



GlobalBake, LLC formerly Datapax, Inc.
the worldwide leader in baking software.

The Ultimate ERP Solution for Wholesale Bakeries



IMPLEMENTATION CHECKLIST

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*Two Ingredients Blended
Specifically For Our Customers*



GLOBALBAKE CRITICAL CHECKLIST FOR DEPLOYMENT

EXISTING REPORTS

PULL DATAPAX REPORTS
PULL EXISTING REPORTS USED

COMPANY DETAILS

Order Handling and Screen Workflow
Production Options
Invoice Designer
CUSTOMER Credit Limits and Colors

CUSTOMER

**GL Information if necessary
**Customer Type
**Account Number
Customer Addresses Contact Info Alpha key, Name, Postal Address, Delivery Address, Phone.
Contact Information/Optional
Standing or Shadow Orders
Specialized Pricing -- Price Books
Route Number
Invoice and Statement Frequency, and Terms
Head Office Accounts Relationships
Internal or Sales Sample Accounts
Sales History for Forecasting
Keep or Delete Inactive Customers
Accuracy of Data
Change Customer Status

ROUTES

**Sales Area
**Route Number
Route Delivery Days: 7 Days a week
Customer Delivery Days

VENDORS (GL REQUIRED)

Vendor information

ACCOUNTS RECIEVABLE

TRAINING AND OPEN BALANCES
OPEN INVOICES

GO CODES AND LICENSES

LICENSE REQUIRED FOR TRAINING

INGREDIENT INFORMATION

**Groups
**Item Codes
**Descriptions
**Stock Units Definitions of UNITS needs to be provided
Recipe Units Definitions of UNITS needs to be provided
Recipe Units Per Stock Unit Definitions of UNITS needs to be provided
Weight Per Recipe Unit Definitions of UNITS needs to be provided
Cost Type
Nutritional 100 Gram Analysis
Allergens Qualifications

MUI & PIP'S - CANNOT EXIST WITHOUT A RECIPE TIED TO MUI OR PIP

**Item Code
**Group
**Units
**Recipe Code
**Bake Units Number of times to execute RECIPE to YIELD one unit of this product

FINISHED PRODUCT

**Item Codes
**Product Groups
Descriptions
Base Selling Price
Selling Units Definitions of UNITS needs to be provided
Bake Unit Definitions of UNITS needs to be provided
UPC if required
Per Tray Information
On-Plan or Demand Based
Nutritional Serving Info If Required

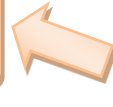
RECIPES - HEADER

**Recipe Code Unique Identifier for the recipe
**Yield Field Number Required. Eches. Ball of dough --- Dependent on Reprinting requirements
**Bake Type
*Figuring out production flow and Location
WorkCenter - Mixing, Shaping, Forming, Baking, Finishing, Cooling, Packaging, etc...*
Who needs what type of information on the floor

Department
Min or Max Batch Weight
Fixed or Variable Man Minutes
Estimated Price Information
Moisture Loss
Batch Adjustment Adjusting the overall yield of Recipe

LINKING - RECIPE LINES Can be Ingredients, MUI'S, PIP'S, or Finished Products

Product Lines on Recipe Weights and Quantities
Waste
Water Line
Flour Line



INTRODUCTION

The implementation of GlobalBake is not a trivial exercise and the business needs to know that the transition to running GlobalBake will not cause any disruptions. This checklist is not intended as a definitive statement but is given as a guide to the activities that may need to be handled as part of GlobalBake implementation.

Following installation of GlobalBake, these are the broad areas that a site should have done and/or understand prior to going live and prior to moving from implementation mode to support mode. Note that this list is intended to be a superset and not all the items will apply.

This document is intended to evolve and will be modified and extended in response to feedback and the experiences of organisations working with the document. We look forward to your comments.



SET UP

GENERAL

1. Generic Searching and reporting.
2. Custom Reports
3. Custom Menu
4. Understanding of the difference between orders and daily and weekly invoices.
5. Understands the concept of periods as applied in GlobalBake.

USERS

1. User group security has been established.
2. Users have been set up in GlobalBake with appropriate security access.
3. Main users know how to add additional users, edit user file and user group if required.
4. Users know how to log into GlobalBake from their workstations.
5. Users know who to contact if there are errors connecting.
6. Users know when and how to contact their in-house system support.

COMPANY DETAILS

1. The company's name, GST or Tax number, address, and phone and fax numbers are entered on the Identity tab.
2. The required dates are set correctly on the Dates tab.
3. The information is correct in the appropriate fields on the Constants tab.
4. Default printers have been selected on the Printers tab.
5. Required formats have been selected on the Options tab.
6. Required Tick Boxes and information for other fields for Orders and Order entry have been selected on Baker Constants I tab.
7. Required Tick Boxes and information for other fields for Misc, Rebates, Other, Nutrition, Customer Requires, Forecast, Product and Production have been selected on Baker Constants II tab.
8. Backup information is entered on Other tab.
9. Label information is entered on Labels/Tags tab.

GENERAL LEDGER

1. The system posting and default codes have been entered.
2. Entering GL journals.



PRODUCTS

1. Product Groups have been set up.
2. Correct GL codes have been selected for COGS, Sales, Stock and optional fields if required.
3. Finished Products have been entered.
4. Ingredients have been entered.
5. Users know how to add Products.
6. Recipes have been entered.
7. Users know how to create and post a stocktake.

Customers

1. Customer types have been setup.
2. Areas have been entered.
3. Runs have been entered.
4. Customers have been entered with appropriate links to Head Office accounts if required.
5. Customers are on a run.
6. Standing orders have been entered.
7. Correct Opening Balances have been entered manually or imported into GlobalBake.
8. Users know how to add additional Customers.
9. If appropriate commissions are setup and the reporting is understood.

SUPPLIERS

1. Suppliers have been entered.
2. Correct Opening Balances have been entered manually or imported into GlobalBake.
3. Users know how to add additional Suppliers.
4. Users know how to generate purchase orders or enter manually both stock / non-stock invoices.
5. Users know how to enter a stock receipt and supplier invoice.
6. Users know how to pay suppliers individually or via batch payments.

BANK ACCOUNTS

1. Bank Accounts have been setup correctly.
2. Correct Opening Balances have been entered.
3. Users know how to enter a Cashbook transaction.
4. Users know how to enter and balance a Bank Statement.
5. Standing transactions and standing Cashbook transactions.

SALES

1. Users know how to set up pricebooks, concessions, rebates etc to configure and set appropriate pricing.
2. Users know how to create and post a price change.

OPERATIONAL

DAILY PROCESSING

1. Users know how to set order date.
2. Users know how to generate orders.
3. Users know how to add a new order or change an existing order.
4. Users know how to print invoices/packing slips for the required day.
5. Users know how to print shift packing/picking, run manifests etc and other production reports as required.
6. Users know how to confirm orders (if applicable).
7. Users can manipulate and manage the production planning capabilities (if used).
8. Users know how to confirm despatch is despatch system is used.
9. Users know how to confirm production if production and stock accounts are used.

WEEKLY PROCESSING

1. Users know how to print and reconcile period totals.
2. Users know how to preview or print Aged Trial Balance weekly option.
3. Users know how to print a transaction report if required.
4. Users know how to print weekly invoices.
5. Users know how to print weekly statements.
6. Users know how to back up to hard disk.
7. Users know how to close the current week.

MONTHLY PROCESSING

1. Users know how to print customer statements.
2. Users know how to print any other required reports, such as Aged Trial Balance, Ledger Reports etc.
3. Users know how to preview and print (if required) period reconciliation.
4. Users know how to preview trial balance.
5. Users know how to back up to hard disk.
6. Users know how to close the month.
7. Users know how to open the month if required.



AS REQUIRED PROCESSING

1. Create credits in the system for both customers and suppliers.
2. Users know how to load and allocate receipts.
3. Users know how to run summary reports.
4. Users know how to run tally reports.
5. Users know how to run debit/credit summary.

Accounting

1. Able to run the ledger reports - Profit and Loss, Balance Sheet and Trial Balance for example.
2. Can perform bank and period reconciliations.
3. Can close and roll periods.
4. Knows how to operate the GST calculator (if appropriate).

OTHER

1. User has responsibility to perform a GlobalBake update.
2. User has responsibility to backup to external media.
3. Users know how to fax or email errors to their support organisation.