



PROCAS Quick Start

At PROCAS, we are focused on making the implementation of PROCAS Accounting as efficient and cost-effective as possible. To achieve this, the accounting software comes with standard information already set up. The standard information can be modified at any time, but this will give you a great starting point and will assist in getting you up and running as quickly as possible.

You will be assigned a consultant from PROCAS who will contact you to schedule your first implementation session. The implementation will be scheduled in multiple sessions until you have completed your company setup and received training on using the software on a day to day basis.

The first session will begin with a seminar to review the DCAA accounting system requirements and how they are handled in PROCAS. After the seminar, your consultant will work with you over multiple sessions to modify the standard setup and to train you on entering your company's information and on using the software. You will complete the data entry of your company's information on your own time.

The total PROCAS consulting time necessary and the total elapsed time from start to finish depends on several variables including your company's complexity, expertise and resources. Historically we have found that it takes approximately 22 hours of consulting time for our clients to complete the software implementation.

This document is a brief overview of the process for going live with PROCAS Quick Start. It includes the documents that we will provide, the people that should be involved, and a list of the modules that will be set up during the course of the implementation. Also provided is a list of additional services that we provide upon request.

Documents Provided

- PROCAS Welcome Packet
- PROCAS Implementation Guide
- PROCAS User's Manual
- PROCAS Budget Template
- PROCAS Server Initial Login Instructions
- PROCAS Implementation Checklist
- PROCAS Accounting Cycle Checklist
- PROCAS Time, Expense and Reports Instructions

Who Should Attend

- CEO, Company President or person with knowledge of company background information (for at least the first session)
- CFO, Controller or person with knowledge of company financial setup information
- Outside CPA firm representative (if desired)
- Any personnel who will be using PROCAS Accounting

Who Should Not Attend

- Personnel who will only be using PROCAS Time and Expense
- Personnel who are not authorized to have access to company contract, personnel, and/or financial information

PROCAS Software Setup

- Government Cost Accounting Seminar (DCAA requirements)
- Budget Template Review
- PROCAS Server Login Information
- Company Setup
- Accounting Setup
- Personnel Setup
- Projects Setup
- Billing Setup
- PROCAS Time Setup
- Setup review by consultant from PROCAS and PROCAS Time activation
- Vendor Records Setup
- Opening Balance Setup
- PROCAS Expense Setup
- Indirect Rate Calculation Setup
- PROCAS Reports Setup

PROCAS Software Training

- Accounts Payable training
- PROCAS Time and Expense training
- Payroll training
- Billing training
- Receipts training
- Miscellaneous process training
- Budget training
- PROCAS Reports training

Additional PROCAS Consulting Services Provided Upon Request (not included in Implementation estimate)

- Accounting System Audit Preparation, e.g., DCAA Preaward Survey of Prospective Contractor Accounting System
- Custom invoice formats (other than adding company logo)
- Custom payroll exports
- Budget imports