sage U Class: **NCT107**
Set up clients Menu Path: **3-6 Receivable Clients** Questions or Notes:	Sage U Class: **NCT107**
Set up jobs Menu Path: **3-5 Jobs** Questions or Notes:	Sage U Class: **NCT107**

Accounts Payable

Create a vendor for each business to which you owe money or make regular payments. Vendors include subcontractors, architects, engineers, lenders, and material suppliers.

Task	
Create vendor types Menu Path: **4-4 Vendors** Questions or Notes:	Sage U Class: **NCT105**
Set up vendors Menu Path: **4-4 Vendors** Questions or Notes:	Sage U Class: **NCT105**

Project Management

The project management tools provide a way for you to manage proposals, budgets, purchase orders, subcontracts, change orders, and job costing. Your budgets are always under your control when you verify and compare job costs as you enter them. The proposal is a document presented to a client, providing a breakdown of the contracted amount by cost code or bid item.

Task	
Create budgets Menu Path: **6-2 Budgets** Questions or Notes:	Sage U Class: **JOB201**
Set up proposal Menu Path: **6-9 Proposals** Questions or Notes:	Sage U Class: **JOB201**

Inventory and Estimating

You can track inventory, whether for a central warehouse or numerous locations and service trucks, with a system fully integrated with the Estimating and Service Receivables add-on modules and the purchase order, accounts payable, and job cost features. You can manage basic stock and serialized items for all locations, bin numbers, Material Safety Data Numbers (MSDN), and manufacturing identifications.

Task	
Set up Inventory Locations Menu Path: **11-3 Inventory Locations** Questions or Notes:	Sage U Class: **INV101**
Set up Parts Menu Path: **9-2 Parts** Questions or Notes:	Sage U Class: **EST150**
Set up Assemblies Menu Path: **9-3 Assemblies** Questions or Notes:	Sage U Class: **EST152**
Set up Classes Menu Path: **9-4 Part/Assembly Classes** Questions or Notes:	Sage U Class: **EST150**

Enter Takeoffs Menu Path: **9-5 Takeoffs** Questions or Notes:	Sage U Class: **EST153**
Allocate Inventory Menu Path: **12-2 Inventory Allocation** Questions or Notes:	Sage U Class: **INV111**

Project Management

Change orders allow you to track changes independent of a project's budget, providing a clear audit trail for pending, approved, and refused changes. You can create purchase orders manually for each vendor, or export data from the takeoff to create purchase orders automatically for each vendor.

Task	
Create change orders Menu Path: **6-4 Change Orders** Questions or Notes:	Sage U Class: **PJM210**
Create purchase orders Menu Path: **6-6 Purchase Orders** Questions or Notes:	Sage U Class: **PJM211**

Open and Outstanding Transactions

Task	
Enter year-to-date payroll Menu Path: **5-2-2 Payroll Records** Questions or Notes:	Sage U Class: **NCT110**
Enter outstanding bank balances Menu Path: **1-3 Journal Transaction** Questions or Notes:	Sage U Class: **NCT104**
Enter open Accounts Payable invoices and credits Menu Path: **4-2 Payable Invoices/Credits** Questions or Notes:	Sage U Class: **NCT105**
Enter open Accounts Receivable invoices and credits	

Menu Path: **3-2 Receivable Invoices/Credits** Questions or Notes:	Sage U Class: **NCT106**
Enter outstanding bank balances Menu Path: **1-3 Journal Transaction** Questions or Notes:	Sage U Class: **NCT106**

Scheduling and Service Receivables

Run your schedules and allocate production resources as this feature integrates with the Estimating, enabling you to assign equipment, employees, vendors, and subcontractor to various tasks. You can then generate essential notices and reports.

The Service Receivables module handles service contracts, service routes, service dispatch, on-call work orders, quotes, and point-of-sale and billing-of-service work materials. Service Receivables fully integrates with the Inventory, so you can keep inventory up-to-date based on service work completed.

Task	
Define tasks Menu Path: **10-2 Tasks** Questions or Notes:	Sage U Class: **SCH101**
Create Schedules Menu Path: **10-3 Schedules** Questions or Notes:	Sage U Class: **SCH101**
Set up service types Menu Path: **11-2 Work Orders/Invoices/Credits** Questions or Notes:	Sage U Class: **SRV120**
Enter open service invoices and credits Menu Path: **11-2 Work Orders/Invoices/Credits** Questions or Notes:	Sage U Class: **SRV121 and SRV122**

Equipment Management

You can allocate equipment costs to jobs so that you'll always know the project's true costs. You can track your equipment maintenance, repair costs, and earned income.

Task	
Set up equipment Menu Path: **8-3 Equipment** Questions or Notes:	Sage U Class: **EQP101**
Enter costs and allocations Menu Path: **8-2 Equipment Costs and 8-3 Equipment Allocations** Questions or Notes:	Sage U Class: **EQP202**

Go Live Checklist

Task
Pilot Test Complete Verify that the pilot test plan was completed and you have addressed any configuration or documentation adjustments needed.
Procedures Guides Complete Verify that the procedures guide for each module has been completed and is accessible to all staff.
Customized Reports Complete All report development and modifications have been completed.
Decision Worksheets Complete All decision worksheets should be complete and accurate, and a process is in place for maintaining them regularly.
Software Configuration is Adequate for Business Needs Verify that the software configuration is sufficient to meet your business needs and any critical gaps have been addressed. Workarounds for any product issues have been documented.
Procedure for Accessing Sage or Business Partner Support is Defined If more than one person at your company will be calling Customer Support or your business partner for telephone support, the request procedure and person responsible have been established to avoid support requests. A Support Call Log is in place to record each call, date, time, name of support representative, issue, and outcome.
Client ID and Registration name are Accessible Your client ID and registration name should be accessible for future reference. Verify that these are documented in an easy to find location.
Integrations with Third Party Products Complete Product integrations are complete and operating as expected.
Pre-Printed Forms and Checks Ready All pre-printed forms and checks should have been ordered and tested.