**Quantrax Corporation Inc**. Due date: \_\_\_\_\_\_\_\_\_\_

***RMEx***

**IMPLEMENTATION**

**Phase IV:**

1. **Run test conversion**
2. **Review converted data**
3. **Test modifications**
4. **Signing off on the conversion.**
5. **Post Conversion**

**This is the final phase before your conversion; you will be required to sign off on the final results of the testing phase before we can proceed. It will be very important that you review the converted data and are satisfied with the results**

**This information must be returned to Quantrax before the due date. Any delay in returning this information could cause the final conversion to be moved to a later date.**

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**Step 1**

**Run Test Conversion**

After the conversion programs have been written and tested by Quantrax, the procedures to run a preliminary test conversion will be supplied. If the data does not appear to have properly converted into RMEx, any changes needed will be analyzed and implemented, and additional tests will be run until you have “signed off” on the conversion. Test conversions are typically run during a weekend, and they can require up many hours to complete, depending on the number of records that need to be processed and the size and speed of your AS/400.

Responsible Party: **CLIENT**

Notes

**Step 2**

**Review Converted Data and the Data Conversion Checklist**

This is a part of the test conversion process. Additional guidelines can be found within “Preparing for RMEx”. You are responsible for comparing the data on RMEx with the data on the prior system, as well as ensuring that the additional conversion rules were followed as per your specifications.

Below is a check list to get you started. Place any other fields that were added in the PHASE 2 documents (Mapping data) to this list so you can be sure to check those also.

After each test conversion, you will want to recheck all of your data to confirm is it still accurate using the check list below.

IF you find data that is incorrect, we will need to know where that information is pulled from in your data, and what the correct data should be in that field. Review several accounts, for several clients at a time. Review and compare data from your old system with RMEx.

Responsible Party: **CLIENT**

Notes

**Using the Data Conversion Checklist below**

* **DESCRIPTION** – This is the name of the field to review
* **Correct (Y\N) - You** have reviewed this field, a Y means Pass, a N means FAIL
* **Field length –** Informational, how many characters are allowed in that field
* **From File –** We are converting the information from a file you stated the information was in. What is that file name?
* **Starting Position and Ending Position**: We need to know where in that file, that information is to be found
* **CORRECT FIELD DATA / COMMENTS:** Information that will help us understandany issues you found with this field

**Account File Layout**

| **DESCRIPTION** | **Correct (Y\N)** | **Field length** | **FROM FILE** | **Starting****Position** | **Ending Position** | **CORRECT FIELD DATA / COMMENTS** |
| --- | --- | --- | --- | --- | --- | --- |
| LAST NAME |  | 15 |  |  |  |  |
| FIRST NAME |  | 15 |  |  |  |  |
| EXTRA ADDRESS |  | 20 |  |  |  |  |
| STREET ADDRESS |  | 25 |  |  |  |  |
| CITY |  | 20 |  |  |  |  |
| STATE |  | 2 |  |  |  |  |
| ZIP CODE |  | 9 |  |  |  |  |
| HOME PHONE |  | 10.0 |  |  |  |  |
| WORK PHONE |  | 11.0 |  |  |  |  |
| PLACE OF EMPLOYMENT |  | 20 |  |  |  |  |
| **SOCIAL SECURITY #** |  | **9.0** |  |  |  |  |
| DATE OF BIRTH |  | 6.0 |  |  |  |  |
| FOLLOW-UP/PROMISE DATE |  | 6.0 |  |  |  |  |
| PROMISE AMOUNT |  | 7.2 |  |  |  |  |
| DESCRIPTION CODE |  | 20 |  |  |  |  |
| RETURNED MAIL |  | 1 |  |  |  |  |
| QCAT |  | 3.0 |  |  |  |  |
| LAST WORKED DATE |  | 6.0 |  |  |  |  |
| CLIENT NUMBER |  | 6.0 |  |  |  |  |
| AMOUNT PLACED |  | 9.2 |  |  |  |  |
| DATE PLACED |  | 8.0 |  |  |  |  |
| **PRIMARY BALANCE** |  | **9.2** |  |  |  |  |
| **SECONDARY BALANCE – 1** |  | **9.2** |  |  |  |  |
| **SECONDARY BALANCE – 2** |  | **9.2** |  |  |  |  |
| **SECONDARY BALANCE – 3** |  | **9.2** |  |  |  |  |
| **SECONDARY BALANCE – 4** |  | **9.2** |  |  |  |  |
| **SECONDARY BALANCE – 5** |  | **9.2** |  |  |  |  |
| **INTEREST BALANCE** |  | **7.2** |  |  |  |  |
| LAST TRANSACTION DATE |  | 6.0 |  |  |  |  |
| LAST PAYMENT TO CLIENT PRIOR TO PLACEMENT DATE |  | 6.0 |  |  |  |  |
| COMMISSION RATE |  | 5.4 |  |  |  |  |
| FORWARD AGENCY COMMISSION RATE |  | 5.4 |  |  |  |  |
| FORWARD AGENCY NUMBER |  | 6.0 |  |  |  |  |
| CONTACT SERIES |  | 2 |  |  |  |  |
| CONTACT SERIES SEQUENCE NUMBER |  | 1.0 |  |  |  |  |
| CLOSE CODE |  | 1 |  |  |  |  |
| CLOSED DATE |  | 8.0 |  |  |  |  |
| CLIENT ACCOUNT NUMBER |  | 25 |  |  |  |  |
| FEE CODE |  | 2 |  |  |  |  |
| COMMISSION CODE |  | 2 |  |  |  |  |
| NUMBER OF ATTEMPTS |  | 3.0 |  |  |  |  |
| NUMBER OF CONTACTS |  | 3.0 |  |  |  |  |
| COLLECTOR-WORKER |  | 2 |  |  |  |  |
| COLLECTOR – OWNER |  | 2 |  |  |  |  |
| COLLECTOR – SPLIT |  | 2 |  |  |  |  |
| **CREDIT REPORTING FLAG** |  | **1** |  |  |  |  |
| PATIENT LAST NAME |  | 15 |  |  |  |  |
| PATIENT FIRST NAME |  | 15 |  |  |  |  |
| SCORE |  | 3.0 |  |  |  |  |
| BANK INFORMATION |  | 25 |  |  |  |  |
| INTEREST RATE |  | 5.4 |  |  |  |  |
| LAST INTEREST DATE |  | 6.0 |  |  |  |  |
| SPOUSE LAST NAME |  | 12 |  |  |  |  |
| SPOUSE FIRST NAME |  | 12 |  |  |  |  |
| SPOUSE SOCIAL SECURITY NUMBER |  | 9.0 |  |  |  |  |
| WORK PHONE EXTENSION |  | 5.0 |  |  |  |  |
| DATE FORWARDED |  | 6.0 |  |  |  |  |
| ACAT |  | 2 |  |  |  |  |
| SMART CODE SERIES |  | 2 |  |  |  |  |
| STATUS CODE |  | 1 |  |  |  |  |
| LAST PAYMENT DATE |  | 6.0 |  |  |  |  |
| LAST PAYMENT AMOUNT |  | 9.2 |  |  |  |  |
| X-REFERNCE LAST NAME |  | 15 |  |  |  |  |
| X-REFERENCE FIRST NAME |  | 15 |  |  |  |  |
| COMPANY NUMBER |  | 2.0 |  |  |  |  |
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| Accounts with zero balance not closed |  |  |  |  |  | Make sure these accounts are closed.  |
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**Additional Fields** that need to be mapped to RMEx such User Defined Windows or OTHER information screens on the account detail

**Notes:**

| **DESCRIPTION** | **Correct (Y\N)** | **Field length** | **FROM FILE** | **Starting****Position** | **Ending Position** | **CORRECT FIELD DATA / COMMENTS** |
| --- | --- | --- | --- | --- | --- | --- |
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**Client Information Layout**

| DESCRIPTION | **Correct (Y\N)** | **Field length** | **FROM FILE** | **Starting Position** | **Ending Position** | **CORRECT FIELD DATA / COMMENTS** |
| --- | --- | --- | --- | --- | --- | --- |
| COMPANY LOCATION |  | 2.0 |  |  |  |  |
| CLIENT NUMBER |  | 6.0 |  |  |  |  |
| CLIENT NAME |  | 40 |  |  |  |  |
| ADDRESS LINE 1 |  | 25 |  |  |  |  |
| ADDRESS LINE 2 |  | 25 |  |  |  |  |
| CITY |  | 20 |  |  |  |  |
| STATE |  | 2 |  |  |  |  |
| ZIP |  | 9 |  |  |  |  |
| CLIENT TYPE |  | 1 |  |  |  |  |
| **REMITTING FREQ** |  | **1** |  |  |  |  |
| **REMITTING TYPE** |  | **1** |  |  |  |  |
| **COMMISSION RATE** |  | **5.4** |  |  |  |  |
| **FEE CODE** |  | **2** |  |  |  |  |
| **COMMISSION CODE** |  | **2** |  |  |  |  |
| CLIENT PHONE |  | 10.0 |  |  |  |  |
| DATE CLIENT ENT |  | 6.0 |  |  |  |  |
| LINK CODE |  | 2 |  |  |  |  |
| CLIENT CLASSIFICATION |  | 2 |  |  |  |  |
| INTEREST RATE |  | 5.4 |  |  |  |  |
| NO CRED.REPORT-N |  | 1 |  |  |  |  |
| COLL.WORK GROUP |  | 2 |  |  |  |  |
| LAST BUSINESS DT |  | 6.0 |  |  |  |  |
| STATEMENTS TO |  | 40 |  |  |  |  |
| ADDRESS 1 |  | 25 |  |  |  |  |
| ADDRESS 2 |  | 25 |  |  |  |  |
| CITY |  | 20 |  |  |  |  |
| STATE |  | 2 |  |  |  |  |
| ZIP |  | 9 |  |  |  |  |
| CHECK PAYABLE TO |  | 40 |  |  |  |  |
| SEARCH NAME |  | 15 |  |  |  |  |
| SALESMAN CODE |  | 2 |  |  |  |  |
| INTEREST-M/D |  | 1 |  |  |  |  |
| PER ACCT.CHARGE |  | 5.2 |  |  |  |  |
| STMTS-ATTENTION |  | 30 |  |  |  |  |
| CONTACT SERIES |  | 2 |  |  |  |  |
| CLIENT DESCRIPTION |  | 40 |  |  |  |  |
| FAX# |  | 10.0 |  |  |  |  |
| CONTACT NAME |  | 30 |  |  |  |  |
| LAST STATEMENT DATE |  | 6.0 |  |  |  |  |
| CURRENT A/R BALANCE |  | 9.2 |  |  |  |  |
| 30 DAY A/R BALANCE |  | 9.2 |  |  |  |  |
| 60 DAY A/R BALANCE |  | 9.2 |  |  |  |  |
| 90 DAY A/R BALANCE |  | 9.2 |  |  |  |  |
| 120 PLUS DAY A/R BALANCE |  | 9.2 |  |  |  |  |
|  |  |  |  |  |  |  |
| **COMMISSION -Use for Skip,Fwd,Legal. If this is being used a Y must be in place where applicable.** |  |  |  |  |  | **I** |
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Notes:

##### Payment Layout – Make sure to specify what payment type’s increase or decrease an account balance.

#####

| **DESCRIPTION** | **Correct (Y\N)** | **Field Length** | **FROM FILE** | **Starting Position** | **Ending Position** | **CORRECT FIELD DATA / COMMENTS** |
| --- | --- | --- | --- | --- | --- | --- |
| COMPANY |  | 2.0 |  |  |  |  |
| GUARANTOR#' |  | 9.0 |  |  |  |  |
| CLIENT NUMBER |  | 6.0 |  |  |  |  |
| PAYMENT DATE |  | 8.0 |  |  |  |  |
| PAYMENT TYPE |  | 2.0 |  |  |  |  |
| BALANCE TYPE  |  | 1 |  |  |  |  |
| PAYMENT AMOUNT |  | 9.2 |  |  |  |  |
| COMMISSION |  | 8.2 |  |  |  |  |
| BALANCE AFTER PAYMENT |  | 9.2 |  |  |  |  |
| COLLECTOR CREDIT |  | 2 |  |  |  |  |
| ADJUSTMENT CODE |  | 1 |  |  |  |  |
| LEGAL |  | 1 |  |  |  |  |
| CLIENT REFERENCE INFORMATION |  | 10 |  |  |  |  |
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**Notes:**

**Step 3**

**Test Modifications**

Custom modifications will usually be delivered several weeks prior to the scheduled date for final conversion. While documentation will be provided as needed, you are responsible for setting up good test plans that will ensure that misunderstandings are eliminated and the changes are sufficiently tested to your satisfaction. Quantrax is committed to responding quickly to correcting problems, but do keep in mind that changes to specifications can sometimes involve significant work, and these changes may be billable.

Responsible Party: **QUANTRAX / CLIENT**

Notes

**Step 4**

**Live Conversion**

Procedures will be provided to run the final conversion. The procedures will almost always be the same as those used to run the test conversion, and there should be no surprises! Since the procedure has usually been tested thoroughly, it is not necessary to have a Quantrax representative on site when the final conversion is run. Creating work for collectors will be a part of the conversion process.

**YOU MUST NOW REVIEW THE LIVE DATA USING THE DATA CONVERSION CHECKLIST.**

Responsible Party: **CLIENT**

Notes

**Step 5**

 **Signing off on converted data**

At this point you have reviewed your converted data and modifications. There may be some modifications or other work that needs to be done after the conversion, but to the best of your knowledge you are ready. If you have any final questions, now is the time to ask them.

**You must then present us with the Data Conversion Checklist stating the data is correct. This is your responsibility to make sure, with our help it is correct.**

#### **Steps to be completed after final conversion**

The following will be done as a part of the conversion process.

|  |  |  |
| --- | --- | --- |
| **POST INSTALL** | **Completed** | **Immediately after final conversion** |
| Create **Account Processing Queues**  |  | **Collectors work queues**  |
| **Syscon - Set Case# assignment (Julian Dating)** |  | Sys Parameters (F24 twice to change) Julian Date or Sequential |
| **Set Current Period** |  | System Parameters |
| **Collector Codes**  |  | Make sure UserIds are associated with Coll.Codes |
| **Collector Codes**  |  | If Conversion moved accounts to a special code - make sure they are set up |
| **Collector Codes**  |  | Review Case Limits (and set up Case Limit at Collector Code |
| **Salesman Codes** |  | Make sure they are setup if not converted |
| **Backup** |  | Backup system right after conversion - Make sure disk space is available |
| **Set Next Work Date on Nightly** |  |   |
| **Run Nightly**  |  |   |
| **Inactive Time-out Feature**  |  | Call INSTALLVAL for new iseries conversions |
| **Change PW for Qmaster** |  |   |
| **Verify Month-Date and Year-Date figures** |  | Month do date figures should be zer - Verify year to date numbers @clients & Company @Collector |
| **Run Placement History** |  | Compare Prior months of placement & payments & comm  |
| **Verify Company Statistics** |  | From Company Statistics Screen |
| **\* Placement History by Company** |  |   |
| **Collector Inquiry (F3) Case limits** |  |   |
| **Credit Reporting is reviewed for confirmation** |  | Review accounts and system control setup |
| **Letters**  |  | If not completed are plans in place. |
| **Password Experation**  |  | (Suggestion) Set up the features to deactivate passwords after a specified number of days, and to disable a User ID after a certain number of unsuccessful sign-on attempts  |
| **Client Receivables Report**  |  | Check client receivables by printing a **Client Receivables Report**. If the amounts were not converted or are incorrect, update the amounts and verify them by printing a new report |
| **Inactive time-out** |  | Start the **Inactive time-out** feature by calling the program **INSTALLVAL** |

**Step 6**

**Live Training**

Quantrax will usually be on site for 3 to 5 days to review the system, train the collectors and clerical staff soon after the conversion is run. Since a conversion is usually run over a weekend, this training would normally start on a Monday. **All collectors and payment processing staff will need to review the collector training modules and the payment training modules**. In the case of larger clients, the collection supervisors would have set up training programs for their collectors. The supervisors will be working with collectors on procedural issues (e.g. What Smart Code should be applied for a specific condition?) during the period immediately after the system is in production mode. Quantrax will assist with questions and training that relate to the use of the system.

Responsible Party: **QUANTRAX**

Notes