



OpenPro After INSTALLATION SETUP CHECKLIST

The following Checklists are provided as examples for setting up your OpenPro system. <http://www.openpro.com>

The tasks are presented in a logical order, but you should adjust the Checklist as necessary to meet your own needs. Consult with your Accountant for advice on organizing your own Checklists to ensure the efficiency and security of the OpenPro Software Business Operations.

<u>Task</u>	<u>Check</u>
1. <u>Review the <i>Installation and System Guide</i></u>	<input checked="" type="checkbox"/>
2. <u>Log into the Demo Company</u> <ul style="list-style-type: none">• Login screen for OpenPro Clients (Windows)• Main Application Desktop• Web browser support• Browser Setup	<input type="checkbox"/>
3. <u>Test the Demo Company Functions</u>	<input type="checkbox"/>
4. <u>Create the Live Company (admin)</u> <ul style="list-style-type: none">• Create a new company• Exit OpenPro Standard Solution	<input type="checkbox"/>
5. <u>Log into the Live Company (log out of demo)</u>	<input type="checkbox"/>
6. <u>Define each of the Users, their Passwords, and any Restrictions</u>	<input type="checkbox"/>

7. Define the **Menu** and each of the **User Menus** and their restrictions
- Update the menu for new users and types
 - Add a menu item
8. Set up General Ledger Account format
- Set up business rules tables
 - Maintenance (Terms, Code, Taxes, Territory, Shipping Carriers, Shipping Rates)
 - Assist import: convert data from CSV format to OpenPro
9. Load the valid **G/L Accounts (import)**
- Add new accounts to Chart of Accounts
10. Rules Setup: **Business Rules**
11. Set up **Cash Accounts**

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Rules Setup Maintenance

- 12. Set up **Communication Types (optional)**
- 13. Set up **Tax Sales Tables**
- 14. Set up **Region and Company Locations**
- 15. Set up **Shipping Carriers**
- 16. Set up **Shipping Rates**
- 17. Set up **Terms Codes**
- 18. Foreign Currency Rate Table (Optional)
- 19. Territories and Department Table (Optional)

General Ledger Maintenance

- 20. Define the **Fiscal Periods**

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Receivables Maintenance

- 21. Set up **Customer Classes**
- 22. Set up **Receivables Templates (optional)**
- 23. Enter **Customer Rebates (optional)**
- 24. **Customer Add**
- 25. Enter **Customer Receivables Balances**

Payables Maintenance

- 26. Set up **Vendor Classes**
- 27. Create **Vendors**
- 28. Enter **Payables Templates**
- 29. Enter **Vendor Payables Balances**
- 30. Print an **aging report** to verify your entries

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General Ledger Maintenance

31. Set up **Budget Information** (optional)
32. Set up beginning balances for your **Balance Sheet Accounts**. Entered into GL Entries.
33. Set up the **Recurring Templates**
34. Enter **Financial Statement Layouts**
35. Financial Statements for Departments
36. **Multiple Companies**—Consolidated
General Ledger

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Inventory Control Maintenance

- 37. Inventory Commission Codes (if used)
- 38. Inventory Bins (if used)
- 39. Inventory Classes
- 40. Inventory Price Codes (if used)
- 41. Item Add
- 42. Inventory Categories (to break up items)
- 43. Inventory Suggestions (if used)
- 44. Inventory Rebates (if used)
- 45. Inventory Items
- 46. Inventory quantity (on hand)

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Sales Order Maintenance

- 47. Commission (if not set up in IC)
- 48. Media Codes (for marketing)
- 49. Order Types
- 50. Rebates (if not set up in IC)
- 51. Standard Documents for imaging

Purchase Order Maintenance

- 52. AP vendors
- 53. Vendor items for purchase
- 54. Format the purchase order layout

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System Wide Maintenance

- 55. **Tech Knowledge** (optional)
- 56. **Work Flow** (optional)
- 57. **Executive Desktop setup**
- 58. **Ecommerce** (optional)
- 59. **Forms and Logos setup and changes**
- 60. **Employee time card and payroll HRMS**

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Then, work on converting data from existing system.

OpenPro has assistes import that can be used for importing data from an existing system to OpenPro. Even if they are manual, you need to collect some information from them. You may want to use our demo Chart of Accounts, or choose to set up a new one.

Get a list of GL charts; financial statements; customers; open invoices; vendors; open payables; inventory items; balances; employees; Login IDs; responsibilities and passwords; manufacturing information; Bill of Materials; open work orders; jobs; and payroll information.

First, import the master files for each application, like Ar_customer, Ap_vendors, Ic_items, Gl_charts.

Then, import the child tables like Ar_openitems (open invoices), ap_openitems (open vendor invoices), inventory quantity on hand.

After the conversion, you should run an audit to compare the converted system from the original.

Normal reports to run would be as follows:

GL trial balance, p&l, balance sheet.

IC – inventory costing report

AR – aging report

AP – aging report.

After all those number are in balance with the system you are converting from, then you should be ready to turn off the old system and start with OpenPro ERP.