**Starting Point for new Systems**

Purchase Orders

Synantix can provide an import template to import Open Purchase Orders i.e. Commitments. This provides opening position on Commitments. The values should be the Open element of the PO i.e. if part paid just the remaining balance.

These PO’s will be applied to the new Group structure and follow the appropriate approval path. Alternatively, they can be imported as Approved Order.

NB By importing into the new system a new PO number would be applied. This would mean that Accounts Payable team would need to maintain a list of old open PO’s with old PO number and new PO number. For this reason it is recommended that in transit Order and Invoices are kept to a minimum and processed in the old system before data transformation.

Synantix can provide Excel based import template which will need to contain new Group, analysis codes and open element of the order i.e. the part that has not been paid. Sample template will be provided.

Purchase Invoices

In transit Purchase Invoices in the old system would be re-submitted into the new system. PDF images could either be printed and re-scanned or emailed to nominated company email box. These would either be matched to Open Purchase Orders or submitted as non PO invoices as appropriate.

**Checks & Balances**

* Approved Purchase Order in old iDocuments system should be the same as new – this can be verified with listing of Purchase Orders from both systems
* Commitments from old iDocuments system should be the same in new, or any differences explained. This could be achieved by importing current open Purchase Orders into the new iDocuments system and applying new Groups as defined above.

Step Plan

| **Step** | **Phase** | **Who** | **Start Date** | **End Date** | **Comments** |
| --- | --- | --- | --- | --- | --- |
|  | **User Acceptance Testing (UAT) sign off** | **[Customer]** |  |  | **NB – a minimum of period of 5 working days CODE FREEZE is recommended before go-live from point of UAT sign-off.** |
|  | Test email alerts and single-sign on | [Customer]/Synantix |  |  |  |
|  | Test invoice scanning and capture by email | [Customer] |  |  |  |
|  | Verify that historical Purchase Orders and Invoices and been correctly converted and assigned to new chart of accounts | [Customer] |  |  | Verify data migration |
|  | Check iDocuments users information is correct including Microsoft AD credentials and email on iDocuments user accounts | [Customer] |  |  | Ensure new starters, leavers, org changes are incorporated |
|  | Check and verify Groups are correct | [Customer] |  |  | Ensure new starters, leavers, org changes are incorporated |
|  | Check and verify Roles are correct | [Customer] |  |  | Ensure new starters, leavers, org changes are incorporated |
|  | Check and verify Approval Workflows are correct | [Customer] |  |  | Ensure new starters, leavers, org changes are incorporated |
|  | Check and confirm any changes to Page Rights | [Customer] |  |  |  |
|  | Advise PO numbering sequence required for new system. | [Customer] |  |  | Sequential number start point – IF REQUIRED |
|  | Test cutover of Open Purchase Orders (Commitments) and transfer of Purchase Invoices from old system. | [Customer] |  |  |  |
|  | Apply any changes to users, roles, groups, workflows advised by [Customer] | [Customer] |  |  |  |
|  | **User Acceptance Testing Sign-Off** | **[Customer]** |  |  | **iDocuments UAT Sign-Off (Confirmation iDocuments is ready for Go Live)** |
|  | Systems DR, security and back-up procedures and policies in place | [Customer] |  |  | In line with [Customer] IT policies and procedures |
|  | Confirm emails for incoming invoices | [Customer] |  |  | Separate email addresses required for [Customer] |
|  | Verify installation details for connecting to live ERP databases | [Customer] |  |  | Review prerequisites document and confirm live environment credentials |
|  | **Cut Over to live** |  |  |  |  |
|  | Identify in transit Purchase Invoices in old system | [Customer] |  |  | These will need to be re-submitted into new system. |
|  | Clear test transactions from test system | Synantix |  |  | 1. SQL copy of test database 2. Remove test transactions to empty database |
|  | Import Open Purchase Orders (Commitments) | [Customer]/Synantix |  |  | iDocuments PO import utility – Purchase Orders are imported as draft and require approval via new approval group structure (or can be imported as approved if required by [Customer]). |
|  | Switch on email alerts | Synantix |  |  | Apply iDocuments System Setting ‘Can send emails’ = Y |
|  | Change Microsoft IIS setting to enable single sign on | Synantix/[Customer] |  |  |  |
|  | Connect iDocuments to invoice scanning folders | Synantix |  |  |  |
|  | Configure emails for incoming invoices | Synantix |  |  |  |
|  | Link iDocuments to live ERP database/business units | Synantix |  |  | iDocuments Admin function > Application Configuration > Companies |
|  | Set up Purchase Order numbering new start point | Synantix |  |  | Controlled by iDocuments Company Setting |
|  | Set up test/training databases | Synantix |  |  | A copy of the live iDocuments database will be taken to create a test/training system. |
|  | Review configuration pre go live | [Customer] |  |  |  |
|  | Verify SSC posting to live ERP | [Customer] |  |  | [Customer] to submit controlled transactions to verify posting to ERP before general release to users. |
|  | Submit Purchase Invoices to new systems | [Customer] |  |  | Submit Purchase Invoices by scanning or email. This will include in transit Purchase Invoices from old system and previously unprocessed invoices. |
|  | **Go-Live Sign-Off** | **[Customer]** |  |  |  |
|  | iDocuments Admin handover/training | Synantix/[Customer] |  |  | To be scheduled at go-live from this point [Customer] iDocuments System Admin will make any configuration changes to users, GL accounts, groups, workflows etc. |
|  | Update internal end user and system documentation, procedures and training material | [Customer] |  |  |  |
|  | Conduct End User Training | [Customer] |  |  |  |
|  | **Production - Go Live** |  |  |  |  |
|  | Post go-live review | [Customer]/  Synantix |  |  |  |
|  | Handover to Support | [Partner]/Synantix Support |  |  |  |