Please fill out the form below and save it. The fields will expand to give you as much room as needed.

|  |  |
| --- | --- |
| Company Name |  |
| Your Name |  |
| Reseller |  |
| Reseller Contact Name |  |
|  |  |

Objectives

What main problem are you trying to solve? Any “must-have” requirements?

|  |
| --- |
|  |

Project Timing and Participants

|  |  |
| --- | --- |
| What is your desired implementation start date? |  |
| How strict is the target start date? Is it dependent on other project deliverables? |  |
| Is this project budgeted? If so, what is your budget range? |  |
| Please indicate other project participants |
| Name |  | Title |  |
| Name |  | Title |  |

Current and Competitive DMS Environment

|  |  |
| --- | --- |
| Competitors |  |
| Previous Document Management Software |  |

Motivating Factors and ROI

|  |  |
| --- | --- |
| What is the prospect’s propensity for risk (1=low, 5=high) |  |
| What is the prospect’s motivation level (1=low, 5=high) |  |
| Motivating factors |  |
| Cost versus Functionality |  |
| Partner involvement and motivation |  |
| ROI % |  |
| Break-even/payback (Months) |  |

Are there any other business problems you would like to solve or anything we neglected to ask?

|  |
| --- |
|  |

Dynamics Environment

|  |  |
| --- | --- |
| What Dynamics product and version are you currently using? |  |
| Are you planning any Dynamics upgrades? When? |  |
| Do you have multiple companies or databases and, if so, how many? |  |
| Do your users access Dynamics locally, via Terminal Server or Citrix? |  |
| How many Dynamics environments are you running simultaneously? (DEV, TEST, PROD) |  |
| Have you made any Dynamics customizations, such as custom forms? |  |

Dynamics Modules In Use

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| A/P |  | Purchasing |  | A/R |  | Sales Order |  |
| GL |  | Fixed Assets |  | Bank Recon |  | Inventory |  |
| HR |  | Payroll |  | Manufacturing |  | Projects |  |
| Other |  |

General Environment

|  |  |
| --- | --- |
| What volume of documents do you process in a month/year, on average? |  |
| How many vendors do you have?  |  |
| How many vendors are recurring? |  |
| How many vendors are highly active? |  |
|  |  |
| If you wish to use zone OCR, which sections of your documents do you wish to index: header/footer or body/line item (or both)? |  |
| How many Dynamics or non-Dynamics users do you anticipate needing document management or access? |  |
| How many users do you have entering transactions for your dept? |  |
| How many remote locations do you have? |  |
| Are you using Business Portal or another portal application to provide access, or would you like to? |  |
| Are you using any 3rd party ISV applications for requisitioning, reporting or workflow? |  |
| Are you using any other applications in these business processes? |  |
| Are you running a VMWare or Hyper-V virtual environment? |  |

Automated Workflow

|  |
| --- |
| Would you like to automate workflows in the first phase? If so, please check which processes below. |
| A/P Invoices |  | Purchasing/Requisitions |  | Sales Order |  | HR |  |
| Other  |  |
| How many approvers/workflow users do you anticipate? |  |
| Will your users require mobile/email approval? |
| Please describe the routing and approval steps: |
| Please describe any business rules, such as amount thresholds: |
| Please describe how remote locations or users are involved in the workflow process: |
| If you have multiple processes to automate, or varying rules, please describe the additional processes and/or rules: |

**KwikPayables AP Automation Configuration Details**

KwikTag KwikPayables is a preconfigured set of AP workflow rules personalized to your business processes along with a set of standardized reports that give you insight into the status and location of documents in the approval process.

Since KwikPayables is configured to align to your unique environment, please indicate your preferences below.

**Approval Processes:**

Please select those for which automation is desired:

☐Purchase Requisition Approval

☐Purchase Order Invoice Match Approval

☐Non-Purchase Order Invoice Approval

☐Payment (Check) Approval

☐Other: Service Completion

**Check Approval (detail)**

|  |
| --- |
| If you chose check approval, do you wish to capture check image prior to, or after, printing? |
| For check approval, are checks signed manually or electronically? |
| Are live checks generated, or are they handling via EFT? |
| How many approvers are there for a check? |

**Business Rules and Approval Levels:**

For each approval processes selected above indicate the number of tiers of approval and each business rule used (i.e. Amount, Title, Department.) Example: Non-PO invoices require 1 level of approval. The business rule that is used is based on Department.

|  |
| --- |
|  |

**Reports:**

The following standard reports can be personalized by adding or removing fields subject to existing data in KwikTag, adding or removing grouping (e.g. totals, averages), and/or editing report date parameters.

Indicate which reports you would like configured and any changes you would like made:

☐ G/L accrual reflecting G/L balances for all invoices pending approval

☐ Invoices pending approval

Changes desired:

|  |
| --- |
|  |

**GL Accrual Report Example:**



**Approval Delegation:**

Approval delegation is a substitute assignment of an approval to another KwikTag user or group. The delegation list can be personalized based on business rules (e.g. Title or Amount) using any of the fields present in KwikTag.

Do you require that any of your documents have a delegation rule? If yes, which document type and rule?

|  |
| --- |
|  |

**Escalation:**

Escalation is a user definable action and/or notification for items pending action; for example an alert is sent to the CFO after an action has been pending for three days. One escalation is included for each of the above processes selected.

Please indicate when you would like a document to be escalated (for each process/document type):

|  |
| --- |
|  |

Thank you! Please save and send in this document to your partner or ImageTag at sales@imagetag.com.

We look forward to working with you.