

ARIES TECHNOLOGY GROUP, LLC



# PROJECT SCOPE

---

FOR THE IMPLEMENTATION OF  
SAGE MAS 200

ARIES TECHNOLOGY GROUP, LLC



# Executive Summary

This document provides the detailed information regarding the implementation of Sage MAS 200 at Customer and will address the following areas:

• Executive Summary	2
• Scope Statement	2
• Goals	2
• Objectives	3
• Constraints	3
• Roles Definition	3
• Customer Project Team	4
• Assumptions	6
• Deliverables	6
• Functional Requirements	7
• Project Change Control	16
• Future Projects	16
• Approval	17
• Appendix A	18
• Appendix B	19

## Scope Statement

To implement Sage MAS 200 Manufacturing at Customer on or before February 2<sup>nd</sup>, 2009 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 systems 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 number.
- Improve process to calculate new retail 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 MAS 200 server and workstation components on a server hosted by Claris Networks.
- The following Customer team members will have access to Sage MAS 200:
  - 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 A/R, A/P, S/O, P/O, I/M, B/M and W/O. No access to other modules.
  - Quality Manager, weekend shift. Creates Scrap Report. Full system test. Will need inquiry access to W/O and B/M.
  - Sales & Marketing. Will need inquiry access to S/O and A/R.
  - Production Coordinator/Shipping. Will need full access to system except G/L and P/R.
  - Supervisor main shift. Will need inquiry access to I/M, B/M, W/O.
  - Supervisor weekend shift. Will need inquiry access to I/M, B/M, W/O
  - Payroll & Accounting. Will need full access to G/L, A/P, A/R, B/R, P/R.
  - Shipping and Receiving. Inquiry only access to Shipping and P/O ROG, I/M.
- Train 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 systems as detailed below.
- Provide system training 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 commission.
- Warehouse personnel will enter P/O receipt of goods data when raw materials inventory is delivered.

## Constraints

- Technical: Claris Networks will be hosting Customer's Sage MAS 200 application. Additional hardware and networking infrastructure will be implemented according to Claris'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 rejects change requests and therefore the budget for the project
- Ensure that Customer resources are available as needed, including providing requirements, user acceptance testing, and training
- Provide expertise and guidance in either the business or data processing area 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, 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 area of the project



**Module Team Leader**

- Resource and task management
- 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
- Providing information regarding their areas of responsibility to the Project Leader

**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

**ProductName System Administrator**

- Responsibility for the system maintenance
- Principle system technical contact

## Customer Project Team

**Executive Sponsor/Project Owner**

Name	Company	Email address or phone number
	Customer	

**Project Manager**

Name	Company	Email address or phone number
Aries Project Manager	Aries Technology Group	<a href="mailto:projectmanager@ariestech.com">projectmanager@ariestech.com</a>

**System Setup**

Name	Company	Email address or phone number
	Customer	
Aries Consultant	Aries Technology Group	<a href="mailto:consultant@ariestech.com">consultant@ariestech.com</a>

**Core Accounting – General Ledger & Bank Rec**

Name	Company	Email address or phone number
	Customer	
Aries Consultant	Aries Technology Group	<a href="mailto:consultant@ariestech.com">consultant@ariestech.com</a>

**Payroll**

Name	Company	Email address or phone number
	Customer	
Aries Consultant	Aries Technology Group	<a href="mailto:consultant@ariestech.com">consultant@ariestech.com</a>
	Customer	

**Accounts Payable**

Name	Company	Email address or phone number
------	---------	-------------------------------



	Customer	
Aries Consultant	Aries Technology Group	<a href="mailto:consultant@ariestech.com">consultant@ariestech.com</a>
	Customer	

**Accounts Receivable**

	Company	Email address or phone number
	Customer	
Aries Consultant	Aries Technology Group	<a href="mailto:consultant@ariestech.com">consultant@ariestech.com</a>
	Customer	

**Sales Order**

Name	Company	Email address or phone number
	Customer	
Aries Consultant	Aries Technology Group	<a href="mailto:consultant@ariestech.com">consultant@ariestech.com</a>
	Customer	

**Purchase Order**

Name	Company	Email address or phone number
	Customer	
Aries Consultant	Aries Technology Group	<a href="mailto:consultant@ariestech.com">consultant@ariestech.com</a>

**Inventory Management**

Name	Company	Email address or phone number
	Customer	
Aries Consultant	Aries Technology Group	<a href="mailto:consultant@ariestech.com">consultant@ariestech.com</a>
	Customer	

**Bill of Materials**

Name	Company	Email address or phone number
	Customer	
Aries Consultant	Aries Technology Group	<a href="mailto:consultant@ariestech.com">consultant@ariestech.com</a>
	Customer	

**Work Order**

Name	Company	Email address or phone number
	Customer	
Aries Consultant	Aries Technology Group	<a href="mailto:consultant@ariestech.com">consultant@ariestech.com</a>
	Customer	
	Customer	



### Project Advisors

Name	Company	Email address or phone number
Aries Consultant	Aries Technology Group	<a href="mailto:consultant@ariestech.com">consultant@ariestech.com</a>

### System Administrator

Name	Company	Email address or phone number
Clariss Support	Clariss Networks	support@clarissnetworks.com

## 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 MAS 200 is the licensed property of Customer. All data is the exclusive property of Customer
- All tasks on this project could be performed by employees of Customer. Use of Aries Technology Group personnel is at the discretion of Customer as it will reduce the workload on Customer staff.
- Failure of Customer 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 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 and accepted by Customer.

- The project plan
- A training schedule
- Business process documentation
- Training manuals
- The issues list



# Functional Requirements

System Setup	Additional Notes
Manual input	
<ul style="list-style-type: none"> <li>• Users</li> <li>• Security Roles</li> <li>• Bank Codes</li> </ul>	•
Data converted	
<ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>	•
Required reports/inquires	
<ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>	•
Customizations and User Defined Fields	
<ul style="list-style-type: none"> <li>• None</li> </ul>	•
Procedure changes	
<ul style="list-style-type: none"> <li>• _____ to create, assign and change access to the system.</li> <li>• Only One Company, Customer (xxx) will be created</li> <li>• Fiscal Year of xxx will be 11/1/20xx to 10/31/20xx</li> <li>• One Sales Tax Schedule - _____ will be set up. Most sales are non-tax sales. TN rate is 7%; _____ County rate is 2.75%.</li> <li>• No budget tracking requirements at this time.</li> </ul>	•

General Ledger & Bank Rec	Additional Notes
Manual input	
<ul style="list-style-type: none"> <li>• Additional Accounts not in current Chart of Accounts: <ul style="list-style-type: none"> <li>• Inventory - WIP</li> <li>• Applied Direct Mfg Labor</li> <li>• Expendable Purchases</li> <li>• Purchases Clearing</li> <li>• Mfg Variance</li> <li>• Purchases Variance</li> </ul> </li> <li>• Beginning cash balances for B/R for each bank account</li> <li>• Outstanding deposits and checks for B/R for each bank account</li> </ul>	•
Data converted from Peachtree	
<ul style="list-style-type: none"> <li>• Chart of accounts</li> <li>• Beginning balances</li> <li>• 15 months of G/L history: <ul style="list-style-type: none"> <li>• First 3 months of fiscal year ending 10/31/2009</li> <li>• Fiscal Year ending 10/31/2008</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Convert Chart of accounts to 4 digits (eliminate double zeros).</li> </ul>
Required reports/inquires	



<ul style="list-style-type: none"> <li>Income statement with columns for Current Month, Current Month Last Year, YTD, YTD Last year reports.</li> <li>G/L Trial Balance</li> <li>G/L Detail</li> <li>Statement of Cash Flows</li> <li>Balance Sheet</li> <li>Income Statement (current period and YTD)</li> <li>Income Statement 12 month with YTD columns</li> <li>Bonus Income Statement</li> </ul>	<ul style="list-style-type: none"> <li>Samples of financial statements located in the Customer G/L folder</li> </ul>
Customizations and User Defined Fields	
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Procedure changes	
<ul style="list-style-type: none"> <li>Current Journal Entries</li> <li>Allocation Entry</li> <li>Building insurance - monthly</li> <li>Estimated Property Tax</li> <li>Fixed Asset Depreciation - CPA to provide number.</li> <li>One bank account for operations and payroll. Community Bank - local.</li> <li>The following accruals to be run on a yearly basis: Payroll, Accounts Payable, Property Tax</li> </ul>	<ul style="list-style-type: none"> <li>Auto Create accounts turned off</li> <li>Allow on the fly creation of accounts</li> <li>Audit changes to G/L accounts in detail</li> <li>Rollup descriptions are left blank</li> <li>G/L history set to 5 years</li> <li>No batches in G/L</li> <li>Do not reset registers or journals</li> <li>Track deleted journals</li> </ul>

Accounts Payable	Additional Notes
Manual input	
<ul style="list-style-type: none"> <li>Terms Codes</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Data converted from Peachtree	
<ul style="list-style-type: none"> <li>Vendors</li> <li>Open Invoices</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Required reports/inquires	
<ul style="list-style-type: none"> <li>Aged Invoices</li> <li>Pre-Check Register</li> <li>Check Register (including Payroll)</li> <li>Payable Checks - Pre-printed checks currently. Stub - check - stub.</li> </ul>	<ul style="list-style-type: none"> <li>Pre-printed Checks for A/P and P/R use the same bank account.</li> </ul>
Customizations and User Defined Fields	
<ul style="list-style-type: none"> <li>Vendor Status UDF <ul style="list-style-type: none"> <li>Vendor Masterfile UDF</li> <li>Drop-down list</li> <li>Validation: <ul style="list-style-type: none"> <li>Approved</li> <li>Not Approved</li> <li>Not Applicable</li> </ul> </li> <li>Panels modified: <ul style="list-style-type: none"> <li>Vendor Maintenance</li> <li>Vendor Inquiry</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Use the Comment field in Invoice Data Entry as an extended invoice number field <ul style="list-style-type: none"> <li>The Comment will print on the check stub</li> <li>If the Comment field is blank then print the Invoice No. on the check stub</li> </ul> </li> </ul>
Procedure changes	



<ul style="list-style-type: none"> <li>• Vendor Invoices for inventory items purchased using Purchase Orders will NOT be entered through A/P. They will be entered through the P/O Receipt of Invoice process. See the P/O Procedures Changes section for more detail concerning the receipt of inventory items.</li> <li>• Vendor invoices for production materials will be processed through P/O and not through A/P. See the P/O Procedure Changes for more details.</li> <li>• Repetitive Invoices to be entered and processed</li> <li>• Check runs are as needed</li> <li>• Repetitive invoices are few</li> <li>• Automatic Drafts for some A/P vendors (utilities)</li> </ul>	<ul style="list-style-type: none"> <li>• No sales tax reporting</li> <li>• No 1099 reporting</li> <li>• Days to retain paid invoices is 365</li> <li>• Discounts earned</li> <li>• Prompt for Remit to address</li> <li>• For certain items freight is expensed separately</li> </ul>
---	---

Accounts Receivable	Additional Notes
Manual input	
<ul style="list-style-type: none"> <li>• Terms</li> <li>• Salespersons</li> <li>• Payment Types</li> </ul>	•
Data converted from Peachtree	
<ul style="list-style-type: none"> <li>• Customers</li> <li>• Open Invoices</li> </ul>	•
Required reports/inquires	
<ul style="list-style-type: none"> <li>• Aged Invoices - 0 to 44, 45 - 60, 61 - 90, over 90</li> <li>• Cash Receipts</li> <li>• Sales Journal - invoices to customer.</li> <li>• Customer Ledger - customer detail transaction report</li> </ul>	•
Customizations and User Defined Fields	
<ul style="list-style-type: none"> <li>• None</li> </ul>	•
Procedure changes	
<ul style="list-style-type: none"> <li>• Current Sales Commission Procedures - commission per part number. Included in salesperson's P/R check.</li> </ul>	<ul style="list-style-type: none"> <li>• Salesperson commissions are calculated by inventory item</li> <li>• To change the aging categories, change the set-up screen and rerun aging report.</li> <li>• Sales, COGS and Cash Receipts post in detail</li> <li>• No sales tax reporting in A/R</li> <li>• Open Item Invoicing</li> <li>• Do not retain temporary customers</li> <li>• Sales commissions are paid on sales <b>(Invoice)</b>.</li> <li>• No finance charges</li> <li>• No credit limit checking</li> <li>• Always recalculate aging</li> <li>• Do not auto increment customer numbers</li> <li>• Do not allow credit cards in A/R</li> <li>• Retain invoice history in summary</li> </ul>



	<ul style="list-style-type: none"> <li>• History set to 5 years</li> <li>• Paid invoices set to 365 days</li> </ul>
--	---

Payroll	Additional Notes
Manual input	
<ul style="list-style-type: none"> <li>• Employee deductions/benefits</li> <li>• Departments</li> <li>• Workers' Comp codes</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Data converted from Peachtree	
<ul style="list-style-type: none"> <li>• Employee demographics</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Required reports/inquires	
<ul style="list-style-type: none"> <li>• Pre-Check Register</li> <li>• Employer Expense Report (calculates \$ amount of Federal payroll tax deposit)</li> <li>• Check register</li> <li>• Use same check stock as A/P - Stub, check, stub on pre-printed checks</li> <li>• FUTA register</li> <li>• SUTA register</li> <li>• W-2's</li> <li>• 941 Reports</li> <li>• Labels for time cards</li> <li>• Labor Hours Report</li> <li>• Worker's Comp Report (based on 3 WC classes used by Customer)</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Customizations and User Defined Fields	
<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• Earnings: <ul style="list-style-type: none"> <li>• Regular</li> <li>• Overtime</li> <li>• Vacation</li> <li>• Shift Differential</li> <li>• Jury Duty</li> <li>• Health Insurance reimbursement</li> <li>• Christmas Club refund</li> </ul> </li> <li>• Benefit Accruals: <ul style="list-style-type: none"> <li>• Vacation - see Customer Policy Manual</li> </ul> </li> <li>• Deductions: <ul style="list-style-type: none"> <li>• Section 125 Health Insurance</li> <li>• Christmas Club</li> <li>• Uniforms</li> <li>• Garnishments <ul style="list-style-type: none"> <li>• Fixed \$ amounts</li> <li>• Percentage of net pay amounts - will be calculated manually</li> </ul> </li> </ul> </li> </ul>
Procedure changes	
<ul style="list-style-type: none"> <li>• Close out P/R every quarter. No P/R processing can occur in the next quarter until the current quarter is</li> </ul>	<ul style="list-style-type: none"> <li>• P/R will be departmentalized - list of departments is documented in the</li> </ul>



<p>closed.</p> <ul style="list-style-type: none"> <li>• At the end of each quarter, make copy of the company after that quarter's final P/R is complete.</li> <li>• P/R taxes are calculated by hand off P/R register reports and entered in for payroll tax 941 filing.</li> <li>• Commission amounts from A/R and S/O will be included in the regular P/R check runs</li> <li>• Transmit direct deposit NACHA file to bank</li> <li>• Vacation time will be accrued by MAS 200 according to employee anniversary date - see Customer policy manual</li> <li>• Direct deposit functionality will be included but will be implemented at a later date</li> <li>• MAS 200 will calculate commission and transfer to P/R</li> </ul>	<p>Customer P/R folder</p> <ul style="list-style-type: none"> <li>• Commissions earned check - P/R</li> <li>• Christmas Club - higher interest if Direct Deposit. Currently deposit once a month with report on how much for each individual person.</li> <li>• A/R salespersons will be linked to appropriate P/R employees</li> <li>• Payroll history will be retained on a perpetual basis</li> </ul>
---	--

Sales Order	Additional Notes
Manual input	
<ul style="list-style-type: none"> <li>• Open Orders</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Data converted	
<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Required reports/inquires	
<ul style="list-style-type: none"> <li>• Sales Orders</li> <li>• Invoices</li> <li>• Pick Sheets for Shipping <ul style="list-style-type: none"> <li>• Pick Sheets will be generated from a report and will not use the Picking Sheet Printing function in MAS 200</li> <li>• The Pick Sheet report will allow the user to print multiple S/O's and will group those S/O's by promise date and by ship-to address code</li> </ul> </li> <li>• Bill of Lading</li> <li>• Packing List</li> <li>• Monthly Cost of Sales</li> <li>• Daily Shipping Report detailing what was shipped <ul style="list-style-type: none"> <li>• Sales Order #</li> <li>• Ship To Address</li> <li>• Customer PO #</li> <li>• Item Number and Description</li> <li>• Quantity Shipped</li> <li>• U/M</li> </ul> </li> <li>• Average Sale Price of an Item over a date range</li> <li>• Sales History by Customer and by Item</li> <li>• Sales \$'s by Customer for a date range (compare years)</li> </ul>	<ul style="list-style-type: none"> <li>• Three dates - Request Date, Promise Date and Ship date.</li> <li>• S/O's can be reprinted and will show updated Backordered and Shipped quantities</li> </ul>
Customizations and User Defined Fields	
<ul style="list-style-type: none"> <li>• Track multiple dates at the item level <ul style="list-style-type: none"> <li>• Promise Date</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>



<ul style="list-style-type: none"> <li>Requested Date</li> <li>Requested Date UDF <ul style="list-style-type: none"> <li>S/O Sales Order Detail</li> <li>Multiline Date</li> <li>Panels Customized: <ul style="list-style-type: none"> <li>All users/All companies</li> <li>S/O Entry lines</li> </ul> </li> <li>Forms Customized: <ul style="list-style-type: none"> <li>Sales Order</li> <li>S/O Invoice</li> </ul> </li> </ul> </li> </ul>	
Procedure changes	
<ul style="list-style-type: none"> <li>Shipping Orders will be eliminated</li> <li>All Customer PO's will be entered as S/O's</li> <li>Invoices will be created directly from S/O's and not manually entered after shipping.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

Purchase Order	Additional Notes
Manual input	
<ul style="list-style-type: none"> <li>Open Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Data converted	
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Required reports/inquires	
<ul style="list-style-type: none"> <li>Open P/O's</li> <li>P/O lookup by item number</li> <li>P/O lookup using part of the item/charge description</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Customizations and User Defined Fields	
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Procedure changes	
<ul style="list-style-type: none"> <li>P/O to be entered by _____</li> <li>ROG to be communicated from Receiving to _____</li> <li>ROI to be entered by _____</li> <li>_____ to review the invoice register before the system is updated</li> <li>Production materials will be entered on a P/O as miscellaneous items and will be expensed rather than being kept in inventory. These materials will be received using the ROG and ROI features in P/O.</li> </ul>	<ul style="list-style-type: none"> <li>Goods and Invoices are received separately most of the time currently <ul style="list-style-type: none"> <li>Goods will be received into MAS 200 using the P/O ROG feature</li> <li>Invoices for inventory items will be entered into MAS 200 using the P/O ROI feature</li> </ul> </li> </ul>

Inventory Management	Additional Notes
Manual input	
<ul style="list-style-type: none"> <li>Commission Rates</li> </ul>	<ul style="list-style-type: none"> <li>One Warehouse currently containing all raw material not in WIP and all finished goods not shipped.</li> <li>Two product lines – expensed items and finished goods</li> </ul>



	<ul style="list-style-type: none"> <li>Finished goods for Customer will use Customer's part number ongoing.</li> </ul>
Data converted from dBase	
<ul style="list-style-type: none"> <li>Inventory Items <ul style="list-style-type: none"> <li>dBase inventory items will be exported to Excel</li> <li>Customer team will delete obsolete items</li> <li>Aries team will import items into MAS 200</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Required reports/inquires	
<ul style="list-style-type: none"> <li>Inventory Month end report - on hand quantity and valuation.</li> <li>Work in Progress Inventory - will be included as part of the Access-based WIP inventory application described below</li> <li>Inventory Audit Report - Physical count worksheet - to compare actual inventory to system inventory during random checks. <ul style="list-style-type: none"> <li>Ability to group by item type (Raw or Finished)</li> <li>Ability to print physical count worksheet for a range of item numbers</li> </ul> </li> <li>Item History report by date range. Showing all activity of an item.</li> <li>List of items at their reorder point</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Customizations and User Defined Fields	
<ul style="list-style-type: none"> <li>Restrict ability to view commission rates to specific Security Roles</li> <li>Access-based application for WIP inventory for materials only <ul style="list-style-type: none"> <li>To be developed and priced according to a separate scope document/pricing proposal</li> <li>Item Number</li> <li>Item Description</li> <li>Standard Cost</li> <li>User-input Quantity</li> <li>Calculate extended \$ amount</li> <li>Calculate grand total</li> <li>Report with the above fields</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Procedure changes	
<ul style="list-style-type: none"> <li>Finished goods item numbers will be changed to the customer's part number for Customer part numbers only. All other finished goods item numbers will stay the same.</li> <li>Raw material item numbers will be left the same as in the old system</li> <li>Warehouse <ul style="list-style-type: none"> <li>One Warehouse currently containing all raw material not in WIP and all finished goods not shipped.</li> <li>QC warehouse - temporary storage warehouse for</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Ability to have a WIP inventory physical count that feeds into Access-based application. WIP actual quantities will not be maintained in MAS 200.</li> <li>Ability to move raw materials from one Work Order to another due to rush job.</li> </ul>



<p>defective items. These items will be returned to vendor using Return of Goods in P/O.</p> <ul style="list-style-type: none"> <li>Supplies warehouse - issue supplies (items) using Inventory Transaction Issue</li> <li>Material will be issued manually from warehouse</li> </ul>	
---	--

Bill of Materials	Additional Notes
Manual input	
<ul style="list-style-type: none"> <li>Active BOMs</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Data converted	
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Required reports/inquires	
<ul style="list-style-type: none"> <li>Where Used Materials report to see where a specific material is used on a final part</li> <li>Costed bill of materials report.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Customizations and User Defined Fields	
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Procedure changes	
<ul style="list-style-type: none"> <li>Bill of Material Numbers will be the same as the final part number.</li> </ul>	<ul style="list-style-type: none"> <li>Currently have 4 decimal precision on materials and costs. Standard MAS 200 maximum decimal precision on quantities is 3.</li> </ul>

Work Order	Additional Notes
Manual input	
<ul style="list-style-type: none"> <li>Work Center</li> <li>Operation Codes</li> <li>Production Employees</li> <li>Routings <ul style="list-style-type: none"> <li>Customer currently defines a W/O as a routing</li> <li>The current W/O's will be used as templates to create Routings in Sage MAS 200</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Use one Work Center ("Main") and assign all operation codes to that work center</li> <li>Indirect operation codes - not tied to any finished item but track what a person did</li> <li>The first step for all routings will be the operation code of "MATL" (material issue)</li> </ul>
Data converted	
<ul style="list-style-type: none"> <li>Tools for Production</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Required reports/inquires	
<ul style="list-style-type: none"> <li>Open W/O report showing finished part number, bill of materials, steps and all comments &amp; memos</li> <li>Labor cost by W/O to compare actual labor costs incurred to standard costs.</li> <li>Materials cost by W/O to determine overages and actual material costs per part.</li> <li>Completed W/O's - How much labor, how much material</li> <li>Where Used Operation Code</li> <li>Where Used Machine Code - see UDF details below</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>



<ul style="list-style-type: none"> <li>• Efficiency % grouped first by operation code and second by production employee</li> <li>• Efficiency % grouped first by production employee and second by operation code</li> <li>• Efficiency % grouped first by W/O number, second by operation code and third by production employee. This report will be selected by date range of the W/O order date.</li> <li>• W/O Profit Comparison (Completed Factory Orders)</li> <li>• W/O Labor Dollar Comparison</li> <li>• W/O Traveler <ul style="list-style-type: none"> <li>• Will contain UDFs as listed below</li> <li>• Signature lines for “Written By” and “Received By”</li> </ul> </li> </ul>	
--	--

<p>Customizations and User Defined Fields</p>	
<ul style="list-style-type: none"> <li>• Notes UDF <ul style="list-style-type: none"> <li>• W/O Header</li> <li>• Multiline String</li> <li>• Panels customized: <ul style="list-style-type: none"> <li>• All users/All companies</li> <li>• W/O entry header</li> </ul> </li> <li>• Forms modified: <ul style="list-style-type: none"> <li>• W/O Traveler</li> </ul> </li> </ul> </li> <li>• Extended Description UDF <ul style="list-style-type: none"> <li>• W/O Operation Code</li> <li>• Multiline String</li> <li>• Panels customized: <ul style="list-style-type: none"> <li>• All users/All companies</li> <li>• W/O operation code maintenance</li> </ul> </li> <li>• Forms modified: <ul style="list-style-type: none"> <li>• W/O Traveler</li> </ul> </li> </ul> </li> <li>• Comments UDF <ul style="list-style-type: none"> <li>• W/O Routing Header</li> <li>• Multiline String</li> <li>• Panels customized: <ul style="list-style-type: none"> <li>• All users/All companies</li> <li>• Routing maintenance</li> </ul> </li> <li>• Forms modified: <ul style="list-style-type: none"> <li>• W/O Traveler</li> </ul> </li> </ul> </li> <li>• Machine UDF <ul style="list-style-type: none"> <li>• W/O Operation Code</li> <li>• Drop-Box String</li> <li>• Validated</li> <li>• Panels customized: <ul style="list-style-type: none"> <li>• All users/All companies</li> <li>• W/O operation code maintenance</li> </ul> </li> <li>• Reports Where-Used: <ul style="list-style-type: none"> <li>• Machine efficiency reports</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Extended Description, Machine and Rate UDFs are displayed on an external link button labeled “Customer” in Operation Code Maintenance</li> </ul>



<ul style="list-style-type: none"> <li>• Rate UDF <ul style="list-style-type: none"> <li>• W/O Operation Code</li> <li>• Multiline Numeric</li> <li>• Panels Customized <ul style="list-style-type: none"> <li>• All users/All companies</li> <li>• W/O operation code maintenance</li> </ul> </li> <li>• Reports Where-Used: <ul style="list-style-type: none"> <li>• Efficiency %</li> </ul> </li> </ul> </li> <li>• Rate U/M UDF <ul style="list-style-type: none"> <li>• W/O Operation Code</li> <li>• Multiline String</li> <li>• Panels Customized <ul style="list-style-type: none"> <li>• All users/All companies</li> <li>• W/O operation code maintenance</li> </ul> </li> <li>• Reports Where-Used <ul style="list-style-type: none"> <li>• Efficiency %</li> </ul> </li> </ul> </li> </ul>	
<p>Procedure changes</p>	
<ul style="list-style-type: none"> <li>• Routing Numbers will be the same as the final part number if possible.</li> <li>• Work Orders Routings steps will be the same. Customer does not want, at this time, to recalculate times and productivity metrics necessary to break down the steps further than today.</li> </ul>	<ul style="list-style-type: none"> <li>• Issue method will be 'Manual'</li> <li>• Track all labor costs by the machine per hour rate.</li> <li>• Work Order screens</li> <li>• Transactional Entry multiple Work Orders - currently track by Operation Number. W/O Entry is by step number.</li> </ul>

## *Project Change Control*

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

## *Future Projects*

- Implement PlanetTogether planning and scheduling application
- Implement Bar Coding
- Add EDI Capabilities for invoicing main customer Customer
- Preventive Maintenance Scheduler and Tracking program. See notes in Appendix A.
- Fixed Assets are tracked currently by CPA and depreciation is entered via G/L journal. Some Fixed Asset inventory kept on manual spreadsheets.
- Design Scrap application
  - Create user interface to record scrap amounts
  - Link to Sage MAS 200 W/O tables to eliminate duplicate entry
  - Generate Scrap Material Report to emulate dBase scrap report
- Design Rework Parts application
  - Create user interface to record rework data
  - Link to Sage MAS 200 W/O tables to eliminate duplicate entry
  - Generate Rework Report to emulate excel-based rework report
- Design Defective Material application



- Create user interface to record defective material returned to vendor
- Link to Sage MAS 200 W/O tables to eliminate duplicate entry
- Generate Defective Material Report to emulate excel-based defective material report

## *Approval*

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

By: \_\_\_\_\_

Authorized Representative of Aries  
Technology Group

\_\_\_\_\_

Title

\_\_\_\_\_

Date

By: \_\_\_\_\_

Authorized Representative of Customer

\_\_\_\_\_

Title

\_\_\_\_\_

Date



# Appendix A

Timeline for implementation of Sage MAS 200:

- Sign scope document
- Sign pricing proposal
- Purchase software from Sage and BizNet
- November, 2008 through mid-December, 2008
  - Install copy of MAS 200 on local Customer workstation or on Aries terminal server
  - Payroll
    - Setup access for appropriate Customer team members
    - Finish setup and data conversion for payroll module
    - Process parallel payrolls in December, 2008
    - Go live with payroll in January 1, 2009
  - 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 G/L history
    - Begin manual input of inventory items, bills of materials, operation codes and routings
  - Move MAS 200 to Claris' server when ready
- Mid-December, 2008 through January, 2009
  - Test all transaction types for all modules in MAS 200
  - One-on-one training 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 2<sup>nd</sup>, 2009
- February, 2009
  - Data conversion of A/R and A/P open invoices as of Thursday, January 30<sup>th</sup>, 2009
  - Go live on Monday, February 2<sup>nd</sup>, 2009
  - Aries staff on-site for go live



## Appendix B

### Preventative Maintenance Schedule Requirements

Current system – Visuete Exp manufacturer is no longer in business. System works perfectly, but there is concern that if there is a failure that no support exists.

#### System Needs

- Track every machine maintenance history for 5 years, (OSHA requirement).
- Track scheduled Preventative Maintenance (PMV) by machine
- Daily
- Weekly
- Attempted Weekly
- Monthly
- Attempted Monthly
- Yearly
- Keep notes on Tools required to repair machine
- Keep notes on Parts required to repair machine and current inventory of those parts
- Keep notes on Service Protocols and special instructions.
- Keep notes on Companies where parts and tools are ordered.
- Main Screen: dBID, Machine Name, Machine Number, PMV Schedule, Tag, Location, Assigned To, Service Protocol, Tools, Reference Manuals, Last Serviced By, Last Date Serviced, Past Purchase Order, Part #, Model #, Serial #, Description, Date Installed.
- Edit Machine Tabs: Main, Service, Extra, Alarming, Documentation, Images, History, Notes, Other, Parts, Companies, Clients.
- Service Tab: Service Protocol, Reference Manuals, Tools, Description
- Parts Tab: Part Name, Part #, Order From, Notes, Quantity in Stock
- History Tab - Main: Date Added, Date Occurred, Short Description, Description
- Notes Tab - Main: Date Added, Date Occurred, Short Description, Description
- Edit Companies Screen Tabs: Data, Text, Extra
- Edit Companies - Data: Company, Street 1, Street 2, Phone 1, Website, Email, City, State, Zip
- Edit Companies - Text: Contact, Country, Notes

#### Reports Needed

- Machine maintenance history for 5 years, (OSHA requirement).
- List of work to be done (Today, This week, This Month, etc).
- Parts on hand

