Microsoft Business Central

Fit Gap Analysis Document

Prepared for
YOUR COMPANYYour Company

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TABLE OF CONTENTS

1   INTRODUCTION

A Functional Requirements Document and Fit Gap Analysis Document were prepared based upon business requirements described by Your Company's core team users during the planning process. The Fit Gap Analysis Document is a supporting document to the FRD, which identifies any gaps found in the functionality, along with implementation options identified.

For each functional gap, the functional gap is described, and options are provided for a modification, an ISV solution, or workaround process. Design documents with complete details into the development efforts will then be prepared for all approved Fit Gap Analysis Document options.

The following hrs estimated are **<u>rough</u>** estimates and will be subject to further validation through the completion of detailed design specification documents.

2   FIT GAP ANALYSIS OPTIONS

The following details the Fit Gap findings by functional area based upon the planning engagement.

2.1   General System Wide

2.1.1   Sending of Documents

YOUR COMPANY requires documents be sent to customers and vendors via email and print.

Option	Category	Description	Complexity	Estimate
A	ISV Solution	Zetadocs Delivery Essentials: This includes time for Innovia object merge, training, support, and assistance. Email send from address is a generic company email, not from the salesperson. (Same on purchase order)	Low	Change order pending demo & decisions 16 – 24 hrs
B	ISV Solution	Zetadocs Delivery Plus: This includes time for Innovia object merge, training, support, and assistance. With the modification ability of Plus, email can be sent from salesperson instead of a generic company email. (Same on purchase order)	Low	Change order pending demo & decisions 16 – 32 hrs
C	Base MS Business Central	Utilize MS Business Central's send functionality, does not use sell-to contacts for email, has a separate setup page for document emails.	Low	$0

2.1.2   Capture of Documents

YOUR COMPANY requires the ability to link reports, documents, and emails throughout MS Business Central.

Option	Category	Description	Complexity	Estimate
A	ISV Solution	Zetadocs Capture Essentials: This includes time for Innovia object merge, training, support, and assistance.	Low	Change order pending demo & decisions 16 – 24 hrs
B	ISV Solution	Zetadocs Capture Plus: This includes time for Innovia object merge, training, support, and assistance.	Low	Change order pending demo & decisions 16 – 24 hrs
C	MS Business Central	Utilize MS Business Central's link functionality – manually link documents, emails, reports, etc to any record. The links must be on a network server folder all users are able to access.	Low	$0

2.1.3   External Integration - CUSTOM SYSTEM

YOUR COMPANY requires integration with MS Business Central to both automatically push and pull data.

Option	Category	Description	Complexity	Estimate
A	Analysis	Hrs to evaluate what integration is required at go live or in a future phase based on the Functional Requirements Document.	High	16 – 24 hrs Change order for development work pending decisions & created design documents

2.1.4   External Integration - Shopify

YOUR COMPANY requires integration with Shopify ecommerce.

Option	Category	Description	Complexity	Estimate
A	Analysis	Hrs to evaluate what integration is required if utilizing MS Business Central on premise.	Low	6 - 12 hrs
B	ISV Solution	Shopify Connector by Scapta	Low	Change order pending demo & decisions

2.1.5   Reporting

YOUR COMPANY requires the ability to create and run custom reports outside of the MS Business Central report designer. Currently, YOUR COMPANY has 75 – 100 report/data view examples that were provided. The following reporting tools would facilitate the means to develop reports outside of MS Business Central. Building new custom reports inside of MS Business Central, estimates are usually 8 – 12 hrs per report depending on complexity. Custom reports within MS Business Central can increase the cost of future upgrades as well. Time has already been added to the project plan for review of reports in each functional area.

Option	Category	Description	Complexity	Estimate
A	ISV Solution	Jet Enterprise	Low	YOUR COMPANY currently owns Jet Enterprise.
B	ISV Solution	Power BI	Low	Change order pending demo & decisions
C	Report Writing	If Innovia is to write the reports within the ISV solutions, additional time will be required.	Low	Change order pending report writing decisions

2.1.6   EDI

YOUR COMPANY requires the ability to process EDI transactions. The UK YOUR COMPANY location is currently in the process of implementing True Commerce.

Option	Category	Description	Complexity	Estimate
A	ISV Solution	ISV solution to be determined	Medium	Change order pending demo & decisions

2.1.7   End User Training Materials

Creation of end user training materials including written instructions, video walk through, training simulator, and a virtual onscreen assistant.

Option	Category	Description	Complexity	Estimate
A	Training	Creation of end user procedures utilizing ClickLearn software. ** See spreadsheet of included recordings.	Low	$10,000 fixed fee Change order pending demo & decisions
B	Training	YOUR COMPANY purchases ClickLearn software and creates end user training materials.	Low	Change order pending demo & decisions
C	Training	No assistance with end user procedures, YOUR COMPANY creates their own end user training materials	Low	$0
D	Training	No end user training materials are created	Low	$0

2.2   Relationship Management

2.2.1   None at this time

2.3   Sales

2.3.1   Order Entry – Full Case Count Quantities

YOUR COMPANY requires that items entered on sales documents are entered in full case count quantities. Warning message to use upon data entry of quantity.

Option	Category	Description	Complexity	Estimate
A	Modification	When entering items on a sales order line, the quantity is entered in an EA. If the quantity entered is not the full case quantity that is specified in the item units of measure table, the system needs to give the user a warning to enter the full case count but let them proceed if they do not want to. So, a warning only, not an error that completely stops the user. In the UK database, this is a modification, but it is based on the Lanham package quantity field. The case count also is displayed in the sales order fact box.	Medium	4 – 6 hrs

2.3.2   Backorders

YOUR COMPANY would like the ability to keep track of which customers accept backorders and use this functionality during the shipping process.

Option	Category	Description	Complexity	Estimate
A	Modification	Add backorder flag to customer and sales order to display during the post shipment process. If customer does not accept backorder, update quantity on sales order to close the order line short.	Medium	16 – 24 hrs
B	Process Change	During shipping or invoicing processes, user will manually update the sales order line with quantity changes due to backorders.	Low	0 hrs

2.3.3 Save Original Order Quantity

YOUR COMPANY would like the ability to save the original quantity ordered since sales order lines can be updated or closed short during the shipping process.

Option	Category	Description	Complexity	Estimate
A	Modification	Add functionality to the sales order to save the original order quantity for reporting and analysis.	Low	4 -6 hrs
B	Process Change	During shipping or invoicing processes, user will manually update the sales order line with quantity changes due to backorders.	Low	0 hrs

2.3.4 Microsoft Word Document – Sales Return Order

YOUR COMPANY would like the ability to email or print a sales return order confirmation (RMA) for a customer return.

Option	Category	Description	Complexity	Estimate
A	Modification	Create a new custom Return Order report by copying report 1305 – Standard Sales – Order. Formatting would be done by customer in Microsoft Word.	Low	1 – 3 hrs
B	No Change	Use the base 6631 – Return Order Confirmation report. No formatting updates. If formatting is required, my suggestion would be to select Option A.	Low	0 hrs

2.3.5 Documents

A number of hrs allocated for formatting changes to customer facing documents. The allocated hrs are not based on known modifications. Once the design document is created, a more accurate estimate will be assessed.

Option	Category	Description	Complexity	Estimate
A	Modification	Formatting changes to the following documents whether utilizing Microsoft Word Documents or MS Business Central reports. • Sales Order Confirmation • Sales Return Order Confirmation	Low	8 hrs (4 hrs allocated per report)

2.4 Inventory

2.4.1 None at this time YOUR COMPANY needs to understand how version management will be addressed

2.5 Production/Assembly

2.5.1 Labor & Output

YOUR COMPANY would like the ability to automate the posting of labor and output to a job using time tracking software with badges for employees.

Option	Category	Description	Complexity	Estimate
A	ISV Solution	Insight Works Shop Floor Insight: Shop Floor Insight eliminates manual time entry with barcode scanning for production orders and maintenance. Operational data including consumption, output, scrap, and quality measures can be captured. Record time and attendance based on employees shifts, non-productive time and rework time can be recorded.	Medium	Change order pending demo & decisions
B	No Change	Use Base MS Business Central's output journal to manually post employee time and output. Possibly use Rapid Start to import a file of employee time and output.	Low	$0

2.5.2 Paylocity Integration

YOUR COMPANY would like the ability to integrate employee time with Paylocity.

Option	Category	Description	Complexity	Estimate
A	Modification	Create an export file for Paylocity to use to import data for payroll.	Low	8 – 24 hrs
B	Jet Report	Innovia creates a jet report to pull payroll data from MS Business Central into a format acceptable to Paylocity.	Low	6 – 8 hrs
C	Jet Report	YOUR COMPANY creates a jet report to pull payroll data from MS Business Central into a format acceptable to Paylocity.	Low	$0

2.5.3   Mfg Quarterly Profit Sharing

YOUR COMPANY would like the ability to track measurements of data for their Quarterly Profit Sharing Program.

Option	Category	Description	Complexity	Estimate
A	Modification	Create necessary fields to track measurements on each production order.	Low	4 – 6 hrs * More hrs will be required if adv functionality behind fields required.
B	No Change	Use Base MS Business Central's output journal to manually post employee time and output. Possibly use Rapid Start to import a file of employee time and output.	Low	$0

2.5.4   Mfg Quarterly Profit Sharing - Reporting

YOUR COMPANY requires a report to calculate their quarterly profit sharing.

Option	Category	Description	Complexity	Estimate
A	Jet Report	Innovia creates 1 jet report for profit sharing calculations.	Low	6 – 12 hrs
B	Jet Report	YOUR COMPANY creates 1 jet report for profit sharing calculations.	Low	$0

2.5.5   Monthly Bonus

YOUR COMPANY requires a report to calculate their monthly packaging bonuses.

Option	Category	Description	Complexity	Estimate
A	Jet Report	Innovia creates 1 jet report for monthly bonus calculations.	Low	6 – 12 hrs
B	Jet Report	YOUR COMPANY creates 1 jet report for monthly bonus calculations.	Low	$0

2.5.6　Shop Floor Paperwork for Production

A number of hrs allocated for creating paperwork for the shop floor. The allocated hrs are not based on known modifications. Once the design document is created, a more accurate estimate will be assessed.

Option	Category	Description	Complexity	Estimate
A	Modification	Shop Floor Paperwork	Low	8 – 12 hrs
B	Jet Report	Innovia creates a jet report to pull production schedule from MS Business Central.	Low	6 -8 hrs
C	Jet Report	YOUR COMPANY creates a jet report to pull production schedule from MS Business Central.	Low	$0

2.6　Purchasing

2.6.1　Microsoft Word Document – Purchase Return Order

YOUR COMPANY would like the ability to email or print a purchase return order confirmation (RMA) for a vendor return.

Option	Category	Description	Complexity	Estimate
A	Modification	Create a new custom Purchase Return Order report by copying report 1322 – Standard Purchase –Order. Formatting would be done by customer in Microsoft Word.	Low	1 – 3 hrs
B	No Change	Use the base report 10126 – Return Order Confirmation report. No formatting updates. If formatting is required, my suggestion would be to select Option A.	Low	0 hrs

2.6.2　Documents

A number of hrs allocated for formatting changes to vendor facing documents. The allocated hrs are not based on known modifications. Once the design document is created, a more accurate estimate will be assessed.

Option	Category	Description	Complexity	Estimate
A	Modification	Formatting changes to the following documents whether utilizing Microsoft Word Documents or MS Business Central reports. • Purchase Order • Purchase Return Order Confirmation	Low	8 hrs (4 hrs allocated per report)

2.7   Warehouse

2.7.1   Handhelds

YOUR COMPANY requires the ability to receive, put-away, pick and ship via handhelds.

Option	Category	Description	Complexity	Estimate
A	ISV Solution	Insight Works Warehouse Insight: This includes time for Insight Works/Innovia object merge, training, support, and assistance.	Low	30 – 40 hrs

2.7.2   Cycle Counts / Physical Inventory

YOUR COMPANY requires the ability to cycle count and do a physical inventory count with handhelds.

Option	Category	Description	Complexity	Estimate
A	ISV Solution	Insight Works Advanced Inventory Count: This includes time for Insight Works/Innovia object merge, training, support, and assistance.	Low	8 – 12 hrs

2.7.3   Packing/Shipping/Carrier Integrations

YOUR COMPANY requires the ability to pack and ship via USPS, UPS, FEDEX, and DHL.

Option	Category	Description	Complexity	Estimate
A	ISV Solution	Insight Works Dynamic Shipping: This includes time for Insight Works/Innovia object merge, training, support, and assistance.	Low	20 – 40 hrs

2.7.4   Microsoft Word Document – Sales Shipment

YOUR COMPANY would like the ability to email or print a packing slip for each shipment.

Option	Category	Description	Complexity	Estimate
A	Modification	Create a new custom sales shipment report. • Required to have the ability to create custom packing slips per customer.	Low	6 – 8 hrs

2.7.5   Sales Shipment - Packing List

A number of hrs allocated for formatting changes to customer facing documents. The allocated hrs are not based on known Modifications. Once the design document is created, a more accurate estimate will be assessed.

Option	Category	Description	Complexity	Estimate
A	Modification	Formatting changes to the following documents whether utilizing Microsoft Word Documents or MS Business Central reports. • Sales Shipment	Low	4 -6 hrs

2.7.6   Bill of Lading - Report

YOUR COMPANY requires the ability to print a bill of lading at time of shipment.

Option	Category	Description	Complexity	Estimate
A	Modification	Create a new bill of lading report based on YOUR COMPANY requirements.	Low	8 – 12 hrs

2.7.7   NAFTA Certificate - Report

YOUR COMPANY requires the ability to print a NAFTA certificate at time of shipment.

Option	Category	Description	Complexity	Estimate
A	Modification	Create a NAFTA certificate report based on YOUR COMPANY requirements.	Low	8 – 12 hrs

2.7.8   Shipper's Letter of Instructions - Report

YOUR COMPANY requires the ability to print a Shipper's Letter of Instructions at time of shipment.

Option	Category	Description	Complexity	Estimate
A	Modification	Create a Shipper's Letter of Instructions report based on YOUR COMPANY requirements.	Low	8 – 12 hrs

NOTE to come back and include items in warehouse that were not defined in the FRD.

2.8 Accounts Receivable

2.8.1 Allowances

YOUR COMPANY requires an allowance to post as an item charge (credit to customer) to be utilized by the customer at a future date.

Option	Category	Description	Complexity	Estimate
A	Modification	MS Business Central's process for booking allowances can be accomplished one of two ways. One, create an item charge line on the sales invoice for the allowance. However, this will deduct the allowance from the invoice amount, therefore, the allowance would be taken immediately. Two, create a separate credit memo for an allowance item charge line that would post to the customer's account as a credit (accrual) that could be taken at any point in the time. Utilizing item charges would create a value entry to the item shipment line in the item ledger entry table, therefore reducing the sales amount of the items shipped/invoiced.	Medium	12 – 24 hrs

2.8.2 Royalties – Accrual & Payment Reports

YOUR COMPANY requires 2 reports for royalties, an accrual report and a payment report.

Option	Category	Description	Complexity	Estimate
A	Jet Report	Innovia creates 2 jet reports for royalty accrual and payment calculations.	Low	12 – 18 hrs
B	Jet Report	YOUR COMPANY creates 2 jet reports for royalty accrual and payment calculations.	Low	$0

2.8.3   Commissions – Ship-to Address

YOUR COMPANY requires commission % and salesperson at the ship-to address level.

Option	Category	Description	Complexity	Estimate
A	Modification	Update ship to address to track salesperson code and commission %. Update customer to track commission %. Update the population of sales document for information to first come from customer, then if ship-to code is entered, from ship-to.	Low	4 – 6 hrs

2.8.4   Commissions – Accrual & Payment Reports

YOUR COMPANY requires 2 reports for commissions, an accrual report and a payment report.

Option	Category	Description	Complexity	Estimate
A	Jet Report	Innovia creates 2 jet reports for commissions accrual and payment calculations.	Low	12 – 18 hrs
B	Jet Report	YOUR COMPANY creates 2 jet reports for commissions accrual and payment calculations.	Low	$0

2.8.5   Discrepancies Report

YOUR COMPANY requires a report for tracking customer discrepancies.

Option	Category	Description	Complexity	Estimate
A	Jet Report	Innovia creates a jet report for tracking of discrepancies.	Low	8 – 12 hrs
B	Jet Report	YOUR COMPANY creates a jet report for tracking of discrepancies.	Low	$0

2.8.6   Documents

A number of hrs allocated for formatting changes to customer facing documents. The allocated hrs are not based on known Modifications. Once the design document is created, a more accurate estimate will be assessed.

Option	Category	Description	Complexity	Estimate
A	Modification	Formatting changes to the following documents whether utilizing Microsoft Word Documents or MS Business Central reports. • Sales Invoice (2 formats) • Sales Credit Memo (2 formats) • Customer Statement	Low	20 hrs (4 hrs allocated per report)

2.9   Accounts Payable

2.9.1   Accounts Payable Check

A number of hrs allocated for formatting changes to the accounts payable check. The allocated hrs are not based on known modifications. Once the design document is created, a more accurate estimate will be assessed.

Option	Category	Description	Complexity	Estimate
A	Modification	Formatting adjustments that may be required for accounts payable check. Estimate is dependent upon a MS Business Central appropriate check being selected and verified with Innovia prior to purchasing.	Low	4 hrs

2.9.2   Electronic Check Signature

YOUR COMPANY would like the ability to electronically sign the checks.

Option	Category	Description	Complexity	Estimate
A	Modification	Add check signature to MS Business Central for check report to automatically print.	Low	4 -6 hrs
B	No Change	Checks will be manually signed.	Low	$0

2.9.3   1099 Reports

A number of hrs allocated for formatting changes to the 1099 reporting. The allocated hrs are not based on known modifications. Once the design document is created, a more accurate estimate will be assessed.

Option	Category	Description	Complexity	Estimate
A	Modification	Formatting changes to the following documents. • Vendor 1099 Magnetic Media File • Vendor 1099 Int • Vendor 1099 Misc • Vendor 1099 Div • Vendor 1099 Royalty	Low	16 hrs (4 hrs allocated per report)

2.10   Cash Management

2.10.1   None at this time

2.11   Financial Management

2.11.1   Financial Reporting

YOUR COMPANY requires the ability to run financial statement reports for nine companies.

Option	Category	Description	Complexity	Estimate
A	No Change	YOUR COMPANY to create account schedules/analysis views for reporting.	Low	$0
B	Jet Reports	Innovia to create all financial statements utilizing Jet Reports • Income Statement • Balance Sheet • Cash Flow Statement • Trial Balance	Low	12 – 24 hrs (4 – 6 hrs per report)
C	Jet Reports	YOUR COMPANY to create all financial statements utilizing Jet Reports	Low	$0