

COOP ACCOUNTING VERSION 5.34 IMPLEMENTATION GUIDELINES

SCHEDULE OF ACTIVITIES:

1. Installation of Coop Accounting Version 5.34 on the Server Computer and all assigned computers or Workstations
2. Setup of Network Connections (for 2 or more PC connections)
3. Setup of Coop Project
4. Setup of User Logins and Access Rights
5. Setup of Collector Codes
6. Setup CDA Standard Chart of Accounts
7. Setup of Subsidiary Ledger Accounts
8. Data build-up of Member Codes – include Coop’s Code (for G/L Account journal entries)
9. Transaction entry (Journal Voucher) to setup G/L beginning balances
10. Transaction entry (Journal Voucher) to setup S/L beginning balances
11. Checking of Financial Reports (Manual vs. System Reports)
12. Transaction entry (Cash Collection) to input Official Receipt documents
13. Transaction entry (Cash Disbursement) to input Check Voucher documents
14. Data build-up of Outstanding Loan Releases and Amortization
15. Verification of Accounts using the Verifier module
16. Daily Data Backup Procedure

IMPLEMENTATION REQUIREMENTS:

1. List of computers with assigned functions (Server or Workstation)
2. List of Users with corresponding login/password and access rights or functions (Administrator, Verifier, Posting Clerk, Teller)
3. List of Collectors with codes
4. Mapping of Accounts from existing Chart of Accounts into CDA-SCA format (Accountant’s task)
5. List of Members with assigned Member Codes
6. Audited Financial Condition report to setup G/L Beginning Balance on the agreed cut-off date.
7. Beginning balances of Members’ Accounts, such as: Share Capital, Savings, Loans, etc.... on the agreed cut-off date.
8. Cut-off date to current transaction documents (O.R., C.V., and JV)
9. Outstanding Loan Releases as of cut-off date
10. Off-line storage devices, such as: CD-RW, Flash Disk (1GB), or DVD Disk