



COMPANY INFORMATION

Company Name: _____ Date: _____

Product or service offered: _____

Who are your primary customers? _____

Number of people employed at this site: _____

Do you make to stock? Yes No

Do you make to order? Yes No

Do you configure or assemble to order? Yes No

Do you engineer to order? Yes No

What system(s) are you currently using: _____

Version: _____ When was the system installed: _____

Which functions are currently being used: (Check all that apply)

- Quote Management
- Sales Order Management
- Job Management
- Visual Scheduling
- Advanced Bills of Material
- Data Collection
- Quality Assurance
- Inventory Management
- Shipping/Receiving
- Purchase Management
- Purchase RFQ Management
- Accounts Receivable
- Accounts Payable
- General Ledger
- Payroll

Has there been any custom programming changes to the system? Yes No

If so, explain:



1.0 SALES AND OPERATIONS PLANNING

Name/Location/Department: _____

Date: _____ Auditor(s): _____

Type: 4-Excellent, 3-Very good, 2-Fair, 1-Poor

A planning process that maintains a valid, current operating plan in support of customer requirements and the business plan. This process should include a formal meeting each month run by the General Manager and covering a planning horizon adequate to plan resources effectively.

QUESTIONS	SCORE	REMARKS
1.1 Sales and operations planning is truly a process and not just a meeting. There is a sequence of steps that are laid out and followed.	4 3 2 1	
1.2 The meeting dates are set well ahead to avoid schedule conflicts. In case of any emergency and the department manager is unable to attend the meeting, he or she is represented by someone who is empowered to speak for the department.	4 3 2 1	
1.3 All participants come prepared to the sales and operations planning meeting. There are preliminary meetings by department: Sales and Marketing to prepare a Sales Plan, Design Engineering to prepare a New Product Plan, Manufacturing to prepare a Production Plan.	4 3 2 1	
1.4 Any large and/or unanticipated changes are communicated to other departments prior to the meeting in order to minimize surprises in the meeting.	4 3 2 1	
1.5 Minutes of the meeting are circulated immediately after the meeting. This is typically done within twenty-four hours of the meeting.	4 3 2 1	
1.6 The master production schedules for a family of products are summed and checked for agreement with the production plan for that family. The sum of the master production schedules for a family of items is constrained by the production plan for that family.	4 3 2 1	



2.0 FINANCIAL PLANNING, REPORTING, AND MEASUREMENT

Name/Location/Department: _____

Date: _____ Auditor(s): _____

Type: 4-Excellent, 3-Very good, 2-Fair, 1-Poor

There is a single set of numbers that should be used by all functions within the operating system. This provides the source data used for financials planning, reporting, and measurement.

QUESTIONS	SCORE	REMARKS
2.1 The finance department uses the same source data and system as other departments for sales, shipments, and any other operating system information.	4 3 2 1	
2.2 All financial systems (billing, accounts payable, cost accounting, purchasing, receiving, inventory, etc.) are fully integrated with all transaction systems.	4 3 2 1	
2.3 Accounts payable, purchasing, and receiving tie to material receipt transactions.	4 3 2 1	
2.4 Labor reporting, either in the form of transactions or in the form of an allocation of labor hours, is used to determine the cost of the product.	4 3 2 1	
2.5 Customer order shipment transactions drive the updating of finished goods inventory and the billing system at the same time.	4 3 2 1	