



## Preparing to Go Live

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This document provides a basic checklist of tasks that are required to be completed before the go live date which you have decided upon.

All video training content should be viewed prior to the point when you start using Eque2 Construct Express for Sage 50 on a live basis.

### **Parameters (Accessed via Settings drop-down menu)**

*[Please refer to training videos within the configuration section of the integrated Training module for this area]*

Before going live, on the *Numbers* tab of the *System Parameters* option you should specify the appropriate “next” document numbers for Quotes/Contracts, Purchase Orders and Sales Applications & Invoices.

Additionally, if Nominal Codes have not yet been attributed to *Line Elements* this should be completed.

Within the *Accounts Parameters* option Nominal codes, HMRC details and Sage 50 Accounts & Sage Payroll integration settings should be applied.

The below parameter settings should be complete also;

Suppliers [Please refer to the training video “The Supplier Database” for this task] All “active” Subcontractors should be verified. Note: If CIS details have been loaded from the Sage 50 CIS module or manually entered, you may need to update the last payment date field on the Payments tab of the Supplier record or the system may request that you re-verify the Subcontractors. (If the Subcontractor has not been verified in the previous year a payment date is required)

*Units of Measure* (record any units of measure that may be used for Purchase Orders or Sales Documents)

*Analysis Codes* (Optional)

### **Suppliers**

*[Please refer to the training video “The Supplier Database” for this task]*

All “active” Subcontractors should be verified.

Note: If CIS details have been loaded from the Sage 50 CIS module or manually entered, you may need to update the last payment date field on the Payments tab of the Supplier record or the system may request that you re-verify the Subcontractors. (If the Subcontractor has not been verified in the previous year a payment date is required)

### **Contract Templates**

*[Please refer to the training videos on “Contract Templates” for this task]*

Ensure Contract Templates (Libraries) have been created as required and configured with appropriate Units of Measure and Line Elements.

Please note that Line Elements should be configured with nominal codes **before** Contract templates are created.

## Contracts

*[Please refer to the training videos on “Contract Budgets” and “General Contract Information” for this task]*

All current contracts should be created using the New Contract option. The Site address should be recorded and a description of the Job should be entered on the Summary tab.

You may decide to create a contract record for any Contract where Sales or Purchase Retention is currently being held also.

The appropriate Library record should be added to each Contract.

If required cost & revenue Budgets should be specified for each budget item reference.

## Opening Balances

*[Please Refer to the “Purchase Invoice Entry” & “Client Billing Entry” videos within the Training Desktop for this task.]*

Document types should be O/Balance for Cost Opening Balances & Invoice Opening Balance for Sales Opening Balance entered via the Contract Billing module. These transaction types do not post to Sage 50 Accounts]

Contract Opening Balances consist of;

- 1) Purchase Invoice Opening Balance documents recorded against Contracts at go-live date. Opening Balances are usually entered as a lump sum against the IN-HOUSE Supplier Account. Any existing Supplier retentions can be entered as separate Opening Balance Documents which contain a retention value only against the relevant Supplier Account.
- 2) Application and Invoice Opening Balances entered via Client Billing module. These documents should be entered as the cumulative value at the go-live point and should include retention

## CIS

*[Please refer to the training videos on “CIS Processing” for this task.]*

If you are going live partway through a tax month you may have existing Subcontractor Payments for the tax month that you wish to include in your first CIS Submission on Eque2 Construct. However, the Invoice may have been entered on your previous system.

In this scenario within CIS Processing > S/C Payments there is an Add button that allows payments to be manually added for inclusion in a CIS Submission. Adding Records in this way has no impact on contract costings.

Additionally, any unpaid Subcontractor Invoices that have been entered on your previous system but may be paid after you have begun using Eque2 Construct on a live basis can be entered in this way.