Insert Customer Logo Here

Aries Technology Group

PROJECT SCOPE

FOR THE IMPLEMENTATION OF SAGE 100 ERP

November 13, 2012

Scope Statement

To implement Sage 100 Advanced at Customer, Inc. on or before February 2, 2013 and to provide twelve months of system commencement support. See Appendix A for timeline. See the separate Pricing Proposal for module details, support details, pricing, and terms.

Goals

Customer's stated goals for this project are:

- Implement a system that will carry Customer through the next several years of growth.
- Implement a system that is supported by outside partners to reduce the risk of crippling data loss due to a system crash.
- Eliminate the need for multiple systems to manage the manufacturing process.
- Reduce or eliminate duplicate data entry of the same information.
- Reduce or eliminate the need to consolidate information from multiple system in management reports.
- Improve information flow from Quoting to Production of finished goods.
- Create and implement scheduling for the manufacturing processes.
- Create machine (operations) scheduling based upon Work Orders.
- Improve the machine down time scheduling.
- Improve manpower scheduling.
- Improve process of capturing defective materials and processes (including labor value added).
- Create process that tracks defects back to vendor pour date and pour numbers.
- Improve process to calculate new retails prices based upon cost increases.
- Improve process of moving materials from one Work Order to another due to a rush job request.
- Improve shipping process by providing shipping department with pre-filled shipping quantities and pick sheets.

Objectives

- Install the Sage 100 server and workstation components on a server hosted by I-Business Networks (I-BN).
- The following Customer team members will have access to Sage 100:
    - Owner. Will need Report and Inquiry access to the system.
    - Operations Manager. Will need full access to the system.
    - Director of Quality Control. Will need inquiry access to AR, AP, SO, PO, IM, BM, and WO. No access to other modules.
    - Quality Manager, weekend shift. Creates Scrap Report. Will need inquiry access to BM and WO.
    - Sales & Marketing. Will need inquiry access to AR and SO.
    - Production Coordinator/Shipping. Will need full access to system except GL and PR.
    - Supervisor, main shift. Will need inquiry access to IM, BM, and WO.
    - Supervisor, weekend shift. Will need inquiry access to IM, BM, and WO.

    - Payroll & Accounting. Will need full access to GL, AR, AP, PR, and BR.
    - Shipping & Receiving. Will need inquiry access to SO Shipping, PO Receipt of Goods, and IM.
- Educate the implementation team on all features and functionality necessary to make implementation and setup decisions.
- Provide Project Management and maintain all project plan documentation and updates.
- Convert data from old system as detailed below in the Functional Requirements section.
- Provide system education for Customer personnel.
- Create process that removes materials required for Work Orders from available inventory.
- Create process that compares actual production costs to quoted costs.
- Create process to automate the inventory valuation based upon increased costs.
- Reduce manual effort for calculating sales commissions.
- Warehouse personnel will enter PO Receipt of Goods data when raw materials are delivered.

Constraints

- Technical: I-BN will he hosting Customer's Sage 100 application. Additional hardware and networking infrastructure will be implemented according to I-BN's specifications.

Roles Definition

Executive Sponsor/Project Owner

- Provide senior management support for the project team.
- Sign off on all deliverables and objectives.
- Approve or reject change requests and, therefore, the budget for the project.
- Ensure that Customer resources are available as needed, including providing requirements, user acceptance testing, and education.
- Provide expertise and guidance in either the business or data processing areas of the project.
- Resolve resource, legal, and political disputes.
- Oversee the Project Manager.

Project Manager

- Oversee all aspects of the project.
- Maintenance of the project documentation including updates to the project plan and the issues list.
- Communicate progress of project deliverables, budget, and timeline in relation to the scope document and project plan.
- Provide expertise and guidance in either the business or data processing areas of the project.

Module Team Leader

- Manage project resources and tasks for their module.
- Communicate system information to the project team members.
- Test the system.

- Validate and accept any converted or manually entered data for their module.
- Develop and implement the required user processes and procedures to support the new system.
- Provide information regarding their areas of responsibility to the Project Manager.

Module Team Member
- Learn the new functions and procedures of the system.
- Test the system.
- Provide system information to the Module Team Leader.

Project Advisor
- Provide business and/or data processing expertise to the project team.

System Administrator
- Responsible for the system maintenance
- Provide system technical support.

Customer Project Team

Executive Sponsor/Project Owner

Name	Company	E-mail Address
Jerry President	Customer, Inc.	jerry@customer.com

Project Manager

Name	Company	E-mail Address
Robert Wood	Aries Technology Group	robert@ariestech.com

Library Master

Name	Company	E-mail Address
Sam Ops Manager - Team Leader	Customer, Inc.	sam@customer.com
John Shaver	Aries Technology Group	jshaver@ariestech.com

General Ledger and Bank Reconciliation

Name	Company	E-mail Address

Mary Controller - Team Leader	Customer, Inc.	mary@customer.com
John Shaver	Aries Technology Group	jshaver@ariestech.com

Accounts Receivable

Name	Company	E-mail Address
Mary Controller - Team Leader	Customer, Inc.	mary@customer.com
John Shaver	Aries Technology Group	jshaver@ariestech.com

Accounts Payable

Name	Company	E-mail Address
Mary Controller - Team Leader	Customer, Inc.	mary@customer.com
John Shaver	Aries Technology Group	jshaver@ariestech.com

Payroll

Name	Company	E-mail Address
Mary Controller - Team Leader	Customer, Inc.	mary@customer.com
John Shaver	Aries Technology Group	jshaver@ariestech.com

Inventory Management

Name	Company	E-mail Address
Eleanor Purchasing - Team Leader	Customer, Inc.	eleanor@customer.com
Sam Ops Manager	Customer, Inc.	sam@customer.com
Ernie Whse Mgmt	Customer, Inc.	ernie@customer.com
Doc Shop Floor Mgr	Customer, Inc.	doc@customer.com

John Shaver	Aries Technology Group	jshaver@ariestech.com

Sales Order

Name	Company	E-mail Address
Scott Sales Manager - Team Leader	Customer, Inc.	scott@customer.com
Sam Ops Manager	Customer, Inc.	sam@customer.com
John Shaver	Aries Technology Group	jshaver@ariestech.com

Purchase Order

Name	Company	E-mail Address
Eleanor Purchasing - Team Leader	Customer, Inc.	eleanor@customer.com
Sam Ops Manager	Customer, Inc.	sam@customer.com
Ernie Whse Mgmt	Customer, Inc.	ernie@customer.com
John Shaver	Aries Technology Group	jshaver@ariestech.com

Bill of Materials

Name	Company	E-mail Address
Sam Ops Manager - Team Leader	Customer, Inc.	sam@customer.com
Eleanor Purchasing	Customer, Inc.	eleanor@customer.com
Ernie Whse Mgmt	Customer, Inc.	ernie@customer.com
Doc Shop Floor Mgr	Customer, Inc.	doc@customer.com
John Shaver	Aries Technology Group	jshaver@ariestech.com

Work Order

Name	Company	E-mail Address
Sam Ops Manager - Team Leader	Customer, Inc.	sam@customer.com
Eleanor Purchasing	Customer, Inc.	eleanor@customer.com
Ernie Whse Mgmt	Customer, Inc.	ernie@customer.com
Doc Shop Floor Mgr	Customer, Inc.	doc@customer.com
John Shaver	Aries Technology Group	jshaver@ariestech.com

Project Advisor

Name	Company	E-mail Address
Alnoor Cassim	Aries Technology Group	alnoor@ariestech.com

System Administrator

Name	Company	E-mail Address
I-BN Support	I-BN	support@i-bn.net

Assumptions

- As always, this project is subject to the three standard consulting assumptions:
  - Problem solving requires valid data
  - Decision making requires free choice
  - Implementation is best achieved through collaboration
- In order for success to be attained, the relationship between scope, costs, and time (commencement date) must be maintained. A change to any one of these three interrelated variables will affect the other two. For example, adding to the scope of the project will require an adjustment to either the cost of the project or the commencement date.
- Sage 100 is the licensed property of Customer, Inc. Add data is the exclusive property of Customer, Inc.
- All tasks on this project could be performed by employees of Customer, Inc. Use of Aries Technology Group personnel is at the discretion of Customer, Inc. as it will reduce the workload on Customer, Inc. staff.
- Failure of Customer, Inc. to note and communicate desired functionality or properly test system functionality as required will result in a system that does not perform as needed.
- The following table lists the percent of time a person will need to commit on any given week to the project based on the role(s) they assume. Times are cumulative, meaning that if a person is the project manager and a member of a team, they will need to commit 75%

of their time to the project.

Role	% of Time
Executive Sponsor	10%
Project Manager/Project Owner	50%
Team Leader	50%
Team Member	25%
System Administrator	10%
Project Advisor	5%

Deliverables

Deliverables are the documents used by the project team to insure the achievement of the objectives and functional requirements. As such, they are not the end results of the project itself. It is agreed that all deliverables will be presented to and accepted by Customer, Inc.

- The project plan
- A system education schedule
- Business process documentation
- System knowledge manuals
- The issues list

Functional Requirements

Library Master	Additional Notes
Manual Input	
• Users • Security Roles • Bank Codes	
Data Converted	
• Not applicable	
Required Reports/Inquiries	
• Not applicable	
Customizations and User Defined Fields	

• None	
Procedure Changes	
• Sam Ops Manager to create, assign, and change access to the system • Only one company, Customer, Inc. will be created • One sales tax schedule - TN KNX with a rate of 9.25% will be set up. Most sales are nontaxable. • No budget tracking requirements at this time	

General Ledger and Bank Reconciliation	Additional Notes
Manual Input	

• Additional accounts not in current COA:
  ○ Inventory - WIP
  ○ Applied Direct Mfg Labor
  ○ Expendable Purchases
  ○ Purchases Clearing
  ○ Mfg Variance
  ○ Purchases Variance
• Beginning cash balances for each bank account
• Outstanding deposits and checks for each bank account	

Data Converted	

• Chart of accounts
• Beginning balances
• 15 months of GL history:
  ○ First 3 months of fiscal year ending 10/31/2013
  ○ Fiscal year ending 10/31/2012
	• Convert chart of accounts to 4 digits (eliminate double zeros)

Required Reports/Inquiries	
• Income statement with columns for	• Samples of financial statements are

Current Month, Current Month Last Year, YTD, and YTD Last Year • GL Trial Balance • GL Detail • Statement of Cash Flows • Income Statement (current period and YTD) • Income Statement 12 month with YTD columns • Bonus Income Statement	located in the Customer GL folder
Customizations and User Defined Fields	
• None	
Procedure Changes	
• Current journal entries • Allocation entry • Building insurance - monthly • Estimated property tax • Fixed asset depreciation - CPA to provide number • One bank account for operations and payroll • The following accruals to be run on an annual basis: ○ Payroll ○ Accounts Payable ○ Property tax	• Auto Create Accounts turned off • Allow on-the-fly creation of accounts • Audit changes to GL accounts in detail • Rollup descriptions are left blank • GL history set to 5 years • No batches in GL • Do not reset registers or journals • Track deleted journals

Accounts Receivable	Additional Notes
Manual Input	
• Payment terms • Salespersons • Payment types	
Data Converted	
• Customers • Open invoices	

Required Reports/Inquiries	
- Aged invoices 0 to 44 45 to 60 61 to 90 - Over 90 - Cash receipts - Sales journal - invoices to customer - Customer ledger - customer detail transaction report	
Customizations and User Defined Fields	
None	
Procedure Changes	
Current sales commission procedures - commission per part number. Included in salesperson's payroll check,	- Salesperson commissions are calculated by inventory item - To change the aging categories, change the setup screen and rerun aging report - Sales, COGS, and cash receipts post in detail - No sales tax reporting in AR - Open item invoicing - Do not retain temporary customers - Sales commissions are paid on sales (invoice) - No finance charges - No credit limit checking - Always recalculate aging - Do not auto increment customer numbers - Do not allow credit cards in AR - Retain invoice history in summary - History set to 5 years - Retain paid invoices for 365 days

Accounts Payable	Additional Notes
Manual Input	

<table>
<tr><td>Payment terms</td><td></td></tr>
<tr><td>Data Converted</td><td></td></tr>
<tr><td>Vendors
Open invoices</td><td></td></tr>
<tr><td>Required Reports/Inquiries</td><td></td></tr>
<tr><td>Aged invoices
Pre-Check register
Check register
AP checks. Stub-check-stub format on pre-printed check stock.</td><td>Pre-printed checks for AP and PR use the same bank account</td></tr>
<tr><td>Customizations and User Defined Fields</td><td></td></tr>
<tr><td>Vendor status UDF
Resides in AP_Vendor
Drop-down list
Validation:
Approved
Not Approved
Not Applicable
Panels modified:
Vendor Maintenance
Vendor Inquiry</td><td>Use the Comment field in Invoice Data Entry as an extended invoice number field
The comment will print on the check stub
If the comment field is blank then print the Invoice No. on the check stub</td></tr>
<tr><td>Procedure Changes</td><td></td></tr>
<tr><td>Vendor invoices for inventory items purchased using Purchase Orders will NOT be entered through AP. They will be entered through the PO Receipt of Invoice process. See the PO Procedures Changes section below for more detail concerning the receipt of inventory items.
Vendor invoices for production materials will be processed through PO and not through AP. See the PO Procedure Changes for more details.
Repetitive invoices to be entered and processed
Check runs are as needed
Repetitive invoices are few</td><td>No sales tax reporting
No 1099 reporting
Days to retain paid invoices is 365
Discounts earned
Prompt for remit-to address
For certain items, freight is expensed separately</td></tr>
</table>

• Automatic drafts for some AP vendors (utilities)	

Payroll	Additional Notes
Manual Input	
• Employee deductions/benefits • Departments • Worker's Comp codes	
Data Converted	
• Employee demographics	
Required Reports/Inquiries	
• Pre-check Register • Employer expense report (calculates $ amount of Federal payroll tax deposit) • Check Register • Use same check stock as A/P - Stub, check, stub on pre-printed checks • FUTA register • SUTA register • W-2's • 941 Reports • Labels for time cards • Labor Hours Report • Workers' Comp Report (based on 3 WC classes used by Customer, Inc.	
Customizations and User Defined Fields	
• None	• Earnings: ○ Regular ○ Overtime ○ Vacation ○ Shift Differential ○ Jury Duty ○ Health Insurance reimbursement ○ Christmas Club refund

	● Benefit Accruals: ○ Vacation - see Customer Policy Manual for details ● Deductions: ○ Section 125 Health Insurance ○ Christmas Club ○ Uniforms ○ Garnishments ■ Fixed $ amounts ■ Percentage of net pay amounts - will be calculated manually
Procedure Changes	
● Close out Payroll every quarter. ● No Payroll processing can occur in the next quarter until the current quarter is closed. ● The Payroll module will automatically calculate taxes and generate a 941. ● Commission amounts from AR and SO will be included in the regular PR check runs. ● Transmit direct deposit NACHA file to bank. ● Vacation time will be accrued by Sage 100 according to employee anniversary date - see Customer Policy Manual for details. ● Sage 100 will calculate commission and transfer to PR.	● PR will be departmentalized - a list of the departments is documented in the Customer PR folder. ● Commissions earned check - PR. ● Christmas Club - higher interest if direct deposit is used. Currently deposit once a month with report on how much for each individual person. ● AR salesperson will be linked to appropriate PR employees. ● Payroll history will be retained on a perpetual basis.

Inventory Management	Additional Notes
Manual Input	
● Commission rates	● One warehouse currently containing all raw material not in WIP and all finished goods not shipped. ● Two product lines ○ Expensed items ○ Finished goods

<table>
<tr><td>Data Converted</td><td></td></tr>
<tr><td>Inventory items
dBase inventory items will be exported to Excel
Customer, Inc. team will delete obsolete items
Aries team will import items into Sage 100</td><td></td></tr>
<tr><td>Required Reports/Inquiries</td><td></td></tr>
<tr><td>Inventory Month-End report - on-hand quantities and valuation
Work In Progress inventory - will be included as part of the SQL-based WIP inventory application described in the Future Projects section below.
Inventory Audit Report - physical count worksheet to compare actual inventory to system inventory during random checks
Ability to group by item type (raw or finished)
Ability to print physical count worksheet for a range of item numbers
Item History report by date range - showing all activity for an item
List of items at their reorder point</td><td></td></tr>
<tr><td>Customizations and User Defined Fields</td><td></td></tr>
<tr><td>Restrict ability to view commission rates to specific security roles</td><td></td></tr>
<tr><td>Procedure Changes</td><td></td></tr>
<tr><td>Finished goods item numbers will be changed to the customer’s part number for Customer, Inc’s part numbers only. All other finished goods item numbers will stay the same.
Raw materials item numbers will be left the same as in the old system.</td><td>WIP actual quantities will not be maintained in Sage 100.
Ability to move raw materials from one Work Order to another due to a rush job.</td></tr>
</table>

- Warehouses: - One warehouse currently containing all raw material not in WIP and all finished goods not shipped. - QC warehouse - temporary storage for defective items. These items will be returned to vendor using PO Return of Goods. - Supplies warehouse - issue supplies (items) using Inventory Transaction Issue. - Materials will be issued manually from warehouse	

Sales Order	Additional Notes
Manual Input	
Open orders	
Data Converted	
None	
Required Reports/Inquiries	
- Open sales orders listing - Open invoices listing - Pick sheets for shipping: - Pick sheets will be generated from a report and will not use the Sage 100 picking sheet functionality - The pick sheet report will allow the user to print multiple SOs and will group those SOs by promise date and by ship-to address code - Bill of lading - Packing list - Monthly cost of sales	- Three dates on a sales order: - Customer requested ship date - Customer, Inc promised ship date - Actual ship date - SOs can be reprinted and will show updated backordered and shipped quantities

- Daily shipping report detailing what was shipped - Sales order number - Ship-to address - Customer PO number - Item number and description - Quantity shipped - Unit of measure - Shipping performance report - For a date range the report shows the percentage of orders that shipped on or before the customer's requested ship date. - A detailed version of the report shows which items shipped on time and which ones did not. - Average sales price of an item over a date range - Sales history by customer and by item - Sales $'s by customer for a date range (compare years)	
Customizations and User Defined Fields	
- Track multiple dates at the line item level: - Promise date - Requested date - Requested Date UDF - Add to the SO detail tab - Multiline date - Panels customized: - All users/all companies - SO entry lines - Forms customized: - Sales order - SO invoice	
Procedure Changes	
- Shipping Orders will be eliminated - All customer POs will be entered as SOs in Sage 100	

• Invoices will be created directly from SOs and not manually entered after shipping	

Purchase Order	Additional Notes
Manual Input	
• Open orders	
Data Converted	
• None	
Required Reports/Inquiries	
• Open purchase orders listing • PO lookup by item number • PO lookup using part of the item/charge description	
Customizations and User Defined Fields	
• None	
Procedure Changes	

• POs will be entered by Eleanor and Sam
• Receipt of goods will be communicating from Receiving to Eleanor
• Receipt of invoice will be entered by Eleanor
• Mary will review the invoice register before the system is updated
• Production materials will be entered on a PO as miscellaneous items and will be expensed rather than being kept in inventory. These materials will be received using the receipt of goods and receipt of invoice features in PO
	• Goods and invoices for inventory items are received separately
	  ○ Goods will be received using receipt of goods
	  ○ Invoices will be entered using receipt of invoices

Bill of Materials	Additional Notes
Manual Input	
• Active BOMs	
Data Converted	
• None	
Required Reports/Inquiries	
• Where-used materials report to see where a specific material is used on a final part • Costed bill of materials report	
Customizations and User Defined Fields	
• None	
Procedure Changes	
• BOM numbers will be the same as the final part number	• Currently have 4 decimal precision on materials and costs. Standard Sage 100 maximum decimal precision on quantities is 3.

Work Order	Additional Notes
Manual Input	

• Work center
• Operation codes
• Production employees
• Routings
    ○ Customer, Inc. currently defines a WO as a routing.
    ○ The current WOs will be used as templates to create Routings in Sage 100.
	• Use one Work Center ("Main") and assign all operation codes to that Work Center.
	• Indirect operation codes - not tied to any finished item but track what a person did.
	• The first step for all routings will be the operation code of "MATL" (material issue).

Data Converted	
• Tools for production	
Required Reports/Inquiries	

• Open WO report showing finished part number, bill of materials, steps, and all comments & memos.
• Labor cost by WO to compare actual labor costs incurred to standard costs.
• Materials cost by WO to determine overages and actual material costs per part.
• Complete WOs - how much labor and how much material.
• Where-used Operation Code
• Where-used Machine Code - see UDF details below
• Efficiency % grouped first by operation code and second by production employee
• Efficiency % grouped first by production employee and second by operation code
• Efficiency % grouped first by WO number, second by operation code, and third by production employee. This report will be selected by date range of the WO order date
• WO profit comparison (completed factory orders)
• WO labor dollar comparison
• WO traveler
    ○ Will contain UDFs as listed below
    ○ Signature lines for "Written By" and "Received By"	

Customizations and User Defined Fields	

• Notes UDF
    ○ WO header
    ○ Multiline string
    ○ Panels customized
	• Extended Description, Machine, and Rate UDFs are displayed on an external link button labeled "Customer" in Operation Code Maintenance.

■ All users/all companies ■ WO entry header ○ Forms modified ■ WO traveler ● Extended Description UDF ○ WO operation code ○ Multiline string ○ Panels customized ■ All users/all companies ■ WO operation code maintenance ○ Forms modified ■ WO traveler ● Comments UDF ○ WO routing traveler ○ Multiline string ○ Panels customized ■ All users/all companies ■ Routing maintenance ○ Forms modified ■ WO traveler ● Machine UDF ○ WO operation code ○ Drop-box string ○ Validated ○ Panels customized ■ All users/all companies ■ WO operation ○ Reports where-used ■ Machine efficiency reports ● Rate UDF ○ WO operation code ○ Multiline numeric ○ Panels customized ■ All users/all companies ■ WO operation code maintenance ○ Reports where-used ■ Efficiency % ● Rate U/M UDF ○ WO operation code ○ Multiline string ○ Panels customized	

■ All users/all companies ■ WO operation code maintenance ○ Reports where-used ■ Efficiency %	
Procedure Changes	
● Routing numbers will be the same as the final part number, whenever possible. ● WO routings steps will be the same on all routings. Customer, Inc. does not want, at this time, to recalculate the metrics necessary to break down the steps further than today.	● Issue method will be "Manual" ● Track all labor costs by the machine per hour rate ● Work order screens ● Transactional Entry multiple WOs - currently track by Operation Number. WO entry is by step number.

Project Change Control

Any changes effecting project deliverables will require signed approval through the change control process. A Change Request form must always be completed.

Future Projects

All of these projects will be developed and priced according to a separate, detailed scope document/pricing proposal for each project.

- Implement custom planning and scheduling application.
- Implement bar coding.
- Add EDI capabilities.
- Create a preventive maintenance scheduler and tracking program.
- Implement a fixed assets program.
- Design a WIP inventory application
    - WIP quantities would be maintained in this application
    - Item number
    - Item description
    - Standard cost
    - User-input quantity
    - Calculate extended $ amount
    - Calculate grand total
    - Report with the above fields
- Design a scrap application:
    - Create user interface to record scrap amounts
    - Link to Sage 100 WO tables to eliminate duplicate entry
    - Generate Scrap Material Report to emulate dBase scrap report

- Design a rework parts application:
  - Create user interface to record rework data
  - Link to Sage 100 WO tables to eliminate duplicate entry
  - General Rework Report to emulate Excel-based report
- Design a defective material application:
  - Create user interface to record defective material returned to vendor
  - Link to Sage 100 WO tables to eliminate duplicate entry
  - Generate Defective Material Report to emulate Excel-based report

Approval

We have examined this scope document and we agree with and understand the necessary responsibilities needed to complete this project successfully.

Authorized Representative of Customer, Inc.	Authorized Representative of Aries Technology Group LLC
Title	Title
Date	Date

Appendix A

Timeline for implementation of Sage 100 Advanced:

- Sign scope document
- Sign pricing proposal
- Purchase software from Sage and BizNet
- November, 2012 through mid-December, 2012
    - Install copy of Sage 100 on local Customer, Inc. workstation or on a Rackspace server.
    - Payroll
        - Setup access for appropriate Customer, Inc. team members
        - Finish setup and data conversion for payroll module
        - Process parallel payrolls in December, 2012
        - Go live with payroll on January 1, 2013
    - All other modules
        - Continue creation of forms, reports, and financial statements
        - Data conversion for master tables (chart of accounts, customers, vendors, etc.)
        - Data conversion for GL history
        - Begin manual input of inventory items, bills of materials, operations codes, and routings
    - Move to I-BN hosted server when ready
- Mid-December, 2012 through January, 2013
    - Test all transaction types for all modules in Sage 100
    - One-on-one Sage 100 education for project team members
    - Test accuracy of all reports and journal entries
    - Prepare open sales orders, purchase orders, and work orders for go live date of Monday, February 4, 2013
- February, 2013
    - Data conversion of AR and AP open invoices as of Thursday, January 31, 2013
    - Go live on Monday, February 4, 2013
    - Aries staff on-site for go live