


IMPLEMENTER'S GUIDE FOR IMPLEMENTATION OF IES BUSINESS

A standard IES Business Implementation can be remarkably easy and quick to do. If the Implementation is extended to include the setting up of new or non-standard Business Objects, more experience and a deeper understanding of IES may be required.

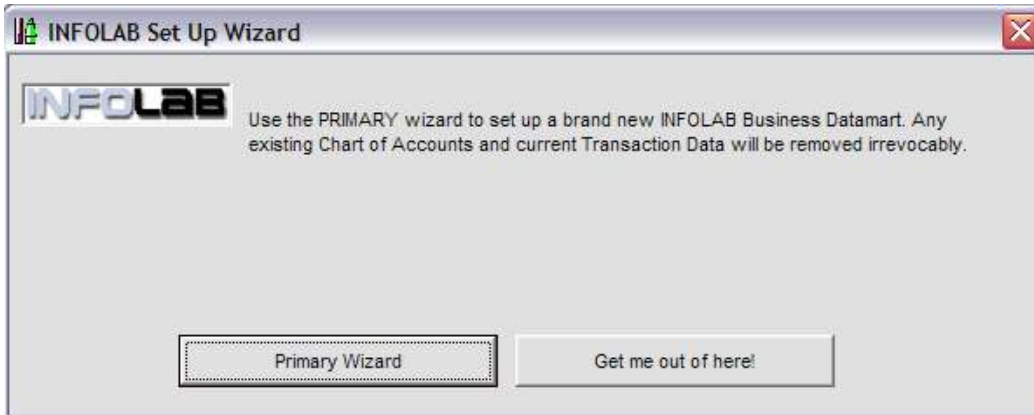
In this Document, we provide the IES Business Implementer with a description of how to use the Business Setup Wizard to accomplish all steps required for a Business Setup. This Wizard is found by choosing the System Setup Module, which will open the following Screen (shown below).



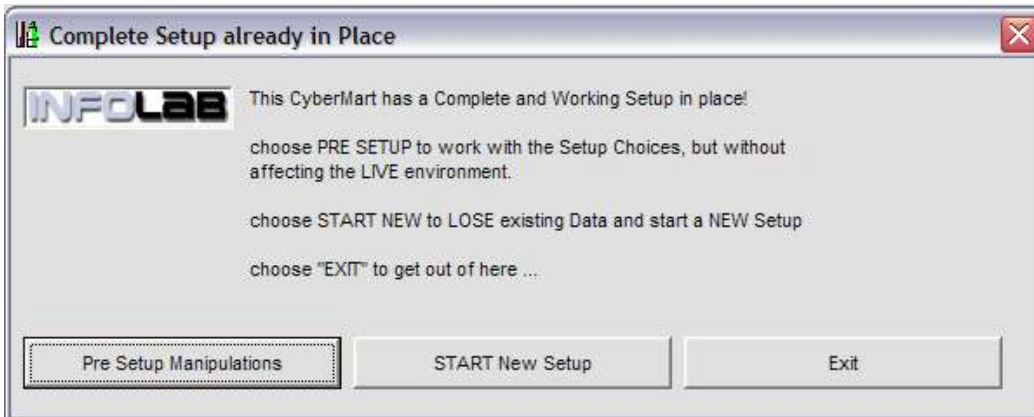
The Primary Setup Wizard is opened by clicking the image shown at Step 1. The 1st prompt after selecting the Set Up Wizard, comprises selection of the Primary Wizard, or to Quit.

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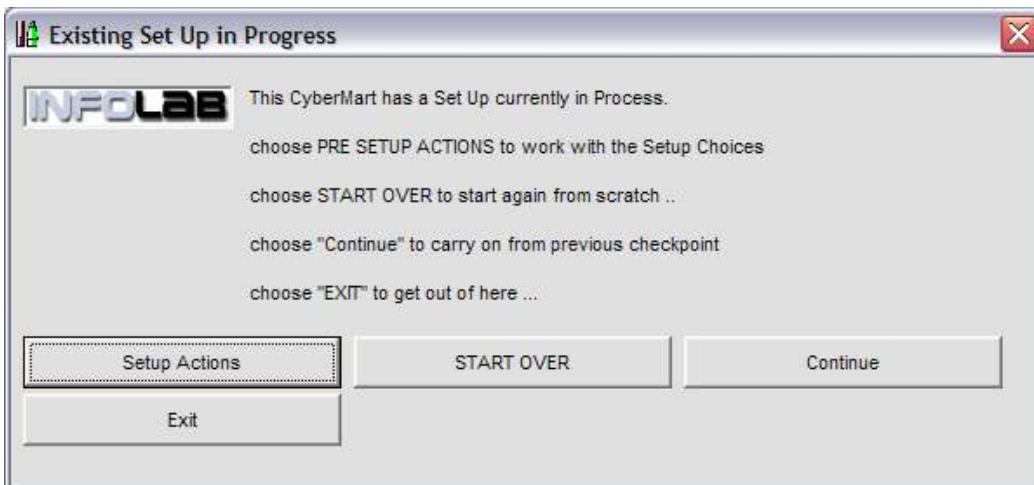
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Once the Primary Wizard is selected, the current state of the Data Mart will determine which prompt you get next. If there is a proper set up in place already, the system will warn accordingly, because this may be a 'live' setup.



The Set Up Wizard may of course be used during any number of working Sessions required to accomplish the task of setting up the new system, and if such a set up is currently in progress, the system will prompt as shown below.

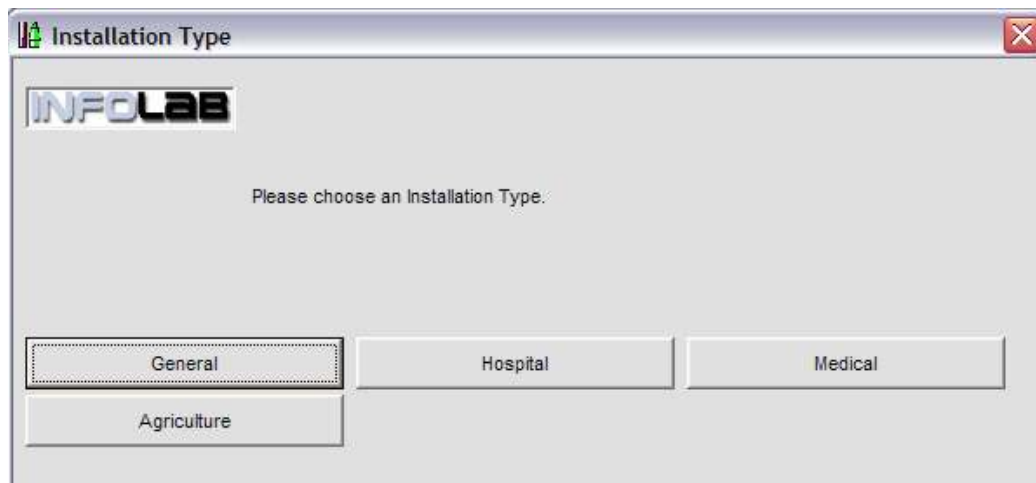


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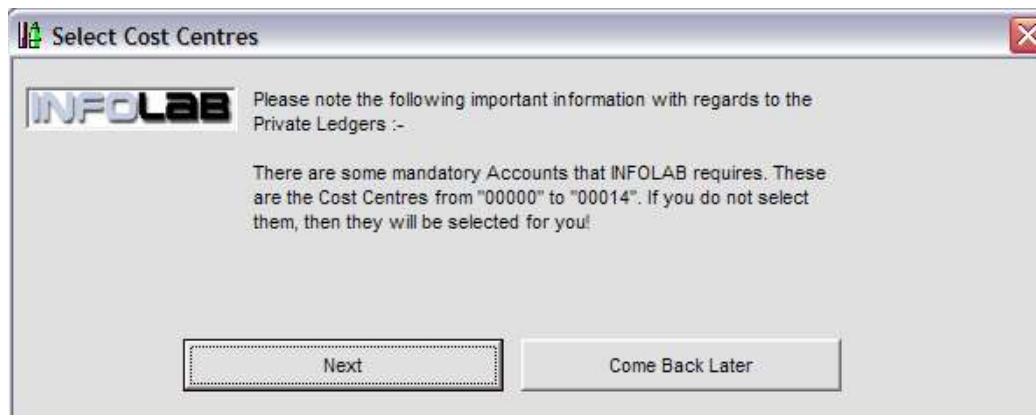
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The Set Up Wizard includes a mechanism to generate a Chart of Accounts of the desired structure in quick time. The choices related to the Chart of Accounts generation are contained in a set of 'default' Setup Actions, and which are included as standard with an IES release. However, you are perfectly welcome to set up any number of such default data sets for niche markets in which you are active as an Implementer, because this will greatly enhance the speed with which you can implement specifically designed Charts of Accounts for various Business types. If you need to do this, you may choose the option "Setup Actions". Following this choice, there is on-line Help to explain about the default Data Setup Files for the Chart of Accounts, and how to manipulate them according to your needs. The "Setup Actions" is an office-bound choice, i.e. something you will do in advance of actual implementations at Customer sites.


For actual Implementations, you will choose a 'Start New Set Up' option when offered (when the Set Up is not already in progress as in the example shown above), or, as in the example above, you will choose either 'Start Over' or 'Continue' to carry on from where you left off during your last working Session.



If an Implementation is not specifically for Health Care or Agriculture, then always choose 'General'.



The system will now offer a range of prompts, which, until you are familiar with them, you should read carefully, since they explain some important points that

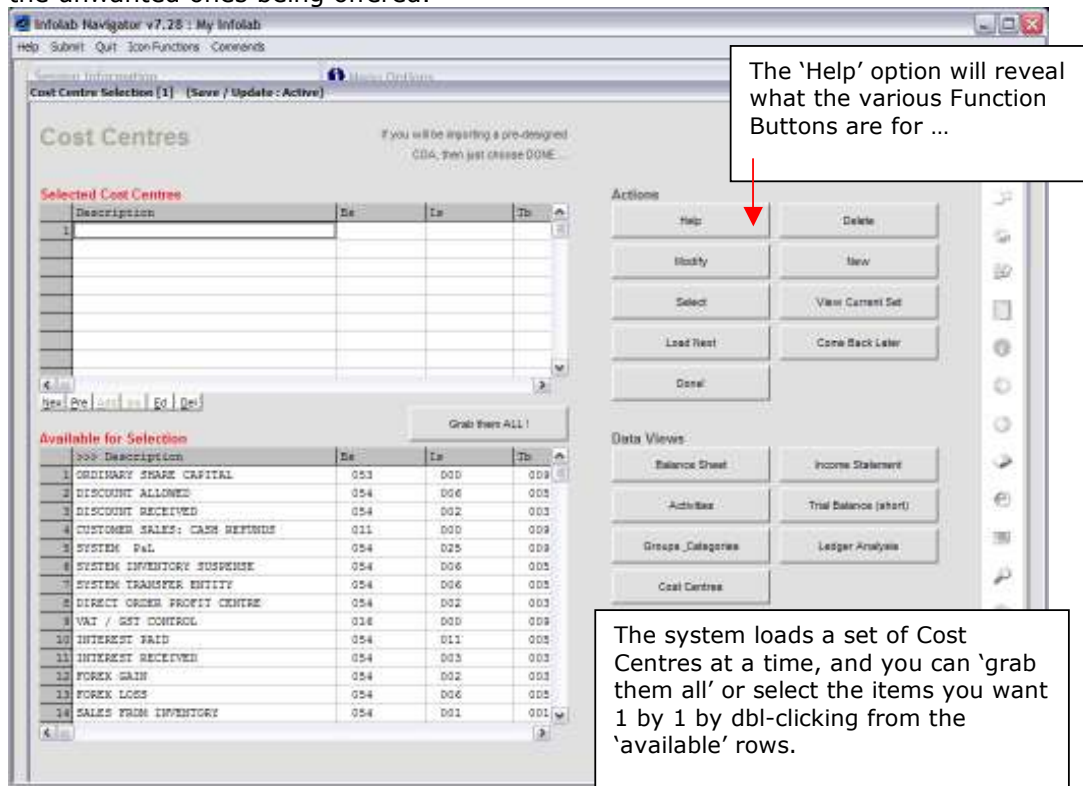
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you need to know. (Not all of these prompts are shown here, but they are informative prompts, each inclusive of a 'Next' option ...)

Once the system is satisfied that these important points have been made, it will lead into Cost Centre selection. When you have a COA Default Set in place which is already tailored for the Business type you are implementing, then the 'Grab Them All' option will include all the Cost Centres for you in a single step. Or, if you will be importing a pre-designed Chart of Accounts (perhaps an existing structure from the previous system used by the Customer), then you will not select any Cost Centres, and will simply choose 'Done'.

In other cases, the purpose of the Cost Centre selection Screen is to choose the Cost Centres to include in the new Chart of Accounts to generate, and to exclude the unwanted ones being offered.




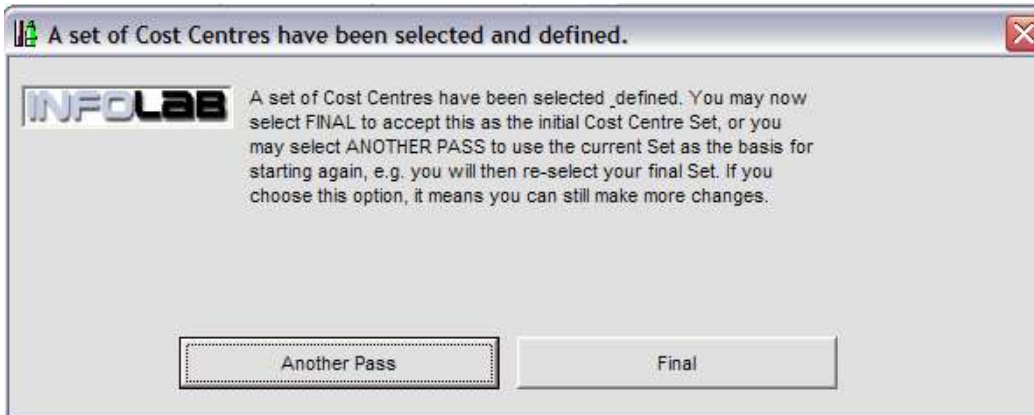
The 'Help' option will reveal what the various Function Buttons are for ...

The system loads a set of Cost Centres at a time, and you can 'grab them all' or select the items you want 1 by 1 by dbl-clicking from the 'available' rows.

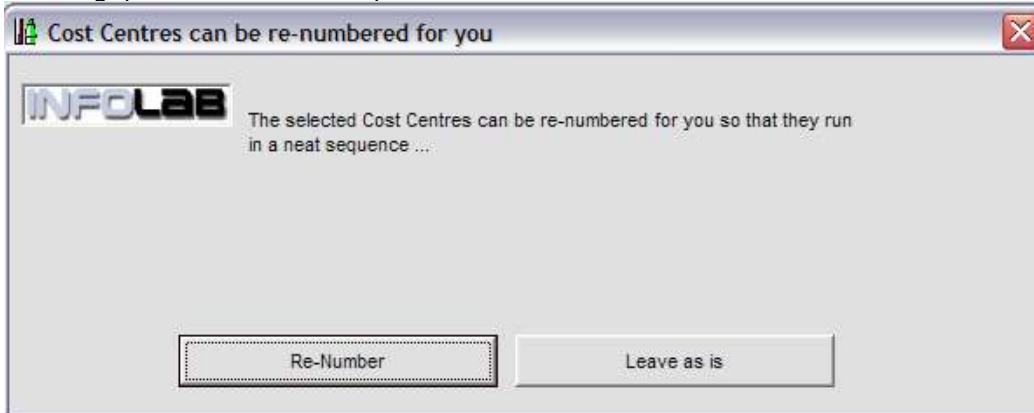
Id	Description	Dr	Cr	Tr
1	ORDINARY SHARE CAPITAL	053	000	000
2	DISCOUNT ALLOWED	054	006	000
3	DISCOUNT RECEIVED	054	002	003
4	CUSTOMER SALES: CASH REFUNDS	011	000	009
5	SYSTEM P&L	054	025	009
6	SYSTEM INVENTORY SUSPENSE	054	006	005
7	SYSTEM TRANSFER ENTITY	054	006	005
8	DIRECT ORDER PROFIT CENTRE	054	002	003
9	VAT / SST CONTROL	038	000	009
10	INTEREST PAID	054	011	005
11	INTEREST RECEIVED	054	003	003
12	FOREX GAIN	054	002	001
13	FOREX LOSS	054	006	005
14	SALES FROM INVENTORY	054	001	001

Cost Centre selection may also be interrupted by choosing 'Come Back Later', in which case the system will save a checkpoint from where you can continue during the next session.

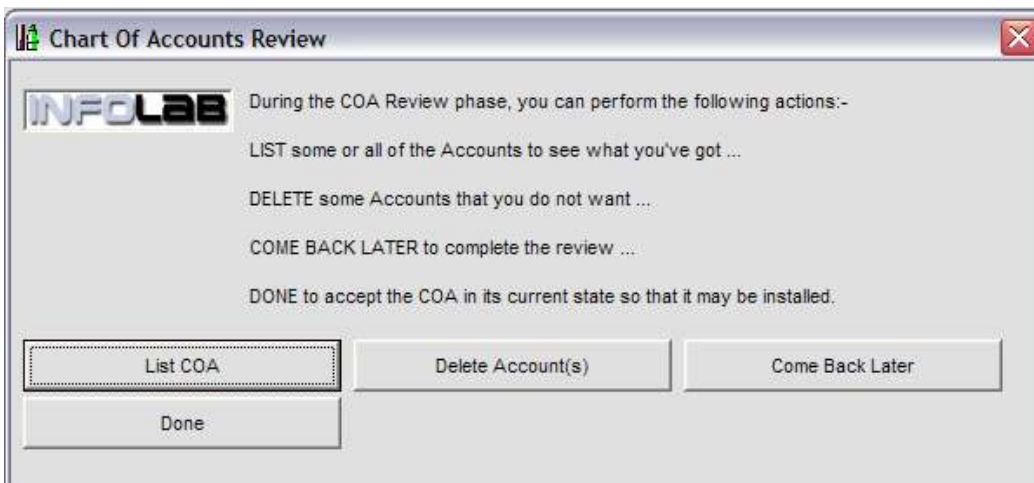
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After you choose 'Done', the system offers you another round of reviewing the selected Cost Centres. After the Cost Centres, the system will offer similar Screens for **Department** and **Activity** selection. Once all of this has been completed, you have the choice whether to renumber the ranges so that there are no gaps for the omitted options.



Once the Account Ranges have been accepted (or re-numbered), you are offered some choices again, i.e. to run a Report on the current COA setup, and to remove some unwanted entries that may have slipped in.

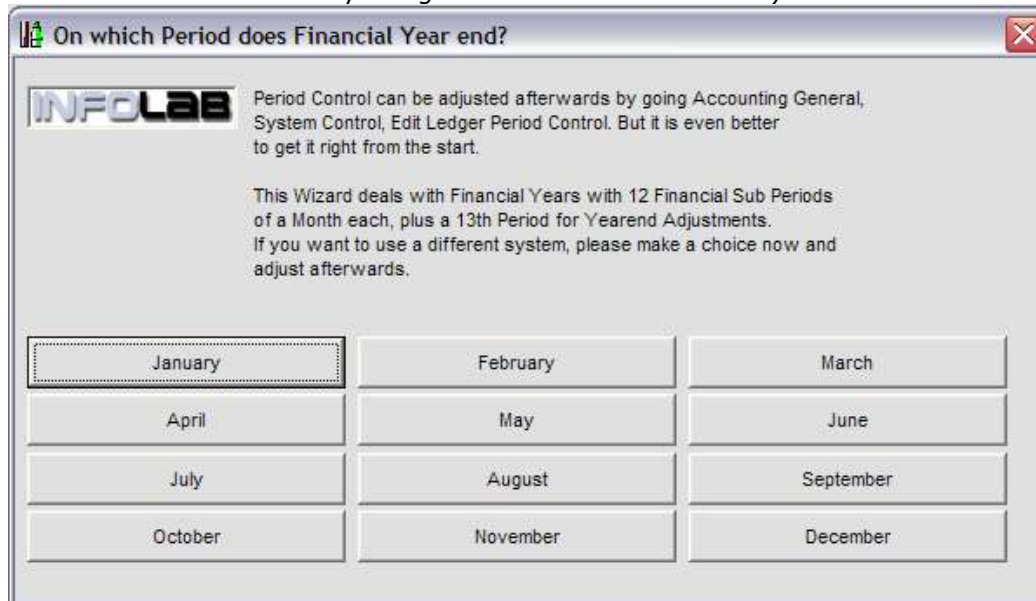


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When you choose 'Done', IES will generate the implied Ledger Codes and Accounts, and inform you that the Chart of Accounts is now installed. Even if you will be importing the Chart of Accounts, you will still follow the foregoing steps, but you will simply not select any Cost Centres, Departments or Activities. IES will still generate a few essential Account Codes that it insists on having, and will specify these automatically on the Company Control Record. [Note: If you wish to replace those Accounts with other Codes from the COA to be imported later, you may do so by editing the Company Control Record afterwards, in which case the Account Codes generated for this purpose may be removed from the system by using the Housekeeping options provided in the Accounting Controls Module.]

After all of this, the Wizard will now prompt you to select the Month of the Year on which the Company being set up ENDS its financial Year. (Note: If Months will not be the period type used, please choose a month anyway, and then edit the Period Control Data later by using the Period Control Wizard.)




On which Period does Financial Year end?

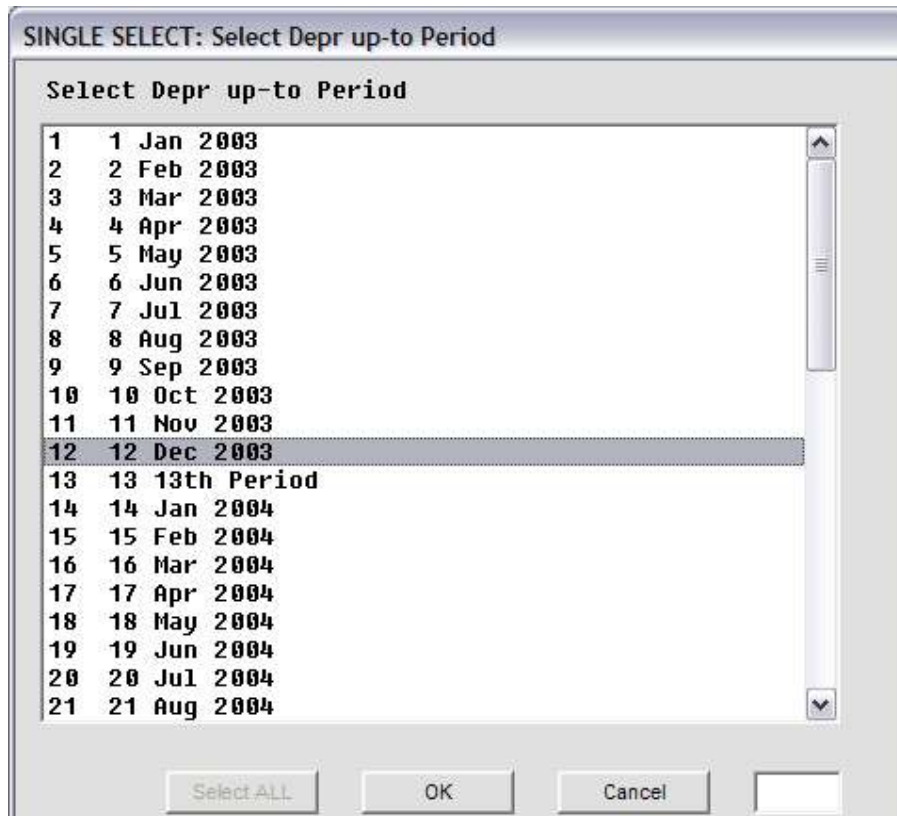
INFOLAB Period Control can be adjusted afterwards by going Accounting General, System Control, Edit Ledger Period Control. But it is even better to get it right from the start.

This Wizard deals with Financial Years with 12 Financial Sub Periods of a Month each, plus a 13th Period for Yearend Adjustments. If you want to use a different system, please make a choice now and adjust afterwards.

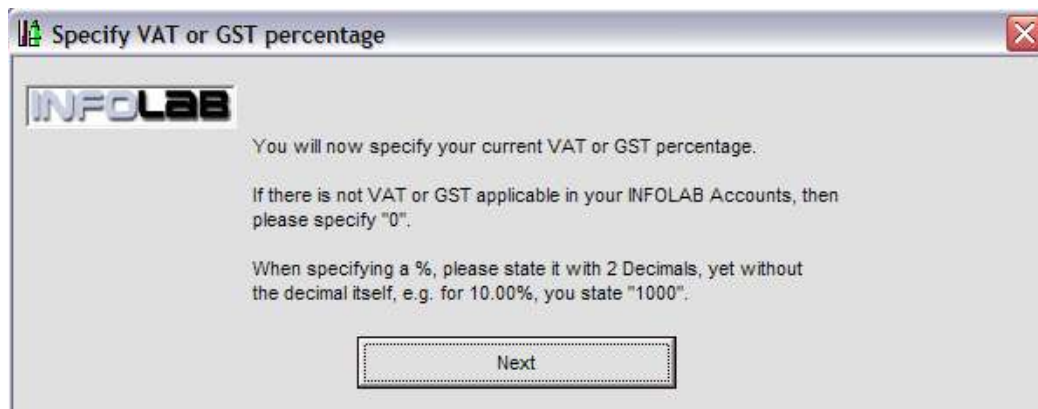
January	February	March
April	May	June
July	August	September
October	November	December

Whether or not the Asset Register Module will be in use, you have to select the Period up to which Depreciation has been calculated in whatever system was used heretofore. This will usually be the last period effectively operated in the previous system. If it is a completely new Company with no prior records, then you will choose the Period immediately preceding the one in which Opening balances will be posted.

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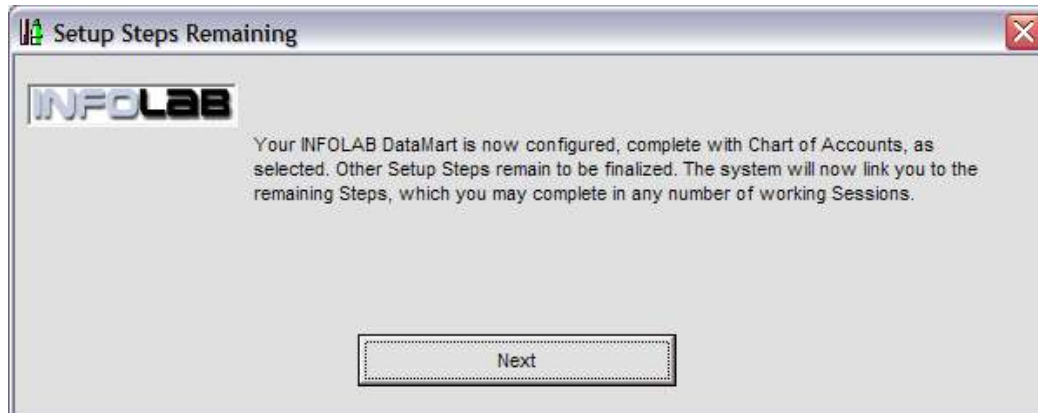


You also have to specify an initial, primary Tax Rate, even if no Tax Rates will be used. (Note: IES Business includes options to define various Tax Types in later steps, but a Primary rate must be chosen.)



After this, the system informs that all the automated steps are now complete.


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At this point, the Wizard loads a range of options or steps that may or may not need attention. If there are Modules included with steps, where the Module(s) will not be used, such Module(s) may be Signed Off en masse.

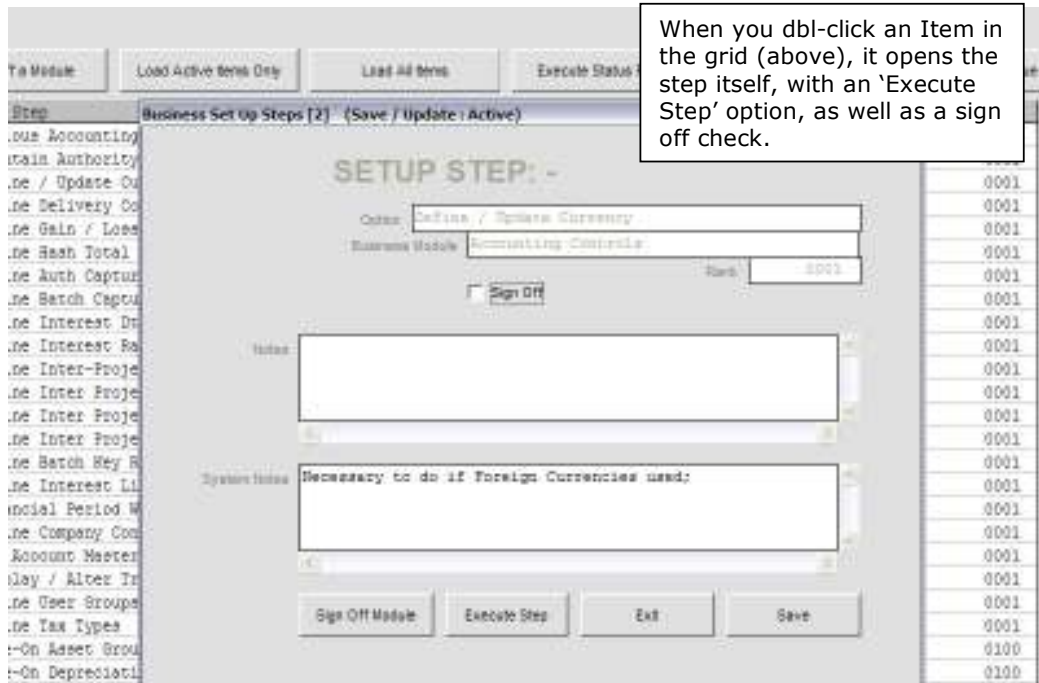
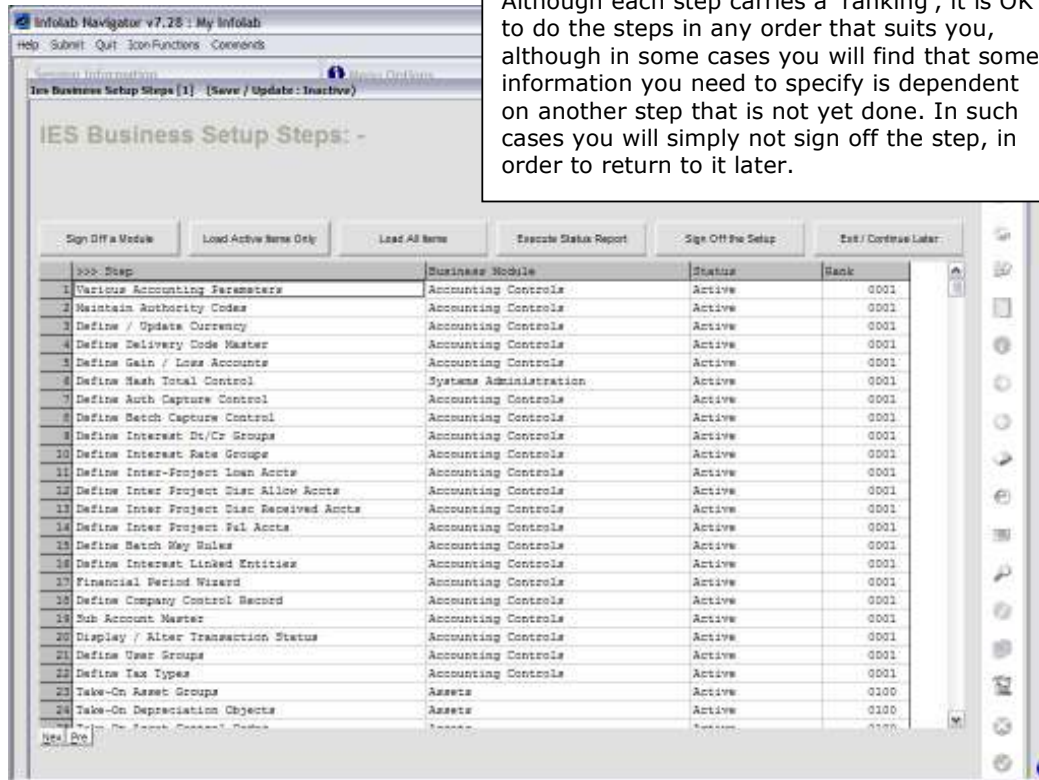
The remaining steps are provided in a grid form where any and all of the steps may be executed 1 by one, until there are no steps left. When there are no steps left, the implementation can be considered to be complete, and may be signed off itself. It is important to sign off the Implementation once there are no active steps remaining, to signal to the system that this is now a 'live' set up.

All the steps that are included for further action are standard options in the system itself, and by executing any step, you are linked directly to the Process itself, in each case, which of course includes the usual on-line help. However, until you become an expert Implementer, you may have to refer to the User Manuals for the Modules and steps that you will be performing.

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Although each step carries a 'ranking', it is OK to do the steps in any order that suits you, although in some cases you will find that some information you need to specify is dependent on another step that is not yet done. In such cases you will simply not sign off the step, in order to return to it later.



When you dbl-click an Item in the grid (above), it opens the step itself, with an 'Execute Step' option, as well as a sign off check.

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Define / Update Currency [3] (Save / Update : Active)

Currency Code	usd
Currency / Description	USD
Exchange Rate	6
Buy Rate	6
Method	*
Last Updated	
At	
By	

When you choose 'Execute Step' in the previous example, the system opens the target Process in it's Module, for you to perform.

Once the final 'Setup Steps' stage has been reached, it is permissible to start using the Take On options shown on the main Screen.

2 Data Take On

Help

MasterFiles Take On

Balances Take On

Take On options allow you to 'import' Master File Data and Balances for various Modules.

At the Help section, you can choose a Module, then choose the image on the right. Likewise for Master File and Balances Take On.

You can work with these Take On steps over multiple sessions, and most of the steps can also be used long after the system has become 'live', i.e. to take on more Data or Balances.

No particular order for the Take On steps is prescribed, but you will find that some steps require prior data steps to have been done (this will become obvious when you check the Take On requirements at each step).

About Take On of Balances

As you perform Take On for Balances of Ledger Accounts, Receivables, Payables, Stock, etc., it is important to understand the following: -

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Each Account Balance taken on in IES Business is posted by the system as a Journal, therefore, in each case, there is a Debit and a Credit being posted, regardless of the type of Account for which a Balance is being posted. Just like a Trial Balance in any set of Accounts should balance by adding up to Zero, in like manner all Balance Take On values should also. In other words, when you perform Balances Take On, you are performing the same thing as standard Accounting, by taking on either a part of, or the entire detail of the Trial Balance and Sub Ledger Trial Balances from a prior or another system.

The next important point to bear in mind is the manner in which Control Accounts for subsidiary Ledgers work in IES, where a Control Account in the Ledger always reflects a Balance that is equal to the total of the Balances on it's subsidiary 'children'. Therefore, if a Stock Control Account has 2 Stock Items below it, e.g. Item 1 & 2, and each has a Balance of \$10, then the Control Account has a Balance of \$20. Once this is understood, it should be clear that when the Ledger Balances are taken on, then NO Control Account Balances are performed at this stage, i.e. no Payables (Creditors), Receivables (Debtors), Asset Items or Stock Balances are included in the Ledger Balances taken on. Only the type 'L' Ledger Accounts are taken on with Balances. When the Stock Balances are taken on, the system will automatically build the total in the Stock Control Accounts, and likewise for AR, AP, Assets, etc.

We recommend that you define a number of 'L'edger type Accounts in the Ledger, specifically to verify your Take-On, and to use these as the required CONTRA Accounts required at each step of the Balances Take On. After Implementation, you may 'close' these Accounts and never use them again. When you do take-on of Balances, you always need to specify a Contra Account anyway, since even a Take-on Transaction is a Journal, and as such must have a debit and a credit.


Take-On: Ledger	-5000000
Take-On: Asset Capitalisation	25000000
Take-On: Asset Accum Depr	-20000000
Take-On: Debtors	1000000
Take-On: Creditors	-1500000
Take-On: Stock	500000
Take-On: Jobs	0
Take-On: Loanees	0
	0

The total Balance for the Take-On Accounts must be Zero, else you are not in agreement with the final Trial Balance from the previous system, or your previous Trial Balance is simply wrong.

Now let us note some further important points with Take-On /

When you format your data for the Ledger Master, remember that you must specify the various Asset Capital and Accum Depreciation Control Accounts as type 'A', the Stock Control Accounts as type 'S', AR/Debtors as 'D', AP/Creditors as 'C' and Loanees as 'N'.

When you do the Ledger Balances take-on, you should only include Balances for type 'L' accounts, and NOT the various Control Accounts. Remember that

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IES will NOT post to a Control Account without a corresponding posting to the appropriate Sub Ledger. The Control Accounts will automatically be updated when we take-on AR/Debtors, AP/Creditors, Assets, etc. (see picture above once more). Therefore, when you take on Ledger Balances, your contra account is the one you defined as 'Take-On: Ledger'. When taking on Asset Capitalisation Values, the contra Account to use is the one defined for that purpose, etc.

Once all the various Balances for the different sub Ledgers and main Ledger have been performed, then the Total Balances for the Take On Contra Accounts which you have specially created, will add up to zero. If they do, you have done the work properly (and deserve a lolly?).

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