

Fastrack Implementation Methodology for Adempiere ERP

Introduction

Welcome to the Adempiere ERP - an accounting, distribution, manufacturing, retail and E-Commerce suite that will deliver the business processes and intelligence necessary to strategically position your business in the years to come.

This document is an implementation methodology developed by VisualApps Consulting to deliver rapid and on-budget (time and money) ERP deployments for clients. The overall purpose of Fastrack is to ensure successful delivery of Adempiere. Fastrack business objectives include:

- Support for client's business concepts, processes, opportunities, and visions in the form of standardized IT business applications that combine flexibility with cost effectiveness.
- Delivery of relevant client solutions consisting of standard modules and components that meet both needs for the moment, and provide a platform for future development.
- Rapid implementation of standard modules and components, and, if necessary, customizations to meet the critical business needs of the client.
- Services that are delivered is clearly defined, assembled: quality controlled and validated deliveries. Emphasis is on rapid implementations that which can be delivered together, rather than waiting to deliver everything at once. Benefits to client should be obvious.
 - Faster implementation leading to a faster payoff.
 - Less complex installations, thereby reducing risk of failure.
 - Easier adaptation of work routines.
 - More efficient training; training sessions need not be comprehensive. Just teach users what they need to know and increased probability that user learning will be more efficient.
- Prepare client to efficiently and effectively manage their ERP after implementation
 - Post-implementation Support
 - Continuous refinement and upgrading of their business processes and in turn their ERP processes.

FASTRack

Is divided into 3 main Implementation phases (with each phase having numerous tasks), namely;

1. Pre-Implementation Phase
2. Implementation Phase
3. Post-Implementation Phase

Fastrack is Step by step by step... That's our approach to implementation. No Big Bang. No throwing out legacy systems that are working well, but just a smooth transition into Adempiere. Fastrack is to be modified accordingly with client requirements and prevailing circumstances of the client business environment.

Assumptions

Before we begin proper there are Key Assumptions that we have been made. Please note that changes to these assumptions may or will impact the implementation schedule and ultimately the cost of the project. Assumptions include;

- Fastrack is designed for Small to Medium sized organizations and works with the principle of using standards eg. Standard workflows, output documents like invoices and reports and ZERO customisation
- Price for software licenses (including Operating Systems, office applications etc), hardware and the services to implement them are provided separately.
- Estimates are based upon available information as documented, discussed and agreed. Any additional requirements or extensions to existing requirements other than what has already been identified will be subjected to further analysis and change control processes, and will be re-estimated accordingly.
- Client will provide sufficient access to appropriate levels of management to facilitate the gathering of requirements and the definition of scope and functionality during the pre-implementation phase.
- Documentation is not included which is normally done by the client, including;
 - User Procedures and Policy manuals
 - Systems Operations (MIS) manuals
 - End User Training Manuals
- Client Sign-off is a necessary event at critical points of the project to enable consultants to move on with the project. How long a client takes to approve these will impact the project schedule
- Effort here does not cover the effort to design, build and test interfaces, customizations or conversions other than those already specified. The un-estimated tasks will be estimated and priced once the functional requirements have been identified and scoped.
- Client is required to identify, commit and make available the necessary resources for the project before the project starts. Resources include;
 - Human resources
 - Facilities (meeting rooms, hardware, software, etc.) for implementation sessions, training, etc.
- Services provided by the consultant is not WITHOUT charge and that charges can differ between different consultants eg. countries where they are from, skills, experience, track record, client references, travel expenses etc.
- VisualApps Consulting takes no responsibility for the outcome of your Adempiere project

1. Pre-Implementation Phase

This is the phase where the prospect determines, with or without the assistance of a Adempiere consultant, the suitability of Adempiere for its business. The evaluation process can be complex but with the following steps the process can be painless.

- Adempiere Overview
 - www.adempiere.org offers a broad overview of Adempiere capabilities, its model-driven platform and lots of other information needed for making informed decision about ERP for business.
- Learn More
 - Get hold of a copy of Adempiere Documentation which covers the range of Adempiere features and capabilities. Attend training Classes that further provide detailed Adempiere process workflows, functional capabilities and customization techniques.
- Practice with Garden World Demo
 - Experience Adempiere's flexibility by installing Adempiere software and working with the "Garden World" demo environment and data. Experience navigating in the Adempiere application, and working within the user interface.
- Adempiere Partners
 - Contact a Adempiere partner near you to do all the above for you. However, please note that this MAY be a chargeable service.

2. Implementation Phase

You have decided to implement Adempiere in your organization which is a big monumental step in the right direction. Whatever are your reasons for choosing Adempiere is from this moment on, UNIMPORTANT. Everyone involved in the pre-implementation phase, whatever their ERP choice was, must now focus to make sure Adempiere is successfully implemented in their organization/department within the time and budget allocated. Management must make it their priority to give their time and attention to the project to ensure its success.

As Adempiere transactions will cut across entire organizations, management involvement is important to smoothen the processes between companies and departments.

Fastrack requires that the planning and subsequent getting the data for use in Adempiere is of utmost importance. If this task requires more time to prepare, it is better to spend more time preparing rather than jumping straight into implementing Adempiere itself. Your vendor/consultant will be able to advise you. If you are doing this by yourself, prepare your data in detail as this will save you issues later.

Requirements

It is of the utmost importance that you read and COMPLETE THE REQUIREMENTS IN THIS SECTION. The level at which Adempiere software will perform is directly proportional to how well you prepare, install and configure the software. YOU MUST prepare your organization and fulfill ALL the pre-requisites PRIOR to the onsite consultant's arrival.

If the required is not provided as outlined, it may inhibit and delay the training and flow of business, which in turn will cause delays and complications to implementation. In order to prevent time delays (which increases costs and time), please read all the material within this document carefully so that you are prepared on the scheduled date.

The following issues may prevent a client from meeting pre-implementation requirements, including:

1. Not having proper checks and balances in your data.
2. not able to meet these requirements on time
3. Prior corrupted data
4. Various other reasons

However, it is still possible to continue with your Implementation on a best effort basis, but implementing the software without the necessary requirements will drastically hamper the effectiveness of the software training, as it may not meet expectations with regards to accurate reporting and functionality.

Tasks your company must accomplish prior to Implementation

We can train a client on site if you take the time to setup and prepare all the information necessary as provided in this document. Your consultant will be able to remotely provide you with any assistance that you require completing the tasks below. Based on your level of expertise and your company's business model, the amount of assistance you require can vary drastically. Allow ample time to get the tasks accomplished. You will be charged for the amount of time that the consultant spends assisting you (other than initially helping you to get your first workstation to display the Adempiere main menu), so review this document carefully.

Setup and configure hardware

Review the hardware and network requirements and make any changes required to your configurations to meet the specifications. We recommend that you setup and configure your Server and your workstations. Install Adempiere and ensure workstations can properly initiate Adempiere to its Main Menu. Setup and test all additional equipment such as barcode readers and printers/receipt printers/Point of Sale equipment, etc. You will also need to configure a workstation for the onsite consultant. He/she will need access to a system that is configured for Adempiere on the network. Make sure the consultant has a login name with administrative privileges for your network.

These steps are crucial. If you do not complete them at least 5-10 days prior to your Onsite Implementation date, it will cause the consultant to deal with setup issues rather than proceed with the training process. This is a required task and you cannot accomplish the other requirements in the other sections unless you fulfill these steps.

Requirements Checklist

Please complete and fax this checklist to the consultant, a minimum of 5 working days prior to implementation start date. Failure to do so may result in postponement or cancellation of your scheduled dates. If you do not have an item checked, provide a date on which you feel you will have completed that prerequisite.

Basic Hardware

- Network topology
- Server specifications
- Workstation specifications
- Detailed network diagram sent to your consultant
- Network printers functional (share printers in Warehouse, Accounting, Service, RMA, Shipping, and Sales)

Software Installation

- SQL Database (Oracle or PostgreSQL) Installed and configured
- Adempiere and working on all workstations in C/S mode

Specific Hardware

- Barcode scanners installed and functional
- Barcode printer installed and functional
- Point of Sale equipment tested. (Pole display, Cash drawer, Receipt printer, Credit card reader)

Third Party Software Products

- 3rd party software installed, if any, including Operating systems eg. Linux, Windows etc.

Company Profile

- Company profile created
- Configured e-mail in the company profile
- Your financial Periods
- Chart of Accounts and balances
- Departments/Locations
- Payment terms
- Sales/Purchase taxes configured
- Item and item categories
- Customer and Vendor files imported or Sample File Approved

Optional data pre-entered

- Users created and passwords assigned
- Groups created and users assigned
- Delivery methods created
- Payment methods setup
- IMPLEMENTATION Security group configured

Have the following prepared** (Please read Appendix A for detailed data importing instructions)

- Initial inventory count on spreadsheet
- Detailed list of outstanding sales orders
- Detailed list of outstanding purchase orders
- Detailed list of pending customer and vendor returns (RMAs)
- Detailed outstanding A/R spreadsheet
- Detailed outstanding A/P spreadsheet
- Bank balance information including statements, outstanding checks and deposits
- Trial balance (properly balanced and ties with A/R, A/P, bank, inventory)
- List of customer profile categories and sub-categories

Other materials you should prepare or should decide on

- Stationery (Checks, Envelopes, Invoices, Statements)
- Company Logo file (as per requirements)

Checklist

This section will provide you with the basic flow of the consultant's schedule when he/she is onsite. The times allotted to these tasks are estimates and can completely change based on many factors including:

1. Your preparation based on previously supplied pre-implementation requirement checklist.
2. Material more specific to your organization that is NOT covered in this outline, If you do not see topics that are important to you included in this schedule, notify your consultant to make adjustments accordingly.

3. Experience of your staff with software systems, computers, accounting and networking.
4. Staff's focus on the training rather than day-to-day business activities.
5. Your staffs' absorption rate of the material covered.
6. Size and quality of existing data.
7. Unforeseen business requirements/models not previously disclosed to the consultant.
8. Other unforeseen factors.

Hardware	☑ / ☒ / ⓪
• Does all the SERVER(S) meet the minimum requirements?	
• Do all the WORKSTATIONS meet the minimum requirements?	
• Are printers installed/functional on workstations?	
• Using barcode scanners? Verified working	
• Using barcode printers? Verified working	
• Using Point of Sale equipment? Verified working	
Software	
• SQL Database installed, configured and functional?	
• Adempiere is installed & functional?	
• Adempiere client is on workstations with shortcut ?	
• 3 rd Party software installed	
Adempiere Setup	
• Client/Organisation has been created in Adempiere?	
• All default Chart of Accounts (GL) setup?	
• Year and periods are defined in Adempiere?	
• Multiple locations/departments setup?	
• Sales Tax has been configured?	
• Payment methods are defined?	
• Payment terms are defined?	
• Delivery methods are defined?	
• Categories are defined?	
• Items are defined?	
• Have vendors been defined?	
• Have customers been defined?	
• Users defined and passwords assigned?	
• Multi-currency defined?	
Information needed to be entered	
• Initial inventory count/valuation as of the cut-off date?	
• Entered open receivables (A/R) as of the cut-off date?	
• Entered open payables (A/P) as of the cut-off date?	
• Entered trial balance as of the cut-off date?	
• Entered bank balance(s) as of the cut-off date?	
• After posting trial balances in balance?	
• Entered all open sales orders as of the cut-off date?	
• Entered all open purchase orders as of the cut-off date?	
• Entered all open customer RMA as of the cut-off date?	
• Entered all open vendor RMA as of the cut-off date?	
Other materials needed	
• Company Logo (address/phone # is included on logo)?	
• Checks and envelopes	
• Pre-printed stationery <ul style="list-style-type: none"> ◦ Invoice, DO, PO, etc... 	

Note: ☑ Yes / ☒ No / ⓪ Not Applicable

Pre-Implementation Phase	Task	Resource
	Requirements Phase	
	- Gather User Requirements	Prospect w/ w/o Vendor
	- Get an Adempiere Overview	Prospect w/ w/o Vendor
	- Setup Demo or Download s/w to test yourself	Prospect w/ w/o Vendor
	- Learn More with Adempiere Documentation, website etc	Prospect
	- Adempiere Demo (On-site or Remote)	Prospect/Vendor
	Negotiation/Contract Phase	

	- Follow Up by Vendor	Vendor
	- Negotiation	Prospect/Vendor
	- Contract	Prospect/Vendor
	- Vendor Mobilization/Client Data Preparation	Prospect/Vendor

Next

On the acceptance of the pre-req by the consultant, it is now time to move on with the implementation proper. We will now use MS Project to manage our Adempiere Project. Copy of the MS project file can be downloaded from ... **TBD**

Implementation Phase Tasks (subset)

Schedule	Task	Remarks
Day 1	Project Scoping & Planning	Refine MS Project Schedule and Tasks. Ensure that project team understands the budget of time and costs
	Confirm Checklist <ul style="list-style-type: none"> Verify Network and hardware Quick check of the server (Adempiere, SQL installation, printing) Workstation configurations Third Party software check Other hardware 	
	Preparation of Source Documents <ul style="list-style-type: none"> Understanding of Business Operations Data Preparation Identify any Customisation 	Review data in spreadsheet format ready for data import into Adempiere. Also important is whether there any identified customization needed from the source documents.
Day 2	Installation (If Needed) <ul style="list-style-type: none"> Install Database & Adempiere Adempiere Client Setup Import Sample Data (Data Sampling) 	If client has not installed Adempiere and DBMS. Besides Garden Demo, also create Production and Test Organizations. Use Test for the training.
	Adempiere Overview Training	<ul style="list-style-type: none"> Review Adempiere business model and provide everyone with basic understanding of the software and its processes Training for users of Adempiere. Basic Adempiere Navigation, reporting, getting help etc. training. Discuss with team about the role of the consultant and review what can be expected during the training process
Day 3	Base Configuration Client/System & Financials <ul style="list-style-type: none"> Check company setup Client, Periods, Chart of Accounts, departments Sales Tax structure, payment methods, payment terms Preferences, defaults, and flow control Ensure proper setup of multi-level categories and accounting links Check items for proper configuration of inventoried and non-inventoried items Third Party software links setup and test Setup non-inventoried items codes such as shipping charges, standard labor codes, etc. 	
	Business Partners <ul style="list-style-type: none"> Customers and vendors, Import vendor list, Import customer list, Setup basic customer tracking groups and selections Import A/R and A/P Print A/P and A/P reports and check for accuracy 	
	Material Management <ul style="list-style-type: none"> Import spreadsheet/train receiving to turn initial inventory Scanning in manufacturer serial #s + attaching Adempiere's serial #s, and/or Batches Print barcodes if necessary Pay attention to costing, and opening balances 	
	Backup Data	For Restore purpose when needed.
	<i>Please download MS Project worksheet for complete tasks.</i>	

Appendix A — Data Importing:

1. **Chart of Accounts and Periods Table**
The Chart of Accounts and Periods Table must be set up. You should try to use the default Chart of Accounts in Adempiere as your own or at least use it as a reference for creating your customized set. If you wish to create your own, consult with your assigned consultant before you begin. Prepare your accounts in a spreadsheet and allow the consultant to review it before you create them in Adempiere. Setup the Periods table. When you create your coding scheme remember to leave room for expansion!!
2. **Locations/Departments**
If you have multiple locations or you intend to break down your income statement according to cost centers within your organization, we will need to possibly use departments. Consult with your assigned consultant to review your options and have the departments created according to your needs. Locations can be used for having separate department logos and for different sequence number ranges for documents and accounting journal. Departments are a sub-class of locations and are used to track profit loss centers. Income statements (Profit/Loss) can be run by department.
3. **Payment Terms**
Create your terms that you extend to your customers and your vendors extend to you.
4. **Tax Structure**
Consult with your consultant to configure your sales tax structure.
Tax codes are setup from tax components, and tax jurisdictions are setup from tax codes. Taxable states must have at least two tax jurisdictions, one for out-of-state exempt sales and one for in-state taxable sales. Everest Integrated Enterprise determines which customers to tax by their shipping address zip code and if there is no shipping address, the billing address is used.
5. **Items & Categories**
Item codes are a CRITICAL aspect of a successful installation. It is very difficult and frustrating to go on-line and conduct normal business activity without your item codes and quantities. Before doing physical inventory, it is extremely important to have all your item codes defined and created in Everest Integrated Enterprise. It is not possible to go live without your item codes and inventory. Many companies do not have all the item codes with quantities in Adempiere and it causes delays and problems. The inventory is on the shelf but not Adempiere. It cannot be sold until the item code is created and the quantity brought into the system. It becomes time-consuming and frustrating when there are many missing item codes and quantities.
6. **Customers & Vendors sample files**
It is common for clients to want to import customers and vendors on a last minute basis because they are constantly adding customers/vendors in their old system till the cut-off date for going live. Ideally, importing customers/vendors ahead of time would be beneficial and save a lot of time for training rather than configuration. If at all possible, we recommend that you have the customers/vendors imported before we arrive. Your consultant can help you to get this accomplished, remotely.
7. **Configuration & Setup Continued...**
8. If you prefer to import the final files prior to the training, then WE MUST get a sample of your files so we can verify its format to be compatible with our import interface. Please provide the sample files at least two weeks prior to your training dates.
9. **Sample Customer Format**
10. **Users/Roles**
You need to create all the users by entering your employee data into the system. Please also provide each user with a unique password. Create your groups and assign the users to each of your groups.
11. **Delivery Methods**
Setup the different methods of shipment that you use (FedEx, UPS, etc.)
12. **Payment Methods**
Create your payment methods for your inbound collections and outbound payments.
13. **Security**
For the installation, we strongly recommend that you setup a single user group called IMPLEMENTATION and assign every user to the group. Then assign all the security rights to the group. Remove only the critical rights such as VIEW PASSWORD, Print Financials, etc. Allow your employees to get familiar to the system before you remove them from this group. It is almost impossible to setup and manage security during initial implementation. Once you get trained on the system and understand its workings, you will be able to judge better from what areas to restrict given employees.

Things to Prepare

MUST prepare are the information below and have it ready for the consultant when he/she arrives. The information should be as accurate as possible. It would be ideal to prepare the information on a spreadsheet for possible importing to Adempiere.

1. **Initial Inventory Count/Valuation**
Prepare an accurate CURRENT inventory count as of cutoff date. This data must be finalized and provided to the onsite consultant before your 'go live' date. Notify your staff to expect to work extra hours during this process. If you plan to barcode your inventory, you will need sufficient staff to get the job done by the end of first day. You need to plan accordingly to have enough manpower to go through your inventory once they are provided with the barcodes. The barcodes can only be made available after the import is completed towards the end of the first day.
2. **Outstanding Sales Orders**
Have your outstanding orders on hand. Once your sales and purchase representatives are initially trained, they will start to work with this data, which will provide them with additional hands-on training.
 - a. All purchase orders (open and back orders)
 - b. All sales orders (open and back orders)

- c. All pending customer returns (customer RMAs)
- d. All pending vendor returns (vendor RMAs)
- 3. **Customer & Vendor Statements**
Please let us know how you would like to track your customers. You may prepare a list of several categories and sub categories, which enable Adempiere to track your customers and generate very beneficial reports for many departments (Example: All your different advertising media, account types such as retail, government, corporate, etc.)
- 4. **Outstanding A/R and A/P**
Prepare complete list of OUTSTANDING Accounts Receivable and Accounts Payable documents. This is best done in the Spreadsheet, format provided.
 - a. **PLEASE NOTE:** Your customer/vendor account number must be same as defined when you imported your customers/vendors.
 - b. Only bring the balance of the document and NOT the invoice amount.
 - c. Only POSITIVE numbers. Prepare a separate spreadsheet for A/R and A/P
- 5. **Bank Balances and Statements**
Prepare the following for each of your bank accounts.
 - a. Your last bank statement
 - b. List of outstanding checks and deposits
- 6. **Trial Balance**
Have your trial balance ready. You should also know which GL accounts on your trial balance matches the Adempiere GL account. Some IMPORTANT information that you must check for:
 - a. Your trial balance MUST BE BALANCED. The total credits MUST equal total debits.
 - b. Your A/R detail spreadsheet total must tie with the trial balance A/R account.
 - c. Your A/P detail spreadsheet total must tie with the trial balance A/P account.
 - d. Your Inventory spreadsheet total must tie with the trial balance inventory account.
 - e. For each of your bank accounts, your bank balance of your trial balance must tie with your last bank statement balance plus all outstanding deposits less outstanding checks.
- 7. **Stationery and Company Logo**
The forms must conform to the Adempiere standards. Please prepare the following.
 - a. Stationery checks
 - b. Pre-printed sales and purchase documents. If you choose not to have preprinted document forms, then ensure to have a compatible laser printer available along with a Logo bitmap file conforming to Adempiere requirements.

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