



MARYLAND CORRECTIONAL ENTERPRISES (MCE)
ENTERPRISE RESOURCE PLANNING IMPLEMENTATION PROJECT
(ERPIP)

FUNCTIONAL REQUIREMENTS DOCUMENT

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My signature indicates approval of this Functional Requirements Document

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GLOSSARY

A/P	Accounts Payable
A/R	Accounts Receivable
AS/400	Current Accounting System Platform
BoM	Bill of Materials
CAD/CAM	Computer-Aided Design/Computer-Aided Manufacturing (software)
CO	Customer Order (number)
COTS	Commercial Off The Shelf (software product)
CPIW	Component Part Inventory Withdrawal
CRM	Customer Relationship Management
DOC	Department of Corrections
DPSCS	Department of Public Safety and Correctional Services
ERP	Enterprise Resource Planning
ETL	Extract / Transform / Load
FA	Fixed Asset
FIFO	First In First Out
FMIS	Financial Management Information System (State of Maryland)
FTE	Full Time Equivalent
FTP	File Transfer Protocol
GAAP	General Accepted Accounting Principles
G/L	General Ledger
HQ	Headquarters (for MCE - also includes some warehouse locations)
IHPO	In House Purchase Order
Infor / XA	Current Accounting System Vendor / Product
ITCD	Information Technology and Communications Division
LIFO	Last In First Out
MCE	Maryland Correctional Enterprises
OA	Order Acknowledgement
OOTB	Out Of The Box
PO	Purchase Order (number)
RMIW	Raw Material Inventory Withdrawal
ROG	Receipt of Goods
RTM	Requirements Traceability Matrix
SaaS	Software as a Service
SMR	Stock Movement Report
UAT	User Acceptance Testing
USB	Universal Serial Bus
WIP	Work In Progress (Process)

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1 GENERAL

1.1 Project Description

The purpose of this project is to acquire and implement a new Enterprise Resource Planning (ERP) solution that shall meet the current and future needs of Maryland Correctional Enterprise (MCE). MCE is a self-funded agency who manages over \$50 million dollars per year in sales and services, and who employs over 2,000 inmates in Maryland correctional facilities. This document focuses on the functional requirements of the new ERP system.

The new ERP solution shall replace an existing order entry, order management, financial management, and inventory management system which resides on an IBM AS/400 platform (which itself shall also be replaced with a different enterprise architecture). The new TO Contractor will need to specify recommended hardware and platform for the optimal use of the ERP software solution.

In addition the new ERP system shall incorporate functionality for manufacturing job costing, job status, detailed inventory tracking, production control, and cost accounting. These functions are currently performed using manual processes, spreadsheets, and standalone PC systems developed within MCE HQ and in each manufacturing facility.

1.1.1 Background

In order to accomplish its mission and accommodate expected growth, MCE requires a high level of financial accountability and manufacturing process insight throughout all facets of its organization. This has been increasingly difficult given the current processes (which are very paper driven) and the main computer system (which is over 15 years old).

MCE's primary financial and manufacturing management system (called MAPICS now an INFOR product) provides basic accounting and customer order management services and was installed in the late 1990s. It runs on an IBM AS/400 platform. Other than a Y2K fix, neither the hardware platform nor the application software have been updated since its original installation.

In addition not all core modules were purchased (including a production control and cost module). The lack of this type of a module integrated into the core financials has created a situation where each plant uses desktop tools (Microsoft Access / Excel) to build departmental systems to manage their respective production lines. There is no system integration between these systems and the main MCE headquarters systems.

While the current HQ software and hardware have performed faithfully and with few service interruptions, it is becoming increasingly difficult to find replacement components (such as green screen terminals, backup tape drives, analog modems) and staff or professional resources to maintain the current legacy environment. Because of these factors, there is a very real risk that a failure of a major component (loss of the AS/400 or critical IT / Headquarters staff) could severely affect MCE's ability to conduct business on a day to day basis.

1.1.2 Purpose

The ERP project is directly aligned to MCE objectives as described by the business' Managing for Results (MFR) strategic goals. Reliance on the current system cannot meet or advance the objectives below while a new ERP solution shall be both a contributor and facilitator to meet MCE goals. These MFR goals include:

- a. Use of technology to enhance customer service and satisfaction. This objective includes

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operational efficiency and financial transparency with a consideration for the impact on customer relations and the customer experience.

- b. Maintenance of MCE's self-supporting status for existing operations and future expansion.
- c. The ability to analyze revenues and expenditures to control costs.
- d. To identify and focus sales efforts on high volume/high profit product groups.
- e. To facilitate the evaluation of purchasing practices of customers to determine trends and analysis of data.
- f. To perform analysis of the order process, production, and delivery (in order to reduce delivery times)

1.1.3 Assumptions and Constraints

Assumptions are future situations, beyond the control of the project, whose outcomes influence the success of a project. The following are assumptions for the ERP project:

- a. The new TO Contractor ERP solution shall leverage DPSCS / ITCD resources and networks to the fullest extent possible to take advantage of existing security protocols (physical and logical) and system facilities.
- b. The new TO Contractor ERP solution shall accommodate the functional requirements of the wide range of products and services provided by MCE (both at the HQ and in the manufacturing plants).
- c. The selected TO Contractor product and implementation services shall be delivered at a high level of quality.

Constraints are conditions outside the control of the project that limit the design alternatives. The following are constraints for the ERP project:

- a. Recommended solution shall work within a prison and provide appropriate security of data and access to limit outside resources based on DPSCS / ITCD security protocols.
- b. Funding and final scope of the COTS ERP may be a constraint as it is not known what a COTS ERP solution (or components of an ERP solution) may actually cost to implement.

1.2 Points of Contact

- a. **Contract Manager:**
Chief Development Officer CDO - Rick Rosenblatt, rjrosenblatt@dpscs.state.md.us, 410-540-5405
- b. **Procurement Officer (for TORFP):**
Joselyn M. Hopkins, CPPO, C.P.M., jmhopkins@dpscs.state.md.us, 410-339-5013
- c. **MCE CIO:**
Karen Dullnig, kdullnig@dpscs.state.md.us, 410-540-5469
- d. **Project Manager (Contract):**
Kelly Price, kprice@dpscs.state.md.us, 410 540-5491
- e. **Development project leader TBD (COTS ERP Contractor)**
- f. **User contacts TBD**
- g. **Agency employee whose signature constitutes acceptance of the Functional Requirements Document (FRD):**
Rick Rosenblatt

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1.3 Document References

MCE utilizes an internal file server (the X drive) which houses all project documentation. These documents are both works in progress and finished goods. The locations of all documents are found in the X:/ERP/ERP Project Manager folder. As of June / July 2013 this drive contains SDLC documentation including

- a. Project Concept Proposal
- b. Project Charter
- c. Project Scope
- d. Project Management Plan – including the following sections
 - i. Scope Management
 - ii. Schedule Management
 - iii. Cost Management
 - iv. Quality Management
 - v. Change Management
 - vi. Staffing Management
 - vii. Communication Management
 - viii. Risk Management
 - ix. Procurement Management
- e. Functional Requirements Document (this document)

This list shall be added to throughout the project's lifecycle. All project artifacts shall reside within this MCE "X:\ drive" folder.

2 DATA AND FUNCTIONAL REQUIREMENTS

The functional requirements describe the core functionality of the application. This section includes the data and functional process requirements.

NOTE: For pricing and evaluation of this section, the TO Contractor shall complete and submit the Software Functional Worksheet (See TORFP Attachment 21) which contains these requirements.

2.1 Data Requirements

2.1.1 As a COTS implementation, the data model and entity relationship diagram shall be provided by the selected TO Contractor. Section 3.9 provides a reference to the files for the desired minimal / core fields of the major database objects used by MCE and which are believed to be required within the new ERP system. MCE understands that the current AS/400 System field names defined in Section 3.9 will not match exactly with a proposed COTS ERP solution. These fields are provided for data conversion planning and as an aid in assisting TO Contractor understanding of the current state at MCE.

In addition to the core fields, actual file structures from the current core system (Infor/XA) have been included to document the extent of field level information that is available if it is desired within the future ERP system. A preliminary analysis of data contained within the current system has shown that many fields were "optional" in nature and therefore are blank or contain incomplete or inconsistent information.

2.1.2 The following are the core reference data objects that shall be minimally required in the new system based on current system data.

- a. General Ledger (G/L) – Including A/P and A/R histories

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- b. Vendors
- c. Customers – Including purchase histories
- d. Products / Catalog Items
- e. Fixed Assets
- f. Inventory
- g. Quotes / Orders

These objects shall be the basis of all historical, transactional, and reference data that shall be clean, transformed, and loaded into the new ERP system. Other personnel related information (which is not carried in any detail within the current system) shall need to be created and entered into the new ERP system by MCE.

2.2 Functional Requirements

The following sections describe the data required and the functional requirements that shall be performed in the new ERP system for both the HQ and factory-based staffs. These functional requirements include the on-going system maintenance, daily / monthly transactional functions (for fiscal management and operations) and the creation and production management reports for all areas of MCE.

Examples of current MCE reports developed from programs written in house are presented to visualize the requirement of MCE staff to use selected data and fields to generate customized reports and queries in addition to the reports and queries which are provided by the ERP.

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Report #1. New Order Report

DATE: 11/26/13	Maryland Correctional Enterprises	Page: 1
TIME:	New Orders For Date: 11/25/13 For Shop: 115	Pgm: NEWORD
Order #: 1406652	Customer: 36022100 PO #: PUR01-0000025940	PO Date: 11/18/13 Order Entry: 11/25/13 W/H: C
Ship to: UMAB	660 W. REDWOOD ST, RM 570D	ATTN: BETH GUIZZARDI
BALTIMORE	21201-1531	Order Comment(s): ANNOUNCEMENTS
PROEJCT ORDER	M6133P	

Item	Description	Qty ordered	Qty Shipped	Qty Backordered
115LDLS33	CANTON L-DESK W/LEFT RETURN	1.000	.000	1.000
115OSLF72S33	CANTON 72" OPEN STRG W/LAT FIL	4.000	.000	4.000
115OH4DB48S33	CANTON 4DR CRDZ OVRHD 48X15X42	1.000	.000	1.000

Order #: 1406688	Customer: 32010000 PO #: 2-0205	PO Date: 11/22/13 Order Entry: 11/25/13 W/H: C
Ship to: DEPT OF HEALTH AND MENTAL HYGIENE	201 WEST PRESTON STREET 3RD FLOOR RM # 302	
BALTIMORE	21201	Order Comment(s): ANNOUNCEMENTS
CREDIT CARD SALE		

Item	Description	Qty ordered	Qty Shipped	Qty Backordered
115Q011	L-SHAPED DESK L RET (115LDLB3)	1.000	.000	1.000

*** END OF REPORT ***

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Report #2. Open Order Report

DATE: 12/06/13
 TIME:

OPEN Orders For Date: 12/06/13 For Shop: 104
 Maryland Correctional Enterprises
 Pgm: OPNORD

Order #: 1304126 Customer: 29110000 PO #: 2-7426/00108727 PO Date: 09/25/12 Order Entry: 10/05/12 W/H: C
 Ship to: MDTA - FMT STOREROOM 4000 LELAND AVE. ATTN: MIKE WILSON
 BALTIMORE 21224 Order Comment(s): ANNOUNCEMENTS
 CREDIT CARD SALE* ATTN: MIKE WILSON 410-537-1283 *SHIP ORDER COMPLETE - NO PARTIALS*

Item Description Qty ordered Qty shipped Qty Backordered ** Order is OVER 90 days **
 104SWSH13L143 SWEATSHIRT INSULATED W/H 3L 5.000 1.000 4.000
 NAVY
 104999 SEW SHOP SPECIAL ITEM CHARGE 55.000 4.000 *SHIP ORDER COMPLETE -
 MDTA SILK-SCREEN LOGO - ON ALL SWEATSHIRTS (SEE ORDER FOR SILK- SCREEN INSTRUCTIONS)

Order #: 1305887 Customer: 35020600 PO #: Q00P3403722 PO Date: 11/09/12 Order Entry: 11/15/12 W/H: C
 Ship to: JESSUP CORRECTIONAL INSTITUTION ST. 175-BOX 534 INMATE PROPERTY
 JESSUP 20794-0537 Order Comment(s): ANNOUNCEMENTS

Item Description Qty ordered Qty shipped Qty Backordered ** Order is OVER 90 days **
 104CINTS3L T-SHIRT (INMATE) 3L 600.000 .000 600.000

Order #: 1306888 Customer: 11167000 PO #: LTR.112712 PO Date: 11/27/12 Order Entry: 12/07/12 W/H: C
 Ship to: GRAND LODGE OF ANCIENT FREE ACCETED MASONS OF MARYLAND 304 INTERNATIONAL CIRCLE
 21030 Order Comment(s): ANNOUNCEMENTS
 PU#T-0482 COCKEYSVILLE REF: 1303769; ATTN:GERALD PIEPIORA/RANDY WATSON 410-527-0600/410-585-3303 *BAG ALREADY SENT TO 104
 SHOP C/O RON MEDLAR 12/7/12; BY CUSTOMER & MCE COURIER TODAY*

Item Description Qty ordered Qty shipped Qty Backordered ** Order is OVER 90 days **
 104998 SEW SHOP WARRANTY 2.000 2.000
 PU#T-0482 - 12/7/12 - REF: 1303769; PICKUP (2) 1049P11-143 BLACK;52"-L; GARMET BAGS; & RETURN TO 104 SHOP TO REPAIR
 STITCHING; & BROKEN ZIPPER PER CUSTOMER EMAIL 11/27/12;BAGS 1-NOT FULLY STITCHED; & BAG 2-ZIPPER BROKEN); (FOR RANDY
 WATSON); RETURN TO CUSTOMER WHEN COMPLETED, ASAP! *(SEE PAPERS ATTACHED)*; *NOTE* BAGS ALREADY SENT TO 104 SHOP
 C/O RON MEDLAR 12/7/12;& 12/10/12;BY CUSTOMER/MCE COURIER* OMH:T-1464 - 12/10/12

Order #: 1312305 Customer: 29020700 PO #: SHA020613 PO Date: 02/06/13 Order Entry: 04/01/13 W/H: C
 Ship to: SHA - SIGNAL SHOP - HANOVER 7491 CONNELLEY DRIVE ATTN: MIKE BOYLE
 HANOVER 21076 Order Comment(s): ANNOUNCEMENTS
 ATTN: MIKE BOYLE 410-787-7673

Item Description Qty ordered Qty shipped Qty Backordered ** Order is OVER 90 days **
 104TSMVNR2L242 T-SHIRT V-NECK N/PKT REG 2L 5.000 .000 5.000
 THELMA BREWER - SHA LOGO

Order #: 1313190 Customer: 35020600 PO #: Q00P3406744 PO Date: 04/18/13 Order Entry: 04/19/13 W/H: C
 Ship to: MCFRS - ADMIN. 7931 BROCKBRIDGE ROAD ATTN: PEGGY ELDRIDGE/KEVIN HUNT
 JESSUP 20794 Order Comment(s): ANNOUNCEMENTS
 ATTN: KEVIN HUNT, ADMIN. 410-540-6225 OR PEGGY ELDRIDGE 410-540-6590 DELIVER BY 5/1/13 OR ASAP!

Item Description Qty ordered Qty shipped Qty Backordered ** Order is OVER 90 days **
 104SPECIAL SPECIAL CHARGE 1.000 .000 1.000
 7" BOTONEE CROSS FLAGPOLE ORNAMENT DELIVER BY 5/1/13 OR ASAP

Order #: 1313522 Customer: 29110000 PO #: 00117830 PO Date: 04/04/13 Order Entry: 04/25/13 W/H: C
 Ship to: MDTA - FMT EAST VENT BLDG. 2301 S CLINTON STREET ATTN: FRAN DIGIACOMO
 BALTIMORE 21224 Order Comment(s): ANNOUNCEMENTS
 DONNA BECK

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Report #3 Aged Orders Over 90 days

DATE: 12/06/13 TIME: Order #: 1316276 Ship to: SALISBURY UNIVERSITY SALISBURY CREDIT CARD ORDER	Aged Orders OVER 90 DAYS Customer: 36022900 PO #: 2-7052 119 BATEMAN STREET 21804	Maryland Correctional Enterprises For Shop: 105 Order Entry: 06/24/13 RUTH BARKER 410-543-6533 ANNOUNCEMENTS
Page: 1 Pgm: OVR90D W/H: C		
Item 105008 N22 Description ANNAPOLIS CHAIR NEO-BLACK *** ITEM TOTALS ***	Qty ordered 1.000 Qty shipped .000 Qty Backordered 1.000	Item Amount 423.00 423.00
Order #: 1317140 Customer: 29110000 PO #: 00121051 Ship to: MARYLAND TRANSPORTATION AUTHORITY 2310 BROENING HIGHWAY STE 150 BALTIMORE 21224 PROJECT ORDER M6341P		
Item 105MFNBLWGD72 Description DAKOTA STACK CHAIR UPH O/M 23740 07/26/13 *** ITEM TOTALS ***	Qty ordered 15.000 Qty shipped .000 Qty Backordered 15.000	Item Amount 1,740.00 1,740.00
Order #: 1400487 Customer: 29100000 PO #: 2-2368 Ship to: MARYLAND TRANSPORTATION AUTHORITY 1700 FRANKFURST AVE BALTIMORE 21226 CREDIT CARD SALE ONLINE ORDER #102165		
Item 105006 AL6 Description CHAIR TRAD HB SWVL AL-REG RED *** ITEM TOTALS ***	Qty ordered 1.000 Qty shipped .000 Qty Backordered 1.000	Item Amount 439.00 439.00
Order #: 1401141 Customer: 36022100 PO #: LTR 7-17-13 Ship to: UN OF MD-FRANCIS KING CAREY LAW SCH 500 W BALTIMORE STREET BALTIMORE 21201-1531 PU 11273 REF.1305390, CO#1401141		
Item 105998 Description UPHOLSTERY SHOP WARRANTY PULL1273 1 CHAIR RETURNED TO U OF MD AFTER REUPHOL- SHOULD NOT BE. BACK NEEDS TO BE RE-DONE. *** ITEM TOTALS ***	Qty ordered 1.000 Qty shipped .000 Qty Backordered 1.000	Item Amount .00 .00
Order #: 1401233 Customer: 36020500 PO #: 2-2791 Ship to: UNIVERSITY OF MARYLAND BALTO.CO. 1000 HILLTOP CIRCLE LIBRARY BALTIMORE 21250 CREDIT CARD SALE		
Item 105MX/HCH/WZ Description DAKOTA POLYPROPYLENE *** ITEM TOTALS ***	Qty ordered 1.000 Qty shipped .000 Qty Backordered 1.000	Item Amount 70.00 70.00
Order #: 1401673 Customer: 29080100 PO #: P5407485 Ship to: MTA 4401 MT HOPE DRIVE BALTIMORE 21215 GREG HAUPT		

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2.2.1 User Functional Baseline

- 2.2.1.1 The system shall have a common database core which allows integration of data and transactions between all financial, operational, production, and customer service functions within the ERP system.
- 2.2.1.2 The system shall have a graphic user interface (GUI) implemented either as a Web-based interface (preferred) or as a Microsoft Windows client program.
- 2.2.1.3 The system shall run on client PCs that are using Windows 7 or newer operating systems
- 2.2.1.4 The system shall use Microsoft Office 2010 or newer productivity software for any ad hoc data or file exchanges.
- 2.2.1.5 The system shall run on Microsoft Internet Explorer 8 or newer.
- 2.2.1.6 The system's GUI shall include an online help system.
- 2.2.1.7 The system shall create export files and have the capability to import files between the ERP System and the State's FMIS system in the format specified in Section 5.1.1. *These files must be encrypted before transfer to or from FMIS system.*
- 2.2.1.8 The system shall be able to export selected records (either reference tables or transactions) into Microsoft Access and Microsoft Excel file formats.
- 2.2.1.9 The system shall have the capability to exchange information with State systems and with manufacturing systems that are provided by 3rd parties (currently in use at MCE factories) either with simple file exchanges or via more complex open data protocols.
- 2.2.1.10 The system shall have administrator ERP System and User security functionality to include:
 - a. Setting Up a New User
 - b. Updating an Existing User (name or address)
 - c. Restricting User Access to Certain Roles
 - d. Allow MCE to use a single management reporting database
 - i. To create customized report pages (management dashboards)
 - ii. To create, store, and share standard queries
 - iii. To export results and analyze data in standard desktop tools (MS Office)

2.2.2 Workflow Functionality

The system shall include the following workflow functionality:

- 2.2.2.1 The system shall allow MCE staff to route and approve transactions (such as purchase orders or customer credits). These routing paths and rules shall be customizable and maintainable by MCE staff.
- 2.2.2.2 The system shall include journaling functionality which allows MCE users to create reminders and to-do / follow up lists for customer service and other in-house functions.
- 2.2.2.3 The system shall include automated reports distribution features (like e-mail list distribution, web publishing).
- 2.2.2.4 The system shall notify designated MCE supervisors if certain inventory or products needs approval before it is moved from one location to another (to be determined by MCE). Typically an MCE supervisor needs to authorize a move from a plant to a

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warehouse. Therefore the system shall not recognize or permit a move request unless a supervisor has entered the ERP system and formally accepted the move.

- 2.2.2.5 The system shall notify designated MCE supervisors if inventory committed to a Work in Progress (WIP) order exceeds a specific amount. Upon receiving such a notification, the MCE supervisor may stop the inventory commitment or allow the order to proceed and create a request to re-order / replenish the inventory supply.
- 2.2.2.6 The system shall follow the rules regarding inmate use of computer resources. Note that inmates do not have e-mail access so any offered solution must not have functionality for task assignment or communication to inmates that is wholly dependent upon e-mail messaging.

2.2.3 Core Reporting and Business Intelligence Functionality

The system, and or its components, shall have the following core reporting and business intelligence functionality:

- 2.2.3.1 The users shall be able to create reports using parameters (such as for date ranges or for specific plants or products) and be able to customize “out of the box” reports
- 2.2.3.2 The system shall have the ability to allow users to create charts and graphs from underlying data
- 2.2.3.3 Ad hoc online reporting created by users shall have the ability to be saved at any point for future reuse and reference
- 2.2.3.4 The system reports selects shall have limiting filters to reduce the number of records returned
- 2.2.3.5 The system's reporting facility shall contain drill down capabilities on results sets to lower levels of detail
- 2.2.3.6 Data analysis and reporting shall be accomplished using a business intelligence functionality, without requiring a knowledge of SQL
- 2.2.3.7 The system's reporting facility shall be web-based and not require additional software add-ins be purchased or installed on end user PCs
- 2.2.3.8 Reports shall be exportable to desktop tools (Microsoft Excel)
- 2.2.3.9 Reports shall have the ability to be scheduled to run automatically (for both execution and distribution / publishing)
- 2.2.3.10 The system shall have the ability for the user to perform “What-if” analysis using near-real time data that shall not impact performance
- 2.2.3.11 The system shall have the ability to customize forms and reports with the ability to add and remove user fields and layouts customizable by the user
- 2.2.3.12 The system report generation shall be robust and allow authorized personnel to select data fields and manipulate relationships to develop queries and programs to produce reports.
- 2.2.3.13 The system shall have data fields and operations available for users to access and select and easily accessible to allow for the customization of the input fields, level of

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agency scope, and other factors desired by users and not require the additional purchase of software to create, enhance or customize the inputs and outputs to these queries and reports.

- 2.2.3.14 The system shall have the ability for generated reports to be savable and exportable to numerous devices and mediums including printers, other software for further analysis or for presentations

2.2.4 Financial Management – Financial Reporting

The ERP software shall produce core reports to support all financial management functionality.

The application shall have the following minimum reporting functionality:

- 2.2.4.1 The system shall produce consolidated financial reports by:
- a. Business units
 - b. Region managers
 - c. Product line
 - d. Sales ratios
 - e. Ad hoc lines of business as created by MCE
- 2.2.4.2 The system shall provide the ability to configure and maintain standard reports distribution functionality for any system generated reports which need to be routed to specific managers and executives
- 2.2.4.3 The system shall provide the ability to produce online graphical displays of selected data
- 2.2.4.4 The system shall produce standard daily and monthly financial reports by each business unit
- 2.2.4.5 The system shall produce detail financial reports which roll up subunit line items to business units
- 2.2.4.6 The system shall provide financial analysis capability to forecast growth, revenues, expenses based on prior period trends

2.2.5 Financial Management - General Ledger (G/L)

The ERP software shall support G/L daily / monthly / annual transactional and financial functionality for MCE's HQ financial management and executive staff. Reports shall be available for individual products, individual business units, regions, or companywide as desired

The application shall have the following minimum functionality:

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- 2.2.5.1 The system shall have a flexible and expandable chart of accounts structure (for both length of segments and number of segments)
- 2.2.5.2 The system shall allow user controlled and automatic postings of all financial accounting transactions from any ledger or sub-ledger into a single database
- 2.2.5.3 The system shall allow all business units with appropriate user security to view their financial information
- 2.2.5.4 The system shall allow monthly pre-closing proof closes for trial balances
- 2.2.5.5 The system shall allow journal entries to be created for repeating occurrences for automatic processing in future accounting periods and that can be automatically reversed when set by MCE following General Accepted Accounting Principles (GAAP)
- 2.2.5.6 The system shall allow vouchers to be entered as journal entry transactions both in batch and individual entries
- 2.2.5.7 The system shall allow MCE users to set up and maintain accounting codes, account structures, and ledgers including reporting structures and departmental or factory / product line roll ups
- 2.2.5.8 The system shall allow the creation and maintenance of a project cost ledger (sub ledger) and include the following information:
 - a. Project number
 - b. Project name
 - c. Project location
 - d. Start date
 - e. Finish date
 - f. Status
 - g. Costs (baseline, budgeted, actual)
 - h. Cost variances
- 2.2.5.9 The system shall provide five years of historical / periodic variance analysis data for comparisons of actual G/L balances and details vs. prior balances and details at the business unit level
- 2.2.5.10 The system shall allow postings for prior period adjustments
- 2.2.5.11 The system shall provide for automatic year-end rolling of balances in sub-ledgers and general ledger control accounts
- 2.2.5.12 The system shall provide for the automatic Accounts Payable, Inventory, Payroll, and Cash Account entries and automated accruals
- 2.2.5.13 The system shall allow the creation of a suspense account to hold transactions with errors that can be processed and classified at a later date
- 2.2.5.14 The system shall provide the capability to maintain an audit trail from the original postings to the final posting
- 2.2.5.15 The system shall provide the capability to post and maintain balances for the current period and prior period until the prior period closing is complete
- 2.2.5.16 The system shall have the capability to provide controls to prevent the creation of duplicate transactions

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The application shall have the following minimum reporting functionality:

- 2.2.5.17 The system shall produce Trial Balance reports
- 2.2.5.18 The system shall produce Balance Sheets
- 2.2.5.19 The system shall produce Chart of Accounts detail reports
- 2.2.5.20 The system shall produce Journal Entries, Adjustments, and Journal History detail reports
- 2.2.5.21 The system shall produce General Ledger detail reports
- 2.2.5.22 The system shall produce Income Statements
- 2.2.5.23 The system shall produce Profit and Loss Statements
- 2.2.5.24 The system shall produce Statement of Changes in Financial Position
- 2.2.5.25 The system shall produce Comparative General Ledger reports for current and prior periods for both actuals and budgeted
- 2.2.5.26 The system shall provide standard audit control reports to balance and validate ledgers to include:
 - a. General Journal Proof report
 - b. General Ledger Journal Audit report
 - c. General Ledger Detail Audit list
 - d. Suspense Account activity report
 - e. General Ledger File Maintenance report
 - f. General Journal Entry
 - g. General Ledger Posting

2.2.6 Financial Management – Accounts Payable (A/P)

The ERP software shall support A/P daily / monthly / annual transactional and financial functionality for MCE's HQ financial management and executive staff. Check payments are made by FMIS based on reported batch information sent daily from MCE to vendors. The flow of A/P data into the FMIS batch would be verified by the A/P staff prior to being transferred to FMIS.

The application shall have the following minimum functionality:

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- 2.2.6.1 The system shall allow the creation of scheduled bill payments for suppliers
- 2.2.6.2 The system shall provide a means to determine all monies owed to suppliers
- 2.2.6.3 The system shall provide a means to track due dates for all monies owed
- 2.2.6.4 The system shall maintain vendor standard discounts (percent, volume or other), when discounts were offered / accepted, effective date, and end date
- 2.2.6.5 The system shall provide a means to track when available discounts could be used, by dates and by suppliers
- 2.2.6.6 Information added to the ERP system from the A/P module shall be available for review within the purchasing module with the ability to drill down to the purchase transaction detail
- 2.2.6.7 Information added to the ERP system from the A/P module shall be available for review within the inventory control module with the ability to drill down to the inventory item transaction detail level
- 2.2.6.8 The system shall process payments made by credit card, checks, and journal transfers, at a minimum
- 2.2.6.9 The system shall process journal vouchers both in batch and individual entries
- 2.2.6.10 The system's data inputs shall post to the general ledger both under user control and automatically when a batch is closed
- 2.2.6.11 The system shall contain, at a minimum, all the validated data elements in the current MCE system Vendor Master and Invoice / Payment History files (See Section 3.9)
- 2.2.6.12 The system shall allow MCE to configure current payables policies and procedures following GAAP
- 2.2.6.13 The system shall allow MCE to configure and maintain supplier and voucher data including setting order entry and re-entry levels and receipt of materials into the system
- 2.2.6.14 The system shall provide the capability to consolidate multiple payments to a single supplier

The application shall have the following minimum reporting functionality:

- 2.2.6.15 The system shall produce standard audit control reports to balance and validate payments to include:
 - a. Cash Disbursements Journal
 - b. Invoice Batch Control Report
 - c. Invoice Audit Report
 - d. General Ledger Entry Report

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2.2.6.16 The system shall produce Aging Reports for Payables

2.2.6.17 The system shall produce a Purchase Invoice Journal

2.2.6.18 The system shall produce a Vendor Master report

2.2.6.19 The system shall produce Vendor Master File Maintenance reports

2.2.7 Financial Management – Fixed Assets (FA)

The ERP software shall support F/A daily / monthly / annual transactional and financial functionality for MCE's HQ fixed asset manager.

The application shall have the following minimum functionality:

2.2.7.1 The system shall allow MCE to configure and maintain FA data

2.2.7.2 The system shall track depreciation for all FA's in MCE including all tangible assets (buildings, property, and equipment)

2.2.7.3 The system shall automatically post monthly depreciation to the general ledger

2.2.7.4 The system shall contain and support all FA records including re-evaluations and tax reporting (exempt)

2.2.7.5 The system shall support all FA transactions (updates, transfers, retirement)

2.2.7.6 The system shall contain, at a minimum, all the validated data elements in the current MCE system Fixed Asset file (See Section 3.9)

2.2.7.7 The system shall provide for the automatic calculation of amortization and depreciation of assets

The application shall have the following minimum reporting functionality:

2.2.7.8 The system shall produce Fixed Asset Lists (Additions, Retirements, Changes, Valuations at user determined points in time)

2.2.7.9 The system shall produce Fixed Asset Depreciation Schedules

2.2.7.10 The system shall produce Fixed Asset ID reports

2.2.7.11 The system shall produce Fixed Assets by location reports

2.2.7.12 The system shall produce Fixed Assets File Maintenance reports

2.2.8 Financial Management – Cost Accounting (CA)

The ERP software shall support cost accounting functionality for MCE's HQ financial management staff.

The application shall have the following minimum functionality:

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- 2.2.8.1 The system shall contain functions to calculate product overhead at an order level
- 2.2.8.2 The system shall support multiple cost accounting approaches by business unit, as determined and configured by MCE to include:
 - a. Support better ways of adding and deleting item numbers and changing unit cost
 - b. A warning not to add an item number with the same description or sales price to avoid duplication
 - c. Option to do a mass base price change without going into individual item numbers (e.g – increase sales price by 20% on all OEI products)
- 2.2.8.3 The system shall support standard accounting for manufactured products
- 2.2.8.4 The system shall support FIFO accounting
- 2.2.8.5 The system shall support LIFO accounting
- 2.2.8.6 The system shall support Average Cost Accounting
- 2.2.8.7 The system shall support Activity Based Costing (ABC)
- 2.2.8.8 The system shall support job costing for standard and non-standard (special) orders
- 2.2.8.9 The system shall allow MCE to configure and maintain standard cost data for materials, labor and overhead
- 2.2.8.10 The system shall allow MCE to configure and maintain cost allocation definitions
- 2.2.8.11 The system shall allow MCE to configure and maintain cost allocation processes to allocate costs to the business units and manage cost recovery
- 2.2.8.12 The system shall maintain cost and sales price calculations to support special orders

The application shall have the following minimum reporting functionality:

- 2.2.8.13 The system shall produce reporting and analysis of ABC in standard and ad hoc reports
- 2.2.8.14 The system shall produce Cost Center reports for expenses and revenues
- 2.2.8.15 The system shall produce a Distribution Report for total overhead expenses in each cost center
- 2.2.8.16 The system shall produce an Average Cost Comparison Report for current versus prior average cost
- 2.2.8.17 The system shall produce a Budget versus Cost Accounting Report for General Accounts
- 2.2.8.18 The system shall produce a Cost Accounting Reconciliation to ensure that expenses and revenues are posted to correct period
- 2.2.8.19 The system shall produce FIFO and LIFO Transaction Reconciliation Reports
- 2.2.8.20 The system shall produce Accounting Cost Summary reports

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2.2.9 Financial Management – Cash Management

The ERP software shall support daily / monthly / annual transactional and financial functions for MCE's HQ cash management staff.

The application shall have the following minimum functionality:

- 2.2.9.1 The system shall allow the recording of cash charges / payments and deposits / receipts
- 2.2.9.2 The system shall provide cash position projections (reporting) based on sales
- 2.2.9.3 The system shall calculate expected cash uses by sources including administration and business units
- 2.2.9.4 The system shall hold and display current cash positions
- 2.2.9.5 The system shall provide online alerts when cash positions reach configured pre-selected levels
- 2.2.9.6 The system shall post cash transactions to the General Ledger and update Accounts Receivable

The application shall have the following minimum reporting functionality:

- 2.2.9.7 The system shall produce Cash Requirements reports
- 2.2.9.8 The system shall produce Cash Receipts journals
- 2.2.9.9 The system shall produce Cash Disbursements journals
- 2.2.9.10 The system shall produce Cash Flow reports

2.2.10 Financial Management – Budgeting

The ERP software shall support budget development and budget control functionality for MCE's HQ financial management and executive staff.

The application shall have the following minimum functionality:

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- 2.2.10.1 The system shall provide online alerts to budget managers when actual amounts approach selected configured levels (ex. Within 10% of budget for a given time period)
- 2.2.10.2 The system shall provide budget development functionality to include on-line preparation and allow upload of spreadsheets
- 2.2.10.3 The system's budget development function shall include a method to allocate gross budget amounts across various areas (ex. Product lines, plants, or cost centers)
- 2.2.10.4 The system shall have the ability to rollup to different accounting levels
- 2.2.10.5 The system shall provide the capability to manage and perform comparisons of historical actual expenditures and budgets to current period
- 2.2.10.6 The system shall provide the capability for an unlimited number of budget versions for analysis and budget modeling

The application shall have the following minimum reporting functionality:

- 2.2.10.7 The system shall produce Budget Preparation File report
- 2.2.10.8 The system shall produce Budget Posting Status report
- 2.2.10.9 The system shall produce the capability to analyze budget variances via standard and ad hoc reports
- 2.2.10.10 The system shall produce the Business Units and Department Budget reports
- 2.2.10.11 The system shall produce Budget versus Actual analysis reports and report across multiple years

2.2.11 Financial Management – Accounts Receivable (A/R)

Accounts receivable tracks payments due to a company from its customers. The ERP software shall support daily / monthly / annual transactional and financial functionality for MCE's A/R department.

The application shall have the following minimum functionality:

- 2.2.11.1 The system shall process and track credit management
- 2.2.11.2 The system shall process receipts and cash payments of receivables, including the capability to apply collections to more than one receivable
- 2.2.11.3 The system shall process journal vouchers
- 2.2.11.4 The system shall post to the General Ledger both under user control and automatically when a batch is closed
- 2.2.11.5 The system shall allow MCE to configure and maintain this function in accordance

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with MCE's A/R policies and procedures following GAAP

- 2.2.11.6 The system shall allow MCE to configure and maintain master data records for customers and vouchers
- 2.2.11.7 The system shall process billing adjustments
- 2.2.11.8 The system shall allow for late payment charges and automatically calculate interest
- 2.2.11.9 The system shall have the capability to process credit card collections
- 2.2.11.10 The system shall have the capability to record the waiver and write-off of receivables, including interest, penalties, and administrative charges
- 2.2.11.11 The system shall contain, at a minimum, all the validated data elements in the current MCE system Invoice Header physical file (See Section 3.9)

The application shall have the following minimum reporting functionality:

- 2.2.11.12 The system shall produce customer invoices which are in a format that can be printed or emailed to customers
- 2.2.11.13 The system shall produce Aging Reports for Receivables
- 2.2.11.14 The system shall produce monthly statements to customers showing account activity
- 2.2.11.15 The system shall produce collection letters for overdue Receivables
- 2.2.11.16 The system shall produce Delinquency reports
- 2.2.11.17 The system shall produce General Ledger posting reports

2.2.12 Production Management

Production management monitors capacity and use of resources.

The application shall have the following minimum functionality:

- 2.2.12.1 The system shall provide for the setup of plant-level capacity planning metrics to include:
 - a. Baseline outputs
 - b. Lead times
 - c. Manufacturing time by product line individual product
 - d. Number of personnel required
 - e. Machinery required
 - f. Inventory Turnover
 - g. Hours of usage
 - h. Capacity
 - i. Demand time
 - j. Retooling

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- 2.2.12.2 The system shall provide plant-level resource allocations and what percentage of usage each resource experiences in actual production activities
- 2.2.12.3 The system shall allow MCE to schedule production activities at a plant and work center level

The application shall have the following minimum reporting functionality:

- 2.2.12.4 The system shall produce reports to show how the plant-level capacity planning metrics are being met in actual production activities
- 2.2.12.5 The system shall be able to track and report inventory (raw materials or components) utilized in the production of an order or project (where a project is made up of multiple orders)

2.2.13 Production Planning

Production planning assists MCE management at the HQ and at the plants.

The application shall have the following minimum functionality:

- 2.2.13.1 The system shall allow MCE to configure and maintain raw material and finished good standard costs
- 2.2.13.2 The system shall allow MCE to configure and maintain labor cost tables for inmate workers and plant overhead (civilian management)
- 2.2.13.3 The system shall allow MCE to configure and maintain any number of non-labor related standard or customized overhead costs
- 2.2.13.4 The system shall allow MCE to access and update inventory levels as production and assembly activities are performed
- 2.2.13.5 The system shall allow MCE to forecast and model changes in product levels and production inputs (labor, processes, machinery)
- 2.2.13.6 The system shall allow MCE to create and monitor, at a project level, percentages of completeness (projects are multiple orders) based upon progression of work through work stations
- 2.2.13.7 The system shall allow MCE to monitor levels of raw materials consumed by plants / projects / orders
- 2.2.13.8 The system shall allow MCE to create and monitor projected dates for completion of a project / order including assembly of products from multiple business units for a single delivery or as a completed delivery depending on the customer's desires

The application shall have the following minimum reporting functionality:

- 2.2.13.9 The system shall allow MCE to report on product production based on configurable levels of completeness (percentages of completion based on progression through work centers)
- 2.2.13.10 The system shall allow MCE to report on order completeness based on configurable levels of completeness (percentages of completion based on progression through multiple work centers for an entire order consisting of multiple

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products

- 2.2.13.11 The system shall produce MCE reports that breaks out product costs between all labor and inventory categories
- 2.2.13.12 The system shall produce MCE reports that breaks out overhead costs by plant / product / project / product / order lines
- 2.2.13.13 The system shall allow MCE to analyze overall project profitability at a detail level including all production related inputs and costs
- 2.2.13.14 The system shall allow for analysis and reports of forecast versus demand

2.2.14 Inventory Management

MCE management needs to greater organizational transparency into inventory control and usage.

The application shall have the following minimum functionality:

- 2.2.14.1 The system shall update inventory levels within locations when stock is moved from one location to another both to the warehouse location and location within the warehouse
- 2.2.14.2 The system shall allow for multiple locations of the same materials
- 2.2.14.3 The system shall provide inventory reorder points and forecasts based on historical drawdowns indicating when the reorder point may be reached (days / weeks)
- 2.2.14.4 The system shall allow for material available on hand for a proposal but not yet committed to a project and then commit the raw material once a project is confirmed. WIP is valued monthly at the business cycle close and includes raw materials used by percent of completion to final cost.
- 2.2.14.5 The system shall contain inventory categories which can be configured by MCE and are retrievable as reporting groups or queries by type such as:
 - a. All finished goods that contain components from vendor ABC
 - b. Raw Materials that are classified as Green products by their suppliers
 - c. All products that are of a particular type (i.e. Furniture or Chair)
- 2.2.14.6 The system shall have the ability to differentiate production supplies from raw materials to include the usage and cost of the production supplies
- 2.2.14.7 The system shall allow configuration to recognize MCE's multiple warehouse and production facilities locations
- 2.2.14.8 The system shall contain, at a minimum, all the validated data elements in the current MCE system Inventory Transaction Master and Inventory Balances files (See Section 3.9)

The application shall have the following minimum reporting functionality:

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- 2.2.14.9 The system shall produce reports of warehouse inventory (Locations of Raw Materials, Finished Goods Awaiting Delivery, Finished Goods on hand and available for immediate purchases)
- 2.2.14.10 The system shall produce inventory movement Reports (transactions, stock movements, locations of Raw Materials and Finished Goods)
- 2.2.14.11 The system shall produce reports containing Inventory Levels and Reorder Points
- 2.2.14.12 The system shall produce Inventory Stock Status Reports
- 2.2.14.13 The system shall produce an Item Balance File report
- 2.2.14.14 The system shall produce Bills of Material (for Kits or Component Products)
- 2.2.14.15 The system shall produce a report containing all materials that are received into MCE
- 2.2.14.16 The system shall produce a report containing all raw materials in inventory including location and current quantities
- 2.2.14.17 The system shall produce MCE a report containing physical upper capacity for inventory materials and what percent is currently on-hand in warehouses and plants
- 2.2.14.18 The system shall produce reports of any inventory that has been allocated or moved by rules (such as by it becoming committed inventory by the creation of an order)

2.2.15 Purchasing Management – Vendor and Suppliers

Purchasing management includes features to review and select suppliers and to track their performance.

The application shall have the following minimum functionality:

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- 2.2.15.1 The system shall maintain vendor standard prices and historical prices (for a period of three years) and when any special pricing was offered / accepted
- 2.2.15.2 The system shall allow State purchasing limits to be electronically approved by supervisors and also by purchasing for blanket purchase orders and for shop PO's up to user set limits
- 2.2.15.3 The system shall provide notification when inventory levels are at reorder points and provide recommended inventory levels and lead times for orders based on turnover and sales volumes
- 2.2.15.4 The system shall allow MCE to configure and maintain master data records for vendor contracts and agreements
- 2.2.15.5 The system shall have the ability to configure and select codes for suppliers by materials provided
- 2.2.15.6 The system shall have the ability to configure and select codes for suppliers by material costs
- 2.2.15.7 The system shall have the ability to configure and select codes for suppliers by their MCE rated timeliness of historical deliveries
- 2.2.15.8 The system shall have the ability to configure and select codes for product types which can be then used as for queries
- 2.2.15.9 The system shall have the ability to configure and select codes for suppliers by their overall quality of goods (all products)
- 2.2.15.10 The system shall have the ability to allow MCE to add their own rankings of vendors which can be then used as filters for searches
- 2.2.15.11 The system shall provide Just-In-Time management capabilities, based on historic vendor supply lead time, which include the ability to transmit reorder amounts directly to vendor / suppliers when reorder points are met
- 2.2.15.12 The system shall maintain multiple quotes from potential vendors and maintain histories for seven years of which were selected vs. rejected (and reason for rejection)
- 2.2.15.13 The system shall provide order acknowledgement correspondence that can be printed and/or e-mailed to customers
- 2.2.15.14 The system shall accept for purchasing orders, customer letters of credit, correspondence, and documentation
- 2.2.15.15 The system shall have the ability to reconcile orders (from various sources of customer order / payment options) to provide, at a minimum, payments, balance, and date processed information
- 2.2.15.16 The system shall maintain complete payment histories for vendors
- 2.2.15.17 The system shall provide queries for comparisons of prices between Vendors
- 2.2.15.18 The system's shall provide queries for price trends changes by item and over time as offered by each vendor
- 2.2.15.19 The system shall require sign off approvals by authorized managers, including purchasing managers, to approve a purchase orders

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The application shall have the following minimum reporting functionality:

- 2.2.15.20 The system shall produce Purchase Orders
- 2.2.15.21 The system shall produce Current/Pending Orders report
- 2.2.15.22 The system shall produce Completed/Historical Orders report
- 2.2.15.23 The system shall produce partially fulfilled orders reports by location / plant
- 2.2.15.24 The system shall produce Purchase Order Entry and Audit reports

2.2.16 Quality Management

Quality management tracks the quality factors of products produced.

The application shall have the following minimum functionality:

- 2.2.16.1 The system shall track the cost of field repairs to products and track cost of incorrect orders needing remake
- 2.2.16.2 The system shall track loss of raw materials used for remakes and machine calibration
- 2.2.16.3 The system shall maintain and track MCE designated quality output indicators for:
 - a. Raw materials
 - b. Manufacturing processes
 - c. Finished goods (products)
 - d. Supplier materials
- 2.2.16.4 The system shall the ability to collect, track and maintain MCE customer satisfaction survey information

The application shall have the following minimum reporting functionality:

- 2.2.16.5 The system shall produce quality control checklists
- 2.2.16.6 The system shall produce quality output indicator reports for materials, products and processes
- 2.2.16.7 The system shall produce customer satisfaction survey results reports
- 2.2.16.8 The system shall produce reports of supplier quality that include QC incidents, severity, and trending over time (including if corrective action on the part of a vendor is indicated) to include:
 - a. Quality Control Incidents resolved
 - b. Quality Control Incidents unresolved
 - c. Quality Control Incident trends

2.2.17 Sales Management – Customer Order Management

Sales management allows MCE to enter, track, and change customer orders and quotes.

The application shall have the following minimum functionality:

- 2.2.17.1 The system shall contain all products, pricing, and options offered by MCE including special orders
- 2.2.17.2 The system shall allow customer quotes to be changed into confirmed orders by

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MCE with minimal rekeying of the order

- 2.2.17.3 The system shall provide a mechanism to allow batch orders created outside of the ERP system (by the current furniture and space planning design CAD/CAM software and the current customer-facing shopping cart) to be uploaded to the ERP system with minimal to no re-keying of information and allow updates without programming. The data structure is specified in Section 5.1.2.
- 2.2.17.4 The system shall be able to interface with and process orders from the current MCE customer-facing shopping cart e-commerce Web application or provide similar functionality
- 2.2.17.5 The system shall allow MCE to view and edit customer accounts
- 2.2.17.6 The system shall allow MCE to view and edit sales order status for customers
- 2.2.17.7 The system shall allow MCE to capture user information (user ID, Date, Time, Change Made) for any changes made to a customer order
- 2.2.17.8 The system shall allow MCE to create and manage requests for quotations, and then convert these to acknowledged orders with minimal re-keying
- 2.2.17.9 The system shall allow authorized MCE users to view available inventory
- 2.2.17.10 The system shall allow authorized MCE users to view production status of WIP, Ready to Deliver, and Delivered Orders
- 2.2.17.11 The system shall allow authorized MCE users to view current or projected production capacity plans (backlogs, utilization levels) by plant and/or production line
- 2.2.17.12 The system shall provide real time / online availability of order status:
 - a. Ordered
 - b. In Production WIP %
 - c. Picked
 - d. Packed
 - e. Shipped
 - f. Invoiced
- 2.2.17.13 The system shall provide real time / online inventory status both promised and confirmed
- 2.2.17.14 The system shall provide online access to historical account information
- 2.2.17.15 The system shall contain, at a minimum, all the validated data elements in the current MCE system Customers file (See Section 3.9)
- 2.2.17.16 The system shall contain, at a minimum, all the validated data elements in the current MCE system Product Catalog Item – Summary and Product Catalog Item Master files (See Section 3.9)
- 2.2.17.17 The system shall contain, at a minimum, all the validated data elements in the current MCE system Quote/Order Header Physical and Line Item Physical files (See Section 3.9)

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- 2.2.17.18 The system shall contain, at a minimum, all the validated data elements in the current MCE system Shipment Physical Header and Shipment Release Physical files (See Section 3.9)
- 2.2.17.19 The system shall allow for easy changes in purchasing manager of state units
- 2.2.17.20 The system shall allow multiple delivery addresses for the same customer billing address
- 2.2.17.21 The system shall provide confirmation of order correctness as entered for product, quantity, color, etc., signed by purchaser agent and also end user customer if possible
- 2.2.17.22 The system shall convert Bill of Materials to itemized quantity, model number and MCE raw material purchase cost as well as MCE sale price

The application shall have the following minimum reporting functionality:

- 2.2.17.23 The system shall produce Master Lists of Customers
- 2.2.17.24 The system shall produce Customer Master File Maintenance reports
- 2.2.17.25 The system shall produce Product Catalog Item Master File Maintenance reports
- 2.2.17.26 The system shall produce Customer Quotes
- 2.2.17.27 The system shall produce Customer New Orders reports
- 2.2.17.28 The system shall produce Customer Backorder reports and include the number of days on backorder
- 2.2.17.29 The system shall produce Open Order reports to include:
 - a. Open Orders for Quick Ship Items
 - b. Aged Orders Over 90 Days
 - c. Open Orders by Plant
- 2.2.17.30 The system shall produce Master Lists of Products / Services Offered (including base pricing) reports
- 2.2.17.31 The system shall produce the following forms:
 - a. Order Pick Tickets
 - b. Packing Slips
 - c. Order Acknowledgement
- 2.2.17.32 The system shall produce Sales Management – Customer Order Management reports to include
 - a. Sales Forecasts
 - b. Sales Analysis
 - c. Customer Sales by Territory
 - d. Customer Sales by Sales Representative
 - e. Sales by Item
 - f. Credit Card Sales
 - g. Month To Date Sales Journal
 - h. Sales Forecast based on historical trends

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2.2.18 Security

The ERP system will be used by MCE civilian staff members located in the MCE headquarters and in prison-based manufacturing centers and plants. The system will be used by inmate clerks. Depending upon the application functionality offered by a vendor product, the need for inmate clerk access to the new system may be highly restricted.

Section 11.2 (Alternative Descriptions and Evaluation) of the Project Scope document describes the various possible scenarios of inmate usage of the new ERP system in greater detail.

The system shall have the following minimum functionality:

2.2.18.1 The system shall follow standard DPSCS Information Technology and Communication Department (ITCD) network and security standards in addition to FBI and State of Maryland security protocols for data access and system usage.

2.2.18.2 Overall system security for MCE ERP users must also meet the guidelines and protocols described in the current State of Maryland DoIT document:

<http://doit.maryland.gov/Publications/DoITSecurityPolicy.pdf>

2.2.18.3 The system shall ensure that any prison inmates who access a computer/internet for any official reason cannot:

- a. Access the DPSCS main network.
- b. Have a network / Active Directory account.

2.2.18.4 The system shall ensure that inmates cannot access any computer or device that is attached to a DPSCS-ITCD network and inmates cannot have a Windows ID / account.

2.2.18.5 The system shall ensure that inmates cannot access the Internet unless to a directed site

2.2.18.6 The system shall disable all redirects from the system website and access to any external system or internet

2.2.18.7 The system shall ensure that civilian staff ERP application-level security will follow these guidelines:

- a. Must use a permission based scheme to limit access to application functions and data.
- b. Must provide user password management functionality that supports password policies including:
 - i. Password expiration and renewal
 - ii. Password complexity
 - iii. Must provide a way to grant / revoke user permissions without affecting the application data

2.2.19 Audit Trail

The system shall have the following minimum functionality:

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- 2.2.19.1 Any changes made to ERP reference tables or financial transactions shall require that information about who and when the change was made be captured.
- 2.2.19.2 Newly created or changed information made to customer orders entered into the ERP system via an Order Entry system or via a transfer from a Pre-Order Quote system (which includes transfers of Bills of Material from a furniture design system used by MCE Design) must retain information about the changes. This type of information is added and changed daily as orders are received, processed, and forwarded to plants for manufacturing and / or distribution.
- 2.2.19.3 All changes made to data by any ERP system user shall need to have the following data points captured:
- a. Date and Time of Change.
 - b. User Making Change (ID)
 - c. Database Table Change Made In
 - d. Previous (Old) Value
 - e. New (Changed) Value
 - f. Any change to production data that is accomplished by automated workflow processes or triggered activities should note this in the audit logs (an example might read "System User: Inventory Low on Item xyz").
 - g. Audit logs of changes made to data within the ERP system shall be available to system and application administrators in addition to operations managers.
 - h. Audit activity logs shall be maintained or archived for an indefinite period of time. Logs shall remain part of the live (current) ERP database until their size impacts overall production system responsiveness. At this point logs shall be moved to an archive (backup) state.
 - i. Any change to production data made manually by a system or database administrator (which would not be captured by audit logging) must be approved by the operations manager before any such change is made. Production changes cannot be done by MCE IT staff without express permission of the MCE Operations Manager. These types of changes should be done rarely and only to address emergency situations that cannot be remedied using automated processes.
- 2.2.19.4 Depending upon round-trip system integrations ultimately designed (such as when changes made to data in the MCE furniture design system update the ERP order master file), external systems shall capture the change in the same manner they currently track audit activities and shall note that the source of the change was the ERP system and the ERP user (at a minimum).
- 2.2.19.5 Capturing ERP user information shall also be required if any part of the ERP system updates in an automated fashion any State of Maryland fiscal or human resources systems of record.

2.2.20 Interfaces and Business Needs

Additional Application Interfaces to Peripheral Devices or Desktop Systems. The following are interfaces that MCE sees as necessary in an ERP product, but that may not be critically needed for an initial production deployment.

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- a. Scanners / Scanned Images – MCE would like to expand current use of scanned documents (such as hard copy purchase orders).
 - 2.2.20.1 The system shall have the ability to store scanned images within customer order records.
 - 2.2.20.2 The system shall be able to access external scanner devices as input devices.
- b. Fax Servers – While not used currently, MCE sees the capability to utilize faxes sent to an electronic fax server (which in turn shall allow fax documents to be added to customer records).
 - 2.2.20.3 The ERP product shall have the capability to access fax servers as input devices.
 - 2.2.20.4 The system shall have the ability to store faxed images within customer order records.
- c. Bar-Code Labels – This functionality may not be introduced in an initial deployment
 - 2.2.20.5 The ERP product shall have the ability to produce bar code labels for
 - a. Fixed Assets
 - b. Job Jackets
 - c. Larger Inventory Items
 - d. Finished Goods
 - e. Shipping Cartons
 - f. Shipping Pallets
 - g. Customer Orders (to track completed products from shop floors to warehouses to the delivery to customers)
- d. Bar-Code Readers – MCE desires the capability to utilize bar code readers to scan the location of assets and the progress of finished goods from manufacturing through to customer deliveries).
 - 2.2.20.6 The ERP product shall have the ability to use bar-code information from scanner devices to track the location of assets, the use of inventory, and the progress and location of finished goods from manufacturing to warehouse, through customer deliveries.

3 IMPLEMENTATION REQUIREMENTS

3.1 Data Currency

The ERP system is envisioned as a real-time system. However as noted in the Project's Scope document (sections 11.2 and 11.3); depending upon final decisions on use of the system by inmate clerks, the actual data currency may vary.

- 3.1.1.1 At a minimum, HQ access to data within the ERP system shall be nearly instantaneous for all final (posted / approved) fiscal transactions and intraday updates to customer orders.

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- 3.1.1.2 Plant managers need (at a minimum) information from the ERP system regarding customer orders (such as bills of material) that must be no older than one day behind what is current within the HQ databases.
- 3.1.1.3 While immediate (near real-time) access to all data by both the HQ and manufacturing plants is preferred, it is not an essential requirement for a minimal implementation of the ERP solution.
- 3.1.1.4 Price changes may need to be made to categories, specific items or across the board by percentages. Price changes are effective when the published web page has been changed. The catalog prices are not the record.
- 3.1.1.5 If the selected ERP system's technology requires that reporting databases be out of synchronization with operational (transactional) data for any period of time (such as during monthly closing activities), the ERP solution must have a facility to automatically update reporting databases without the manual intervention of MCE IT staff.
- 3.1.1.6 The minimally acceptable functionality is that MCE staff is able to re-synch data sources by initiating a scripted / programmatic routine. They shall not need to resubmit any batch data or retype any user transactions.
- 3.1.1.7 At a minimum, operational and reporting databases should not be out of synchronization for more than 24 hours (one working day). If the process of keeping reporting databases in synch with operational databases affects the performance of the operational database and main ERP system, the need for timeliness of the reporting database shall be reconsidered.

3.2 Reliability

Reliability is the probability that the system will be able to process work correctly and completely without being aborted.

The proposed ERP System has varying degrees of impact on areas of MCE should parts of the system fail.

If the HQ Core Financial Systems (including updates from the ERP to external State systems) and Customer Servicing (taking and updating orders and processing payments) functional areas of the system fail (becomes unusable) for a period of time the impact on MCE would be as follows:

Length of Time of Outage	Impact to MCE Revenues and Employee Productivity
One Hour	Some Impact to processing transactions.
One Day	Medium to Large Impact to process transactions and enter customer orders.

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One Week	Very Large to Catastrophic Impact.
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3.2.1.1 The minimum acceptable level of reliability for HQ Core Financial Systems would be one (1) day. Beyond this timeframe, MCE’s ability to conduct business would be significantly affected. Back up operational processes (relying on manual methods) would be deployed but the results of these processes would need to be re-entered into the ERP system once it again becomes available.

If the Plant Operations or Manufacturing groups cannot access the ERP system (data about new orders or inventory levels is unreachable and/or no changes can be made in the system) the impact on MCE would be as follows:

Length of Time of Outage	Impact to MCE Plant Management and Manufacturing Processes
One Hour	Minimal Impact – Would use workarounds similar to current processes based on last known data to continue manufacturing efforts.
One Day	Minimal to Medium Impact – Would use workarounds as noted above. However if there is more than two days of outage, MCE worker productivity and ability to proactively manage on-going MCE communications between HQ and the plants for customer order inquiries and inventory / resource planning would revert to phone calls between the plants and HQ (similar to what is done currently).
One Week	Large Impact – If the system was unusable for a week, current processes (use of many phone calls and manual documents) would be deployed. Worker productivity would be greatly affected as a backlog of manual work would be created and would later have to be re-entered in ERP when the system again became operational.

3.2.1.2 The minimum acceptable level of reliability for Plant Operations or Manufacturing groups aspect of the system would be no more than two (2) days.

If the Business Intelligence / Reporting part of the system fails (meaning access to *ad hoc* reporting data sources or tools, was unavailable to HQ fiscal or executive management) the impact to MCE would be as follows, unless information was requested from the Governor or Secretary offices:

Length of Time of Outage	Impact to MCE HQ Functionality
One Day	Minimal Impact – On a day to day basis, MCE would continue to work without access to non-transactional data sources (such as sales trend reports for example).
One Week	Medium Impact – By the end of a week, there would be impact to MCE if this functionality was unavailable.

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- 3.2.1.3 The minimum acceptable level of reliability for the Business Intelligence / Reporting aspect of the system would be no more than five (5) days (one work week).

3.3 Recoverability

Recoverability is the ability to restore function and data in the event of a failure.

- 3.3.1.1 In the event the ERP application is completely unavailable to users (down) because of a system failure, it should be restored within **2** hours after the failure is detected. This timeframe assumes that a locally controllable event (such as a hardware issue) has caused the outage. If the application software is at issue and requires COTS TO Contractor intervention, then the expected restoration time shall follow expected levels that shall be stated in the Service Level Agreement.
- 3.3.1.2 In the event that the operational database is corrupted, the database must be capable of being restored to its condition no more than **2** hours before the corruption occurred. In the event that a secondary database (such as reporting / read only database) is corrupted (if applicable) the database must be restored to its most recent point in time prior to the corruption. (This condition is currently a preference. Once a TO Contractor is selected a final data recovery strategy shall be determined).

MCE IT or DPSCS-ITCD will perform periodic backups of all databases and will store these backups off-site. At a minimum daily incremental changes to the database shall be captured and stored and on a weekly basis and a full database backup should be performed. Daily backups shall be retained for at least six weeks (approximately one monthly close cycle) and weekly backups should be retained for at least fourteen weeks (one quarterly close cycle).

In the event that the entire data center (either at MCE or in a DPSCS data center location) is destroyed, the following steps would be required:

- I. New Application and Database Servers would need to be located and installed
- II. Operating Systems shall need to be set up on the Servers
- III. Applications (including the ERP core system) shall need to be installed on the Servers
- IV. The last off-site back up of the ERP application database shall be restored to the Servers

3.4 System Availability

System availability is the time when the application must be available for use. Required system availability is used in determining when maintenance may be performed.

- 3.4.1.1 As noted in the Project Scope document (section 4.2), the system must be available from 5:00 AM – 8:00 PM EST Monday – Friday (State Holiday and Service Reduction Days not included). Any scheduled down time for maintenance shall be scheduled around these core hours.

In general the peak times for use at the HQ occur between mid-mornings through mid-afternoon. The plants start earlier in the day (5:00 – 5:30 AM) and end their work day by early afternoon.

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3.5 Fault Tolerance

Not Applicable for the MCE ERP system as there are manual processes that can be used until the ERP again becomes available after a failure.

3.6 Performance

- 3.6.1.1 The current preference is that accessing any transactional screen and updating data fields should take no more than 3 seconds.
- 3.6.1.2 Management reports and longer running ad hoc reports can take longer than 3 seconds with a preference being that no report should take longer than 30 seconds to render. It is understood that very complex reports may take longer and may need to be executed in a batch or background manner (to be determined depending upon the reporting architecture of the selected COTS product).

3.7 Capacity

- 3.7.1.1 The ERP system shall have the capacity to handle the types of volumes described below:

Transactional Sizes

- a. 4,000 A/P entries per month
- b. 1,800 invoices per month.

On Hand Items

- a. At any point in time throughout the year the MCE organization will have 2,700 types of raw materials on hand (in varying quantities);
- b. 3,700 product components ; and over
- c. 5,750 finished goods awaiting shipping or on-hand in anticipation of near term orders.

Master File Contents

- a. Customer Master File – 3,000 unique customers
- b. Product Catalog – 1,000 unique products
- c. Vendor / Supplier Master File – 3,000 vendors
- d. Fixed Assets Master File – 8,000 items

3.8 Data Retention

The ERP system is the primary system of record for MCE.

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- 3.8.1.1 The ERP system information shall be retained indefinitely at both a summary and detail (transactional) level. It is envisioned that only current clients (those with purchases from MCE in the prior three years) and any client with an open invoice balance shall be retained in an active system.
- 3.8.1.2 All client and fiscal information shall be accessible, even if this is in an archived database source (method to be determined based upon TO Contractor product capability).
- 3.8.1.3 Prior year data (closed fiscal year data) may be physically stored off-site if on-site / on-disk storage limitations are encountered.
- 3.8.1.4 Off-site data shall be available for re-load (or be accessible in a secure manner from the off-site location) for use by MCE should the need arise (such as for audits).

3.9 Data Mapping and Conversion

- 3.9.1.1 The TO Contractor shall be responsible for all mapping of data from the current MCE system and data conversion of the data to the new ERP databases and shall support multiple iterations of the conversion process.
- 3.9.1.2 In addition, the TO Contractor shall be responsible for obtaining data information that is not included in the data migration but required for the new system for each business unit.
- 3.9.1.3 Conceptually the following transactional files from the current system shall be required so that history and in-process transactions can be migrated and used within the new system.
 - a. Invoice Payments
 - b. G/L Transactions
 - c. Inventory Balances
 - d. Shipments

The following tables describe the data in the current system. The file structures and data in the current system are housed in IBM DB/2 tables but are not truly relational in design. Therefore, columns noted with a (*) act as unique or linking fields for operations, queries, and reporting purposes.

- 3.9.1.4 As noted in the Project Scope Document (Section 6 – Data Migration Strategy) the data described below shall be the source values for all conversion activities from the old system into the new ERP system.

Field Types are based upon current system data values.

- A = Alphanumeric
- D = Date
- N = Numeric
- P = Packed variable
- S = Signed variable

These exact types are not required in the new system though the core data elements shall be.

Current Reference Data

MCE ERPIP FUNCTIONAL REQUIREMENTS DOCUMENT

General Ledger (G/L)

Ref	Description	Field Type	Current Function / Note
1	Record Code	A	Reference
2	Company Number *	N	System Assigned
3	G/L Account Number	N	Reference
4	G/L Account Type Code	N	Reference
5	G/L Account Description	A	Reference
6	Account Type	A	Reference
7	Currency ID	A	Type of Currency
8	Roll Up Company Number	N	Reference for Reporting
9	Roll Up Company Account Number	N	Reference for Reporting
10	Spaces / User Defined	A	Not Used

Customers

Ref	Description	Field Type	Current Function / Note
1	Company number*	N	Assigned by MCE
2	Customer number*	N	Assigned by MCE
3	Backorders	A	If exist
4	Partial ship	A	If exist
5	Credit limit	P	
6	Shipment lead time	P	If known based on prior products purchased
7	Invoice language format	A	
8	Print backorder quantity	A	
9	Print item tax amount	A	
10	Alpha sort name	A	Used for reports / queries
11	Accept substitute	A	
12	Credit check required	A	
13	Date customer established	P	
14	Date first invoiced	P	Summary History
15	Highest credit limit	P	
16	Date last CR limit Change	P	
17	Consolidate invoices	A	
18	Number of invoice copies	P	
19	Requires adv ship notice	A	
20	Address format	A	
21	Commissionable percent	P	
22	Purchase order required	A	Required for only certain customers
23	Automatic credit hold	A	
24	A/R consolidation code	A	
25	User ID last CR limit chg	A	

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26	Credit limit currency	A	
27	Customer status	A	Active customers are any customer who has purchased from MCE within 3 years.
28	LC credit limit	P	
29	Invoice total discount	A	
30	Duns number	S	Only available for non-Profit entities. Generally not used.
31	Packing hierarchy code	A	
32	Maintenance logging indicator	A	
33	Packing list format opt	A	
34	Warehouse	A	Which MCE Warehouse is closest to customer
35	Credit limit code	A	
36	Bill to Company number	N	If different from #1 above
37	Bill to Customer number	N	If different from #2 above
38	Priority ID	A	Assigned by MCE as required

Product Catalog Items File – Summary (used by reference systems)

Ref	Description	Field Type	Current Function / Note
1	Item Number *	A	System Assigned
2	Item Description	A	MCE description
3	Stocking Unit of Measure	A	
4	Item Type Code	A	Reference
5	Standard Batch Quantity	A	Single or multiple
6	Base Price	A	Current approved price per unit
7	Unit Cost	A	Current approved unit cost (if external component)
8	Unit Weight	A	Reference
9	Warehouse Stock Location	A	Primary storage area upon receipt of product (one of three warehouses in MCE system)
10	Vendor-Primary	A	(optional) Reference if there is a primary vendor for this product
11	Shelf Life	A	(optional) Reference

Product Catalog Item Master File - Detail

Ref	Description	Field Type	Current Function / Note
1	Item number*	A	
2	Record identifier	A	
3	Inventory flag	S	
4	Low level code	S	
5	Number single level assembly	P	

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	components		
6	Number of parent assemblies where used	P	
7	Number of additional routing descriptions	P	
8	Number of routing operations	P	To create finished product (reference)
9	Run activity control number	S	
10	Feature/options template suffix	S	
11	Item description	A	Full description
12	Engineering drawing number	A	
13	Base price	P	
14	Unit cost default	P	
15	Unit of measure	A	
16	Item type code	A	
17	Item class	A	
18	Value class	A	
19	Vendor number	A	If provided by a specific vendor
20	Warehouse stock location	A	Primary location
21	Department number	A	
22	Unit weight	P	
23	Standard setup cost per lot	P	
24	Carrying rate	P	
25	S-number flag	A	
26	Unit price discount/markup code	A	
27	Unit price discount/markup percent	P	
33	Sales analysis flag	S	
34	Packing code	A	
35	Shelf life in days	S	
36	Purchase price	P	

Vendor Master File

Ref	Description	Field Type	Current Function / Note
1	Vendor Number *	N	
2	Name	A	Full name
3	Short Name	A	
4	Address Line 1	A	
5	Address Line 2	A	
6	Address Line 3	A	
7	Address Line 4	A	
8	City	A	
9	State	A	
10	Postal Code	A	

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11	Country	A	
12	Telephone Number	A	
13	FAX Number	A	
14	Contact	A	Primary Contact name
15	Require PO Accept	A	Y/N
16	Allow Multiple Lines on PO	A	Y/N
17	Allow Blanket PO	A	Y/N
18	Print Vendor Catalog # on PO	A	Y/N
19	Ship Via	A	
20	Terms	A	Net 30 etc.
21	Last Payment	D	Reference
22	Tax ID EIN/SSN	A	If applicable for non-profit entities

Transactional (History) Data

Invoice / Payment History Files

Ref	Description	Field Type	Current Function / Note
1	Active Record Code	A	
2	Company Number*	S	
3	Payment Type	A	
4	Payment Date	S	
5	Check Number	S	
6	Total Payment Amount (payment currency)	P	
7	Amt Applied to Invoice (payment currency)	P	
8	Amt Applied to Order (payment currency)	P	
9	Invoice Number	A	
10	Invoice Date	P	
11	Invoice Gross Amount	P	
12	Invoice Description	A	
13	Due Date	P	
14	Invoice/Credit type	A	
15	Vendor Number*	A	
16	Vendor Name	A	
17	Assignee Name	A	
18	Order Number	A	
19	Amount for invoice/check (payment currency)	A	
20	Active Record Code	P	

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21	Payment Selection Number	P	
22	G/L account number	A	
23	Journal reference number	A	
24	Item number	A	
25	G/L debit or credit code	A	
26	Bank Account	A	
27	Payment Method	A	
28	Payment Currency id	A	
29	Trading Currency id	A	
30	Trading Currency amount	P	
31	Trading Currency amount applied to invoices	P	
32	Trading Currency amount applied to purchase orders	P	
33	Trading Curr gross amount	P	
34	Trading Curr discount amount	P	
35	Discount Date	P	

Fixed Asset File

Ref	Description	Field Type	Current Function / Note
1	Company number*	S	All fixed assets are tagged and tracked by MCE
2	Serial number	A	
3	Code for depreciation schedule	A	
4	Asset description	A	
5	Type of asset	A	
6	Location	A	
7	Capitalized date	P	
8	Retirement date	P	
9	Selling price	P	
10	Accumulated depreciation ytd	P	
11	Accumulated depreciation	P	
12	Investment tax credit %	P	
13	Investment tax credit recapture percent	S	
14	Investment tax credit amount	P	
15	Expense deduction amount	P	
16	General ledger credit account number	A	
17	General ledger debit account number	A	
18	Estimated salvage	P	

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Inventory Transaction Master File

Ref	Description	Field Type	Current Function / Note
1	Active record code	A	
2	Batch number	P	From processing of inventory draw down or transfer
3	Work station ID	A	Who performed transaction
4	Transaction code	A	
5	Order number*	A	
6	Item number*	A	
7	Warehouse	A	
8	Update period date	P	
9	Update time	S	
10	Transaction quantity	P	
11	Transaction amount	P	
12	Transaction date	P	
13	Previous quantity on hand	P	
14	Previous quantity on order	P	
15	Previous allocations	P	
16	Current stp cost	P	
17	Completion code	A	
18	Reversal code	A	
19	Previous STP cost	P	
20	Entry unit of measure	A	
21	Vendor number*	A	
22	Reference number	A	Provided by MCE
23	Customer allowance	A	
24	New quantity on hand	P	
25	New quantity on order	P	
26	New allocations	P	
27	Batch type	A	
28	Last date affect qty on hand	P	
29	Inventory flag	S	
30	Sales analysis flag	S	
31	Blanket P.O. sequence number	P	
32	Reason code	A	
33	Transfer warehouse	A	
34	User sequence	A	
35	Last physical/cycle inventory date	P	
36	Average unit cost	P	
37	Batch/lot number	A	
38	Goods received note number	A	

MCE ERPIP FUNCTIONAL REQUIREMENTS DOCUMENT

39	Location in warehouse	A	Warehouse managers track items within warehouses
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Inventory Balances (starting position for initial conversion)

Ref	Description	Field Type	Current Function / Note
1	Active record code	A	
2	Item number*	A	
3	Warehouse	A	Location (MCE maintains multiple warehouses)
4	Item class	A	
5	Manufacturing allocated quantity	P	
6	Quantity sold this period	P	All quantities are points in time balances based on inventory draw downs and once a year a physical inventory counts
7	Quantity issued this period	P	
8	Quantity received this period	P	
9	Quantity adjusted this period	P	
10	Beginning inventory	P	
11	Lead time code	A	
12	Lead time manufacturing	P	
13	Lead time adjustment manufacturing	S	
14	Lead time purchase	P	
15	Vendor lead time	P	
16	Safety lead time	P	
17	Review lead time	P	
18	Lead time adjustment purchase	S	
19	On hand total quantity	P	
20	Average unit cost	P	
21	Last unit cost	P	
22	Standard unit cost	P	
23	Order point	P	
24	Fixed order quantity	P	
25	Safety stock	P	
26	On order production quantity	P	
27	On order purchase quantity	P	
28	Quantity used this year	P	
29	Date of last activity issue	P	
30	Last date affecting quantity on hand	P	
31	Cycle count activity flag	A	
32	Cycle count compare	P	

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33	Cycle count code	S	
34	Cycle count transaction activity	P	
35	Last physical/cycle inventory date	P	
36	Date for next cycle count	P	
37	Vendor number	A	
38	Purchase unit of measure	A	
39	Unit of measure conversion	P	
40	Warehouse stock location	A	
41	Cost deviation code	A	
42	Quantity issued this year	P	
43	Quantity used this period	P	
44	Quantity sold year-to-date	P	
45	Item sales amount period to date	P	
46	Item sales amount year-to-date	P	
47	Item cost amount period to date	P	
48	Item cost amount year-to-date	P	
49	Usage cost period-to-date	P	
50	Usage cost year-to-date	P	
51	Estimated annual usage	P	
52	Average period end balance	P	
53	Average sales per period	P	
54	Date of last sale	P	
55	Date of last usage	P	
56	Requirements planning activity flag	S	
57	Quantity sold since last plan	P	
58	Pick list requirements	P	
59	Physical on hand at count	P	
60	Floor stock code	A	
61	Date this record last maintained	P	
62	Quantity received since last plan	P	
63	Quantity pending release	P	
64	Quantity sold since last plan	P	
65	Future allocation quantity	P	
66	Shipments before MPS current date	P	
67	Shipments after MPS current date	P	
68	Receipts before production date	P	
69	Receipts after production date	P	
70	Force cycle count flag	A	
71	Pending manufacturing allocations	P	
72	Cumulative material lead time	P	
73	Cumulative manufacturing lead	P	

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	time		
74	Average manufacturing lead time	P	
75	Average purchase lead time	P	
76	Variable manufacturing lead time	P	
77	Quantity scrapped this period	P	
78	Quantity scrapped year-to-date	P	
79	Scrap cost period-to-date	P	
80	Scrap cost year-to-date	P	
81	Date of last scrap	P	
82	MPS future allocations	P	
83	Shipments before production date	P	
84	Shipments after production date	P	
85	Last program to maintain	A	
86	Item balance CRPLB update control	S	
87	Shipments last period	P	
88	Receipts last period	P	
89	Item process flag	S	
90	Allocation retrieval control byte	P	
91	Item schedule control code	S	
92	Extract source code	A	
93	Carry forward code	S	
94	Primary production line	A	
95	Carry forward option	A	
96	Schedule group	A	
97	Smoothing code	A	
98	Smoothing start date	P	
99	Container description	A	
100	Quantity per container	P	
101	Model code	A	
102	Finished goods code	S	
103	Control group ID	A	
104	Group number for accuracy allowance	A	
105	Bill of materials accuracy allowance group code	A	

Quote/Order Header File

Ref	Description	Field Type	Current Function / Note
1	Company number *	S	
2	Internal header type	A	
3	Quote/order number *	A	

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4	Quote/order date	P	
5	Manuf due date override	A	
6	Request date	P	
7	Header order value	P	
8	Discount percent	P	
9	Shipping instructions	A	
10	Ship to override code	A	
11	Sold to override code	A	
12	LC order value	P	
13	Pro forma invoice flag	A	
14	Current SA month/period	S	
15	Invoice procedure code	S	
16	Ship lead time	P	
17	Unit price discount	S	
18	Current order cost	P	
19	Override exchange rate	P	
20	Tax override date	P	
21	Override exch rate date	P	
22	Order total volume	P	
23	Order total weight	P	
24	Export designator	A	
25	Sales code	A	
26	Header status	A	
27	Quote/acknowledgement ind	A	
28	Completion date	P	
29	Print item tax amount	A	
30	Print tax summary	A	
31	Page 5 Pricing?	A	
32	Order number reference	A	
33	Source company	S	
34	Source order type	A	
35	Source order number	A	
36	Manual invoice number	S	
37	Proforma pack list print?	A	
38	Variable trade discount %	P	
39	Order origin	A	
40	Cancel after date	P	
41	Offline order token	P	
42	Do not ship before	P	
43	User Field - Switch A	A	
44	User Field - Code A	A	
45	User Field - Code B	A	

MCE ERPIP FUNCTIONAL REQUIREMENTS DOCUMENT

46	User Field - Code C	A	
47	User Field - Date 1	S	
48	User Field - Date 2	S	
49	User Field - Amount 1	P	
50	User Field - Amount 4	P	
51	AS/400 JOB NUMBER	A	
52	Installment method id	A	
53	Tax transaction type	A	
54	Note method id	A	
55	Interbranch trade partner	A	
56	Interbranch trans refer	P	
57	Amount invoice printed	A	
58	Invoice series id	A	
59	Complementary reference number	P	
60	Language code	A	
61	Currency ID	A	
62	Territory ID	S	
63	Contract number	S	
64	Contract/promo indicator	A	
65	Salesrep number	P	
66	Customer price code	A	
67	Priority ID	A	
68	Trade discount code	A	
69	Terms code	A	
70	Surcharge code	A	
71	Customer number	S	
72	Ship to number	A	
73	Commission header ID	P	
74	Price book ID	A	
75	Invoice amount	P	
76	Sold to override address	P	
77	Warehouse	A	
78	Delivery terms code	A	
79	Bill to Company number	S	
80	Bill to Customer number	S	
81	Tax suffix	A	
82	Carrier ID	A	
83	Sale code	A	
84	Create date	P	
85	Create time	P	
86	Created by user	A	
87	Created by program	A	

MCE ERPIP FUNCTIONAL REQUIREMENTS DOCUMENT

88	Change date	P	
89	Change time	P	
90	Changed by user	A	
91	Changed by program	A	

Line Item File

Ref	Description	Field Type	Current Function / Note
1	Company number *	S	
2	Internal header type	A	
3	Quote/order number *	A	
4	Line item sequence	P	
5	User entered sequence no.	A	
6	Order qty in order u/m	P	
7	Kit item	A	
8	Selling price in order U/M	P	
9	Selling price in price U/M	P	
10	Net sales amount	P	
11	Line item status	A	
12	Price source code	A	
13	Stocking quantity	P	
14	Unit cost per stock U/M	P	
15	Base price	P	
16	LC - base price	P	
17	LC - selling price	P	
18	LC converted selling price	P	
19	LC - net sales amount	P	
20	S-number	A	
21	Credit memo code	A	
22	Discount percent	P	
23	Page 5 Pricing?	A	
24	Base price accumulator	P	
25	Item source	A	
26	Source company	S	
27	Source order type	A	
28	Source order number	A	
29	Source line item sequence	P	
30	Item type code	A	
31	Item class code	A	
32	Item description	A	
33	User Field - Switch A	A	
34	User Field - Code A	A	

MCE ERPIP FUNCTIONAL REQUIREMENTS DOCUMENT

35	User Field - Code B	A	
36	User Field - Code C	A	
37	User Field - Quantity 1	P	
38	User Field - Amount 1	P	
39	User Field - Date 1	S	
40	User Field - Date 2	S	
41	Carrier - SP Reserved	A	
42	Item accounting class	A	
43	Tax transaction type	A	
44	Tax class	A	
45	Tax include net sales -LC	P	
46	Tax include net sales	P	
47	Tax include sell prc - lc	P	
48	Tax include sell prc	P	
49	Total shipped quantity	P	
50	Total backordered quantity	P	
51	Blanket item indicator	A	
52	Line item type	A	
53	Salesrep number	P	
54	Price book ID	A	
55	Surcharge code	A	
56	Contract number	S	
57	Contract/promo indicator	A	
58	Tax indicator	A	
59	Ship to override Customer	S	
60	Ship to number override	A	
61	Commission header ID	P	
62	Credit/debit reason code	A	
63	Customer number	S	
64	Customer item number	A	
65	Item industry class id	A	
66	Industry item number	A	
67	U/M	A	
68	Pricing unit of measure 1	A	
69	Stocking unit of measure	A	
70	Item number	A	
71	Warehouse	A	
72	Original item number	A	
73	KBC item indicator	A	
74	Create date	P	
75	Create time	P	
76	Created by user	A	

MCE ERPIP FUNCTIONAL REQUIREMENTS DOCUMENT

77	Created by program	A	
78	Change date	P	
79	Change time	P	
80	Changed by user	A	
81	Changed by program	A	

Shipment Header File

Ref	Description	Field Type	Current Function / Note
1	Company number *	S	
2	Internal header type	A	
3	Quote/order number *	A	
4	Shipment header number	P	
5	Shipment consolidate seq	P	
6	Shipment weight	P	
7	Shipment status	A	
8	Lading no. of containers	P	
9	Packed by	A	
10	Time shipped	P	
11	Shipment date	P	
12	Trailer number	A	
13	Truck number	A	
14	Pro bill number	A	
15	Ship to type	A	
16	Customer number	S	
17	Ship to number	A	
18	Ship to name	A	
19	Ship to address 1	A	
20	Ship to address 2	A	
21	Ship to address 3	A	
22	Ship to address line 4	A	
23	Ship to address line 5	A	
24	Ship to city	A	
25	Ship to state	A	
26	Ship to zip	A	
27	Ship to country name	A	
28	Shipping instructions	A	
29	Tax suffix	A	
30	Shipping weight override	P	
31	Shipment lead time	P	
32	Warehouse	A	
33	Warehouse description	A	

MCE ERPIP FUNCTIONAL REQUIREMENTS DOCUMENT

34	Backordered items	A	
35	Picklist number	P	
36	Archive status	A	
37	User Field - Switch A	A	
38	User Field - Code A	A	
39	User Field - Code B	A	
40	User Field - Code C	A	
41	User Field - Date 1	S	
42	User Field - Date 2	S	
43	User Field - Text 40	A	
44	Tax transaction type	A	
45	Sale code	A	
46	Company number	S	
47	Invoice number	S	
48	Invoice sequence	P	
49	Carrier ID	A	
50	Transport mode code	A	
51	Userid	A	
52	Trigger sequence number	P	
53	Pack list printed?	A	
54	Bill of lading printed?	A	
55	Processed by MMA	A	
56	Market analysis code	A	
57	Price book ID	A	
58	Customer price code	A	
59	Bill of lading number	P	
60	Packing list number	P	
61	Ship location identifier	A	
62	Shipment ID	A	
63	Originating ship to	A	
64	ASN (856) sent?	A	
65	Reprocess type	A	
66	Purpose code	A	
67	Weight qualifier	A	
68	U/M	A	
69	Consolidate invoices	A	
70	Invoice group sequence	P	
71	Invoice ship to sequence	P	
72	Delivery confirmation date	P	
73	Shipment number	P	
74	Turnaround file designator	S	
75	Turnaround sequence no.	P	

MCE ERPIP FUNCTIONAL REQUIREMENTS DOCUMENT

76	Turnaround check digit	S	
77	Create date	P	
78	Create time	P	
79	Created by user	A	
80	Created by program	A	
81	Change date	P	
82	Change time	P	
83	Changed by user	A	
84	Changed by program	A	

Shipment Release File

Ref	Description	Field Type	Current Function / Note
1	Company number *	S	
2	Internal header type	A	
3	Quote/order number *	A	
4	Shipment header number	P	
5	Ship release sequence	P	
6	Kit release sequence	P	
7	Shipment consolidate seq	P	
8	Shipped quantity	P	
9	Salesrep number	P	
10	Contract number	S	
11	Contract/promo indicator	A	
12	Release quantity	P	
13	Release request date	P	
14	Release number 1	P	
15	Item number	A	
16	Tax indicator	A	
17	Surcharge code	A	
18	Stocking unit of measure	A	
19	Order unit measure	A	
20	Order qty in order u/m	P	
21	Pricing unit of measure	A	
22	Order price U/M conv rate	P	
23	Order stock U/M conversion rate	P	
24	Item type code	A	
25	Item class	A	
26	S-number	A	
27	Warehouse stock location	A	
28	Stock unit cost	P	
29	Item description	A	

MCE ERPIP FUNCTIONAL REQUIREMENTS DOCUMENT

30	Inv language item desc	A	
31	Non inventory item?	A	
32	Non-inventoried item no.	A	
33	Non-inventoried item desc	A	
34	Latest release request date	P	
35	Manufacturing due date	P	
36	Extended weight	P	
37	Extended weight override	P	
38	Backordered quantity	P	
39	LC - net sales amount	P	
40	Net sales amount	P	
41	LC - selling price	P	
42	Selling price	P	
43	LC - base price	P	
44	Base price	P	
45	Price source code	A	
46	Kit/component indicator	A	
47	Total code discount %	P	
48	Total quantity discount %	P	
49	Converted selling price for EDI	P	
50	LC converted selling price	P	
51	Sales analysis flag	S	
52	Extended item cost	P	
53	Booking adjustment qty	P	
54	Customer item number	A	
55	Customer item description	A	
56	Credit memo code	A	
57	Source company	S	
58	Source order type	A	
59	Source order number	A	
60	Source line item sequence	P	
61	Kit component quantity per	P	
62	User entered sequence no.	A	
63	Shipment release status	A	
64	Commodity code	A	
65	Original order quantity	P	
66	Manufacturing order no.	A	
67	Release time	P	
68	Original manufacturing due date	P	
69	Original promise date	P	
70	Latest promise date	P	
71	Shipment ID	A	

MCE ERPIP FUNCTIONAL REQUIREMENTS DOCUMENT

72	SKU number	A	
73	Industry item number	A	
74	User Field - Switch A	A	
75	User Field - Code A	A	
76	User Field - Code B	A	
77	User Field - Code C	A	
78	User Field - Quantity 1	P	
79	User Field - Amount 1	P	
80	User Field - Date 1	S	
81	User Field - Date 2	S	
82	Item accounting class	A	
83	Tax transaction type	A	
84	Tax class	A	
85	Tax include net sales -LC	P	
86	Tax include net sales	P	
87	Tax include sell prc - lc	P	
88	Tax include sell prc	P	
89	Extended volume	P	
90	Extended volume override	P	
91	Standard average cost	P	
92	Line item sequence	P	
93	Shipment number	P	
94	Turnaround file designator	S	
95	Turnaround sequence no.	P	
96	Turnaround check digit	S	
97	KBC item indicator	A	
98	Create date	P	
99	Create time	P	
100	Created by user	A	
101	Created by program	A	
102	Change date	P	
103	Change time	P	
104	Changed by user	A	
105	Changed by program	A	

Invoice Header File

Ref	Description	Field Type	Current Function / Note
1	Company number *	S	
2	Invoice number *	S	
3	Invoice sequence	P	

MCE ERPIP FUNCTIONAL REQUIREMENTS DOCUMENT

4	Print EDI invoice	A	
5	Invoice type	S	
6	Net due date	P	
7	Print previous backordered items	A	
8	Print previous invoice number	A	
9	Previous invoice number	S	
10	Previous invoice sequence	P	
11	Print fully backordered items	A	
12	Total invoice amount	P	
13	Total special charge 1 amount	P	
14	Total special charge 2 amount	P	
15	Total special charge 3 amount	P	
16	Total surcharge amount	P	
17	Total item tax amount	P	
18	Total special charge tax amount	P	
19	Total surcharge tax amount	P	
20	Total special charge discount	P	
21	Total surcharge discount	P	
22	Total item cost	P	
23	Total surcharge cost	P	
24	Total special charge 3 cost	P	
25	Total trade discount	P	
26	Total terms discount	P	
27	Total item amount	P	
28	Invoice date	P	
29	Tax transmittal #	P	
30	Print count	P	
31	LC total invoice amount	P	
32	LC Special charge 1 amount	P	
33	LC special charge 2 amount	P	
34	LC special charge 3 amount	P	
35	LC total surcharge amount	P	
36	LC item tax amount	P	
37	LC total special charge tax amount	P	
38	LC total surcharge tax	P	
39	LC total trade discount	P	
40	LC total item amount	P	
41	LC - total terms discount	P	
42	Purchase order number	A	
43	Purchase order revision	A	
44	Purchase order date	P	
45	Bill to customer number	P	

MCE ERPIP FUNCTIONAL REQUIREMENTS DOCUMENT

46	Bill to customer name	A	
47	Bill to address code	A	
48	Bill to address instruct	A	
49	Bill to address line 1	A	
50	Bill to address line 2	A	
51	Bill to address line 3	A	
52	Bill to address line 4	A	
53	Bill to address line 5	A	
54	Bill to city	A	
55	Bill to state code	A	
56	Bill to postal code	A	
57	Bill to country code	A	
58	Bill to country name	A	
59	Territory code	S	
60	Territory description	A	
61	Order value	P	
62	LC order value	P	
63	Order cost	P	
64	Unit price discount	S	
65	Discount percent	P	
66	Terms code 1	A	
67	Terms percent	P	
68	Terms description	A	
69	Currency ID 1	A	
70	Currency description	A	
71	Override exchange rate date	P	
72	Tax override date	P	
73	Exchange rate	P	
74	Language code 1	A	
75	Optional invoice date	P	
76	Invoice discount code	A	
77	Invoice discount percent	P	
78	Credit memo invoice	S	
79	Sales analysis period	S	
80	General ledger period	S	
81	Posting year	S	
82	Future age month	S	
83	Aging date	P	
84	Sales code	A	
85	Print backorder quantity	A	
86	Print item tax amount	A	
87	Print tax summary	A	

MCE ERPIP FUNCTIONAL REQUIREMENTS DOCUMENT

88	Customer class	A	
89	Sold to customer number	S	
90	Sold to address instruct	A	
91	Sold to customer name	A	
92	Sold to address line 1	A	
93	Sold to address line 2	A	
94	Sold to address line 3	A	
95	Sold to address line 4	A	
96	Sold to address line 5	A	
97	Sold to city	A	
98	Sold to state code	A	
99	Sold to postal code	A	
100	Sold to country code	A	
101	Sold to country name	A	
102	Document language format	A	
103	Terms discount days	P	
104	Terms net due days	P	
105	Tax suffix	A	
106	Export designator	A	
107	Salesrep number	P	
108	Invoice procedure code	S	
109	User invoice status	A	
110	Address format	A	
111	Serial number print	A	
112	Invoice layout	A	
113	Invoice previous process	A	
114	Reprocess type	A	
115	User Field - Switch A	A	
116	User Field - Code A	A	
117	User Field - Code B	A	
118	User Field - Code C	A	
119	User Field - Date 1	S	
120	User Field - Date 2	S	
121	Tax transaction type	A	
122	Invoice series id	A	
123	Multi-order invoice flag	A	
124	Internal header type	A	
125	Quote/order number	A	
126	Detail invoice sequence	P	
127	Complementary reference number	P	
128	Create date	P	
129	Create time	P	

MCE ERPIP FUNCTIONAL REQUIREMENTS DOCUMENT

130	Created by user	A	
131	Created by program	A	

Financial Transaction History Files (G/L Journal History)

Ref	Description	Field Type	Current Function / Note
1	Entry year	S	
2	Entry month/period	S	
3	Entry day	S	
4	Journal reference number	A	
5	G/L account number	A	
6	G/L debit or credit code	A	
7	Transaction source	A	
8	Description	A	
9	Check number	S	
10	Active record code	A	
11	G/L amount	P	

MCE ERPIP FUNCTIONAL REQUIREMENTS DOCUMENT

3.10 Design, Testing, Implementation, and Acceptance

The TO Contractor shall be responsible for:

- 3.10.1.1 The design and configuration of the new ERP system based on MCE business requirements.
- 3.10.1.2 Developing a phased in implementation incremental schedule by business unit to include parallel processing runs to be validated against the current MCE system.
- 3.10.1.3 Installation of the ERP system in a test environment
- 3.10.1.4 Loading the test database with sufficient data to perform the required User Acceptance Testing. This task shall be on-going until successful completion of the User Acceptance Testing. MCE will provide the User Acceptance Testing Matrix.
- 3.10.1.5 Setup of the software and activation of the modules.
- 3.10.1.6 Setup of the master files and tables and work with MCE management to verify the data.
- 3.10.1.7 Testing and issues remediation during the User Acceptance phase utilizing the test plan matrix.
- 3.10.1.8 Obtaining final validation of the data and processing before final cutoff to ERP production.
- 3.10.1.9 Implementation of the ERP system into the final production environment.
- 3.10.1.10 Issues resolution during the initial period for performance acceptance (90 calendar days after system is put into production).

3.11 Training and Documentation

The TO Contractor shall be responsible for:

- 3.11.1.1 Training of up to 180 MCE end users and technical staff and 60 to 90 inmate clerks at the MCE HQ facility and within manufacturing centers throughout the State to support the ERP system to include:
 - a. End user training by job function
 - b. Business Unit Managers
 - c. Clerical staff
 - d. IT Operations staff
 - e. Senior Managers
 - f. Users at some remote locations within the State prison facilities
- 3.11.1.2 Providing a train the trainer approach
- 3.11.1.3 Retraining for personnel as needed or requested by management
- 3.11.1.4 Creating a learning team of “super users” who can support others in all basic and some advanced functions
- 3.11.1.5 Providing and/or creating training materials and technical documentation of the ERP system to include Quick Reference guides and an inmate self-learning module

3.12 Support Operations and Maintenance

Upon MCE acceptance of the ERP software as a working and error-free production system, the TO Contractor shall be responsible for:

MCE ERPIP FUNCTIONAL REQUIREMENTS DOCUMENT

- 3.12.1.1 Providing Technical and Support Services of the ERP software product to MCE IT staff to include Help Desk support from 6:30 AM to 5:00 PM EST Monday through Friday (State Holiday and Service Reduction Days not included)

This technical and support services shall continue for one year from the date of final acceptance of the product.

After the year of technical support the Operational Maintenance agreement shall begin. There will be help desk support provided for the MCE IT staff to escalate issues.

- 3.12.1.2 Providing ERP software updates, fixes, and patches to MCE IT staff

- 3.12.1.3 Providing software maintenance agreements

4 REQUIREMENTS TRACEABILITY MATRIX

The requirements traceability matrix (RTM) provides a method for tracking the functional requirements and their implementation through the development process. Each requirement is included in the matrix along with its associated section number. As the project progresses, the RTM is updated to reflect each requirement's status. When the product is ready for system testing, the matrix lists each requirement, what product component addresses it, and what test verify that it is correctly implemented.

- 4.1 The TO Contractor shall be responsible for providing and maintaining the RTM I Columns in the RTM shall include:

- a. Requirement Number
- b. Requirement Description
- c. Requirement reference in FRD
- d. Verification Method
- e. Requirement reference in Test Plan
- f. Comments
- g. Requirement Status
- h. Requirement Version
- i. Final Decision Date
- j. Target Release
- k. Criticality
- l. Requirement Type

5 FILE STRUCTURES OF DATA PROVIDED BY EXTERNAL APPLICATIONS

5.1 The following are the minimal data elements that are provided / required for systems that shall provide data to or shall require data from the new ERP system. Field Types are based upon current system data values.

- A = Alphanumeric
- D = Date
- N = Numeric
- P = Packed variable
- S = Signed variable

MCE ERPIP FUNCTIONAL REQUIREMENTS DOCUMENT

5.1.1 State FMIS System – Consumer of ERP data

The minimum functional requirement to exchange data between the ERP and the FMIS system is the ability to create a flat file for export. The layout and process for the FMIS interface are fixed and not something MCE is able to modify.

Ref	Description	Field Type	Current Function / Note
1	Vendor Number*	A	
2	Vendor Mail Code	N	
3	Invoice Number*	N	
4	Invoice Description	A	
5	Invoice Date	D	
6	Invoice Gross Amount	N	
7	Line Item Description	A	
8	G/L Account Number	N	
9	Line Item Gross Amount	N	
10	Invoice Sequence Number	N	
11	Detail Service Date	D	
12	Detail Effective Date	D	

5.1.2 CAD/CAM System – Provider of data to ERP

Ref	Description	Field Type	Current Function / Note
1	Project or Drawing Number	A	Reference of project number from the CAD/CAM system
2	Number of Items	A	Number of items required
3	Vendor Model # (item number)	A	Item detail (alphanumeric supplied by vendor)
4	Code	A	A three digit code that designates fabric, trim color, and laminate details
5	Description	A	Description of item

5.1.3 Current e-Commerce Web App – Provider of data to ERP

NOTE: The current e-Commerce Web App does not interface to current MCE MAPICS system. The TO Contractor may describe current capabilities but propose optional pricing.

Ref	Description	Field Type	Current Function / Note
1	Order Number	A	Reference number from shopping cart application
2	Customer Number (ID)	N	Matches customer ID number in the MCE accounting system

MCE ERPIP FUNCTIONAL REQUIREMENTS DOCUMENT

			(assigned by MCE customer services)
3	Date of Purchase	P	
4	Payment Method	A	
5	Card Type	A	
6	Card Name	A	
7	Card Number	A	Masked Card Number
8	Billing Name	A	Person who placed order
9	Billing Company	A	
10	Billing Address	A	
11	Billing City	A	
12	Billing State	A	
13	Billing Zip	A	
14	Billing Phone	A	
15	Shipping Name	A	Contact person for delivery
16	Shipping Company	A	
17	Shipping Address	A	
18	Shipping City	A	
19	Shipping State	A	
20	Shipping Zip	A	
21	Shipping Phone	A	
22	Product Ordered (Description)	A	Multiple rows for each item ordered
23	Product Item Number	A	
24	Quantity	P	
25	Unit Price	P	
26	Sub total	P	For all order detail rows
27	Shipping Fee	P	
28	Tax	P	
29	Total	P	Grand total for order
30	Transaction ID	A	Internal reference number from shopping cart application

6 ADDITIONAL DESIRED FEATURES (OPTIONAL)

The following features shall be beneficial to MCE but are not critical to an initial deployment of the system. While MCE is soliciting software that contains the following features, it may defer these items (if they are available) for a later deployment phase or not purchase these at all.

6.1 Customer On-line Shopping Cart

The system shall have the capability for a customer-facing on-line shopping cart (currently a standalone web application not integrated to the AS/400 system) and shall need to be linked to or replaced by similar functionality within the proposed ERP solution. The current data structure is specified in Section 5.1.3

MCE ERPIP FUNCTIONAL REQUIREMENTS DOCUMENT

6.2 Advanced E-commerce

(Would replace the current separate shopping cart application)

- a. The system shall allow MCE access to customer views and information within the e-Commerce module for customer service, issues resolution, or trend analysis
- b. The system shall have the facility for approved external customers to access the e-commerce function for account self-service.
- c. The system shall allow external customers to view the product catalog, create orders, and track order status and planned delivery dates.
- d. The system shall have the capability to allow customer notifications (if requested) which shall send e-mail updates to customers of order status and planned delivery dates whether product ordered via the web or directly through the sales or customer service department

6.3 Advanced Customer Relationship Management functionality

- a. The system shall allow MCE to view all customer touch points (inquiries, quotes, sales histories) within various customer contexts (on a customer or company basis)
- b. The system shall have the capability to analyze customer buying behavior and if desired, create separate account management and sales strategies for various buyer segments
- c. The system shall create and track sales pipelines through the following steps:
 1. Leads
 2. Inquiries (for products or services)
 3. Quotes
 4. Approved quotes / sales
- d. The system shall have the capability to create sales campaigns and track efficacy of efforts (number of leads, inquiries, quotes, and sales generated by the campaign)
- e. The system shall provide the capability for our Mobile Sales Staff to access Customer Information on a variety of mobile platforms (Tablets, smart phones, etc)

6.4 Human Resource and Workforce Management

The use of a separate HR system for Inmate time and attendance and payroll functions is desirable. It will need to be designed with MCE personnel, Finance and Field Operations input.

The following provides instructions for completing this spreadsheet:

- a) Only add information to rows that are in Yellow
- b) Resize rows as needed to accommodate lengthy comments
- c) Provide a response to all rows / requirements
- d) Place an “X” (and nothing else) in the appropriate column (E-I) that corresponds to the best description of how the proposed ERP product meets the requirement
- e) Use column J “Comments” to provide any additional detail about the response

State of Maryland - Department of Public Safety & Correctional Services
 Maryland Correctional Enterprises (MCE)
 Enterprise Resource Planning Implementation Project

ERP OFFEROR NAME / ERP PRODUCT									
Number	Section	Description	Feature Available Out of the Box	Feature Available Through Software Configuration (no Custom Coding)	Feature Will Require Custom Coding or Development	Feature Available with Additional Module or Other Product (ex. MS Outlook)	Feature not Available	Comment	
2.1.1	Data Requirements	As a COTS implementation, the data model and entity relationship diagram shall be provided by the selected TO Contractor. Section 3.9 provides a reference to the files for the desired minimal / core fields of the major database objects used by MCE and which are believed to be required within the new ERP system. MCE understands that the current AS/400 System field names defined in Section 3.9 will not match exactly with a proposed COTS ERP solution. These fields are provided for data conversion planning and as an aid in assisting TO Contractor understanding of the current state at MCE.							
2.1.2	Data Requirements	The following are the core reference data objects that shall be minimally required in the new system based on current system data: a. General Ledger (GL) – Including A/R and A/R histories b. Vendors – Including purchase histories c. Customers – Including purchase histories d. Products / Catalog Items e. Fixed Assets f. Inventory g. Quotes / Orders							
2.1.99	Data Requirements	Describe any additional data requirements in the ERP product							
2.2.1.1	User Functional Baseline	The system shall have a common database core which allows integration of data and transactions between all financial, operational, production, and customer service functions within the ERP system.							
2.2.1.2	User Functional Baseline	The system shall have a graphic user interface (GUI) implemented either as a Web-based interface (referenced) or as a Microsoft Windows client program							
2.2.1.3	User Functional Baseline	The system shall run on client PCs that are using Windows 7 or newer operating systems.							
2.2.1.4	User Functional Baseline	The system shall use Microsoft Office 2010 or newer productivity software for any ad hoc data file exchanges.							
2.2.1.5	User Functional Baseline	The system shall run on Microsoft Internet Explorer 8 or newer.							
2.2.1.6	User Functional Baseline	The system's GUI shall include an online help system.							
2.2.1.7	User Functional Baseline	The system shall create export files and have the capability to import files between the ERP System and the State's TMS system as specified in Section 5.1.1 of the TOERP Attachment 20 - Functional Requirements Document.							
2.2.1.8	User Functional Baseline	The system shall be able to export selected records (either reference tables or transactions) into Microsoft Access and Microsoft Excel file formats.							
2.2.1.9	User Functional Baseline	The system shall have the capability to exchange information with State systems and with manufacturing systems that are provided by 3rd parties (currently in use at MCE factories) either with simple file exchanges or via more complex open data protocols.							
2.2.1.10	User Functional Baseline	The system shall have administrator ERP System and User security functionality to include: a. Setting Up a New User b. Updating an Existing User (name or address) c. Restricting User Access to Certain Roles d. Allow MCE to use a single management reporting database: 1. To create customized report pages (management dashboards) 2. To create, store, and share standard queries 3. To export results and analyze data in standard desktop tools (MS Office)							
2.2.1.99	User Functional Baseline	Describe any additional User Functional Baseline features in the ERP product							
2.2.2.1	Workflow Functionality	The system shall allow MCE staff to route and approve transactions (such as purchase orders or customer credits). These routing paths and rules shall be customizable and maintainable by MCE staff.							
2.2.2.2	Workflow Functionality	The system shall include journaling functionality which allows MCE users to create reminders and to-do / follow up lists for customer service and other in-house functions.							
2.2.2.3	Workflow Functionality	The system shall include automated reports distribution features (like e-mail list distribution, web publishing).							
2.2.2.4	Workflow Functionality	The system shall notify designated MCE supervisors if certain inventory or products needs approval before it is moved from one location to another (to be determined by MCE). Typically an MCE supervisor needs to authorize a move from a plant to a warehouse. Therefore the system shall not recognize or permit a move request unless a supervisor has entered the ERP system and formally accepted the move.							
2.2.2.5	Workflow Functionality	The system shall notify designated MCE supervisors if inventory committed to a Work in Progress (WIP) order exceeds a specific amount. Upon receiving such a notification, the MCE supervisor may stop the inventory commitment or allow the order to proceed and create a request to re-order / replenish the inventory supply.							
2.2.2.6	Workflow Functionality	The system shall follow the rules regarding inmate use of computer resources. Note that inmates do not have e-mail access so any offered solution must not have functionality for task assignment or communication to inmates that is wholly dependent upon e-mail messaging.							
2.2.2.99	Workflow Functionality	Describe any additional Workflow Functionality features in the ERP product							
2.2.3.1	Core Reporting and Business Intelligence Functionality	The users shall be able to create reports using parameters (such as for date ranges or for specific plants or products) and be able to customize "out of the box" reports							
2.2.3.2	Core Reporting and Business Intelligence Functionality	The system shall have the ability to allow users to create charts and graphs from underlying data							
2.2.3.3	Core Reporting and Business Intelligence Functionality	Ad hoc online reporting created by users shall have the ability to be saved at any point for future reuse and reference							
2.2.3.4	Core Reporting and Business Intelligence Functionality	The system reports selects shall have limiting filters to reduce the number of records returned							
2.2.3.5	Core Reporting and Business Intelligence Functionality	The system's reporting facility shall contain drill down capabilities on results sets to lower levels of detail							
2.2.3.6	Core Reporting and Business Intelligence Functionality	Data analysis and reporting shall be accomplished using a business intelligence functionality, without requiring a knowledge of SQL							
2.2.3.7	Core Reporting and Business Intelligence Functionality	The system's reporting facility shall be web-based and not require additional software add-ins be purchased or installed on end user PCs							
2.2.3.8	Core Reporting and Business Intelligence Functionality	Reports shall be exportable to desktop tools (Microsoft Excel)							
2.2.3.9	Core Reporting and Business Intelligence Functionality	Reports shall have the ability to be scheduled to run automatically (for both execution and distribution / publishing)							
2.2.3.10	Core Reporting and Business Intelligence Functionality	The system shall have the ability for the user to perform "What-if" analysis using near-real time data that shall not impact performance							

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2.2.3.11	Core Reporting and Business Intelligence Functionality	The system shall have the ability to customize forms and reports with the ability to add and remove user fields and layouts customizable by the user							
2.2.3.12	Core Reporting and Business Intelligence Functionality	The system report generation shall be robust and allow authorized personnel to select data fields and manipulate relationships to develop queries and programs to produce reports.							
2.2.3.13	Core Reporting and Business Intelligence Functionality	The system shall have data fields and operations available for users to access and select and easily accessible to allow for the customization of the input fields, level of agency scope, and other factors desired by users and not require the additional purchase of software to create, enhance or customize the inputs and outputs to these queries and reports.							
2.2.3.14	Core Reporting and Business Intelligence Functionality	The system shall have the ability for generated reports to be savable and exportable to numerous devices and mediums including printers, other software for further analysis or for presentations							
2.2.3.99	Core Reporting and Business Intelligence	Describe any additional Core Reporting and Business Intelligence Functionality features in the ERP product							
2.2.4.1	Financial Management - Financial Reporting	The system shall produce consolidated financial reports by: a. Business units b. Region managers c. Product line d. Sales ratios e. Ad hoc lines of business as created by MCE							
2.2.4.2	Financial Management - Financial Reporting	The system shall provide the ability to configure and maintain standard reports distribution functionality for any system generated reports which need to be routed to specific managers and executives							
2.2.4.3	Financial Management - Financial Reporting	The system shall provide the ability to produce online graphical displays of selected data							
2.2.4.4	Financial Management - Financial Reporting	The system shall produce standard daily and monthly financial reports by each business unit							
2.2.4.5	Financial Management - Financial Reporting	The system shall produce detail financial reports which roll up subunit line items to business units							
2.2.4.6	Financial Management - Financial Reporting	The system shall provide financial analysis capability to forecast growth, revenues, expenses based on prior period trends							
2.2.4.99	Financial Management - Financial Reporting	Describe any additional Financial Management - Financial Reporting features in the ERP product							
2.2.5.1	Financial Management - General Ledger (G/L)	The system shall have a flexible and expandable chart of accounts structure (for both length of segments and number of segments)							
2.2.5.2	Financial Management - General Ledger (G/L)	The system shall allow user controlled and automatic postings of all financial accounting transactions from any ledger or sub-ledger into a single database							
2.2.5.3	Financial Management - General Ledger (G/L)	The system shall allow all business units with appropriate user security to view their financial information							
2.2.5.4	Financial Management - General Ledger (G/L)	The system shall allow monthly pre-closing proof closes for trial balances							
2.2.5.5	Financial Management - General Ledger (G/L)	The system shall allow journal entries to be created for repeating occurrences for automatic processing in future accounting periods and that can be automatically reversed when set by MCE following General Accepted Accounting Principles (GAAP)							
2.2.5.6	Financial Management - General Ledger (G/L)	The system shall allow vouchers to be entered as journal entry transactions both in batch and individual entries							
2.2.5.7	Financial Management - General Ledger (G/L)	The system shall allow MCE users to set up and maintain accounting codes, account structures, and ledgers including reporting structures and departmental or factory / product line roll ups							
2.2.5.8	Financial Management - General Ledger (G/L)	The system shall allow the creation and maintenance of a project cost ledger (sub ledger) and include the following information: a. Project number b. Project name c. Project location d. Start date e. Finish date f. Status							
2.2.5.9	Financial Management - General Ledger (G/L)	The system shall provide five years of historical / periodic variance analysis data for comparisons of actual G/L balances and details vs. prior balances and details at the business unit level							
2.2.5.10	Financial Management - General Ledger (G/L)	The system shall allow postings for prior period adjustments							
2.2.5.11	Financial Management - General Ledger (G/L)	The system shall provide for automatic year-end rolling of balances in sub-ledgers and general ledger control accounts							
2.2.5.12	Financial Management - General Ledger (G/L)	The system shall provide for the automatic Accounts Payable, Inventory, Payroll, and Cash Account entries and automated accruals							
2.2.5.13	Financial Management - General Ledger (G/L)	The system shall allow the creation of a suspense account to hold transactions with errors that can be processed and classified at a later date							
2.2.5.14	Financial Management - General Ledger (G/L)	The system shall provide the capability to post and maintain balances for the current period and prior period until the prior period closing is complete							
2.2.5.16	Financial Management - General Ledger (G/L)	The system shall have the capability to provide controls to prevent the creation of duplicate transactions							
2.2.5.17	Financial Management - General Ledger (G/L)	The system shall produce Trial Balance reports							
2.2.5.18	Financial Management - General Ledger (G/L)	The system shall produce Balance Sheets							
2.2.5.19	Financial Management - General Ledger (G/L)	The system shall produce Chart of Accounts detail reports							
2.2.5.20	Financial Management - General Ledger (G/L)	The system shall produce Journal Entries, Adjustments, and Journal History detail reports							
2.2.5.21	Financial Management - General Ledger (G/L)	The system shall produce General Ledger detail reports							
2.2.5.22	Financial Management - General Ledger (G/L)	The system shall produce Income Statements							
2.2.5.23	Financial Management - General Ledger (G/L)	The system shall produce Profit and Loss Statements							
2.2.5.24	Financial Management - General Ledger (G/L)	The system shall produce Statement of Changes in Financial Position							
2.2.5.25	Financial Management - General Ledger (G/L)	The system shall produce Comparative General Ledger reports for current and prior periods for both actuals and budgeted							
2.2.5.26	Financial Management - General Ledger (G/L)	The system shall provide standard audit control reports to balance and validate ledgers to include: a. General Journal Proof report b. General Ledger Journal Audit report c. General Ledger Detail Audit list d. Suspense Account activity report e. General Ledger File Maintenance report f. General Journal Entry							
2.2.5.99	Financial Management - General Ledger (G/L)	Describe any additional Financial Management - General Ledger (G/L) features in the ERP product							

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2.2.6.1	Financial Management - Accounts Payable (A/P)	The system shall allow the creation of scheduled bill payments for suppliers						
2.2.6.2	Financial Management - Accounts Payable (A/P)	The system shall provide a means to determine all monies owed to suppliers						
2.2.6.3	Financial Management - Accounts Payable (A/P)	The system shall provide a means to track due dates for all monies owed						
2.2.6.4	Financial Management - Accounts Payable (A/P)	The system shall maintain vendor standard discounts (percent, volume or other), when discounts were offered / accepted, effective date, and end date						
2.2.6.5	Financial Management - Accounts Payable (A/P)	The system shall provide a means to track when available discounts could be used, by date and by suppliers						
2.2.6.6	Financial Management - Accounts Payable (A/P)	Information added to the ERP system from the A/P module shall be available for review within the purchasing module with the ability to drill down to the purchase transaction detail						
2.2.6.7	Financial Management - Accounts Payable (A/P)	Information added to the ERP system from the A/P module shall be available for review within the inventory control module with the ability to drill down to the inventory item transaction detail level						
2.2.6.8	Financial Management - Accounts Payable (A/P)	The system shall process payments made by credit card, checks, and journal transfers, at a minimum						
2.2.6.9	Financial Management - Accounts Payable (A/P)	The system shall process journal vouchers both in batch and individual entries						
2.2.6.10	Financial Management - Accounts Payable (A/P)	The system's data inputs shall post to the general ledger both under user control and automatically when a batch is closed						
2.2.6.11	Financial Management - Accounts Payable (A/P)	The system shall contain, at a minimum, all the validated data elements in the current MCE system Vendor Master and Invoice / Payment History files (See FRD Section 3.9)						
2.2.6.12	Financial Management - Accounts Payable (A/P)	The system shall allow MCE to configure current payables policies and procedures following GAAP						
2.2.6.13	Financial Management - Accounts Payable (A/P)	The system shall allow MCE to configure and maintain supplier and voucher data including setting order entry and re-entry levels and receipt of materials into the system						
2.2.6.14	Financial Management - Accounts Payable (A/P)	The system shall provide the capability to consolidate multiple payments to a single supplier						
2.2.6.15	Financial Management - Accounts Payable (A/P)	The system shall produce standard audit control reports to balance and validate payments to include: a. Cash Disbursements Journal b. Invoice Batch Control Report c. Invoice Audit Report d. General Ledger Entry Report						
2.2.6.16	Financial Management - Accounts Payable (A/P)	The system shall produce Aging Reports for Payables						
2.2.6.17	Financial Management - Accounts Payable (A/P)	The system shall produce a Purchase Invoice Journal						
2.2.6.18	Financial Management - Accounts Payable (A/P)	The system shall produce a Vendor Master report						
2.2.6.19	Financial Management - Accounts Payable (A/P)	The system shall produce Vendor Master File Maintenance reports						
2.2.6.99	Financial Management - Accounts Payable (A/P)	Describe any additional Financial Management - Accounts Payable (A/P) features in the ERP product						
2.2.7.1	Financial Management - Fixed Assets (F/A)	The system shall allow MCE to configure and maintain FA data						
2.2.7.2	Financial Management - Fixed Assets (F/A)	The system shall track depreciation for all FA's in MCE including all tangible assets (buildings, property, and equipment)						
2.2.7.3	Financial Management - Fixed Assets (F/A)	The system shall automatically post monthly depreciation to the general ledger						
2.2.7.4	Financial Management - Fixed Assets (F/A)	The system shall contain and support all FA records including re-evaluations and tax reporting (exempt)						
2.2.7.5	Financial Management - Fixed Assets (F/A)	The system shall support all FA transactions (updates, transfers, retirement)						
2.2.7.6	Financial Management - Fixed Assets (F/A)	The system shall contain, at a minimum, all the validated data elements in the current MCE system Fixed Asset file (See FRD Section 3.9)						
2.2.7.7	Financial Management - Fixed Assets (F/A)	The system shall provide for the automatic calculation of amortization and depreciation of assets						
2.2.7.8	Financial Management - Fixed Assets (F/A)	The system shall produce Fixed Asset Lists (Additions, Retirements, Changes, Valuations at user determined points in time)						
2.2.7.9	Financial Management - Fixed Assets (F/A)	The system shall produce Fixed Asset Depreciation Schedules						
2.2.7.10	Financial Management - Fixed Assets (F/A)	The system shall produce Fixed Asset ID reports						
2.2.7.11	Financial Management - Fixed Assets (F/A)	The system shall produce Fixed Assets by location reports						
2.2.7.12	Financial Management - Fixed Assets (F/A)	The system shall produce Fixed Assets File Maintenance reports						
2.2.7.99	Financial Management - Fixed Assets (F/A)	Describe any additional Financial Management - Fixed Assets (F/A) features in the ERP product						
2.2.8.1	Financial Management - Cost Accounting (CA)	The system shall contain functions to calculate product overhead at an order level						
2.2.8.2	Financial Management - Cost Accounting (CA)	The system shall support multiple cost accounting approaches by business unit, as determined and configured by MCE to include: a. Support better ways of adding and deleting item numbers and changing unit cost b. A warning not to add and item number with the same description or sales price to avoid duplication c. Option to do a mass base price change without going into individual item numbers (e.g - increase sales price by 20% on all OEI products)						
2.2.8.3	Financial Management - Cost Accounting (CA)	The system shall support standard accounting for manufactured products						
2.2.8.4	Financial Management - Cost Accounting (CA)	The system shall support FIFO accounting						
2.2.8.5	Financial Management - Cost Accounting (CA)	The system shall support LIFO accounting						
2.2.8.6	Financial Management - Cost Accounting (CA)	The system shall support Average Cost Accounting						
2.2.8.7	Financial Management - Cost Accounting (CA)	The system shall support Activity Based Costing (ABC)						
2.2.8.8	Financial Management - Cost Accounting (CA)	The system shall support job costing for standard and non-standard (special) orders						
2.2.8.9	Financial Management - Cost Accounting (CA)	The system shall allow MCE to configure and maintain standard cost data for materials, labor and overhead						
2.2.8.10	Financial Management - Cost Accounting (CA)	The system shall allow MCE to configure and maintain cost allocation definitions						
2.2.8.11	Financial Management - Cost Accounting (CA)	The system shall allow MCE to configure and maintain cost allocation processes to allocate costs to the business units and manage cost recovery						
2.2.8.12	Financial Management - Cost Accounting (CA)	The system shall maintain cost and sales price calculations to support special orders						
2.2.8.13	Financial Management - Cost Accounting (CA)	The system shall produce reporting and analysis ABC in standard and ad hoc reports						
2.2.8.14	Financial Management - Cost Accounting (CA)	The system shall produce Cost Center reports for expenses and revenues						

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2.2.8.15	Financial Management - Cost Accounting (CA)	The system shall produce a Distribution Report for total overhead expenses in each cost center						
2.2.8.16	Financial Management - Cost Accounting (CA)	The system shall produce an Average Cost Comparison Report for current versus prior average cost						
2.2.8.17	Financial Management - Cost Accounting (CA)	The system shall produce a Budget versus Cost Accounting Report for General Accounts						
2.2.8.18	Financial Management - Cost Accounting (CA)	The system shall produce a Cost Accounting Reconciliation to ensure that expenses and revenues are posted to correct period						
2.2.8.19	Financial Management - Cost Accounting (CA)	The system shall produce FIFO and LIFO Transaction Reconciliation Reports						
2.2.8.20	Financial Management - Cost Accounting (CA)	The system shall produce Accounting Cost Summary reports						
2.2.8.99	Financial Management - Cost Accounting (CA)	Describe any additional Financial Management - Cost Accounting (CA) features in the ERP product						
2.2.9.1	Financial Management - Cash Management	The system shall allow the recording of cash charges / payments and deposits / receipts						
2.2.9.2	Financial Management - Cash Management	The system shall provide cash position projections (reporting) based on sales						
2.2.9.3	Financial Management - Cash Management	The system shall calculate expected cash uses by sources including administration and business units						
2.2.9.4	Financial Management - Cash Management	The system shall hold and display current cash positions						
2.2.9.5	Financial Management - Cash Management	The system shall provide online alerts when cash positions reach configured pre-selected levels						
2.2.9.6	Financial Management - Cash Management	The system shall post cash transactions to the General Ledger and update Accounts Receivable						
2.2.9.7	Financial Management - Cash Management	The system shall produce Cash Requirements reports						
2.2.9.8	Financial Management - Cash Management	The system shall produce Cash Receipts journals						
2.2.9.9	Financial Management - Cash Management	The system shall produce Cash Disbursements journals						
2.2.9.10	Financial Management - Cash Management	The system shall produce Cash Flow reports						
2.2.9.99	Financial Management - Cash Management	Describe any additional Financial Management - Cash Management features in the ERP product						
2.2.10.1	Financial Management - Budgeting	The system shall provide online alerts to budget managers when actual amounts approach selected configured levels (ex. Within 10% of budget for a given tie period)						
2.2.10.2	Financial Management - Budgeting	The system shall provide budget development functionality to include on-line preparation and allow upload of spreadsheets						
2.2.10.3	Financial Management - Budgeting	The system's budget development function shall include a method to allocate gross budget amounts across various areas (ex. Product lines, plants, or cost centers)						
2.2.10.4	Financial Management - Budgeting	The system shall have the ability to rollup to different accounting levels						
2.2.10.5	Financial Management - Budgeting	The system shall provide the capability to manage and perform comparisons of historical actual expenditures and budgets to current period						
2.2.10.6	Financial Management - Budgeting	The system shall provide the capability for an unlimited number of budget versions for analysis and budget modeling						
2.2.10.7	Financial Management - Budgeting	The system shall produce Budget Preparation File report						
2.2.10.8	Financial Management - Budgeting	The system shall produce Budget Posting Status report						
2.2.10.9	Financial Management - Budgeting	The system shall produce the capability to analyze budget variances via standard and ad hoc reports						
2.2.10.10	Financial Management - Budgeting	The system shall produce the Business Units and Department Budget reports						
2.2.10.11	Financial Management - Budgeting	The system shall produce Budget versus Actual analysis reports and report across multiple years						
2.2.10.99	Financial Management - Budgeting	Describe any additional Financial Management - Budgeting features in the ERP product						
2.2.11.1	Financial Management - Accounts Receivable (A/R)	The system shall process and track credit management						
2.2.11.2	Financial Management - Accounts Receivable (A/R)	The system shall process receipts and cash payments of receivables, including the capability to apply collections to more than one receivable						
2.2.11.3	Financial Management - Accounts Receivable (A/R)	The system shall process journal vouchers						
2.2.11.4	Financial Management - Accounts Receivable (A/R)	The system shall post to the General Ledger both under user control and automatically when a batch is closed						
2.2.11.5	Financial Management - Accounts Receivable (A/R)	The system shall allow MCE to configure and maintain this function in accordance with MCE's A/R policies and procedures following GAAP						
2.2.11.6	Financial Management - Accounts Receivable (A/R)	The system shall allow MCE to configure and maintain master data records for customers and vouchers						
2.2.11.7	Financial Management - Accounts Receivable (A/R)	The system shall process billing adjustments						
2.2.11.8	Financial Management - Accounts Receivable (A/R)	The system shall allow for late payment charges and automatically calculate interest						
2.2.11.9	Financial Management - Accounts Receivable (A/R)	The system shall have the capability to process credit card collections						
2.2.11.10	Financial Management - Accounts Receivable (A/R)	The system shall have the capability to record the waiver and write-off of receivables, including interest, penalties, and administrative charges						
2.2.11.11	Financial Management - Accounts Receivable (A/R)	The system shall contain, at a minimum, all the validated data elements in the current MCE system Invoice Header physical file (See FRD Section 3.9)						
2.2.11.12	Financial Management - Accounts Receivable (A/R)	The system shall produce customer invoices which are in a format that can be printed or emailed to customers						
2.2.11.13	Financial Management - Accounts Receivable (A/R)	The system shall produce Aging Reports for Receivables						
2.2.11.14	Financial Management - Accounts Receivable (A/R)	The system shall produce monthly statements to customers showing account activity						
2.2.11.15	Financial Management - Accounts Receivable (A/R)	The system shall produce collection letters for overdue Receivables						
2.2.11.16	Financial Management - Accounts Receivable (A/R)	The system shall produce Delinquency reports						
2.2.11.17	Financial Management - Accounts Receivable (A/R)	The system shall produce General Ledger posting reports						

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2.2.12.1	Production Management	The system shall provide for the setup of plant-level capacity planning metrics to include: a. Baseline outputs b. Lead times c. Manufacturing time by product line individual product d. Number of personnel required e. Machinery required f. Inventory Turnover g. Hours of usage h. Capacity i. Demand time j. Retooling						
2.2.12.2	Production Management	The system shall provide plant-level resource allocations and what percentage of usage each resource experiences in actual production activities						
2.2.12.3	Production Management	The system shall allow MCE to schedule production activities at a plant and work center level						
2.2.12.4	Production Management	The system shall produce reports to show how the plant-level capacity planning metrics are being met in actual production activities						
2.2.12.5	Production Management	The system shall be able to track and report inventory (raw materials or components) utilized in the production of an order or project (where a project is made up of multiple orders)						
2.2.12.99	Production Management	Describe any additional Production Management features in the ERP product						
2.2.13.1	Production Planning	The system shall allow MCE to configure and maintain raw material and finished good standard costs						
2.2.13.1	Production Planning	The system shall allow MCE to configure and maintain labor cost tables for inmate workers and plant overhead (civilian management)						
2.2.13.3	Production Planning	The system shall allow MCE to configure and maintain any number of non-labor related standard or customized overhead costs						
2.2.13.4	Production Planning	The system shall allow MCE to access and update inventory levels as production and assembly activities are performed						
2.2.13.5	Production Planning	The system shall allow MCE to forecast and model changes in product levels and production inputs (labor, processes, machinery)						
2.2.13.6	Production Planning	The system shall allow MCE to create and monitor, at a project level, percentages of completeness (projects are multiple orders) based upon progression of work through work stations						
2.2.13.7	Production Planning	The system shall allow MCE to monitor levels of raw materials consumed by plants / projects / orders						
2.2.13.8	Production Planning	The system shall allow MCE to create and monitor projected dates for completion of a project / order including assembly of products from multiple business units for a single delivery or as a completed delivery depending on the customer's desires						
2.2.13.9	Production Planning	The system shall allow MCE to report on product production based on configurable levels of completeness (percentages of completion based on progression through work centers)						
2.2.13.10	Production Planning	The system shall allow MCE to report on order completeness based on configurable levels of completeness (percentages of completion based on progression through multiple work centers for an entire order consisting of multiple products)						
2.2.13.11	Production Planning	The system shall produce MCE reports that breaks out product costs between all labor and inventory categories						
2.2.13.12	Production Planning	The system shall produce MCE reports that breaks out overhead costs by plant / product / project / product / order lines						
2.2.13.13	Production Planning	The system shall allow MCE to analyze overall project profitability at a detail level including all production related inputs and costs						
2.2.13.14	Production Planning	The system shall allow for analysis and reports of forecast versus demand						
2.2.13.99	Production Planning	Describe any additional Production Planning features in the ERP product						
2.2.14.1	Inventory Management	The system shall update inventory levels within locations when stock is moved from one location to another both to the warehouse location and location within the warehouse						
2.2.14.2	Inventory Management	The system shall allow for multiple locations of the same materials						
2.2.14.3	Inventory Management	The system shall provide inventory reorder points and forecasts based on historical drawdowns indicating when the reorder point may be reached (days / weeks)						
2.2.14.4	Inventory Management	The system shall allow for material available on hand for a proposal but not yet committed to a project and then commit the raw material once a project is confirmed. WIP is valued monthly at the business cycle close and includes raw materials used by percent of completion to final cost						
2.2.14.5	Inventory Management	The system shall contain inventory categories which can be configured by MCE and are retrievable as reporting groups or queries by type such as a. All finished goods that contain components from vendor ABC b. Raw Materials that are classified as Green products by their suppliers c. All products that are of a particular type (i.e. Furniture or Chair)						
2.2.14.6	Inventory Management	The system shall have the ability to differentiate production supplies from raw materials to include the usage and cost of the production supplies						
2.2.14.7	Inventory Management	The system shall allow configuration to recognize MCE's multiple warehouse and production facilities locations						
2.2.14.8	Inventory Management	The system shall contain, at a minimum, all the validated data elements in the current MCE system Inventory Transaction Master and Inventory Balances files (See FRD Section 3.9)						
2.2.14.9	Inventory Management	The system shall produce reports of warehouse inventory (Locations of Raw Materials, Finished Goods Awaiting Delivery, Finished Goods on hand and available for immediate purchases)						
2.2.14.10	Inventory Management	The system shall produce inventory movement Reports (transactions, stock movements, locations of Raw Materials and Finished Goods)						
2.2.15.11	Inventory Management	The system shall produce reports containing Inventory Levels and Reorder Points						
2.2.14.12	Inventory Management	The system shall produce Inventory Stock Status Reports						
2.2.14.13	Inventory Management	The system shall produce an Item Balance File report						
2.2.14.14	Inventory Management	The system shall produce Bills of Material (for Kits or Component Products)						
2.2.14.15	Inventory Management	The system shall produce a report containing all materials that are received into MCE						
2.2.14.16	Inventory Management	The system shall produce a report containing all raw materials in inventory including location and current quantities						
2.2.14.17	Inventory Management	The system shall produce MCE a report containing physical upper capacity for inventory materials and what percent is currently on-hand in warehouses and plants						
2.2.14.18	Inventory Management	The system shall produce reports of any inventory that has been allocated or moved by rules (such as by it becoming committed inventory by the creation of an order)						
2.2.14.99	Inventory Management	Describe any additional Inventory Management features in the ERP product						
2.2.15.1	Purchasing Management - Vendors and Suppliers	The system shall maintain vendor standard prices and historical prices (for a period of three years) and when any special pricing was offered / accepted						

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Number	Section	Description	Feature Available Out of the Box	Feature Available Through Software Configuration (no Custom Coding)	Feature Will Require Custom Coding or Development	Feature Available with Additional Module or Other Product (ex. MS Outlook)	Feature not Available	Comment	
2.2.15.2	Purchasing Management - Vendors and Suppliers	The system shall allow State purchasing limits to be electronically approved by supervisors and also by purchasing for blanket purchase orders and for shop PO's up to user set limits							
2.2.15.3	Purchasing Management - Vendors and Suppliers	The system shall provide notification when inventory levels are at reorder points and provide recommended inventory levels and lead times for orders based on turnover and sales volumes							
2.2.15.4	Purchasing Management - Vendors and Suppliers	The system shall allow MCE to configure and maintain master data records for vendor contracts and amendments							
2.2.15.5	Purchasing Management - Vendors and Suppliers	The system shall have the ability to configure and select codes for suppliers by materials provided							
2.2.15.6	Purchasing Management - Vendors and Suppliers	The system shall have the ability to configure and select codes for suppliers by material costs							
2.2.15.7	Purchasing Management - Vendors and Suppliers	The system shall have the ability to configure and select codes for suppliers by their MCE rated timeliness of historical deliveries							
2.2.15.8	Purchasing Management - Vendors and Suppliers	The system shall have the ability to configure and select codes for product types which can be then used as for queries							
2.2.15.9	Purchasing Management - Vendors and Suppliers	The system shall have the ability to configure and select codes for suppliers by their overall quality of goods (all products)							
2.2.15.10	Purchasing Management - Vendors and Suppliers	The system shall have the ability to allow MCE to add their own rankings of vendors which can be then used as filters for searches							
2.2.15.11	Purchasing Management - Vendors and Suppliers	The system shall provide Just-In-Time management capabilities, based on historic vendor supply lead time, which includes the ability to transmit reorder amounts directly to vendor / suppliers when reorder points are met							
2.2.15.12	Purchasing Management - Vendors and Suppliers	The system shall maintain multiple quotes from potential vendors and maintain histories for seven years of which were selected vs. rejected (and reason for rejection)							
2.2.15.13	Purchasing Management - Vendors and Suppliers	The system shall provide order acknowledgement correspondence that can be printed and/or e-mailed to customers							
2.2.15.14	Purchasing Management - Vendors and Suppliers	The system shall accept for purchasing orders, customer letters of credit, correspondence, and documentation							
2.2.15.15	Purchasing Management - Vendors and Suppliers	The system shall have the ability to reconcile orders (from various sources of customer order / payment options) to provide, at a minimum, payments, balance, and date processed information							
2.2.15.16	Purchasing Management - Vendors and Suppliers	The system shall maintain complete payment histories for vendors							
2.2.15.17	Purchasing Management - Vendors and Suppliers	The system shall provide queries for comparisons of prices between Vendors							
2.2.15.18	Purchasing Management - Vendors and Suppliers	The system shall provide queries for price trends changes by item and over time as offered by each vendor							
2.2.15.19	Purchasing Management - Vendors and Suppliers	The system shall require sign off approvals by authorized managers, including purchasing managers, to approve a purchase order							
2.2.15.20	Purchasing Management - Vendors and Suppliers	The system shall produce Purchase Orders							
2.2.15.21	Purchasing Management - Vendors and Suppliers	The system shall produce Current/Pending Orders report							
2.2.15.22	Purchasing Management - Vendors and Suppliers	The system shall produce Completed/Historical Orders report							
2.2.15.23	Purchasing Management - Vendors and Suppliers	The system shall produce partially fulfilled orders reports by location / plant							
2.2.15.24	Purchasing Management - Vendors and Suppliers	The system shall produce Purchase Order Entry and Audit reports							
2.2.15.99	Purchasing Management - Vendors and Suppliers	Describe any additional Purchasing Management - Vendors and Suppliers features in the ERP product							
2.2.16.1	Quality Management	The system shall track the cost of field repairs to products and track cost of incorrect orders rework/ remake							
2.2.16.2	Quality Management	The system shall track loss of raw materials used for remakes and machine calibration							
2.2.16.3	Quality Management	The system shall maintain and track MCE designated quality output indicators for: a. Raw materials b. Manufacturing processes c. Finished goods (products) d. Supplier materials							
2.2.16.4	Quality Management	The system shall the ability to collect, track and maintain MCE customer satisfaction survey information							
2.2.16.5	Quality Management	The system shall produce quality control checklists							
2.2.16.6	Quality Management	The system shall produce quality output indicator reports for materials, products and processes							
2.2.16.7	Quality Management	The system shall produce customer satisfaction survey results reports							
2.2.16.8	Quality Management	The system shall produce reports of supplier quality that include QC incidents, severity, and trending over time (including if corrective action on the part of a vendor is indicated) to include: a. Quality Control Incidents resolved b. Quality Control Incidents unresolved c. Quality Control Incident trends							
2.2.16.99	Quality Management	Describe any additional Quality Management features in the ERP product							
2.2.17.1	Sales Management - Customer Order Management	The system shall contain all products, pricing, and options offered by MCE including special orders							
2.2.17.1	Sales Management - Customer Order Management	The system shall allow customer quotes to be changed into confirmed orders by MCE with minimal rekeying of the order							
2.2.17.3	Sales Management - Customer Order Management	The system shall provide a mechanism to allow batch orders created outside of the ERP system (by the current furniture and space planning design CAD/CAM software and the current customer-facing shopping cart) to be uploaded to the ERP system with minimal to no re-keying of information and allow updates without programming. The data structure is specified in Section 5.1.2 of the TORFP Attachment 20 - Functional Requirements Document.							
2.2.17.4	Sales Management - Customer Order Management	The system shall be able to interface with and process orders from the current MCE customer-facing shopping cart e-commerce Web application or provide similar functionality							
2.2.17.5	Sales Management - Customer Order Management	The system shall allow MCE to view and edit customer accounts							
2.2.17.6	Sales Management - Customer Order Management	The system shall allow MCE to view and edit sales order status for customers							
2.2.17.7	Sales Management - Customer Order Management	The system shall allow MCE to capture user information (user ID, Date, Time, Change Made) for any changes made to a customer order							
2.2.17.8	Sales Management - Customer Order Management	The system shall allow MCE to create and manage requests for quotations, and then convert these to acknowledged orders with minimal re-keying							

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Number	Section	Description	Feature Available Out of the Box	Feature Available Through Software Configuration (no Custom Coding)	Feature Will Require Custom Coding or Development	Feature Available with Additional Module or Other Product (ex. MS Outlook)	Feature not Available	Comment
2.2.17.9	Sales Management - Customer Order Management	The system shall allow authorized MCE users to view available inventory						
2.2.17.10	Sales Management - Customer Order Management	The system shall allow authorized MCE users to view production status of WIP, Ready to Deliver, and Delivered Orders						
2.2.17.11	Sales Management - Customer Order Management	The system shall allow authorized MCE users to view current or projected production capacity plans (backlogs, utilization levels) by plant and/or production line						
2.2.17.12	Sales Management - Customer Order Management	The system shall provide real time / online availability of order status: a. Ordered b. In Production WIP % c. Picked d. Packed e. Shipped f. Invoiced						
2.2.17.13	Sales Management - Customer Order Management	The system shall provide real time / online inventory status both promised and confirmed						
2.2.18.14	Sales Management - Customer Order Management	The system shall provide online access to historical account information						
2.2.18.15	Sales Management - Customer Order Management	The system shall contain, at a minimum, all the validated data elements in the current MCE system Customers file (See FRD Section 3.9)						
2.2.17.16	Sales Management - Customer Order Management	The system shall contain, at a minimum, all the validated data elements in the current MCE system Product Catalog Item – Summary and Product Catalog Item Master files (See FRD Section 3.9)						
2.2.17.17	Sales Management - Customer Order Management	The system shall contain, at a minimum, all the validated data elements in the current MCE system Quote/Order Header Physical and Line Item Physical files (See FRD Section 3.9)						
2.2.17.18	Sales Management - Customer Order Management	The system shall contain, at a minimum, all the validated data elements in the current MCE system Shipment Physical Header and Shipment Release Physical files (See FRD Section 3.9)						
2.2.17.19	Sales Management - Customer Order Management	The system shall allow for easy changes in purchasing manager of state units						
2.2.17.20	Sales Management - Customer Order Management	The system shall allow multiple delivery addresses for the same customer billing address						
2.2.17.21	Sales Management - Customer Order Management	The system shall provide confirmation of order correctness as entered for product, quantity, color, etc., signed by purchaser agent and also end user customer if possible						
2.2.17.22	Sales Management - Customer Order Management	The system shall convert Bill of Materials to itemized quantity, model number and MCE raw material purchase cost as well as MCE sale price						
2.2.17.23	Sales Management - Customer Order Management	The system shall produce Master Lists of Customers						
2.2.17.24	Sales Management - Customer Order Management	The system shall produce Customer Master File Maintenance reports						
2.2.17.25	Sales Management - Customer Order Management	The system shall produce Product Catalog Item Master File Maintenance reports						
2.2.17.26	Sales Management - Customer Order Management	The system shall produce Customer Quotes						
2.2.17.27	Sales Management - Customer Order Management	The system shall produce Customer New Orders reports						
2.2.17.28	Sales Management - Customer Order Management	The system shall produce Customer Backorder reports and include the number of days on backorder						
2.2.17.29	Sales Management - Customer Order Management	The system shall produce Open Order reports to include: a. Open Orders for Quick Ship Items b. Aged Orders Over 90 Days c. Open Orders by Plant						
2.2.17.30	Sales Management - Customer Order Management	The system shall produce Master Lists of Products / Services Offered (including base pricing) reports						
2.2.17.31	Sales Management - Customer Order Management	The system shall produce the following forms: a. Order Pick Tickets b. Packing Slips c. Order Acknowledgement						
2.2.17.32	Sales Management - Customer Order Management	The system shall produce Sales Management – Customer Order Management reports to include: a. Sales Forecasts b. Sales Analysis c. Customer Sales by Territory d. Customer Sales by Sales Representative e. Sales by Item f. Credit Card Sales g. Month To Date Sales Journal h. Sales Forecast based on historical trends						
2.2.18.99	Sales Management - Customer Order Management	Describe any additional Sales Management - Customer Order Management features in the ERP product						

Plant	TAG#	Description	ASSET ID 1
101	001995	5.25 EXTERNAL FLOPPY	
101	002049	2602 MAG TAPE	CONTROLLER
101	002050	3054 ADDL 4 MB	
101	002051	3055 ADDL 8 MB	
101	002052	6040 TWINAXIAL	STATION CONTROLLER
101	002053	6110 MAGNETIC STORG	DEVICE CONTROLLER
101	007683	27" CRT MONITOR	
101	007697	17" LCD MONITOR	SN ETL180910254002635PQ43
101	008664	24 PORT SWITCH	SN: RE020G703655
101	010698	24 PORT SWITCH GIBIT	DRBBB3005074
101	011056	22" ACER LCD MONITOR	75888514
101	011195	17"VIEWSONIC MONITOR	
101	001672	ACCO DATA RACK	
101	003871	ACER PENTIUM 100	SN S9611183
101	004368	AS 400 (NEW)	
101	007266	APPLE MONITOR 17"	SN 54301BYNNF
101	009287	APC ES750 BATTERY BK	3B0817X13563
101	009587	APC SMART BATTERY	AS0902260413
101	009891	ACER LCD 17" MONITOR	2BBE3907
101	009906	ACER 19" X193WTBD	ETLAM08052911043B54200
101	010093	APC BATTERY BACKUP	4B0936P22805
101	010475	APC BATTERY BACKUP	4B1019P17337
101	010801	APC BATTERY BACKUP	3B1112X08152PURCHAS DESK
101	010803	APC BATTERY BACKUP	3B1112X12426
101	010925	APC BATTERY BACK-UP	5X13934
101	011014	APC BATTERY BACK-UP	35X10462
101	011015	APC BATTERY BACK-UP	35X10475
101	011016	APC BATTERY BACK-UP	35X06722
101	011017	APC BATTERY BACK-UP	35X10582
101	011019	APC BATTERY BACK-UP	35X06705
101	011025	APC BATTERY BACK-UP	35X06772
101	011176	ACER 20" MONITOR	35852400
101	011177	ACER 20" MONITOR	32D92400
101	011178	ACER 20" MONITOR	32A02400
101	011180	ACER 20" MONITOR	30F554321
101	011193	APPLE MACBOOK PRO	CO2GMJQODV7L
101	011205	AP LASERJET PRINTER	CNBCCDGOTKPRADEEPOFFICE
101	011414	APC BATTERY BACK-UP	3B1141X00661
101	011417	APC BATTERY BACK-UP	3B1141X00658
101	011418	APC BATTERY BACK-UP	3B1141X00510
101	011419	APC BATTERY BACK-UP	3B1141X00674
101	011422	APC BATTERY BACK-UP	3B1141X00691
101	011564	ACER 22" MONITOR	1014EB74238
101	011611	ACER 22" MONITORE	56364238
101	06428A	APC REPLACEMENT CELL	COMPUTER ROOM
101	007102	CPU-PROTECH	SN 01782

101	008191	COMPUTER GX620	93STQB1
101	008398	CPU DELL RAMIL PEREZ	SN CN50DGC1
101	008402	CPU DELL S.SHILOH	SN CM5DGC1
101	008504	CPU DELL PALMERINO	SN (3028957)S.PALMERINO
101	008561	BROTHER FAX MACHINE	SN U60283F7J668962
101	008567	CPU DELL	SN (3028033)
101	008651	CPU DELL	SN (53T9GC1) COMPUTER RM
101	008712	CPU DELL	SN 3028410 CONFERENCE RM
101	008714	CPU DELL DEBRA AREA	SN 3028036 DEBRA WATSON
101	008716	CPU DELL	SN 3028419 RECEPTIONIST
101	008771	CPU DELL	SN 3028406
101	008786	CPU DELL	SN 3028308
101	009079	BATTERY BACKUP 800VA	S/N 5B0736U16804
101	009081	BATTERY BACKUP 800VA	S/B 5B0736U24113
101	009130	BROTHER FAX MACHINE	D8J801086
101	009365	BATTERY BACKUP	3B0832X16388 BE350G
101	009747	CANON CANOSCAN	
101	010001	BROTHER INTELLIFAX	F9J950440 MODEL 4200E
101	010671	BRO.INTELLIFAX 4100E	U61639LOJ228273 DAN OFFIC
101	010837	BRO.INTELLIFAX 4100E	U61639C1J261551
101	011368	BRO.INTELLIFAX 4100E	U61639L1J331879
101	011606	COSCO SWITCH 3750	FD01124Y1UU
101	011616	COSCO SMALL 8 PORT	DN1155103WL PREDEEP OFFIC
101	011760	CANON DOCU SCANNER	
101	012166	CANON C125 SCANNER	SN: FP356246 TYREESE B.
101	012167	CANON C125 SCANNER	SN: FP356269 STEPHEN S.
101	012190	CANON DR3010 SCANNER	EG327001
101	012204	CANON SCANNER DR125	FP362435 PERSONNEL
101	012211	CANON SCANNER DR125	FP361752
101	012212	CANON SCANNER DR125	FP361753
101	012213	CANON SCANNER DR125	FP361750
101	012214	CANON SCANNER DR125	FP361726
101	012251	BROTHER FAX 4100E	SN: E4J510138 (CUST. SERV
101	012272	CANON 225 SCANNER	SN: GW300356 (DAVE KITES)
101	012273	CANON 225 SCANNER	SN: GW300357 (BOB ABRAMS)
101	012274	CANON 225 SCANNER	SN: GW300320 (CAROL)
101	012275	CANON 225 SCANNER	SN: GW300345 (HOLLY)
101	012276	CANON 225 SCANNER	SN: GW300368 (AARON)
101	012277	CANON 225 SCANNER	SN: GW300369 (COLDEN)
101	012278	CANON 225 SCANNER	SN: GW300357
101	012279	CANON 225 SCANNER	SN: GW300134
101	012280	CANON 225 SCANNER	SN: GW300338
101	012281	CANON 225 SCANNER	SN: GW300455
101	004877	DATA PROCESSING ROOM	SN/NA
101	009347	DELL CPU	S/N 3028289
101	009378	DELL CPU	3028394
101	009874	DELL VOSTRO 220 CPU	S/N JZM5JJ1

101	009897	DELL CPU	30028326
101	010056	DELL DT VOSTRO CPU	S/N 7146JJ1
101	010148	DELL MONITOR 1708FP	96R428S
101	010183	DELL COMPUTER GX760	H9XPVK1
101	010261	DELL MONITOR 1708FP	9AE827S
101	010262	DELL MONITOR 1708FP	9AE875S
101	010264	DELL MONITOR 1708FP	9AE165S
101	010265	DELL MONITOR 1708FP	9AE889S
101	010435	DELL 17" FP1707FPC	716186A3CD7E
101	010438	DELL 17" FP1707FPC	716186A3CD7G
101	010529	DELL 19" MONITOR	716187CFAASM
101	010570	DELL GX780 COMPUTER	3VF49P1
101	010571	DELL P170S MONITOR	50BDCVS
101	010572	DELL P170S MONITOR	5075BV7U
101	010575	DELL GX780 COMPUTER	3VF79P1
101	010576	DELL P170S MONITOR	4445BBBGZU
101	010642	DELL GX780 CPU	GKPXCP1
101	010643	DELL GX780 CPU	GKQWCP1
101	010644	DELL GX780 CPU	GKPSCP1
101	010645	DELL GX780 CPU	GKPZCP1
101	010646	DELL MONITOR P170S	4511L880U
101	010647	DELL MONITOR P170S	4511L868U
101	010649	DELL MONITOR P170S	4511L854U
101	010668	DELL GX780 COMPUTER	GRWSCP1
101	010715	DELL GX780 COMPUTER	GK9VCP1
101	010727	DELL P170S MONITOR	11LAE9U
101	010780	DELL P170S MONITOR	MK7455BDBUGS
101	010817	DELL P190S MONITOR	720B0C3U1
101	010821	DELL OPTIPLEX780 CPU	CZX5JQ1
101	010823	DELL OPTIPLEX780 CPU	D008JQ1
101	010843	DELL GX780 CPU	79QFJQ1
101	010968	DELL GX780 CPU	DOY6JQ1
101	010970	DELL 190S MONITOR	2156K011
101	010992	DELL MONITOR	72872156JLA1
101	010993	DELL GX780 CPU	D168JQ1
101	011198	DELL GX790 CPU	94K0XR1 TYREE DESK
101	011231	DELL GX790 COMPUTER	B4PXWR1
101	011300	DELL GX790 COMPUTER	3Z91XR1
101	011308	DELL 190 MONITOR	CN09TVYF7287219DC181
101	011310	DELL GX790 COMPUTER	4162XR1
101	011324	DELL GX790 CPU	B55YWR1
101	011325	DELL P190S MONITOR	7287219DC5T1
101	011334	DELL P190S MONITOR	7287219DC161
101	011335	DELL GX790 CPU	95CYWR1
101	011338	DELL GX790 CPU	B501XR1
101	011510	DELL GX780 CPU	6W69BP1
101	011511	DELL MONITOR	50C10015

101	011513	DELL GX780 CPU	6W75B91
101	011514	DELL MONITOR	50C10555
101	011551	DELL MONITOR	801CK1JZS
101	011552	DELL MONITOR	801CK32QS
101	011555	DELL GX780 CPU	J5KXHS1
101	011610	DELL GX790 CPU	J5L9JS1
101	011612	DELL MONITOR	CN046NYG641801CK2F4S
101	012199	DELL 6530 LAPTOP	3KP5MX1 (ASHLEY)
101	012200	DELL 6530 LAPTOP	7SP5MX1 (CONFERENCE RM)
101	012201	DELL T1700 MT CPU	
101	003229	EPSON PRINTER	SN P0075541 MDL FX286
101	010006	EPSON SCANNER	LLGW009088
101	010633	EPSON LQ-590	
101	011117	EPSON SCANNER	MLZW036734-IT DEPT
101	012263	EPSON 510 SCANNER	SN: SQWZ036263 (ERICA)
101	06430A	DESIGN SHOP SOFTWARE	
101	007124	FAX MACHINE-BROTHER	SN D4J479209
101	007240	FAX MACHINE PPF4100	SN J4J115515
101	007254	FAX MACHINE BROTHER	SN U60283D5J252408
101	007837	DVD WRITER	SN: EHC0214MM
101	007906	DVD WRITER 16X16	SN: EHC514H13
101	008247	FAX BRO (INVENTORY)	U60283H6J521693
101	008334	FAX MACHINE BROTHER	60283M6J592732
101	011862	FAX-BROTHER 4750E	S/N: U60283K2V407486
101	011903	FAX BROTHER FAX-2840	S/N: U63274A3J336739
101	011904	FLASH DRIVE 128 GB	IT DEPT - PRADEEP
101	009293	HANS G 19"LCD MONITR	816GH3CY01870
101	004364	HAYES 33.6 MODEM	SN B02653463121
101	011408	HP 1102W LASERJET	VNB4L70594
101	011409	HP 1102W LASERJET	VNB4L70550
101	011410	HP 1102W LASERJET	VNB4L70601
101	011089	HP 1102W PRINTER	VNB4G28940
101	011090	HP 1102W PRINTER	VNB4G29430
101	011091	HP 1102W PRINTER	VNB4G29409
101	011094	HP 1102W PRITNER	VNB4G29455
101	010703	HP COMPAQ 6005 PRO	USH1070025
101	010750	HP COMPAQ 6005PRO PC	USH10800FP
101	010489	HP COMPAQ LAPTOP	CND7362BH5 PRADEEP OFFICE
101	010624	HP DESKTOP COMPUTER	SMXL1080Q42
101	008777	HP LASER PRINTER	SN VNB3B08404
101	010346	HP LASERJET P1606DN	VNB3B454565
101	010578	HP LASERJET P1102W	VNB3J57979
101	011279	HP LASERJET P1102W	VNB4K58639
101	011287	HP LASERJET P1102W	VNB4K36452
101	009635	HP LASERJET P2015DN	CNBJS10701
101	010650	HP LASERJET P2035	VNB3D03604 LINDA FULLER
101	011836	HP LASERJET P2035	S/N: VNB3200505

101	011573	HP LASERJET P2055D	CNBJB01109
101	011574	HP LASERJET P2055D	CNBJB00927
101	010676	HP LASERJET P2055DN	CNB9091848
101	011651	HP LASERJET P3015N	VNB3R25939
101	007464	HP LASERJET PRINTER	SN CNDC5212G5
101	009740	HP LASERJET PRINTER	CNB9H14386
101	009741	HP LASERJET PRINTER	CNB9H14356
101	011406	HP LASERJET PRO	VNB3X89300 MARK ROWLEY
101	010795	HP LASERJET PRO1102W	VNB3S40386
101	010796	HP LASERJET PRO1102W	VNB4F47514
101	011010	HP LASERJET PRO1102W	VNB4K42410
101	012203	HP M401DNE PRINTER	PHGFB24209 PERSONNEL
101	008973	HP MODEL P1006	S/N VNB3N01067 R.PEREZ
101	010728	HP OFFICEJET PRO8000	CN1543Q5PN
101	011754	HP P1100 PRINTER	BRBFCC81W
101	011755	HP P1100 PRINTER	VNB4K87517
101	011756	HP P1100 PRINTER	VNB4K79816
101	011757	HP P1100 PRINTER	VNB4L87970
101	011758	HP P1100 PRINTER	VNB4908793
101	011759	HP P1100 PRINTER	VNB4G58935
101	011560	HP P1102W LASERJET	VNB4L87466
101	011563	HP P1102W LASERJET	VNB4L87487
101	010555	HP P2035 PRINTER	VNB3G19412
101	011423	HP P2055DN LASERJET	VNB3X21073
101	011715	HP P2055DN PRINTER	CNB97561633
101	009379	HP P4015TN NTWK PRNT	S/N CNDY121499 COPY ROOM
101	009108	HP PRINTER LASERJET	S/N TH7CE5305D
101	011781	HP PRINTER P2035N	
101	012202	HP PRO 400 PRINTER	VNG3H06276
101	012217	HP PRO 400 PRINTER	PHGFF18626
101	12114	HP PRO 400 PRINTER	PHGDF05018
101	012137	HP PRO PRINTER	SN: PHGFD13471
101	011028	HP WORKSTATION Z210	208M8
101	011033	HP WORKSTATION Z210	208M3
101	011037	HP WORKSTATION Z210	208MP
101	011043	HP WORKSTATION Z210	208MG
101	012100	HP X451DN PRINTER	CN355DK07F
101	011104	IBM 6400 PRINTER	01P3464
101	002822	IBM CONTROLLER	SN 23-85187/MDL 5394-01B
101	003886	IBM CRT	SN 88-P5992 MDL 3477-FA
101	002011	IBM INFO WINDOW	S/N 88-89388 METAL 2
101	001666	IBM INFOWINDOW #3477	S/N 23-KF943
101	001663	IBM MODEM	7855-10 S/N23-0007365
101	001664	IBM MODEM	7855-10 S/N23-0007368
101	002670	IBM MODEM	SN 23-0086634/MDL 7855-01
101	002674	IBM MODEM	SN 230085134 7855-01
101	002688	IBM MODEM	SN 23-0083703/ 7855-01

101	002821	IBM MODEM	SN 230085137 MDL 7855-01
101	003875	IBM MONITOR	SN: 23-24V73
101	010314	IBM THINK CENTRE	LKXHV51
101	010244	IBM THINKCENTER CPU	KCRM6X9
101	007452	KEYBOARD	
101	006649	KEYBOARD TRAY	SN/NA
101	006670	KEYBOARD TRAY	SN/NA
101	011981	LAPTOP LENOVO G500	S/N: CB24806747
101	011747	LEN THINKPAD W/DOCK	R9RFE50
101	011826	LENOVO THINKC M82	S/N: MJPLZMY IT DEPT
101	010826	LENOVO THINKCENTRE	1S5042A5UMJYPGMO
101	011004	LENOVO THINKCENTRE	S5DVWXZ
101	011005	LENOVO THINKCENTRE	S5DVWZ5
101	011087	LENOVO THINKCENTRE	S5DVB EY
101	011565	LENOVO THINKCENTRE	PBPDM83
101	011587	LENOVO THINKCENTRE	JNXFVE
101	011589	LENOVO THINKCENTRE	JNXFVY
101	011590	LENOVO THINKCENTRE	JNXFWE
101	011591	LENOVO THINKCENTRE	JNXFWD
101	011597	LENOVO THINKCENTRE	MJYPGMO G.HAUPT CLERK OF
101	008436	LEXMARK PRINTER 2400	9D-09076
101	011312	LG 2.0 MICROWAVE	1792151
101	012238	LG 24" MONITOR	SN: 405MXMT62379 (VERONA)
101	011890	LG PORTABLE A/C	S/N: 305CYAS02520
101	005512	LINE PRINTER-MATRIX	SN 01-P2212/IBM MDL 6400
101	008188	MONITOR 17"	ACQB
101	006848	MONITOR 17"-CTX	SN CG9-40100689
101	006991	MONITOR 21"-NEC	SN 46100639KA
101	008472	MONITOR DEL L.FIELDS	SN (3020754)
101	008478	MONITOR DELL	SN (3021300)
101	008553	MONITOR DELL	SN (3021016)
101	008557	MONITOR DELL	SN (3020764) PURCHASING
101	008566	MONITOR DELL	SN (3021044)
101	008715	MONITOR DELL	SN 3021039 RECEPTIONIST
101	008768	MONITOR DELL	SN 3021228
101	008551	MONITOR DELL LOUISE	SN (3020880) LOUISE DOTSN
101	008488	MONITOR DELL MAKELL	SN (3021010)DENISE MAKELL
101	008556	MONITOR DELL MARGIE	SN (3020879)MARGIE GRAY
101	008580	MONITOR DELL P.OATES	SN (3021297) PEGGIE OATES
101	008397	MONITOR DELL R.PEREZ	SN 945716186B8A0X00
101	008860	MONITOR DELL R.PEREZ	SN 3021229
101	008393	MONITOR DELL S.SIPE	SN CN0FK945716186B8ADZW
101	011831	MONITOR PLANAR 24"	PL248LSD00744
101	011832	MONITOR PLANAR 24"	PL248LSD00746 MARK
101	011936	MONITOR VIEWSONIC19"	S/N: T6Q132941702
101	004931	MONITOR-AOC	CGND91665994
101	003846	MONITOR-IBM	SN 88-KB534 MDL 3477

101	001667	MONITOR-IBM/3472-6	S/N 23-ZX100
101	011913	MONITOR-VIEWSONIC24"	S/N: SEM114600214
101	011914	MONITOR-VIEWSONIC24"	S/N: SEM121304835
101	011810	MONITOR-ZALMAN 21.5"	MZ215ED11A1MU1704
101	011811	MONITOR-ZALMAN 21.5"	MZ215ED11A1MU1702
101	011812	MONITOR-ZALMAN 21.5"	MZ215ED11A1MU1703
101	011813	MONITOR-ZALMAN 21.5"	MZ215ED11A1MU1698
101	010312	NETGEAR 8 PORT SWITCH	F19205390244PRADEEPOFFICE
101	012266	NETWORK TESTER	SN: 012001001 (PARDEEP)
101	010889	OFFICEJET PRO 8000	CN1513Q2ZN
101	007716	PC CELERON	SN N/A
101	004228	PRINTER HP	SN USHB355544/MDL 6LSE
101	008213	PRINTER HP 1320	SN CNL1M02588
101	011860	PRINTER HP M602X	S/N: CNCCDDT013 A/R DEPT
101	011879	PRINTER HP P1102W	S/N: VNC3J32556
101	011881	PRINTER HP P1102W	S/N: VND3K00697
101	004479	PRINTER/P250	SN 201-748-448
101	006419	PRINTER-BROTHER	SN G2J846831
101	011877	PRINTER-HP 4345	CNBYF00707 PRADEEP OFFICE
101	006638	PRINTER-PANASONIC	SN 2HTCEE24817
101	006863	PRINTER-PORTABLE-HP	SN SG366293DZ
101	011883	SCANNER CANNON DR125	S/N: FP332954
101	011893	SCANNER CANNON DR125	S/N: FP336491 CFO ROWLEY
101	011818	SCANNER CANON DRC125	FP316313 JOE S
101	011829	SCANNER CANON DRC125	FP323828
101	011840	SCANNER CANON DRC125	S/N: FP326109 SHIRLENE
101	011908	SCANNER CANON DRC125	S/N: FP338000 FIXED ASSET
101	009822	SWITCH CATALYST 3500	FAB0524Y22J
101	012286	THINK CENTRE M73 CPU	SN: MG0067RD (SCHLAGE)
101	011721	THINKCENTRE DESKTOP	MJNDTTZ
101	004232	UPS-APC	SN PB9727559288/MDL 280B
101	006428	UPS-SMART	SN YS0205211941
101	004418	WORD PROCESSOR	SN B8D811841
101	011191	XEROX SCANNER	09G6B10209 RENATA
101	011192	XEROX SCANNER	09G6B10233 KIRBY
101	005658	ZIP DRIVE-EXTERNAL	SN NXBL4180TT
101	006762	FAX MACHINE/BROTHER	SN U60298E3J415909
102	011048	22" ACER LCD MONITOR	757B8514
102	002308	AUTOCAD SOFTWARE	
102	010533	ACER 24" MONITOR	220380691C40F1
102	010759	ACER 21.5 MONITOR	F3B4220
102	010760	ACER 21.5" MONITOR	F134200
102	010868	APC BATTERY BACKUP	3B1110X32340
102	011538	ACER 24"LCD MONITOR	4007E14231
102	012130	ACER 24INCH MONITOR	MMLXQAA001300805A514200
102	008497	CPU DEL CAROL PAVLIS	SN FFTBGC1 (3028628)
102	008501	CPU DELL DAVE LEKITE	SN (7FTBGC1) DAVE LEKITES

102	008503	CPU DELL	SN (3028608)
102	009828	BROTHER INTELLIFAX	S/N C9J921904
102	011665	BROTHER 5750E FAX	
102	012194	CANON SCANNER	FP360170
102	012195	CANON SCANNER	FP30169
102	012225	CANON C125 SCANNER	SN: FP357524 (UMPC)
102	002309	DBASE 4 SOFTWARE	
102	009859	DELL VOSTRO 220	9WDCLJ1
102	010150	DELL MONITOR 1708FP	984AGSS
102	010182	DELL COMPUTER GX760	GFCQVK1
102	010185	DELL COMPUTER GX760	3QNNVK1
102	010238	DELL GX760 COMPUTER	4QNNVK1
102	010270	DELL CPU GX760	942SVL1
102	010439	DELL 17" FP1707FPC	6418063HOLRS
102	010567	DELL GX780 COMPUTER	3VH09P1
102	010569	DELL GX780 COMPUTER	3W449P1
102	010574	DELL P170S MONITOR	50BQ556U
102	010670	DELL GX780 COMPUTER	GKZWCP1
102	010717	DELL GX780 COMPUTER	GK3WCP1
102	010779	DELL GX780 COMPUTER	3W9Z8P1
102	010967	DELL GX780 CPU	D106JQ1
102	011230	DELL 190 MONITOR	19FA4A1
102	011232	DELL GX790 COMPUTER	B4TYWR1
102	011306	DELL 190 MONITOR	CN09TVYF7287219DA711 M.M
102	011554	DELL GX780 CPU	J4P4JS1 MICHELE MILLER
102	011571	DELL GX780 CPU	6W77BP1
102	011572	DELL MONITOR	801BT0UQS
102	010083	EPSON SCANNER	LLGW013224
102	007405	FAX MACHINE BROTHER	SN U60298B5J223064
102	011088	HP 1102W PRINTER	VNB4G28938
102	012079	HP COLOR PRINTER	330936492622
102	008642	HP LASER JET P2015	CNB1S99827 LEO ELLIOTT
102	010857	HP LASERJET 1102W	VNB4F85541
102	009336	HP LASERJET P1006	S/N VNB3T36332 TODD.D
102	009454	HP LASERJET P1006	VND3B13144
102	010365	HP LASERJET P1102W	VNB3X01717
102	010490	HP LASERJET P1102W	VNB3250416
102	010579	HP LASERJET P1102W	VNB3J57989
102	010582	HP LASERJET P1102W	VNB3M40891
102	011280	HP LASERJET P1102W	VNB4K58633
102	011285	HP LASERJET P1102W	VNB4K36464
102	011288	HP LASERJET P1102W	VNB4K36449
102	010318	HP LASERJET P1606DN	VNB3B09907
102	009742	HP LASERJET PRINTER	CNB9H14387
102	012220	HP M401DNE PRINTER	SN: PHGFD25060 (WINNIE)
102	011746	HP OFFICEJET PRO 8	CN27ABQOVK
102	010463	HP OFFICEJET PRO8000	CN0613K1C8

102	010930	HP P1102W LASER PRNT	VNB4K34006
102	009485	HP PRINTER P1006	VND3432514
102	010713	HP SCANJET 3000	CN08U55045 TERRI HILL
102	011044	HP WORKSTATION Z210	20L5T
102	011045	HP WORKSTATION Z210	208MN
102	011046	HP WORKSTATION Z210	20L63
102	011878	MONITOR ACER 21.5"	S/N: MMLXYAA0023050AA9B85
102	008482	MONITOR DELL	SN (3021293) L.WHITEHEAD
102	008502	MONITOR DELL	SN (3021009)
102	008484	MONITOR DELL A.CLADY	SN (3021017) ANGELA CLADY
102	008498	MONITOR DELL CONNIE	SN (3021014) C.SWENSON
102	008494	MONITOR DELL L.HOWEL	SN (3021011) LARUE HOWELL
102	008474	MONITOR DELL L.POOLE	SN (3021299)
102	008500	MONITOR DELL LEKITES	SN (3021047) DAVE LEKITES
102	008496	MONITOR DELL PAVLIS	SN (3021015) CAROL PAVLIS
102	008233	PRINTER HP 1320	SN CNRC6NF3B
102	011880	PRINTER HP P1102W	S/N: VND3F07712
102	011901	PRINTER HP PRO8100	S/N: CN295BS19T
102	011889	SCANNER CANNON DR125	S/N: FP332360
102	011821	SCANNER CANON DRC125	FP318030
102	011822	SCANNER CANON DRC125	FP319078
102	011823	SCANNER CANON DRC125	FP316370
102	011825	SCANNER CANON DRC125	FP317876 - MICHELLE BLIM
102	011917	SCANNER CANON DRC125	S/N: FP338052
102	011824	SCANNER CAON DRC125	FP318239 - LAURA W
102	011819	SCANNER-CANON DRC125	FP317282 - TODD D
102	011820	SCANNER-CANON DRC125	FP310698
103	008644	HP LASER JET P2015	CN1S99864
103	008539	MONITOR DELL	SN (3021040)
104	007340	8 PORT SWITCH HUB	SN GS16152
104	011068	18.5"ACER MONITOR	19874210
104	011069	18.5" ACER MONITOR	19684210
104	009338	ACER VERITRON UC4301	S/N 28083E92701 CUT SHOP
104	010246	ACER MONITOR V173DJB	ETLBY0817801112CEE4233
104	010804	APC BATTERY BACKUP	3B1112X12305
104	011018	APC BATTERY BACK-UP	35X10562
104	011023	APC BATTERY BACK-UP	35X06782
104	011024	APC BATTERY BACK-UP	35X06753
104	005359	CONTROLLER	SN 23-87376/MDL CUT SHOP
104	007911	BROTHER INTELLIFAX	U60283M5J392411 CUT SHOP
104	009366	BATTERY BACKUP	3B0832X15412 SEW SHOP I
104	012241	BROTHER FAUX 4100E	SN: B4J494487
104	010725	DELL P170S MONITOR	11L209U
104	010726	DELL P170S MONITORE	11LABPU
104	011199	DELL OPTIPLEX MONITR	19DC0P1
104	011200	DELL GX790 COMPUTER	B592XR1
104	009233	EPSON PRINTER LQ590	FSQY128543 ORVILLCUT SHOP

104	010002	EPSON PRINTER LQ-590	FSQY146115
104	012269	EPSON 510 SCANNER	SN: SQWZ047172
104	007713	FAX MACHINE	U61278K5J765353 SEW SHOP2
104	010000	HANN-G 17" MONITOR	920BC3NA05864
104	010789	HANNS G MONITOR 19"	LY00093
104	010790	HANNS G MONITOR 19."	LY00086
104	010791	HANNS G MONITOR 19."	LY00085
104	010226	HANS-G MONITOR	951DY3XY03666
104	010625	HP DESKTOP COMPUTER	MXL1101N57
104	010626	HP DESKTOP COMPUTER	MXL1101N8D
104	010656	HP LASERJET P1102W	VNB3Q50353
104	011007	HP LASERJET PRO1102W	VNB4K42419
104	011008	HP LASERJET PRO1102W	VNB4K42539
104	011009	HP LASERJET PRO1102W	VNB4K42406
104	011576	HP OFFICE JET 8000	CN25EBMOFC
104	010003	HP OFFICEJET PRINTER	MY9F241DJ
104	010994	HP OFFICEJET PRO8000	CN1343K219
104	012102	HP PRINTER M401N	PHGDD05351
104	010278	IBM THINK CENTRE	LKWN336
104	010204	IBM THINKCENTRE M50	KCCW8AY
104	006884	LAPTOP-JET	SN 4141G300210W00021
104	003695	LASERJET 5L PRINTER	SN USCB622061 CUT SHOP
104	011082	LENOVO THINKCENTRE	S5DVBDT
104	011568	LENOVO THINKCENTRE	PBPDLO2
104	011915	PC LENOVO THINKCENTR	S/N: MJZPXP
104	005080	PRINTER HP	SN SUSHN033711 CUT SHOP
104	012028	PRINTER HP P3015N	VNB3135092
104	005968	SCANNER-EPSON	SN DUQX026510/ CUT SHOP
104	012240	THINK CENTRE CPU	SN: MG006J1C
105	011614	16 PORT SWITCH	E0105401015200336
105	011367	BRO.INTELLIFAX 4100E	U61639L1J324188
105	011327	LENOVO THINK CENTRE	MJHKXLK
106	009258	ACER VERITRON M261	PSV64060048130249E2701
106	009743	ACER MONITOR	9120643F8500
106	009744	ACER MONITOR	912069AE8500
106	010697	ACER 24" MONITOR	10602CBE4321
106	003383	BATTERY CHARGER	SN/NA FORKLIFT
106	008196	COMPUTER GX620	74STQB1
106	011604	CISCO SWITCH 3750	FD01123Z451
106	011605	CISCO SWITCH 3750	CAT1048ZH8W
106	011858	CPU-LENOVO M82 DESKT	S/N: MG49610
106	012145	CANOSCAN LIDE210	SN:KEKC04182
106	010433	DELL 17" FP1707FPC	71618658CDF9
106	009280	EPSON MATREX PRINTER	FSQY1244178
106	009908	EPSON IMPACT PRINTER	S/N FSQY144985 LQ-590
106	011919	FAX BROTHER 4100E	S/N: U61639A3J433136
106	010657	HP LASERJET P1102W	VNB3J56488

106	012218	HP M551N PRINTER3	SN: CNDCG5Y0LT
106	002689	IBM CONTROLLER	SN 2391358/MDL 5394-01B
106	001833	IBM MODEM MDL7855-10	S/N 23-0019709
106	003848	IBM MONITOR	SN 23CB554
106	007427	LAPTOP	SN95NEV10J0752300609LC000
106	011583	LENOVO THINKCENTRE	JPGYAY
106	011935	LENOVO THINKCENTRE	S/N: MJWKTP
106	003693	LEXMARK PRINTER	SN 11-4X596
106	008195	MONITOR 17"	ACPV
106	008214	PRINTER HP 1320	SN CNL1M02567
106	011984	PRINTER HP PRO 400	S/N: VNG4X05397
106	012236	THINK CENTRE CPU	SN: MG006H9W
106	012235	THINK CENTRE M73 CPU	SN: MG006HR8
106	003284	WORD PROCESSOR	SN F56134413 BROTHER
109	011602	27" MONITOR	66B04300
109	009588	APC SMART BATTERY	AS0902160459
109	009825	ACER MONITOR	S/N 301F0F8500
109	009826	ACER MONITOR	S/N 301F188500
109	009827	ACER MONITOR	S/N 301DED8500
109	011528	ACER 18.5LCD MONITOR	80BDB34205
109	011529	ACER 18.5LCD MONITOR	80BD854205
109	012077	ALIENWARE DESKTOP	G6T99Y1
109	012154	ACER MONITOR G206HQL	SN:MMLZ4AA001410026FD2434
109	006552	CPU-PROTECH	SN/NA
109	008184	COMPUTER GX620	62VCQB1
109	008483	CPU DELL	SN H1BGC1 (3028513)
109	009815	CANON SCANNER	S/N KDGA34962
109	011603	CISCOO SWITCH 3750	FD01127YIDS
109	011618	COSCO SMALL 8 PORT	DN115510409
109	011852	CPU LENOVO M82	SN: MJREDRG
109	012174	CANON C125 SCANNER	FP354441
109	009816	DELL VOSTRO 220S	S/N 11KCLJ1
109	009817	DELL VOSTRO 220S	S/N B2KCLJ1
109	009818	DELL VOSTRO 220S	S/N 35YBLJ1
109	010437	DELL 17" FP1707FPC	6418067D2UBS
109	010215	EPSON PRINTER LQ590	FSQY155082
109	010216	EPSON PRINTER LQ590	FSQY155645
109	007531	DVD WRITER /SOFTWARE	SN EHC320XS2
109	010623	HP DESKTOP COMPUTER	MXL1101N2X
109	010627	HP DESKTOP COMPUTER	MXL1101N88
109	010860	HP LASERJET 1102W	VNB4D83449
109	011173	HP LASERJET ENT 600	CNBCCY025
109	010658	HP LASERJET P1102W	VNB3J56505
109	011284	HP LASERJET P1102W	VNB4K58643
109	012153	HP PRO 400 PRINTER	SN: PHGFB18797
109	012169	HPP3015DNPRINTER	SNVNB4G15508
109	004188	IBM INFOWIN CRT	SN 88-A6299 MDL 3477

109	002672	IBM MODEM	SN 230085124/MDL 7855-01
109	008846	INTELLA FAX 4100E	SN U639A8J759209
109	011584	LENOVO THINKCENTRE	JNXFWB
109	012078	LENOVO THINKCENTRE	MJ89XL1
109	008434	LEXMARK PRINTER 2400	9D-09081
109	008183	MONITOR FLAT 17"	AC1H
109	011885	PRINTER BRO HL5470	S/N: U63080A3N300496
109	007532	PRINTER HP 1320	SN CNFC55J15P
109	007678	PRINTER HP 1320	SN CNHC5BN2SM
109	007302	PRINTER HP 5550	SN JPDC4D9037
109	006528	PRINTER-BROTHER	SN M2J251681
109	005115	PRINTER-LASERJET HP	SN USBC110252
109	006200	PRINTER-PANASONIC	SN 2ETCEE19986
109	007285	SCANNER HP 8250	SN CN4AXT0108
109	012029	SWITCH-NETGEAR 8PORT	2162253V00C10
109	012030	SWITCH-NETGEAR 8PORT	2162383B0C0EC
109	012031	SWITCH-NETGEAR 8PORT	1D417B3S02313
109	012032	SWITCH-NETGEAR 8PORT	
109	012124	THINKCENTRE CPU	PBX9M39
109	012152	THINKCENTRE CPU M73	SN: MJ00FGRH
109	005308	ZIP DRIVE	SN NYAL07967P
109	006351	ZIP DRIVE-250 MG	SN 6JLN4062T4
111	007684	17" CRT MONITOR	SN M9P5BA610087
111	009226	750 USB EXTERNAL DRV	S/N 1GBS4743HT
111	011153	20" ACER LED MONITOR	6AF12400
111	011154	20" ACER LED MONITOR	2F772400
111	011156	20" ACER LED MONITOR	6B0B2400
111	009256	ACER VERITRON M261	PSV5406004813024A22701
111	009288	APC ES750 BATTERY BK	3B0817X13567
111	010474	APC BATTERY BACKUP	4B1019P17306
111	010761	ACER 21.5" MONITOR	F464220
111	010995	APC SMART UPS TOWER	1S1122003527
111	011531	ACER 18.5LCD MONITOR	80BD874205
111	012170	ALIENWARE51R2CPU	SNDK3TCZ1
111	001834	CONTROLLER	S/N 1040759 MDL 5394-01B
111	008761A	CPU DELL FLEXDESIGNE	SN 3028960
111	008762A	CPU DELL FLEXISIGN	SN 3028455
111	008763	CPU DELL 8.1	SN DOQBGC1 FLEXDESIGNER
111	008763A	CPU DELL FLEXDESIGNE	SN 3028398
111	008764A	CPU DELL FLEXIDESIGN	SN 3028507
111	008765A	CPU DELL FLEXIDESIGN	SN 3028399
111	009194	BRO INTEL FAX MACHIN	D8J8002698X550320101
111	010577	BRO. INTELLIFAX	JOJ209168
111	011615	CISCO SMALL 8 PORT	DN155103AM
111	011982	CPU ALIENWARE DSKTOP	MODEL AX51R2-9301BK
111	012006	CPU DELL ALIENWARE	S/N: BLKRBY1
111	012007	CPU DELL ALIENWARE	S/N: BL6RBY1

111	012206	CANON SCANNER DR125	FP362901
111	010267	DELL CPU GX760	974TVL1
111	010424	DELL OPTIPLEX GX620	6LTC3B1
111	010430	DELL 17" FP1707FPC	7161871BCBWR
111	010820	DELL P190S MONITOR	7213SA0A1
111	010845	DELL P170S MONITOR	72156K1J1
111	011299	DELL GX790 COMPUTER	3ZPXWR1
111	011339	DELL P190S MONITOR	7219DC0CI
111	012252	DELL OPT 7700 CPU	5N6YG02
111	007339	EPSON SCANNER	SN DASW013107
111	010532	EPSON LQ590 PRINTER	FSQY166008
111	009292	HANS G 19"LCD MONITR	816GH3CY01869
111	010638	HP COMPAQ 6005 CPU	USH108003K
111	009306	HP DC 7800 COMPUTER	MXL8080Y35
111	009307	HP DC 7800 CPU W/SFT	MXL8080Y36
111	010986	HP JETDIRECT PRINTER	SG20663101
111	010859	HP LASERJET 1102W	VNB4F85540
111	010861	HP LASERJET 1102W	VNB4D83446
111	009900	HP LASERJET PRINTER	S/N VNB4400230
111	011369	HP OFFICEJET 7000	NY21J111SS
111	010462	HP OFFICEJET PRO8000	CN06L3KON4
111	010928	HP P1102W LASER PRNT	VNB4K34007
111	011749	HP PHOTOSMART 8750	MY520110DZ
111	007689	HP SCANNER 8250	SN CN57C50262
111	011161	HP Z210 WORKSTATION	2UA1510TY0
111	002139	IBM INFOWINDOW #3477	S/N 88-67035
111	002675	IBM MODEM	SN 15329
111	011856	IMPACT PRINTER EPSON	FSQY191182
111	006399	LAPTOP-JET S.SEARS	SN 2471272B21M0312A
111	010461	LASERJET PRO 1102W	VNB3X39039
111	011086	LENOVO THINKCENTRE	S5DVDFK
111	011582	LENOVO THINKCENTRE	JNXFVH
111	011585	LENOVO THINKCENTRE	JNXFVZ
111	011586	LENOVO THINKCENTRE	JNXFVL
111	011588	LENOVO THINKCENTRE	JPGXZZ
111	012089	LENOVO THINKPAD	PF13RXX
111	008435	LEXMARK PRINTER 2400	9D-09079
111	008770	MONITOR DELL	SN 3020729
111	011937	MONITOR VIEWSONIC 19	S/N: T6Q132942279
111	005183	MONITOR-SYLVANIA	SN LCAY2009800
111	009291	NETWORK STORAGE DEVC	PROV-00816098
111	006854	PRINTER FLATBED	SN 132891 MDL APV5280
111	011912	PRINTER HP P2055DN	S/N: CNB9075326
111	011960	PRINTER HP PRO 8100	S/N: CN358B2G5H
111	005948	PRINTER-BROTHER	SN L1J423000 MDL HL1450
111	005653	PRINTER-HP	SN USBD0-19078 MDL 8150
111	011857	SCANNER CANON 4508B	KEKB67816

111	009823	SWITCH CATALYST 3500	FAB0536U0W9
111	009824	SWITCH CATALYST 3500	FAB0536U0XM
111	012146	THINKCENTRE M73 CPU	SN:MJ00HQG5
111	006184	UPS-APC	SN JB0212013399
111	012136	ZMODO SECURITY SYS	ZVS000207140225
112	007693	17" LCD MONITOR	SN M9P5BA610092
112	009596	ATOM CPU ASSEMBLE HQ	8AS0137783
112	009701	ATOM CPU ASSEMBLE HQ	8AS0122576
112	009702	ATOM CPU ASSEMBLE HQ	8AS0122595
112	005357	CONTROLLER	SN 23-86874/MDL 5394-01B
112	007104	CPU-PROTECH	SN 01781
112	011786	BROTHER FAX 4100E	U61639H2J394156
112	009674	EPSON PRINTER	FSQY139659
112	012271	EPSON 510 SCANNER	SN: AQWZ047170
112	010586	HP DESKTOP COMPUTER	MXL1101N84
112	010991	HP OFFICEJET PRO8000	CN1113Q294
112	011783	HP P2035N PRINTER	
112	011784	HP PRINTER P2035N	
112	012287	THINKCENTRE M73 CPU	SN: MG006HCY
113	009006	3 COM SWITCH 3C16471	S/N AB9N3Q980020195
113	009677	16 PORT SWITCH NETGR	1D818B5P01238
113	010959	17" ACER MONITOR	901EFF4344
113	010960	17" ACER MONITOR	901F204344
113	010961	17" ACER MONITOR	901F1D4344
113	010962	17" ACER MONITOR	901F104344
113	010963	17" ACER MONITOR	901E974344
113	010964	17" ACER MONITOR	901F1B4344
113	010965	17" ACER MONITOR	901F134344
113	010966	17" ACER MONITOR	901E934344
113	011012	19" ACER MONITOR	AA3180G0
113	011013	19" ACER MONITOR	AA2680G0
113	011072	18.5" ACER MONITOR	19C24210
113	008060	APC UPS UNIT 500VA	SN NB0614005071
113	008516	APC SMART UPS 2200VA	SN 120V
113	009281	ACER M261 PC	PSV540Z0038250AD582701
113	009860	ATOM CPU MSI BABN	9450128567
113	010208	ATOM MSI WIND PC	96S0119262
113	010209	ATOM MSI WIND PC	96S0199277
113	010229	ATOM WIND PC	9650119250
113	010477	APC BATTERY BACKUP	4B1019P17297
113	010479	APC BATTERY BACKUP	4B1019P16923
113	010711	ACER 19" LCD MONITOR	400BA64309
113	010735	ACER 17" MONITOR	56D44344
113	010736	ACER 17" MONITOR	56DE4344
113	010737	ACER 17" MONITOR	56D04344
113	010738	ACER 17" MONITOR	56FE4344
113	010739	ACER 17" MONITOR	57004344

113	010740	ACER 17" MONITOR	56D24344
113	010741	ACER 17" MONITOR	54D84344
113	010742	ACER 17' MONITOR	54D84344
113	010743	ACER 17" MONITOR	57114344
113	010744	ACER 17" MONITOR	57114344
113	010746	ACER 17' MONITOR	56C84344
113	010781	ACER MONITOR 18.5"	403F7B4030
113	010782	ACER MONITOR 18.5"	403F784030
113	010783	ACER MONITOR 18.5"	403F754030
113	010784	ACER MONITOR 18.5"	403F8C4030
113	010785	ACER MONITOR 18.5"	403F774030
113	006845	CPU	SN 01491
113	007675	CPU PENTIUM	SN AC1846120805
113	007821	BROTHER FAX MACHINE	SN K5J362297
113	009178	BROTHER FAX MACHINE	C8J7829298X550320101
113	009370	BATTERY BACKUP	3B0836X09464 BE350G
113	009995	BATTERY BACKUP UPS	4B0928P30785
113	010092	CANON CANOSCAN	KDGA77271
113	010315	BRO.INTELLIFAX 4750E	B9J907950
113	011617	CISCO SMALL 8 PORT	DN1155103XJ
113	011875	CPU-LENOVO M82 3306	S/N: MJ0768D
113	012250	CANON SCANNER 220	SN: KJKM01448
113	009343	DELL MONITOR WESTON	S/N 3020747 CHARELLE
113	009344	DELL CPU CHARELLE. W	S/N 3028241 C.WESTON
113	009876	DELL VOSTRO 220 CPU	S/N 90N5JJ1
113	010181	DELL COMPUTER GX760	1QNNVK1
113	010266	DELL CPU GX760	C42SVL1
113	010422	DELL OPTIPLEX GX620	225GJ81
113	010427	DELL 17" FP1707FPC	7161865AAF6H
113	010432	DELL 17" FP1707FPC	7161867CCBF6
113	010440	DELL 17" FP1707FPC	6418067J4CQS
113	010466	DELL OPTIPLEX GX620	JRFJS71
113	010468	DELL OPTIPLEX GX620	2SFJS71
113	010522	DELL 17" MONITOR	67J4DBS
113	010822	DELL OPTIPLEX780 CPU	CZY7JQ1
113	010844	DELL GX780 CPU	79VGJQ1
113	113002	DATA PROCESSING SHOP	MCI-W
113	011608	EPSON LQ 590 PRINTER	FSQY185646
113	113012	DVRS SYSTEM	P.O. P234401
113	010792	HANNS G MONITOR 19."	LY00070
113	009994	HANNS-G 17" MONITOR	920BC3NA05827
113	010227	HANS-G MONITOR	951DY3XY03122
113	010639	HP COMPAQ 6005 CPU	USH1080037Y
113	010641	HP COMPAQ 6005 CPU	USH108004L
113	010731	HP COMPAQ 6005PRO PC	USH10700F3
113	010732	HP COMPAQ 6005PRO PC	USH10700FD
113	010733	HP COMPAQ 6005PRO PC	USH10900Y6

113	010734	HP COMPAQ 6005PRO PC	USH10900YA
113	010748	HP COMPAQ 6005PRO PC	USH10800FT
113	010749	HP COMPAQ 6005PRO PC	USH10601L7
113	009041	HP COMPAQ COMPUTER	S/N SMXM81600VT
113	012087	HP LASER PRINTER 400	VNG4X01373
113	010794	HP LASERJET 2035N	CNB9S39688
113	009232	HP LASERJET P1005	S/N VND3721269
113	010581	HP LASERJET P1102W	VNB3M40883
113	010055	HP LASERJET P2035N	CNB9D10594
113	010905	HP OFFICEJET PRO8000	CN1713Q18S
113	009072	HP P2015DN PRINTER	S/N CNBJS69085
113	010290	HP P2035 PRINTER	CNB9K16829
113	004147	HP PRINTER	SN JPHL056576/MDL 6LXI
113	009074	HP PRINTER 2015D	S/N CNBJD04572
113	005254	HUB/BAY STACK	SN MD002753
113	011815	LENOVO CPU - DESKTOP	MJVCZKH
113	010827	LENOVO THINKCENTRE	1S5042A5UMJYPGM5
113	010828	LENOVO THINKCENTRE	1S5042A5UMJYYAZ3
113	010829	LENOVO THINKCENTRE	1S5042A5UMJZZAW6
113	011947	LENOVO THINKCENTRE	S/N: MJVHKHZ
113	011948	LENOVO THINKCENTRE	S/N: MJ22HY8
113	011949	LENOVO THINKCENTRE	S/N: MJ22HX3
113	010984	LQ590 24-PIN PRINTER	FSQY153782
113	006257	MONITOR 17"	SN C3DG27C608245
113	007003	MONITOR 17"-AOC	SN K1PN46A682317
113	005531	MONITOR 17"-KDS	SN 0202049014/MDL KD 1732
113	008569	MONITOR DELL CRAIG	SN (3021042)CRAIG CASWELL
113	010907	MSI COMPUTER	B4S0130967
113	010295	MSI WIND PC	A4S0120370
113	010296	MSI WIND PC	A4S0120387
113	012215	NAS EXT HD DRIVE SYN	1430LNN002643
113	010659	NETWORK SWITCH CISCO	PSJ141503NX
113	002336	PC SOFTWARE PACKAGE	RODE SN LSR3-6625
113	002337	PC SOFTWARE PACKAGE	RODE SN LSR3-6626
113	002338	PC SOFTWARE PACKAGE	RODE SN LSR3-6627
113	002339	PC SOFTWARE PACKAGE	RODE SN LSR3-6628
113	002340	PC SOFTWARE PACKAGE	RODE SN LSR3-6629
113	007680	PRINTER HP 1320	SN CNHC59P1BT
113	011953	PRINTER HP P2055DN	S/N: CNB9366719
113	011954	PRINTER HP P2055DN	S/N: CNBJ636136
113	011955	PRINTER HP P2055DN	S/N: CNB9M07518
113	008066	PRINTER LASERJET1320	SN CNLIJ09575
113	010693	PRINTER/FAX STAND	
113	007006	PRINTER-BROTHER	SN D4J930118
113	006853	PRINTER-SAMSUNG	SN B1BWC00461K/MDL ML2151
113	011930	SCANNER CANON DRC125	S/N: FP339207
113	010660	SCANNER FUJITSU	286591 F16130

113	000413A	TAG # 413 / SOFTWARE	SOFTWARE & TRAINING
113	000434A	TAG # 434 / SOFTWARE	SOFTWARE & TRAINING
113	000435A	TAG # 435 / SOFTWARE	SOFTWARE & TRAINING
113	000437A	TAG # 437 / SOFTWARE	SOFTWARE & TRAINING
113	000438A	TAG # 438 / SOFTWARE	SOFTWARE & TRAINING
113	002292A	TAG #2292 / SOFTWARE	SOFTWARE & TRAINING
113	002293A	TAG #2293 / SOFTWARE	SOFTWARE & TRAINING
113	000432A	TAG #432 / SOFTWARE	SOFTWARE & TRAINING
113	000433A	TAG #433 / SOFTWARE	SOFTWARE & TRAINING
113	004332A	TAG #4332 / SOFTWARE	SOFTWARE & TRAINING
113	004336A	TAG #4336 / SOFTWARE	SOFTWARE & TRAINING
113	004354A	TAG #4354 / SOFTWARE	SOFTWARE & TRAINING
113	000439A	TAG #439 / SOFTWARE	SOFTWARE & TRAINING
113	000441A	TAG #441 / SOFTWARE	SOFTWARE & TRAINING
113	002295A	TAG 2295A SOFTWARE	SOFTWARE & TRAINING
113	004321A	TAG 4321 / SOFTWARE	SOFTWARE & TRAINING
113	012192	THINKCENTRE M73 CPU	MJ00TK63
113	010831	THINKCENTRE M75	MJZZAV7
113	010910	THINKCENTRE PC	S5DVWWN
113	010911	THINKCENTRE PC	S5DVWWG
113	010912	THINKCENTRE PC	S5DVXCT
113	010913	THINKCENTRE PC	S5DVXHG
113	005255	UPS	SN WS9942004665
113	007479	UPS SHIPPING SCALE	SN N/A
113	009273	USB SCANNER KIT	
113	010662	WIND CUSTOM BUILD PC	BIS0130356
113	010107	WIND PC	96S0120495
113	010108	WIND PC	96S0119387
113	010449	WIND PC COMPUTER	A9S0101810
113	010524	WIND PC COMPUTER	A9S0101411
113	010525	WIND PC COMPUTER	A9S0101371
113	009107	ZIP EXTERNAL DRIVE	
114	003797	BATTERY CHARGER DUAL	SN/NA
115	011071	18.5" ACER MONITOR	19C04210
115	011111	20" ACER MONITOR	26062400
115	011112	20" ACER MONITOR	26002400
115	011113	20" ACER MONITOR	25AB2400
115	011114	20" ACER MONITOR	25AE2400
115	005083	AMA CPU	SN H2728-1
115	009218	ACER VM261 80GB CPU	PSV540600481023452701
115	009901	ACER MONITOR 19"	2592807D7C400G
115	010806	APC BATTERY BACKUP	3B1112X08139
115	011022	APC BATTERY BACK-UP	35X06797
115	011183	ACER 20" MONITOR	40944321
115	011619	APC SMART UPS LCD120	AS1222110216
115	012138	BROTHER FAX 4100E	SN: B4J492579
115	012175	CANON C125 SCANNER	FP354443

115	009730	DELL MONITOR	3020762 DAN BICKFORD
115	010402	DELL COMPUTER GX520	8Z4C891
115	010824	DELL OPTIPLEX780 CPU	D017JQ1
115	03830A	DATA BASE 5/SUI 3830	ON PERSONAL COMPUTER
115	009073	FAX MACHINE BRO 4100	S/N 8C0107256806
115	011411	HP 1102W LASERJET	VNB4L70580
115	012080	HP LASEJET PRINTER	VNG3531042
115	010060	HP LASERJET P1006	VN03F55119
115	010317	HP LASERJET P1606DN	VNB3D06970
115	009456	HP LASERJET P2015DN	CNBJR89465
115	011118	HP LASERJET P2055DN	JBBF962705
115	010400	HP LASERJET PRO1606	VNB3D42307
115	009071	HP P2015DN PRINTER	S/N CNBJS69084
115	009075	HP PRINTER 2015D	S/N CNBJD04583
115	009878	HP PRINTER P1006	VND3M00016
115	009879	HP PRINTER P1006	VND3M00024
115	009880	HP PRINTER P1006	VND3M00027
115	002678	IBM CONTROLLER	SN 23-77923/MDL 5394-01B
115	002685	IBM CONTROLLER	SN 23-79717/MDL 5395-01B
115	003885	IBM CRT	SN 88-B4748 MDL 3477-FA
115	001829	IBM MODEM MDL7855-10	S/N 23-0019714
115	002983	IBM MONITOR	SN 23-FNFFY
115	003293	IBM MONITOR	SN 23-FNFFW
115	003546	IBM MONITOR	SN 23-FNFFP
115	003873	IBM MONITOR	SN 23-LH781
115	003874	IBM MONITOR	SN 23-LB402 MDL 3477
115	010276	IBM THINK CENTRE	LKWXP83
115	011003	LENOVO THINKCENTRE	S5DVWZC
115	011081	LENOVO THINKCENTRE	S5DVDGK
115	012090	LENOVO THINKCENTRE	PBX9N80
115	012091	LENOVO THINKCENTRE	PBX9B25
115	011314	LENOVO THINKPAD	LR8LHH9 NOTEBOOK
115	005699	MONITOR	SN P7DN01A638430
115	003526	MONITOR-ADC	SN S5DS0AA691456 /MDL 5E
115	004545	MONITOR-NOKIA	SN 447Z059A-A916-026533
115	005118	MONITOR-SAMSUNG	SN DP17HCCKA34512F MDL750
115	005069	PRINTER HP	SN SUSHN033710
115	007681	PRINTER HP 1320	SN CNHC59G0RF
115	007077	PRINTER-EPSON	SN FSQY009745
115	007098	PRINTER-EPSON	SN FSQY009579
115	007099	PRINTER-EPSON	SN FSQY010730
115	004936	PRINTER-HP	SN USDG093647
115	004937	PRINTER-IBM	SN USDG093792
115	005739	PRINTER-LEXMARK	SN 11-97154/MDL 2391 PLUS
115	012118	THINKCENTRE CPU M73	SN: MG001NVF
115	012132	THINKCENTRE CPU M73	SN: MG000EQQ
115	012133	THINKCENTRE CPU M73	SN: MG000EQX

115	012134	THINKCENTRE CPU M73	SN: MG000EQT
115	012135	THINKCENTRE CPU M73	SN: MG00143M
115	012155	THINKCENTRE CPU M73	SN:MJ00M53K
115	012158	THINKCENTRE CPU M73	SN:MJ00M533
115	012156	THINKCENTRE CPU M73	SN: MJ00M547
115	012157	THINKCENTRE CPU M73	SN:MJ00M53M
115	004458	WORD PROCESSOR	SN 2130772/SMITH CORONA
117	011413	APC BATTERY BACK-UP	3B1141X000669
117	008780	HP LASER PRINTER	SN VNB3H19416
119	011110	20" ACER MONITOR	26022400
119	011152	20' ACER LED MONITOR	6AE42400
119	009219	ACER VM261 80GB CPU	PSV5406004813023602701
119	010805	APC BATTERY BACKUP	3B1110X33094
119	011175	ACER 20" MONITOR	32AA2400
119	008302	BATTERY CHARGER	
119	011316	BRO.INTELLIFAX 4100E	H1J305775
119	011842	BARCODE STATION	
119	011695	DATA COLLECTION W/S	S/N: GX4519B000499
119	008668	FLASH UNIT W/STAND	
119	008781	HP LASER PRINTER	SN VNB3B07114
119	009211	HP LASERJET P1005	S/N VNB4D08900
119	011282	HP LASERJET P1102W	VNB4K36451
119	011190	HP OFFICEJET PRO8000	CN1843Q2GP
119	002682	IBM PRINTER W/CABLE	SN:11-B4329 / PPS22391001
119	007495	MONITOR 17" CRT	SN 13052BA004189
119	003922	MONITOR-IBM	S/N 23-76708 MDL 3472-5
119	011172	OKA MICROLINE PRINTR	AK19002972EO
119	011888	PRINTER HP CP5525DN	S/N: CNGCF6T043
119	006416	SCANNER	SN ESUW029422
119	012208	THINKCENTRE M73	MMJ00QR5U
122	008320	APC-UPS	3B0641X74180
122	010091	APC BATTERY BACKUP	4B0938P35821
122	010802	APC BATTERY BACKUP	3B1121X16007
122	011402	ACER 19' MONITOR	3FB6850C
122	011403	ACER 19" MONITOR	3FD0850C
122	011404	ACER 19' MONITOR	3FB98C0C
122	011415	APC BATTERY BACK-UP	3B1141X00648
122	011416	APC BATTERY BACK-UP	3B1141X00657
122	011420	APC BATTERY BACK-UP	3B1141X00562
122	011421	APC BATTERY BACK-UP	3B1141X00556
122	011527	ACER 18.5LCD MONITOR	80BD814205
122	008570	CPU DELL RON REEVES	SN (3028619) RON REEVES
122	008752	CPU DELL RON REEVES	SN 3028400
122	010200	BRO. INTELLIFAX 1400	COJ138219
122	012207	BROTHER FAX 4100E	B4J493363
122	009850	DATA STORAGE DEVICE	4301001611
122	010300	DELL OPTIPLEX 745	3RSRGD1

122	010819	DELL P190S MONITOR	7213SA6A1
122	011333	DELL GX790 CPU	B58XWR1
122	011336	DELL P190S MONITOR	7287219DA4G1
122	010501	EPSON IMPACT PRINTER	FSQY164892
122	011119	EPSON DOT MATRIX PRT	FSQY173686
122	011609	EPSON LQ 590 PRINTER	FSQY185688
122	011281	HP LASERJET P1102W	VNB4K36462
122	010675	HP LASERJET P2055DN	CNB9091846
122	007467	HP LASERJET PRINTER	SN CNFC53Z088
122	011657	HP LASERJET PRO PRIN	
122	011561	HP P1102W LASERJET	VNB4L87498
122	011562	HP P1102W LASERJET	VNB4L87509
122	012116	HP P3015X PRINTER	SN: VNB4G05312
122	012117	HP PRO 400 PRINTER	SN: PHGFD10945
122	011326	LENOVO THINK CENTRE	MJHKXKZ
122	011328	LENOVO THINK CENTRE	MJHKLXF
122	011329	LENOVO THINK CENTRE	MJHKXLG
122	011085	LENOVO THINKCENTRE	S5DVDHN
122	012093	LENOVO THINKCENTRE	MG749987
122	008571	MONITOR DELL R.REEVE	SN (3021008) RON REEVES
122	008755	MONITOR DELL RON. R	SN 3021226 RON REEVES
122	008234	PRINTER HP 1320	SN CNRC6NF3B
122	011805	TENDA SWITCH-24 PORT	E1075011224000038
122	011720	THINKCENTRE DESKTOP	MJRAYBK
122	012191	THINKCENTRE M73 CPU	MJ00AG5M
122	010833	THINKCENTRE M75E	MJZZAV6
122	006507	UPS-APC	SN AB0240262831
123	011530	ACER 18.5LCD MONITOR	80BDC74205
123	011532	ACER 18.5LCD MONITOR	80BD5F4205
123	008707	BATTERY BACKUP	SN C4107A02015W0
123	008708	BATTERY BACKUP	SN C4107904237W0
123	011834	BARCODE SCANNER WASP	S/N: 0033042
123	009745	DELL MONITOR	3020745 DAVE HORNBACKER
123	009746	DELL CPU	3028246 DAVE HORNBAKER
123	010082	DELL MONITOR	03020791
123	008301	FAX MACHINE BROTHER	
123	011092	HP 1102W PRINTER	VNB4G29418
123	008778	HP LASER PRINTER	SN VNB3B07226
123	011891	HP LASERJET 1300 PRN	S/N: CNCB720686
123	010230	HP LASERJET P1006	VND3407320
123	009483	HP PRINTER P1006	VND4Y00725
123	010114	HP PRINTER P1006	4ND480128
123	010531	HP PRINTER P2035N	CNB9536458
123	011780	HP PRINTER P2035N	
123	011567	LENOVO THINKCENTRE	PBPDM60
123	011569	LENOVO THINKCENTRE	PBPDLIO
123	011868	PRINTER - HP 2200DN	S/N: JPGGP04965

123	011869	PRINTER - HP 3300 MF	S/N: SGN31C05FX
123	011867	PRINTER - HP 4015N	S/N: CNDY135012
123	011866	PRINTER - HP 4350N	S/N: CNGXJ24849
123	011876	PRINTER - LEXMARK	S/N: 34S351001DE120400438
123	011870	PRINTER BROTHER 1450	S/N: U60066C2J654429
123	008978	PRINTER EPSON LQ-590	S/N FSQY117723
123	011865	PRINTER HP 1100	S/N: USQN463052
123	008211	PRINTER HP 1320	SN CNL1K06507
123	011895	PRINTER HP LASER1200	S/N: CNBJT07280
123	011896	PRINTER HP LASER1200	S/N: CNBJK17672
123	011897	PRINTER HP P2015	S/N: CNB1S22241
123	011719	THINKCENTRE DESKTOP	MJRAYBG
123	012262	THINKCENTRE M73 CPU	SN: MG006U1D
124	012036	1102W LASER PRINTER	VND3M58439
124	009257	ACER VERITRON M261	PSV5406004813024082701
124	010786	ACER MONITOR 18.5"	403FA24030
124	010787	ACER MONITOR 18.5"	403FC54030
124	010788	ACER MONITOR 18.5"	403FDD4030
124	010852	ACER 18.5" MONITOR	808BE44210
124	010869	APC BATTERY BACKUP	3B1110X32275
124	010870	APC BATTERY BACKUP	3B1110X32276
124	010871	APC BATTERY BACKUP	3B1110X31675
124	010872	APC BATTERY BACKUP	3B1110X32277
124	011179	ACER 20' MONITOR	32DD2400
124	011534	ACER 18.5LCD MONITOR	80BD7B4205
124	005748	CPU-ARUNDEL	SN/NA
124	006346	CPU-PROTECH	SN/NA MDL 1.2 GHZ/METAL2
124	006553	CPU-PROTECH	SN/NA METAL 1
124	008600	CPU DELL	SN (3029068)
124	009367	BATTERY BACKUP	3B0832X15349 BE350G
124	011656	BROTHER INTELLIFAX	
124	012148	BROTHER FAX 4100E	SN: M3J482898
124	012160	CANOND C125 SCANNER	SNFP351326
124	010428	DELL 17" FP1707FPC	716186A3CCN1
124	010429	DELL 17" FP1707FPC	7287286629YLAOO
124	010573	DELL P170S MONITOR	50BQ805U
124	010667	DELL GX780 COMPUTER	GKWVCP1
124	010846	DELL P170S MONITOR	WX782872156JJP1
124	009589	EPSON LQ590 PRINTER	FSQY138500
124	010203	EPSON PRINTER LQ590	FSQY153357
124	010245	EPSON LQ590 PRINTER	FDQY142214
124	011577	EPSON LQ590 PRINTER	FSQY181852
124	011929	FAX BROTHER 4100E	S/N: U61639A3J435067
124	009776	HP COMPAQ CPU	MXL8510DTF
124	009337	HP LASERJET P1006	S/N VNB3T36325
124	009215	HP LASERJET P1505N	S/N VNB3D04876
124	011663	HP LASERJET P3015DN	

124	009888	HP LASERJET PRINTER	CNB9M33382
124	010933	HP P1102W LASER PRNT	VNB4K33996
124	012187	HP P3015DN PRINTER	VNB4G15814
124	009484	HP PRINTER P1006	VND4Y00715
124	009551	HP PRINTER P1006	VND3B49511
124	010301	HP PRINTER P1102W	VNB3X02746
124	004176	IBM CRT	SN 23-N7974
124	003847	IBM INFO WINDOWS-COL	SN 88-QC170 MDL 3472-6
124	003849	IBM INFO WINDOWS-COL	SN 88-X7133-MDL 3477/M-2
124	003923	IBM MONITOR	SN 88-B8803 MDL 3477G
124	007700	IBM PRINTER 6500	SN 01PF877
124	010294	IBM THINK CENTRE	LKBAWZ8
124	012035	IBM THINK CENTRE	MGL4114
124	010205	IBM THINKCENTRE M50	KCFY1VD
124	010206	IBM THINKCENTRE M50	KCAC0V1
124	006692	KEYBOARD TRAY	SN/NA METAL 2
124	011938	LENOVO THINKCENTRE	S/N: MJZMXKZ
124	012086	LENOVO THINKCENTRE	MGA1490
124	011315	LENOVO THINKPAD	LR8LKV9 NOTEBOOK
124	010891	LQ-590 PRINTER	FSQY172959
124	006258	MONITOR 17"	SN C3DG27C608274
124	007004	MONITOR 17"-AOC	SN K1PN46A682318
124	006022	MONITOR IBM 3477	88-MP232 METAL 2
124	011894	PRINTER HP 8100	S/N: CN35MB2JZP G HAUPT
124	011939	PRINTER HP P1102W	S/N: VNB327858585
124	005274	PRINTER/HP	SN USBB351288
124	006344	PRINTER-BROTHER/M-2	SN H2J910552/MDL HL-1450
124	006981	PRINTER-PANASONIC	SN 2KTEUA01512
124	012242	THINK CENTRE CPU	SN: MG006J1F
124	012185	THINKCENTRE M73 CPU	MJ00FFCR
124	012288	THINKCENTRE M73 CPU	SN: MG00501C
124	010832	THINKCENTRE M75E	MJZZAY0
124	010834	THINKCENTRE M75E	MJZZAV1
124	010835	THINKCENTRE M75E	MJZZAV5
124	010836	THINKCENTRE M75E	MJZZAT8
124	005796	ZIP DRIVE-EXTERNAL	SN NWAM1281R4 MDL Z250/M2
124	006783	ZIP DRIVE-EXTERNAL	SN 1GAP42802R
125	011105	19" ACER MONITOR	E25D4203
125	009126	APC BATTERY BACK UP	S/N 3B0733X47094
125	010924	APC BATTERY BACK-UP	5X13944
125	011020	APC BATTERY BACK-UP	35X06787
125	011021	APC BATTERY BACK-UP	35X02918
125	006222	CPU-PENTIUM	SN/NA
125	008601	CPU DELL	SN (3029109) MEAT PLANT
125	008693	CPU DELL J MCCREADY	SN 3028566 JENNIFER
125	008704	BATTERY BACKUP	SN C4107A02154W0
125	008861	CPU DELL MEAT PLANT	SN 3028302

125	012171	BROTHERFAX4100E	SNM3J482985
125	010421	DELL OPTIPLEX GX620	3NTC3B1
125	010426	DELL 17" FP1707FPC	6418067D2UWS
125	010793	HANNS G MONITOR 19."	LY00087
125	010729	HP COMPAQ 6005PRO CP	USH10700HN
125	010730	HP COMPAQ 6005PRO PC	USH10700FE
125	008603	HP LASER JET P2015	CNB1599836 MIKE FAGER
125	008604	HP LASER JET P2015	CNB1599882 MIKE FAGER
125	010718	HP LASERJET P1102W	VNB3J84088
125	011106	HP OFFICEJET PRO8000	HK14K3Z017
125	003879	IBM INFO WINDOWS-CRT	SN 88-42280 MDL 3477
125	007002	MONITOR 17"-AOC	SN K1PN46A682641
125	008599	MONITOR DELL	SN (3020881) MEAT PLANT
125	008767	MONITOR DELL	SN 3021233
125	008689	MONITOR DELL MEAT PT	SN 3021046 MEAT PLANT
125	008179	MONITOR FLAT 17"	AC14
125	008181	MONITOR FLAT 17"	AC2L
125	008212	PRINTER HP 1320	SN CNL1M02590
125	005269	PRINTER LASERJET/HP	SN USLH050224
125	003893	WORD PROCESSOR	SN HPMB01210/SMITH CORONA
132	007692	17" LCD MONITOR	SN ETL180910254002216PQ43
132	007698	17" LCD MONITOR	SN 35L1809102540021FAPQ43
132	010908	19" ACER MONITOR	80C4DA8500
132	010909	19" ACER MONITOR	80C4E68500
132	008111	APC UPS 500VA	SN 3B0613X08812
132	009872	APC BATTERY BACKUP	3B0837X76177
132	010478	APC BATTERY BACKUP	4B1019P16922
132	011533	ACER 18.5LCD MONITOR	80BD744205
132	011620	APPLE IMAC	SC02HLOHPDHJN
132	011303	DELL GX790 COMPUTER	40WZWR1
132	011305	DELL 190 MONITOR	CNOM39MD74445183251U
132	009877	EPSON PRINTER LQ-590	FSQY141330
132	011864	FAX MACH BROTHER4100	S/N: U61639G2J387527
132	011157	HP LASERJET P2035N	CNB9S60564
132	011787	HP OFFICEJET PRO8100	CN27OBSOHC
132	010987	HP PHOTOSMART PRINTR	CN115233ST
132	009516	HP PRINTER P1006	VND4T02500
132	010010	IBM NETVISTA	KLF3435
132	011083	LENOVO THINKCENTRE	S5DVBDM
132	011958	MONITOR VIEWSONIC 19	S/N: T6Q130761319
132	011931	SCANNER CAN DR-C125	S/N: FP339845
132	010914	THINKCENTRE PC	S5DWXNF
132	010915	THINKCENTRE PC	S5DVVVY
132	012196	ZMODO CAMERA	ZVS000207140410N0582
132	011959	ZMODO DVR W/CAMERAS	S/N: 846655005997
133	009381	3 COM NETWORK SWITCH	
133	009217	ACER VM261 80GB CPU	PSV54060048130232C2701

133	009556	ASSEMBLED COMPUTER	Z09010000216
133	010918	APC BATTERY BACK-UP	5X13835
133	010919	APC BATTERY BACK-UP	5X13818
133	006700	CPU-PROTECH	SN 01074 CENTRAL LAUNDRY
133	008823	COMPUTER CONTROL	
133	008824	COMPUTER CONTROL	
133	008977	BROTHER INTELLIFAX	S/N L7J735681
133	010247	BRO INTELLIFAX 4100E	BOJ134750
133	010899	BRO.INTELLIFAX 4100E	G1J2897288X550320101
133	012101	BROTHER FAX 4100E	A4J488954
133	012226	CANON C125 SCANNER	SN: FP358369
133	009230	DELL MONITOR ART.BEN	S/N 3020735 ART BENNETT
133	009231	DELL CPU ART.BENNETT	S/N 3028981
133	010298	DELL OPTIPLEX GX620	BK33081
133	009377	HANSG MONITOR HB175	826BC3NA00769
133	009290	HP LASERJET P1005 RT	VND3721388
133	009455	HP LASERJET P1006	VND3B12950
133	009289	HP LASERJET P2015 DN	CNBJS92719
133	010366	HP LASERJET PRO	CNC9B7XSFT
133	010931	HP P1102W LASER PRNT	VNB4K34009
133	010689	HP P1102W PRINTER	VNB3253764
133	008976	HP PRINTER MDL P1006	S/N VNB4R10914
133	009564	HP PRINTER P1006	VND3F50151
133	010707	OKI MICROLINE 490	AK14014513EO PRINTER
133	008979	PRINTER EPSON LQ-590	S/N FSQY117963
133	007100	PRINTER-EPSON	SN FSUY009578 133-E
133	012119	THINKCENTRE CPU M73	SN: MG00143J
133	012120	THINKCENTRE CPU M73	SN: MG001463
133	011722	THINKCENTRE DESKTOP	MJNDTXV
133C	012121	HP PRO 400 PRINTER	SN:PHGFD10965
140	007806	17" LCD MONITOR	SN ETL460C005550062B4PY11
140	007807	17" LCD MONITOR	SN ETL460C005550062B0PY11
140	010057	24 PORT SWITCH	2231975T003F7 NETGEAR
140	010058	24 PORT SWITCH	2231975S00 NETGEAR
140	011073	20" ACER MONITOR	127094C84201
140	011075	20" ACER MONITOR	127094B84201
140	008109	APC UPS 500VA	SN 3B0613X08963
140	008110	APC UPS 500VA	SN 3B0613X08754
140	009890	ACER LCD 17" MONITOR	59053907
140	009892	ACER LCD 17" MONITOR	58F53907
140	010339	APC BATTERY BACKUP	3B1002X40518
140	010408	APPLE IMAC W/21.5"	W80402XDDAS
140	010409	APPLE IMAC W/21.5"	WQ0392P3DAS
140	010583	ACER LCD MONITOR	270354052
140	010584	ACER LCD MONITOR	2710C4052
140	010866	APC BATTERY BACKUP	3B1110X32281
140	010867	APC BATTERY BACKUP	3B1110X32284

140	010873	APC BATTERY BACKUP	3B1110X32350
140	011535	ACER 18.5LCD MONITOR	80BDBD4205
140	011685	ASUS NOTEBOOK PC	C4NOAS541828161
140	011887	APPLE IMAC	S/N: C02KG09ZDNCV
140	012084	APPLE IMAC 27" CPU	C02LT3ZMF8J4
140	012129	ACER 27INCH MONITOR	MMLYEAA00135004DDF4206
140	008563	CPU DELL CHESTER A.	SN (3028078)CHESTER ALLEN
140	009077	BATTERY BACKUP 800VA	S/N 5B0737U01804
140	009080	BATTERY BACKUP 800VA	S/B 5B0736U24119
140	009368	BATTERY BACKUP	3B0832X15469 BE350G
140	009369	BATTERY BACKUP	3B0832X15460 BE350G
140	011095	BRO.INTELLIFAX 4100E	550320101
140	009345	DELL CPU	S/N 3028239
140	009348	DELL MONITOR	S/N 3021203
140	010099	DELL VOSTRO V220	9Z8QHL1
140	010431	DELL 17" FP1707FPC	716186A3CCMW
140	010441	DELL 17" FP1707FPC	716186A3C720
140	010527	DELL OPTIPLEX 755CPU	1PG3FH1
140	010969	DELL 190S MONITOR	2156HEG1
140	007338	EPSON SCANNER	SN DASW008829
140	007901	EPSON SCANNER	S/N: FVS0005259
140	008441	EPSON 7800 CLR PROOF	
140	008858	EPSON IMPACT PRINTER	
140	011622	EPSON LQ 590 PRINTER	FSQY185290
140	009907	HANN-G 17" MONITOR	920BC3NA00415
140	010699	HANNS G 19" MONITOR	108GU3LY00385
140	010202	HANSG HW173ABB	951DY3XY02609
140	009093	HANSTARG MONITOR	S/N 750NH3CY00188
140	009095	HANSTARG MONITOR	S/N 750NH3CY00201
140	009096	HANSTARG MONITOR	S/N 750NH3CY00198
140	012284	HP 400 PRINTER	SN: PHGFF36781
140	011548	HP 8100 PRINTER	
140	011664	HP COLOR LASERJET	
140	010751	HP COMPAQ 6005PRO PC	USH10601FN
140	010858	HP LASERJET 1102W	VNB4F85551
140	007839	HP LASERJET 1320N	SN: CNFD55L12J
140	010682	HP LASERJET P1102W	VNB3J72061
140	009216	HP LASERJET P1505N	S/N VNB3D00319
140	012075	HP LASERJET PRINTER	VNG4816570
140	011654	HP LASERJET PRO	
140	011011	HP LASERJET PRO1102W	VNB3804515
140	011107	HP OFFICEJET PRO8000	HK14K3Z03Z
140	011194	HP OFFICEJET PRO8000	CN1843Q2GP
140	009550	HP PRINTER P1006	VND3B40208
140	010103	HP PRINTER P1006	VND4B12234
140	002683	IBM CONTROLLER	SN 23-79717
140	002823	IBM CONTROLLER	SN 23-74790 / MDL5394-01B

140	010369	IBM THINKCENTRE	KCRR14A
140	010370	IBM THINKCENTRE	KLRH819
140	009088	IMAC OSX WORKSTATION	S/N G88131T8XYL
140	009090	IMAC OSX WORKSTATION	S/N G88131NVXYL
140	009091	IMAC OSX WORKSTATION	S/N G88131NSXYL
140	012172	IMAC27'CPU	SNDCPMF1KMFY9F
140	011802	LENOVO DESKTOP CPU	
140	011803	LENOVO DESKTOP CPU	
140	011331	LENOVO THINK CENTRE	MJHKXLH
140	011332	LENOVO THINK CENTRE	MJGYWZM
140	010652	LENOVO THINKCENTER	S5CBTPM
140	011079	LENOVO THINKCENTRE	S5DVPCB
140	011768	LQ-590 IMPACT PRINTR	FSQY189249
140	008562	MONITOR DELL C.ALLEN	SN (3021012) CHESTER .A
140	010253	NETWK STORAGE DEVICE	Q104W01776
140	011928	PRIINTER HP CP2025N	S/N: CNGSB40405
140	007679	PRINTER HP 1320	SN CNHC59P1D6
140	011971	PRINTER -HP C6015DN	S/N: JPD84K028
140	011713	THINKCENTRE DESKTOP	MJRAYAB
140	008068	UPS BACK UP 1500VA	SN BB0624044899
140	011115	XEROX 515 SCANNER	26B1100840
140	012092	ZMODO SECURITY SYS	ZVS000210130924N2802
141	009738	BROTHER INTELLIFAX	C9J921866
141	010929	HP P1102W LASER PRNT	VNB4K34007
142	007903	12-PT ROUTER SWITCH	SN: FOC100428XG
142	011155	20" ACER LED MONITOR	6B072400
142	005890	APC BATTERY BACKUP	SN 1B0123S22611/MDL 500BA
142	008319	APC-UPS UNIT	3B0641X74281
142	009259	ACER VERITRON M261	PSV54060048130246E2701
142	009339	ACER VERITRON UC4301	S/N 28083F32701
142	011181	ACER 20" MONITOR	3F794321
142	011182	ACER 20" MONITOR	3FDA4321
142	011184	ACER 20' MONITOR	3F754321
142	006286	CPU-PROTECH	SN/NA MDL 1.2 GHZ
142	006579	CPU-PROTECH	SN/NA
142	007677	CPU PENTIUM	SN AC1843120805
142	008185	COMPUTER GX620	GOVCQB1
142	008574	CPU DELL JOHN GRAY	SN (3028964) JOHN GRAY
142	008760	BROTHER LASER PRINTR	SN US1443J7J253797
142	011994	CPU LENOVO M72E	S/N: MGL6285
142	012127	BROTHER FAX 4100E	M3J482455
142	009350	DELL MONITOR KENNY'S	3021200 COMPUTER ROOM
142	010669	DELL GX780 COMPUTER	GKYTCP1
142	009225	EPSON PRINTER LQ590	FSQY128539 JOHN GRAY
142	012270	EPSON 510 SCANNER	SN: SQWZ047187
142	006976	FAX MACHINE	SN U60298D4J490796
142	007203	FAX MACHINE-BROTHER	SN H4J824791

142	010701	HANNES G 19" MONITOR	108GU3LY00378
142	010702	HANNES G 19" MONITOR	108GU33Y00376
142	008031	HP 1320N PRINTER	SN JPRC66P16L
142	010705	HP COMPAQ 6005 PRO	USH10700A3R
142	010706	HP COMPAQ 6005 PRO	USH1070037
142	008779	HP LASER PRINTER	SN VNB3B07239
142	009517	HP LASERJET MONO1320	CNHC5B5023 JOSE DESK
142	009212	HP LASERJET P1005	S/N VNB4D08920
142	009214	HP LASERJET P1005	S/N VNB4D08924
142	011286	HP LASERJET P1102W	VNB4K58632
142	010695	HP P1102W PRINTER	VNB3253772
142	010696	HP P1102W PRINTER	VNB3253759
142	001662	IBM CONTROLLER	SN 23-79129 MDL 5394-01B
142	003819	IBM CPU	SN 78-9ZRZV
142	003880	IBM MONITOR	SN 88-T8435 MDL 3477
142	002690	IBM PRINTER W/CABLE	SN 11B-4109/MDL 2391-001
142	010277	IBM THINK CENTRE	LKRBK32
142	010280	IBM THINK CENTRE	LKAPBW6
142	03819A	INTELLYNK WKSTATION	SOFTWARE ONLY
142	011566	LENOVO THINKCENTRE	PBAPD92
142	005478	MONITOR 15" INNO GRA	SN MC7S52027927/MDL 1770
142	008186	MONITOR 17"	ACPT
142	008787	MONITOR DELL	SN 3021227
142	004612	MONITOR-KDS/FLAT SCR	SN 1182001758
142	005117	MONITOR-SAMSUNG	SN DP17HCCKB12845X MDL750
142	005849	PRINTER	SN ICTCEE10324
142	006289	PRINTER-BROTHER	SN G2J847834
142	006987	PRINTER-BROTHER	SN B4J832984
142	005332	PRINTER-HP	SN USHN048459/LASERJET
142	006473	PRINTER-PANASONIC	SN 21TCEE27397
142	008244	SCANNER	
142	012193	THINKCENTRE M73 CPU	MG003P2Y
142	005498	ZIP DRIVE	SN NXBL3897NA
142	006941	ZIP DRIVE - EXTERNAL	SN 1GHR1284L6
142	007591	ZIP DRIVE IOMEGA	SN N/A
143	010800	APC BATTERY BACKUP	3B1121X15884
143	011965	APPLE IMAC MD09LL	S/N: C02KGQLFDNCV
143	011966	APPLE IMAC MD095LL	S/N: C02KGPH3DNCV
143	009895	CANON PIXMA MARK II	NABN04664 PHOTO PRINTER
143	010059	CANON PIXMA PRO 9000	NABN05289 PRINTER
143	011301	DELL GX790 COMPUTER	3ZGZWR1
143	011302	DELL GX790 COMPUTER	40ZZWR1
143	011304	DELL 190 MONITOR	CNOM39MD74445183476U
143	011340	DELL P190S MONITOR	7219DA4AI
143	011558	DELL GX780 CPU	6W76BP1
143	011559	DELL MONITOR	74450C1006S
143	008284	EPSON INKJET PRINTER	SN JL7K064316

143	011116	HP NOTEBOOK PC	CNU1392J1Q
143	011557	HP P1102W LASERJET	VNB4L87492
143	009036	IMAC OSX WORKSTATION	S/N QP813095X8A SIDLER
143	009037	IMAC OSX WORKSTATION	S/N QP81309QX8A LANE
143	010450	NAS QNAP PRO	Q107102430
143	011830	SCANNER CANON DRC125	FP323831
143	007523	SCANNER EPSON 2580	SN FZGV069278
143	011979	SCANNER EPSON V600	S/N: LTYW097693
143	011980	SCANNER EPSON V600	S/N: LTYW097687
144	010917	APC BATTERY BACK-UP	5X13111
144	006253	CPU-PROTECH	SN/NA
144	009043	CPU DELL	S/N 3028970
144	012103	BROTHER HL5450 PRINT	U63079L3N543617
144	010153	DELL MONITOR	984AGNS
144	010520	DELL 17" MONITOR	6A3CCRO
144	010502	EPSON IMPACT PRINTER	FSQY165328
144	009213	HP LASERJET P1005	S/N VNB4D08934
144	012097	LENOVO THINKCENTRE	PBF4W8H
144	006284	MONITOR-AOC 17"	SN C3DN26B783271
145	007530	24-PT LINKSYS SWTCH	SN REM1055000691
145	008915	3 COM 24 PORT SWITCH	SN ABLJZQ990034028
145	008063	APC USP UNIT 500VA	SN 3B06615X41770
145	009905	ACER 19" X193WTBD	ETLAM08052911043B14200
145	010410	APPLE IMAC W/21.5"	W80402X9DAS
145	008765	CPU DELL 8.1	SN 3028399 FLEXDESIGNER
145	009959	CANON SCANNER	DF331699 DR-3080C2
145	009996	BATTERY BACKUP UPS	4B0928P30772
145	010199	BRO. INTELLIFAX 4100	COJ138216
145	012177	CANON C125 SCANNER	FP354447
145	012189	BROTHER FAX 4100E	B4J492943
145	009346	DELL MONITOR	S/N 3021204
145	009780	DELL CPU VOSTRO 220	7P36JJ1
145	010081	EPSON PRINTER	FSQY132248
145	010700	HANNS G 19" MONITOR	108GU3LY00380
145	009778	HANS G MONITOR	836NH3NQA00830
145	010201	HANSG HW173ABB	951DY3XY02619
145	011859	HP COLOR LASERJET CP	S/N: CNFCDBX0MJ
145	010640	HP COMPAQ 6005 CPU	USH108004B
145	010704	HP COMPAQ 6005 PRO	USH1070049
145	010712	HP LASERJET 4014 PTR	CNDX413340
145	09335	HP LASERJET P1006	S/N VNB3T36305
145	011668	HP LASERJET PRINTER	VNB3R06060
145	012188	HP PRO 400 PRINTER	PHGFB17696
145	003878	IBM INFO WINDOWS-CRT	SN 88-Z2074 MDL 3477
145	002686	IBM PRINTER W/CABLE	SN 11-B4113/PPS/2391-001
145	012239	IMAC 27" CPU	SN: DHXN3BNGFQPG
145	011886	LAPTOP HP 2000	S/N: 5CG315OYTV

145	011330	LENOVO THINK CENTRE	MJHKXLM
145	007529	MONITOR 17" LCD	SN 08154BA093047
145	006555	MONITOR AOC 17"	SN C3CN2BD653995
145	004944	MONITOR-IBM	SN 23-NCMAN
145	011925	MONITOR-VIEWSONIC19"	S/N: T6Q132941190
145	007289	PRINTER DYMO LABELER	SN 930370011495
145	011882	PRINTER HP PRO8100	S/N: CN35DB2GQ0
145	007083	PRINTER-COLOR	SN SJPCCK000186
145	006784	PRINTER-LABELWRITER	SN 908842026195
146	006154	8 PORT HUB	SN 210003384
146	010971	20"VIEWSONIC MONITOR	S6R112502334
146	011070	18.5" ACER MONITOR	19614210
146	010920	APC BATTERY BACK-UP	5X13115
146	010921	APC BATTERY BACK-UP	5X14169
146	010922	APC BATTERY BACK-UP	5X13819
146	010923	APC BATTERY BACK-UP	5X38481
146	006383	CPU-PROTECH	SN/NA
146	010101	BRO.INTELLIFAX 4100E	SH9J964130
146	009899	DELL MONITOR	03020725
146	010052	DELL MONITOR	3021206
146	011307	DELL 190 MONITOR	CN09TVYF7287219DC0J1
146	011337	DELL GX790 CPU	BAYYWR1
146	012285	HP 400 PRINTER	SN: PHGFF36782
146	009048	HP COMPAQ COMPUTE	S/N MXM8170DYP DX2300
146	009777	HP COMPAQ CPU	MXL8510F39
146	012094	HP LASER 400 PRINTER	VNG4J02671
146	010904	HP LASERJET P2035N	CNBOB01132
146	011084	LENOVO THINKCENTRE	S5DVDFL
146	012095	LENOVO THINKCENTRE	PBF4W9B
146	012096	LENOVO THINKCENTRE	PBF4X1T
146	009042	MONITOR DELL	S/N 3021001
146	006023	MONITOR IBM 3477	SN 88-AK514
146	006384	MONITOR-AOC	SN C3DN28C632831
146	010906	MSI COMPUTER	B4S0130961
146	008980	PRINTER EPSON LQ-590	S/N FSQY117964
146	005451	PRINTER-IBM/LEXMARK	SN 11-9P881/MDL 2391 PLUS
146	006763	ZIP DRIVE-EXTERNAL	SN 1GAP3081TU
148	011047	22" ACER LCD MONITOR	74DC8514
148	011049	22" ACER LCD MONITOR	757D8514
148	011050	22" ACER LCD MONITOR	758B8514
148	011051	22" ACER LCD MONITOR	758D8514
148	011052	22" ACER LCD MONITOR	758E8514
148	011053	22" ACER LCD MONITOR	758F8514
148	011054	22" ACER LCD MONITOR	75858514
148	011055	22" ACER LCD MONITOR	75868514
148	011057	22" ACER LCD MONITOR	75908514
148	011058	22" ACER LCD MONITOR	75918514

148	011059	22" ACER LCD MONITOR	C9378514
148	011060	22" ACER LCD MONITOR	75898514
148	011061	22" ACER LCD MONITOR	77FC8514
148	011062	22" ACER LCD MONITOR	78218514
148	010797	APC BATTERY BACKUP	3B1121X16605
148	010798	APC BATTERY BACKUP	3B1121X33108
148	010799	APC BATTERY BACKUP	3B1121X15848
148	012085	ALIENWARE AX51R2 CPU	839HCZ1
148	012131	ACER 24INCH MONITOR	MMLXQAA00135006O7E4200
148	007599	CPU 4.30 GHZ	SN AC-1813110705
148	007601	CPU 3.0 GHZ	SN AC-1814110705
148	007602	CPU 3.0 GHZ	SN AC-1815110705
148	007603	CPU 3.0 GHZ	SN AC-1816110705
148	007604	CPU 3.0 GHZ	SN AC-1817110705
148	008910	CPU DELL COMPUTER	SN 3029018
148	009829	BROTHER INTELLIFAX	S/N C9J21899
148	012282	CANON 225 SCANNER	SN: GW300448
148	008965	DELL MONITOR	SN 3021006
148	010186	DELL MONITOR 1708FP	984ATGS
148	010568	DELL GX780 COMPUTER	3VD49P1
148	007586	HP COLOR LASERJET	SN SJPFC56G03G
148	008734	HP DESIGN JET 820	PLOTTER
148	007805	HP LASERJET 1320	SN: CNHC57K046
148	011206	HP LASERJET PRINTER	CNBCCDGOTK
148	011027	HP WORKSTATION Z210	208M5
148	011029	HP WORKSTATION Z210	208M4
148	011030	HP WORKSTATION Z210	20L64
148	011031	HP WORKSTATION Z210	208MJ
148	011032	HP WORKSTATION Z210	208MK
148	011034	HP WORKSTATION Z210	208MD
148	011035	HP WORKSTATION Z210	20L5Y
148	011036	HP WORKSTATION Z210	208ML
148	011038	HP WORKSTATION Z210	208MF
148	011039	HP WORKSTATION Z210	208MQ
148	011040	HP WORKSTATION Z210	208MC
148	011041	HP WORKSTATION Z210	208M7
148	011042	HP WORKSTATION Z210	208MM
148	005520	HUB-12-PORT	SN KZAS2BED33D
148	010065	NAS SERVER STORAGE	DS409
148	011996	PRINTER HP P3015DN	S/N: VNB3R78547
148	009457	PRINTER TABEL FOR SH	P.O. 37440
148	009733	SWITCH LINKSYS	RJS10HC02053
148	007914	UPS UNIT	SN: N/A
149	009278	3 COM SWITCH 1000M	AB9XRQ9Z001EFE7
149	011074	20" ACER MONITOR	127094DE4201
149	011076	20" ACER MONITOR	127094C64201
149	011077	20" ACER MONITOR	1270944201

149	007261	APPLE MONITOR 17"	SN 54301CGNNF
149	007262	APPLE MONITOR 17"	SN 54301BSNNF
149	007263	APPLE MONITOR 17"	SN 54301CANNF
149	007264	APPLE MONITOR 17"	SN 54301BUNNF
149	007265	APPLE MONITOR 17"	SN 54301CINNF
149	009180	APPLE MONITOR 20"	S/N 2A8132BZXMM
149	009222	ACER CPU DESKTOP	S/N 381903A3B2701
149	009893	ACER LCD 17" MONITOR	59063907
149	009903	ACER 19" X193WTBD	ETLAM08052911043364200
149	009904	ACER 19" X193WTBD	ETLAM08052911043A94200
149	010213	ACER 20" MONITOR	FAB88512
149	010471	APC BATTERY BACKUP	4B1019P21029
149	010472	APC BATTERY BACKUP	4B1019P17275
149	010473	APC BATTERY BACKUP	4B1019P17409
149	010480	APC BATTERY BACKUP	4B1019P17332
149	010681	ACER 22" MONITOR	1130878F420A
149	010847	APC BATTERY BACKUP	3B1124X21556
149	010848	APC BATTERY BACKUP	3B1124X21553
149	010849	APC BATTERY BACKUP	3B1124X21566
149	010850	APC BATTERY BACKUP	3B1124X21527
149	010851	APC BATTERY BACKUP	3B1124X21529
149	010853	ACER 18.5" MONITOR	808BF44210
149	010854	ACER 18.5" MONITOR	808BF34210
149	010855	ACER 18.5" MONITOR	808C184210
149	010856	ACER 18.5" MONITOR	808BF94210
149	010864	APC BATTERY BACKUP	3B1110X31607
149	010865	APC BATTERY BACKUP	3B1110X32298
149	010890	APC BE750G BACKUP	WS1125180518
149	011108	APPLE IMAC 27"1TB HD	D25GTONUDHJV
149	011109	APPLE IMAC 27"1TB HD	D25GTOHDDHJV
149	011884	APPLE A1006 ADAPTER	S/N: N554601M97
149	006623	COMPUTER APPLE E MAC	SN G831625JNTA
149	010446	CISCO SWITCH SG10016	PSJ143500TB
149	010862	CANON IMAGE SCANNER	ABED43456
149	010863	CANON IMAGE SCANNER	ABED43479
149	010996	COMPUTER WORKSTATION	IHPO 42971
149	011847	CPU LENOVO M82 3306	SN: MJWVFTF
149	011848	CPU LENOVO M82 3306	SN: MJWVFVA
149	011849	CPU LENOVO M82 3306	SN: MJWVFRT
149	012219	BROTHER FAX 4100E	SN: B4J4945463
149	009228	DELL MONITOR CLYDE	S/N 3020733 C.DIAMOND
149	009229	DELL CPU C.DIAMOND	S/N 3029052
149	009775	DELL CPU VOSTRO 220	80XBLJ1
149	009858	DELL VOSTRO 220	DXDCLJ1
149	009886	DELL MONITOR IT DEPT	03020765
149	010051	DELL MONITOR	3021205
149	010434	DELL 17" FP1707FPC	6418067J4ENS

149	010442	DELL 17" FP1707FPC	7161887UEANDAOO
149	010443	DELL 17" FP1707FPC	6418067D2UCS
149	010444	DELL 17" FP1707FPC	71618658CDFQ
149	010445	DELL 17" FP1707FPC	716186A3CCMY
149	010467	DELL OPTIPLEX GX620	8RFJS71
149	010469	DELL OPTIPLEX GX620	2MTC3B1
149	010470	DELL OPTIPLEX GX620	2MTC3B1
149	010528	DELL OPTIPLEX 755CPU	1T955F1
149	010648	DELL MONITOR P170S	4511L758U
149	010714	DELL MONITOR P170S	744511L430U
149	010818	DELL P190S MONITOR	7213SA5P1
149	011229	DELL 190 MONITOR	190AFE1
149	011309	DELL 190 MONITOR	CN09TVYF7287219DC101
149	011553	DELL MONITOR	50C1055S
149	009590	EPSON LQ590 PRINTER	FSQY138499
149	011785	EPSON LQ-590 IM PRNT	C11C558001
149	009165	FLASH MACHINE	
149	009902	HANNS-G MONITOR 17"	836NH3NA01096
149	011906	HP CP6015X COLOR PRT	S/N: JP3CC6W04D
149	011160	HP FLATBED SCANNER	
149	010503	HP LASERJET P4515TN	CNDY846902
149	010504	HP LASERJET P4515TN	CNDY849721
149	010505	HP LASERJET P4515TN	CNDY846980
149	008864	HP PRINTER	SN VNB3B07228
149	009885	HP SCANJETN 6310	SCN968B606R
149	007287	HP SCANNER 8250	SN CN44TT0475
149	002679	IBM MODEM	SN 23-0085138 7855-01
149	010279	IBM THINK CENTRE	LKWBD48
149	010683	IBM THINKCTR COMPUTR	MJVZMZ4
149	012125	IMAC 27INCH CPU	C02LD1QRF8J5
149	009092	IMAC OSX WORKSTATION	S/N QP81309RX8A JOSE
149	008299	LASER JET PRINTER	
149	011816	LENOVO CPU - DESKTOP	MJVCZKC
149	011827	LENOVO CPU-DESKTOP	MJTBCVG
149	011837	LENOVO THINKC 3306-A	S/N: MJNKVYV
149	011080	LENOVO THINKCENTRE	S5DVBDN
149	012237	LG LCD MONITOR	SN: 403NDNUK5319
149	012022	LG MONITOR	
149	012023	LG MONITOR 27"	305NDBPHJ573
149	010892	LQ-590 PRINTER	FSQY172956
149	010893	LQ-590 PRINTER	FSQY172942
149	006435	MAC PC	SN XB2481G9MMA
149	006395	MAC PC MDL G4	SN XB2421DRMMA
149	009179	MAC PRO CPU A1186	S/N G88223E9XYL
149	011907	MONITOR-ACER 23" G23	S/N: MMLVNAA0022380356C24
149	003845	MONITOR-IBM	SN 88-M9801 MDL 3477
149	011809	MONITOR-ZALMAN 21.5"	MZ215ED11A1MU1674

149	007295	POWER MAC W/ MONACO	SN 0795965507038
149	007296	POWER MAC W/ MONACO	SN N/A
149	007290	PRINTER DYMO LABELER	SN 930370011505
149	007281	PRINTER EPSON	SN ERZK068424
149	002716	PRINTER SCREEN	M&M RESEARCH/#OC-MANUAL
149	010513	PRINTER W/CUTTER	15J104700412 ZEBRA
149	010512	PRINTER W/REWINDER	15J10480016 ZEBRA
149	005271	PRINTER/HP	SN USBC127998
149	011916	PRINTER-HP 4350TN	S/N: CNGXB46339
149	011850	SCANNER CANON DRC125	SN: FP325612
149	007079	SCANNER/SCANMAKER	SN W4868A00422
149	004302	SCANNER-COLOR/FLATBD	SN S839003408
149	006149	SCANNER-SCANJET	SN CN27SIA
149	011806	TENDA SWITCH-24 PORT	E1076010243000038
149	011808	TENDA SWITCH-24 PORT	E1076010243000014
149	12111	THINKCENTRE CPU M73	MG001P2Q
149	12112	THINKCENTRE M73 CPU	MG001PJK
149	12113	THINKCENTRE M73 CPU	MG001P2S
149	010838	THINKCENTRE M75E	MJZZZA3
149	010839	THINKCENTRE M75E	MJZZZD5
149	010840	THINKCENTRE M75E	MJZZZC5
149	010841	THINKCENTRE M75E	MJZZZC6
149	010842	THINKCENTRE M75E	MJZZZB9
149	010916	UPS AC120V BACKUP	5B1126T28859
149	012224	ZMODO SECURITY SYSTE	SN:ZVS000207140504N0930
149	012024	ZMOTO SECURITY SYS	ZVS000207130801N0090
149	012025	ZMOTO SECURITY SYS	ZVS000207130703N0235
150	008061	APC UPS UNIT 500VA	SN 3B0616X01116
150	010452	BATTERY CHARGER	46944
150	011828	BROTHER INTELLIFAX	K2J405116 - 150 TEXTILES
150	011874	CPU-LENOVO M82 3306	S/N: MG49720
150	012168	CANON DR-C125SCANNER	FP351317
150	009235	DELL MONITOR PAUL. R	S/N 3020817 P.ROSENBLATT
150	011201	DELL OPTIPLEX MONITR	19DC151
150	011995	FAX BROTHER 4100E	S/N: U61639G3J454435
150	011412	HP 1102W LASERJET	VNB4L70557
150	011093	HP 1102W PRINTER	VNB4G29441
150	011283	HP LASERJET P1102W	VNB4K58644
150	010926	HP P1102W LASER PRNT	VNB4K34000
150	010927	HP P1102W LASER PRNT	VNB4K34005
150	003850	IBM MONITOR	SN 16485 MDL 3477
150	011978	LENOVO M82 CPU	S/N: MGB1342
150	010825	LENOVO THINKCENTRE	1S5042A5UMJYPGL7
150	008545	MONITOR DELL FRED	SN (3020813) BEAUCHAMP
150	009005	MONITOR RON MEDLAR	SN 3021004
150	011997	PRINTER EPSON IMPACT	S/N: FSQY196697
152	010476	APC BATTERY BACKUP	4B1019P17328

152	004159	BATTERY CHARGER	SN 100396
152	008662	BATTERY CHARGER	
152	008754	CPU DELL KEVIN GRAFF	SN 3028474
152	011835	BARCODE SCANNER WASP	S/N: 0033053
152	012176	CANONC125 SCANNER	FP354437
152	010518	DELL 17" MONITOR	65AA433
152	010519	DELL 17" MONITOR	65AA462
152	010521	DELL 17" MONITOR	6A3CCR4
152	012126	EPSON IMPACT PRINTER	FSQY199083
152	009773	FAX/PRINTER BROTHER	
152	011911	FAX BROTHER 4100E	S/N: U6163912J417676
152	012076	HP LASERJET PRINTER	VNG4816560
152	010830	HP OFFICEJET PRO8000	CN15G3Q1TT
152	012110	HP X451DN PRINTER	CN3BQGJ057
152	003844	IBM INFO WINDOWS-COL	SN 23-LG750 MDL 3477
152	011800	LENOVO DESKTOP CPU	
152	011801	LENOVO DESKTOP CPU	
152	011006	LENOVO THINKCENTRE	S5DVWXM
152	008753	MONITOR DELL KEVIN	SN 3021231 KEVIN GRAFF
152	009821	SWITCH CATALYST 3500	FAB0527W070
152	012210	THINKCENTRE CPU M73	MJ00RR20
152	006183	UPS-APC	SN JB0213017952

MCE Plant #104

Business Unit	Asset Tag	Item	Make	Model	SN#	Date Acquired	Date Removed	Notes
Shop 104	11199	MONITOR	DELL	DELL OPTIPLEX	19DC091			
Shop 104	11200	COMPUTER	DELL	GX790	B59XR1			
Shop 104	7977	FAX MACHINE	BROTHER	INTELLIFAX	U60283M5J392411			
Shop 104	9338	MONITOR	ACER	VERITRON UC4301	28083E92701			
Shop 104	10000	MONITOR	HANN	G-17"	920BC3NA05864			
Shop 104	10002	PRINTER	EPSON	LQ-590	FSQY146115			
Shop 104	10003	PRINTER	HP	OFFICE JET	MY9F241DJ			
Shop 104	10204	CPU	IBM	THINKCENTRE M50	KCCW8AY			
Shop 104	10226	MONITOR	HANN	G	951DY3XY03666			
Shop 104	3695	PRINTER		LASERJET 5L	USCB6222061			
Shop 104	5080	PRINTER	HP		SUSHN033711			
Shop 104	5968	SCANNER	EPSON		DUQX026510			
Shop 104	10278	CPU	IBM	THINKCENTRE	KLKWN336			
Shop 104	10625	DESKTOP COMPUTER	HP		MXL1101N57			
Shop 104	10626	DESKTOP COMPUTER	HP		MXL1101N8D			
Shop 104	10656	PRINTER	HP	LASERJET P1102W	VNB3Q50353			
Shop 104	10725	MONITOR	DELL	P170S	11L209U			
Shop 104	10726	MONITOR	DELL	P170S	11LABPU			
Shop 104	10789	MONITOR	HANN	G 19"	LY00093			
Shop 104	10790	MONITOR	HANN	G 19"	LY00086			
Shop 104	10791	MONITOR	HANN	G 19"	LY00085			
Shop 104	10994	PRINTER	HP	OFFICEJET PRO 8000	CN1343K219			
Shop 104	11007	PRINTER	HP	LASERJET PRO 1102W	VNB4K42419			
Shop 104	11008	PRINTER	HP	LASERJET PRO 1102W	VNB4K42539			
Shop 104	11009	PRINTER	HP	LASERJET PRO 1102W	VNB4K42406			
Shop 104	11068	MONITOR	ACER	18.5"	19874210			
Shop 104	11069	MONITOR	ACER	18.5"	19684210			
Shop 104	11082	CPU	LENOVO	THINKCENTRE	S5DVBDT			
Shop 104	11576	PRINTER	HP	OFFICE JET 8000	CN25EBMOFC			
Shop 104	11915	PRINTER	LENOVO	THINKCENTRE	MJZPPD			
Shop 104	12028	PRINTER	HP	P3015N	VNB3135092			
Shop 104	6884	LAPTOP - JET			4141G300210W00021			
Shop 104	12102	PRINTER	HP	LASERJET	PHGDD05351			
Shop 104	11568	CPU	LENOVO	THINKCENTRE	191578L6UPBPDLO2			
Shop 104	11585	CPU			IS2227B1UMJNXFVZ			

REFURBISHED PLANT

SHOP #106

Computers

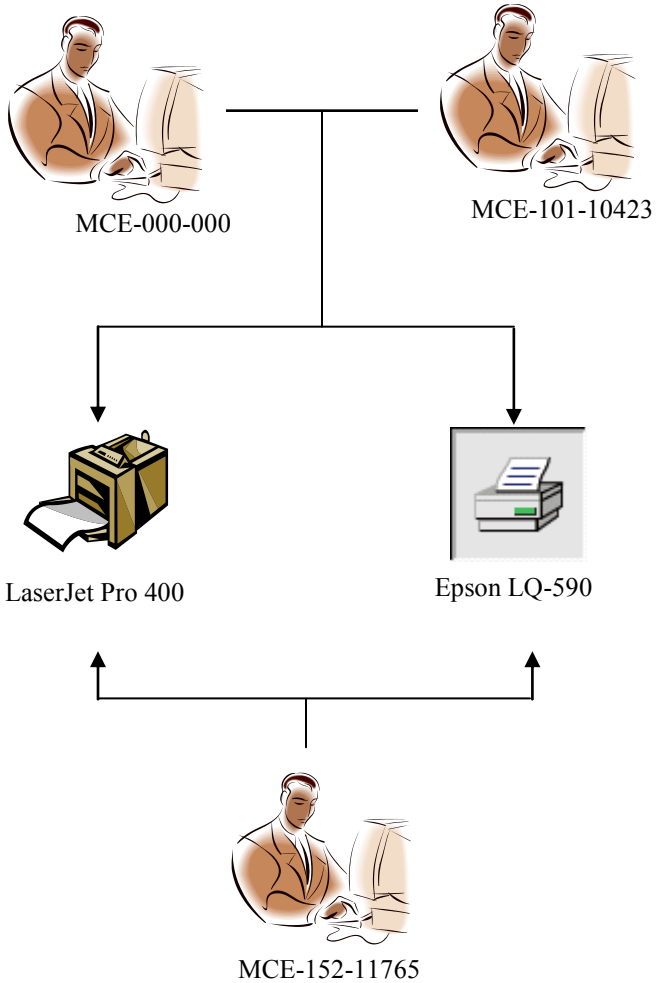
Total: 6

COMPUTER NAME	LOCATION	ASSET TAG#	NETWORKED	STAND ALONE	IP ADDRESS	O/S
MCE-000-000	Clerk's Office	009254	X		192.168.0.10	Window XP
MCE-101-10423	Clerk's Office	0010423	X		Not Available	Window XP
MCE-152-11765	Clerk's Office	0011935		X	Not Available	Window 7
MCE-000-000	Clerks Office-Downstairs	0009258		X	0.0.0.0	Window XP
DOCMCEW17- Plant Manger's Lap Top	Plant Manger's Office	0007427		X	Not Available	Window XP
MCE-ECI-106	Plant Manger's Office	0011858		X	Not Available	Window 7

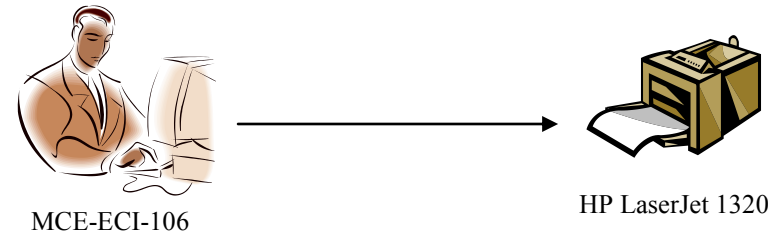
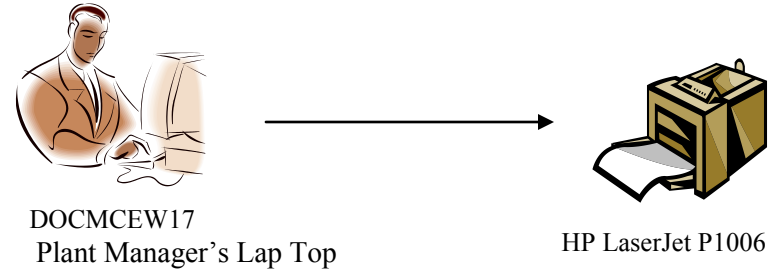
PRINTER NAME	LOCATION	ASSET TAG#	NETWORKED	STAND ALONE	IP ADDRESS	O/S
LaserJet Pro 400	Clerk's Office	0011984	X		192.168.0.200	
Epson LQ-590	Clerk's Office	0009280	X			
HP LaserJet	Plant Manger's Office	0010114		X	?	
HP LaserJet 1320	Plant Manger's Office	0008214		X	?	
HP LaserJet P1102W	Clerks Office-Downstairs	00101657		X	?	
Epson LQ-590	Clerks Office-Downstairs	0009908		X	?	

RESTORATION SHOP #106

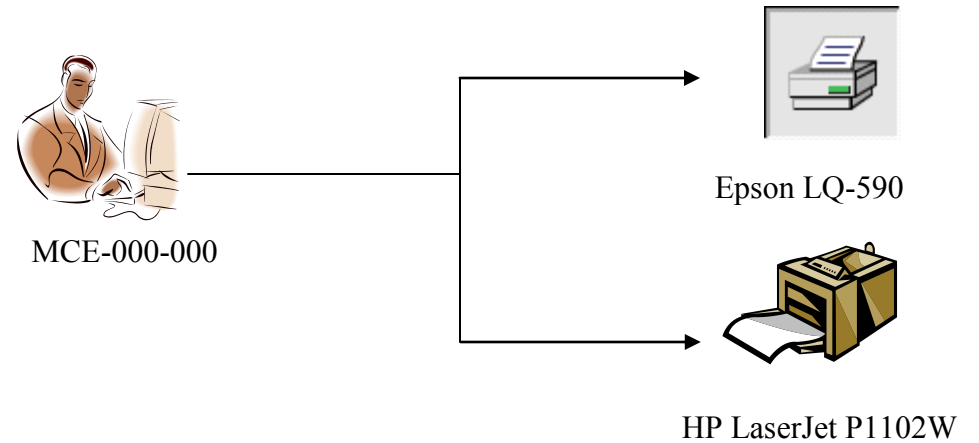
Clerk's Office



Plant Manger's Office



Clerk's Office Downstairs



MCE Textiles Plant

SHOP #109

Computers

Total: 9

COMPUTER NAME	LOCATION	ASSET TAG #	NETWORKED	STAND ALONE	IP ADDRESS	O/S
Server-109-11852	Embroidery & Mattress Office	0011852	X		192.168.1.52	Win 7
Embroidery	Embroidery & Mattress Office	0012077	X		192.168.1.53	Win 7
MCE--11765	Embroidery & Mattress Office	0012078	X		192.168.1.43	Win 7
MCE-115	Embroidery & Mattress Office	0012124	X		192.168.1.120	Win 7
MCE-	Embroidery & Mattress (Inv. Rm.)	0012152	X		192.168.1.55	Win 7
MCE--145-11330	Plant Floor —Textiles Area	0011584	X		192.168.1.51	Win 7
MCE-109-10623	Textiles Office	0010623	X		192.168.1.49	Win 7
MCE-109-10627	Textiles Office	0010627	X		192.168.1.45	Win 7
MCE--11583	Textiles Office	0011583	X		192.168.1.50	Win 7

MCE Textiles Plant

SHOP #109

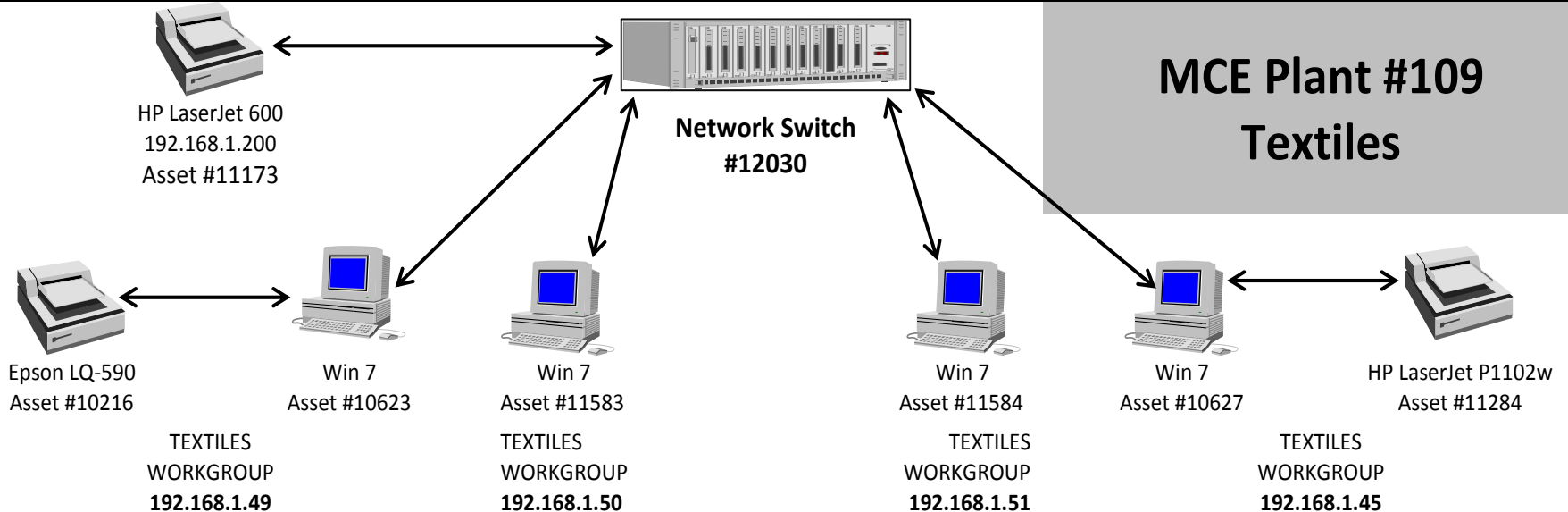
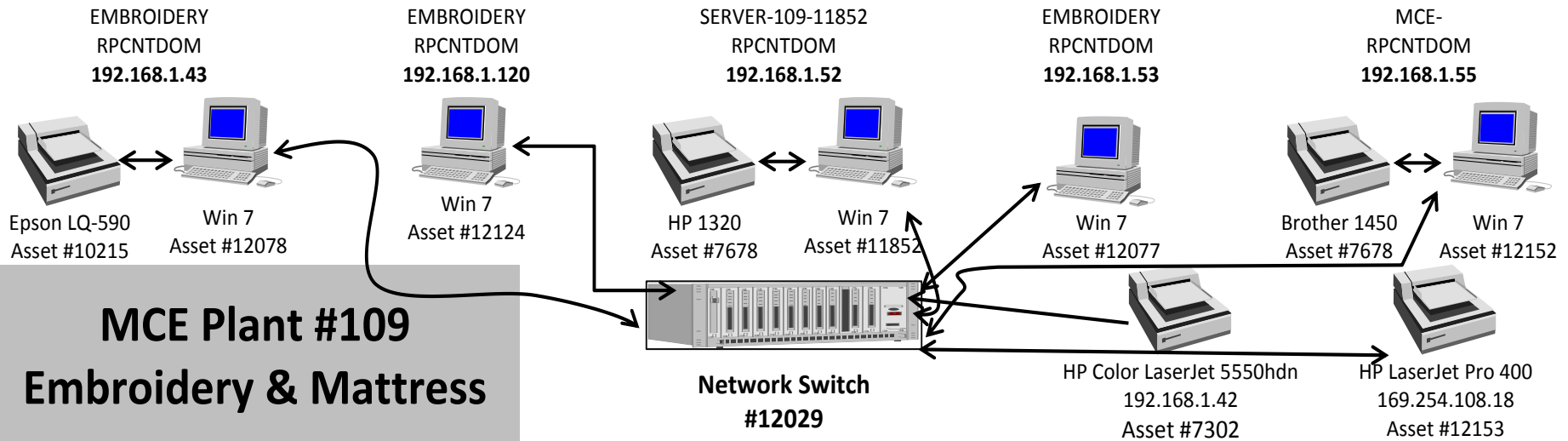
Printers

Total: 11

PRINTER NAME	LOCATION	Asset Tag #	Networked	Stand Alone	IP ADDRESS	O/S
HP Color LaserJet 5550hdn	Embroidery & Mattress Office (Behind Brock's desk)	0007302	X		192.168.1.42	Win 7
HP LaserJet Pro 400 M401dne	Embroidery & Mattress Office (behind bookcase)	0012153	X		169.254.108.180 Host Name: NPI33C487	Win 7
HP LaserJet 1320	Embroidery & Mattress Office (Rob's Desk)	0007678	X		Server-109-11852 (local/shared)	Win 7
Epson LQ-590	Embroidery & Mattress Office (James' Desk)	0010215	X		MCE--11765 (local/shared)	Win 7
HP LaserJet HL-1450	Embroidery & Mattress Office (Inventory Room)	0006528	X		local (non-networked)	Win 7
HP LaserJet P1102w	Embroidery & Mattress Office (Back Office)	0010658			INTERNET local (non-networked)	Win 7
Epson LQ-590	Textiles Office (Fewster's desk)	0010216	X		local (non-networked)	Win 7
HP LaserJet 600	Textiles Office (Between Nick & Fewster)	0011173	X		192.168.1.200	Win 7
HP LaserJet P3015	Textiles Office	0012169			10.21.80.99 (AS400—connected only)	Win 7
HP LaserJet P1102w	Textiles Office (Mike's Desk)	0010860			INTERNET local (non-networked)	Win 7
HP LaserJet P1102w	Textiles Office (Nick's Desk)	011284	x		local (non-networked)	

Embroidery & Mattress Office

Embroidery & Mattress
(Inventory Room)



Sign Plant #111

Printers

Total: 19

Printer Name	Location/Men	Asset Tag #	Networked	Stand Alone	IP Address
HP Office Jet Pro 8100	Supervisor's Office	0011960		X	
HP Laser Jet P2055dn	Supervisor's Office	0011912	X		10.22.172.90
Brother HL - 1450	Office/Ken	0005948		X	
Epson LQ-590	Office/Ken	0011856		X	
HP Laserjet P11022W	Office/Woody	0010928		X	
HP Laserjet P11022W	Office/Chuck	0010859		X	
Epson LQ-590	Office/Chuck	0010651		X	
HP Photosmart 8750	Office	0011749	X		192.168.1.200
HP Laserjet 8150	Graphics	0010986		X	
HP Office Jet 7000	Graphics	0011369		X	
Soljet Pro II XC-540	Graphics	0008654		X	
Soljet Pro II XC-540	Graphics	0010974		X	
Soljet Pro II V SC-545EX	Graphics	0007253		X	
Printer Name	Location/Ladies	Asset Tag #	Networked	Stand Alone	IP Address
HP Laserjet P11022W	Office/Saira	0010461		X	
Epson LQ-590	Office/Saira	0010532		X	
HP Laserjet P11022W	Office/Melissa	0010861		X	
HP 1006	Router Area	0009900		X	
HP Office Jet Pro 8009	Engraving Area	0010462		X	
GX 7000 (Sublimation Printer)	Sublimation	0011385	X		169.254.27.189

Sign Plant #111

Scanners

Total: 6

Scanner Name	Location/Men	Asset Tag #	Networked	Stand Alone	IP Address
Canon Lide 210	Office/Chuck	0011857		X	
HP 4400C Scanjet	Office/Tommy	0000051		X	
Canon DR-C125	Office/Woody	0012206		X	
Canon 700F	Graphics	0012088		X	
Epson 1680	Graphics	0007339		X	
Scanner Name	Location/Ladies	Asset Tag #	Networked	Stand Alone	IP Address
HP Scanjet 8200 Series	Office	0007689		X	

Sign Plant #111

Fax Machines

Total: 2

Fax Machine Name	Location/Men	Asset Tag #	Networked	Stand Alone	IP Address
Super G3	Supervisor's Office	0009194		X	
Scanner Name	Location/Ladies	Asset Tag #	Networked	Stand Alone	IP Address
Super G3	Supervisor's Office	0010577		X	

Sign Plant #111

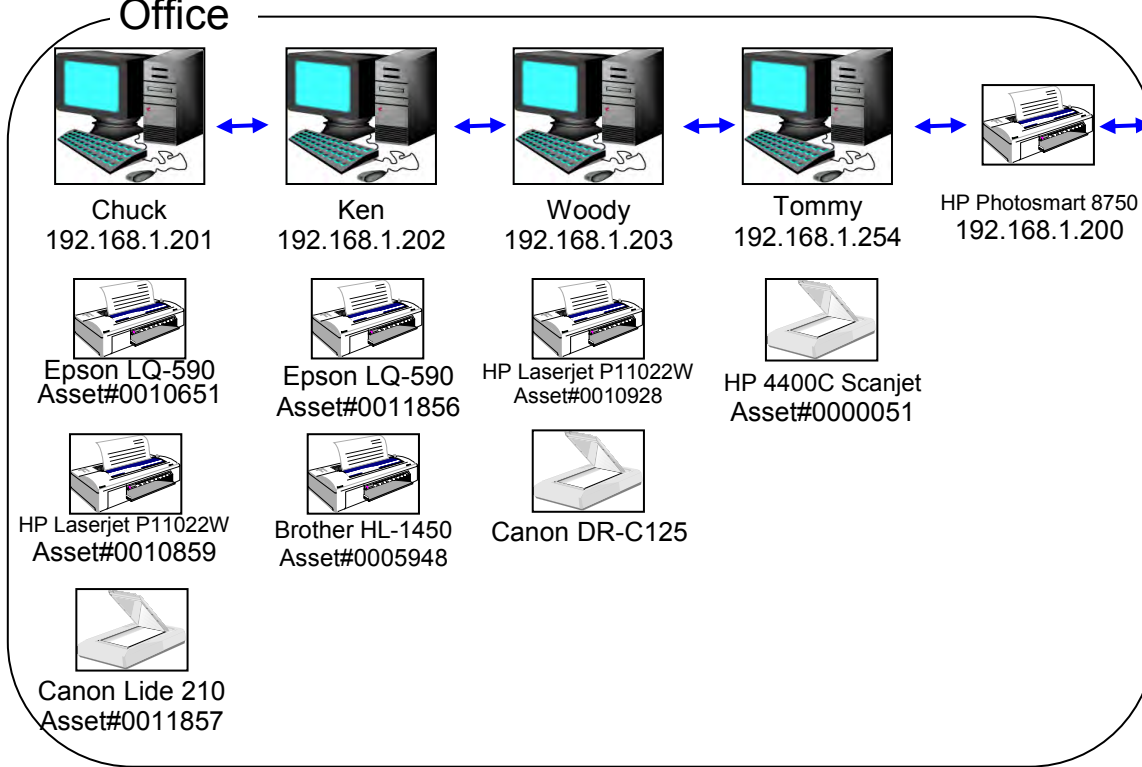
Computers

Total: 19

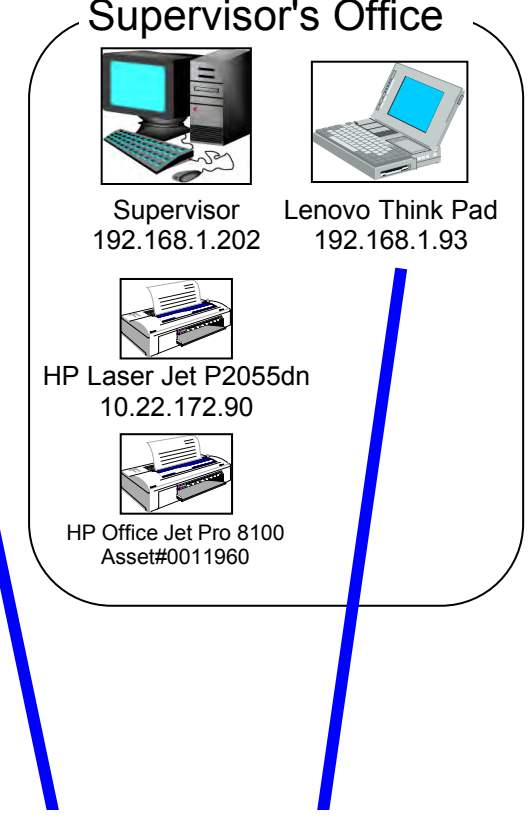
Computer Name	Location/Men	Asset Tag #	Networked	Stand Alone	IP Address	OS
Dell Optiplex 790	Supervisor's Office	0011299	X		10.22.172.49	Win XP Professional
Lenovo Think Pad	Supervisor's Office	0012089	X		192.168.1.93	Win. 7 64-Bit
Lenovo	Office/Chuck	0011588	X		192.168.1.201	Win. 7 64-Bit
ThinkCentre	Office/Ken	0011586	X		192.168.1.202	Win. 7 64-Bit
HP Compaq 6005 Pro SFF PC	Office/Woody	0010638	X		192.168.1.203	Win. 7 32-Bit
Dell Optiplex 760	Office/Tommy	0010267	X		192.168.1.254	Win XP Professional
Alienware X51	Graphics/John	0012007	X		192.168.1.20	Win. 7 64-Bit
Alienware X51 R2	Graphics/Mike	0012006	X		192.168.1.11	Win. 7 64-Bit
HP Compaq dc 7800 Convertible	Graphics/Donald	0009306	X		192.168.1.8	Win. XP Professional
Dell Optiplex 745	Maintenance	0008763		X		Win. XP Professional
Computer Name	Location/Ladies	Asset Tag #	Networked	Stand Alone	IP Address	OS
Dell Optiplex 7010	Supervisor's Office	00033780		X		Win. 7 64-Bit
HPZ210 Workstation	Office/Saira	0011161	X		192.168.1.204	Win. 7 64-Bit
HP Compaq dc 7800 Convertible	Office/Melissa	0009307	X		192.168.1.222	Win. XP Professional
ThinkCentre	Router	0011582		X	192.168.1.211	Win. 7 64-Bit
Hermes	Engraver 1	0000048	X		192.168.1.20	Win. 2000
Hermes	Engraver 2	0000052	X		192.168.1.21	Win. 2000
ThinkCentre	Sublimation	0012146		X	169.254.27.189	Win. 7 64-Bit
Acer	Shipping	0009256		X		Win. XP Professional
Alienware X51 R2	Laser Engraver Area	0011982		X		Win. 7 64-Bit

Sign Plant #111 MEN

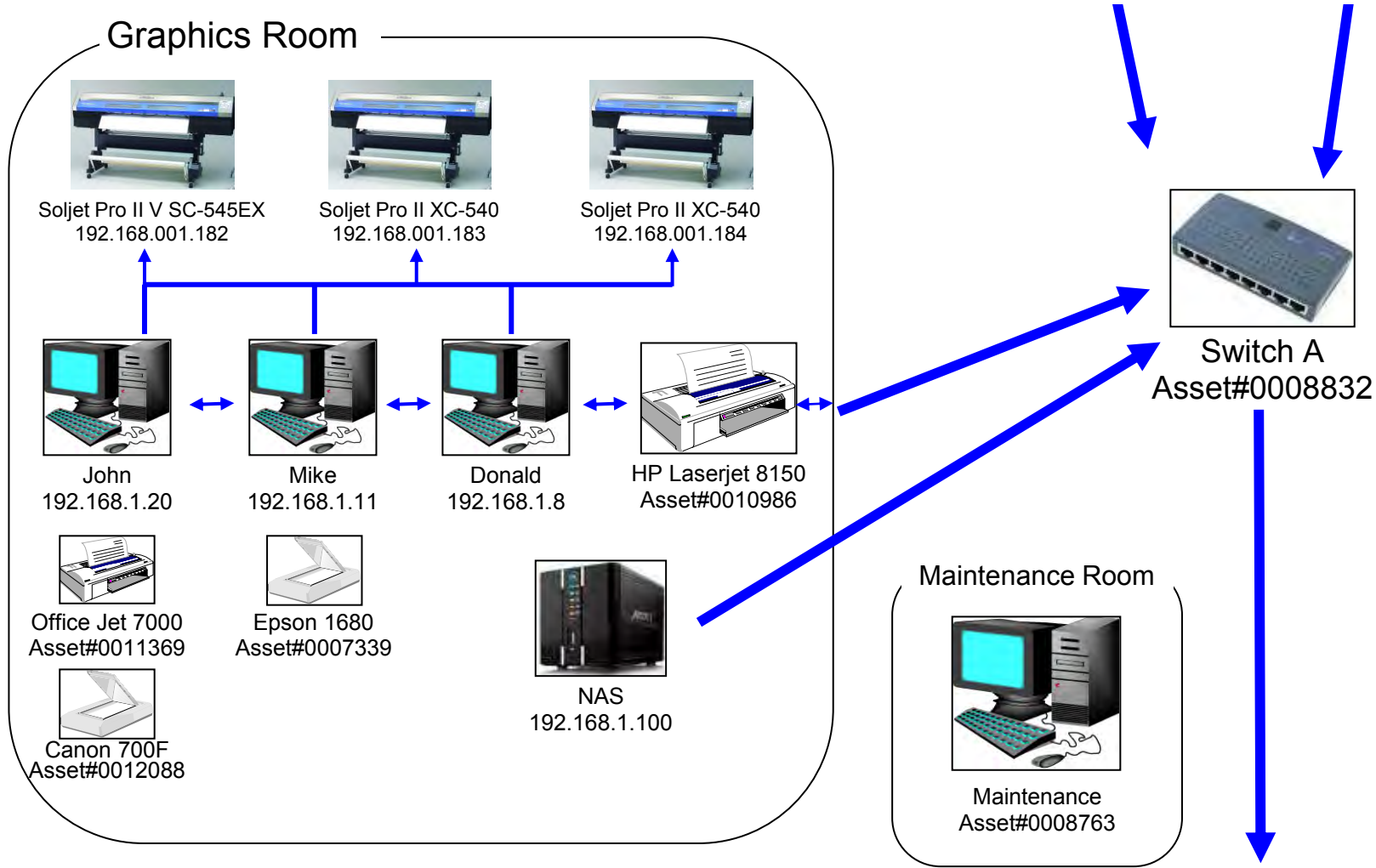
Office



Supervisor's Office



MCE Plant #111



Sign Plant #111 WOMEN

Supervisor's Office



Supervisor
DPSCS#00033780

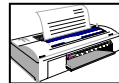
Office



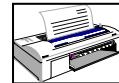
Saira
192.168.1.204



Melissa
192.168.1.222



Epson LQ-590
Asset#0010532



HP Laserjet P11022W
Asset#0010861



HP Laserjet P11022W
Asset#0010861



HP Scanjet 8200 Series
Asset#0007689



Switch B
Asset#0011615

Lenovo Think Pad Laptop in the Plant Manager's Office is the only computer networked to Switch B

Laser Engraver Area



Toronda
Asset#0008763



Sublimation
169.254.27.189



Engraver I
192.168.1.20



Engraver II
192.168.1.21



GX 7000
169.254.27.189



HP Office Jet Pro 8009
Asset#0010462

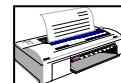
Shipping Department



Susan
Asset#0009256



Danielle
Asset#0011582



HP 1006
Asset#0009900

Upholstrey Plant #122

Computers

Total: 13

COMPUTER NAME	LOCATION	ASSET TAG #	NETWORKED	STAND ALONE	IP ADDRESS	O/S
Office 1	Front Office	0010300	x		192.168.1.1	Win XP
Office 2b	Rear Office	0010292	x		192.168.1.2	Win XP
Office 2c	Rear Office	0011326	x		192.168.1.3	Win 7
MCE-122-11078	Krout House	0011327	x		192.168.1.4	Win 7
Office 2a	Rear Office	0010833	x		192.168.1.12	Win 7
Front Manager 1	Managers Front Office	0011720			192.168.1.5	
Shipping 2	Shipping Area	0011085	x		192.168.1.6	Win 7
Front Manager 1	Managers Front Office	0030475				Win 7
Rear Manager 2	Managers Rear Office	0011333				Win 7
MCE-122-11085	Krout House	0012191	x			Win 7
Office 2d	Managers Rear Office	0011328	x			Win 7
Office 2e	Managers Rear Office	0011329	x			Win 7
Shipping	Shipping Area	0011587	x		192.168.1.7	Win 7

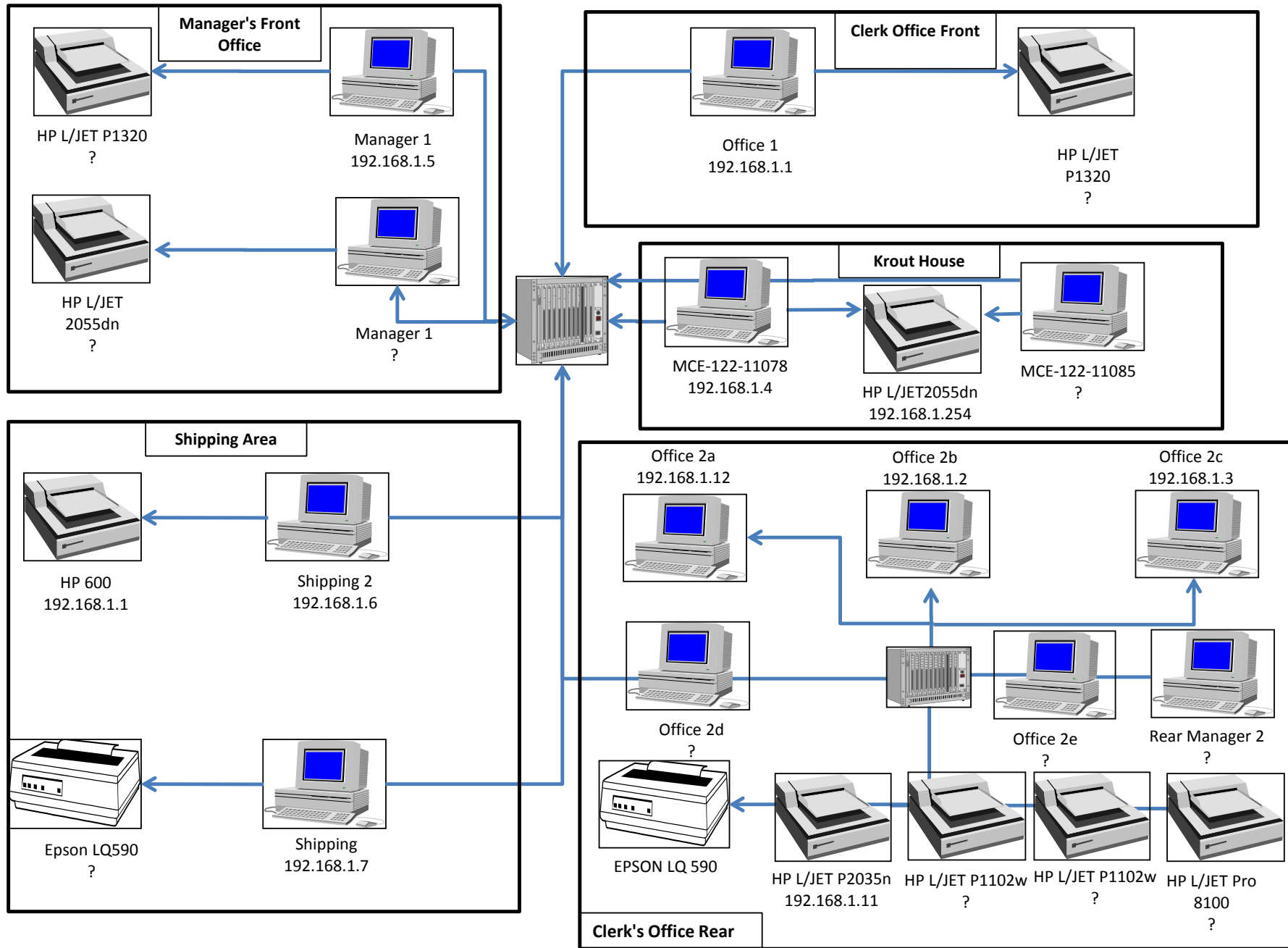
MCE Plant #122

Printers

Total: 11

PRINTER NAME	LOCATION	ASSET TAG #	NETWORKED	STAND ALONE	IP ADDRESS	O/S
Epson LQ590	Rear Office	0010501	×			
HP Laser Jet P2035n	Rear Office	0009887	×		192.168.1.11	
HP Laser Jet P1320	Front Office	0007467	×		?	
HP Laser Jet P1320	Managers Front Office	0008234			?	
Epson LQ590	Shipping Area	0011119	×			
HP 600	Shipping Area	0011624	×		192.168.1.1	
HP Laser Jet 2055dn	Krout House	0011423			192.168.1.254	
HP Laser Jet 2055dn	Managers Front Office	0010675				
HP Laser Jet P1102w	Manager Rear Office	0011281				
HP Laser Jet P1102w	Rear Office	0011561				
HP Office Jet Pro 8100	Rear Office	0011657				

MCE Plant #122



Metal 1 Plant #124-1

Computers

Total: 5

COMPUTER NAME	LOCATION	ASSET TAG #	NETWORKED	STAND ALONE	IP ADDRESS	O/S
MCE-124-XXXXX	Clerks Office	0010836	x		169.254.150.100	Win 7
MCE-124-10834	Clerks Office	0010834	x		169.254.150.101	Win 7
MCE-124-10835	Clerks Office	0010835	x		169.254.150.103	Win 7
MCE-124-10832	Clerks Office	0010832	x		169.254.150.104	Win 7
MCE-124-0000	Clerks Office	009257	x		169.254.150.210	Win XP

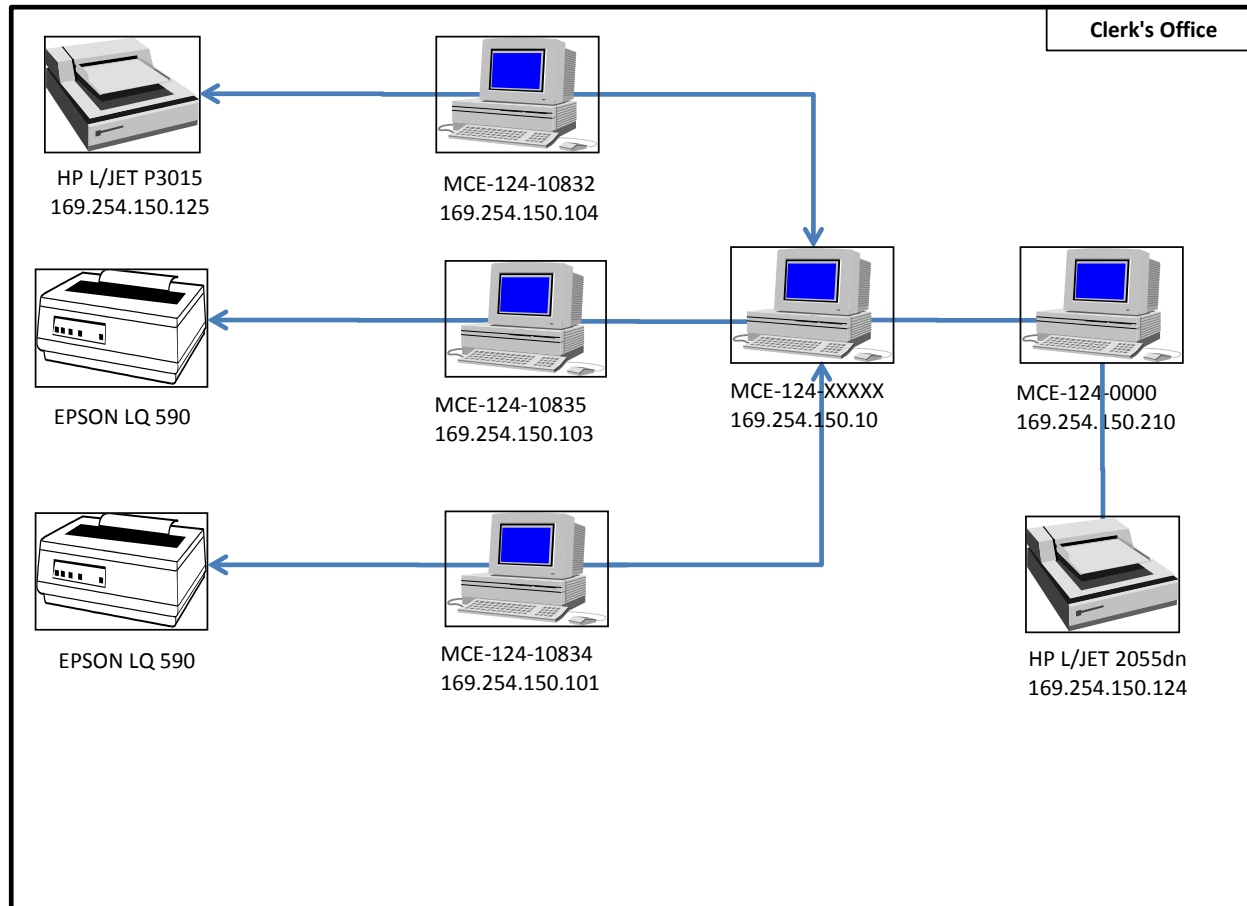
MCE Plant #124-1

Printers

Total: 4

PRINTER NAME	LOCATION	ASSET TAG #	NETWORKED	STAND ALONE	IP ADDRESS	O/S
Epson LQ590	Clerks Office	0011577	×			
Epson LQ590	Clerks Office	0010984	×			
HP Laser Jet 2055dn	Clerks Office	0009888	×		169.254.150.124	
HP Laser Jet P1320	Clerks Office	0011663	×		169.254.150.125	

MCE Plant #124-1



Metal 2 Plant #124-2

Computers

Total: 7

COMPUTER NAME	LOCATION	ASSET TAG #	NETWORKED	STAND ALONE	IP ADDRESS	O/S
Supervisors Laptop	Clerks Office A	11315		x		Win XP
MCE-11590	Clerks Office A	0011590	x			Win 7
MCE-122-11565	Clerks Office A	0011565	x			Win 7
MCE-124B-11938	Clerks Office B	0011938	x			Win 7
	Clerks Office B	0012185	x			Win 7
MCE-000740-311-4055617-22350	Clerks Office C	0010205	x			Win 7
Think Center	Clerks Office C	0012035	x			Win 7
Think Center	Regional Managers Office	0011597				Win 7
	Regional Managers Office	0012086				Win 7
Think Center	Regional Managers Office	0010294				Win XP

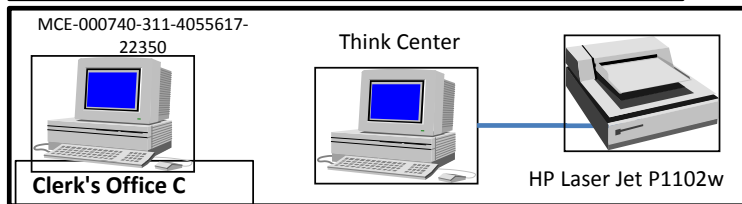
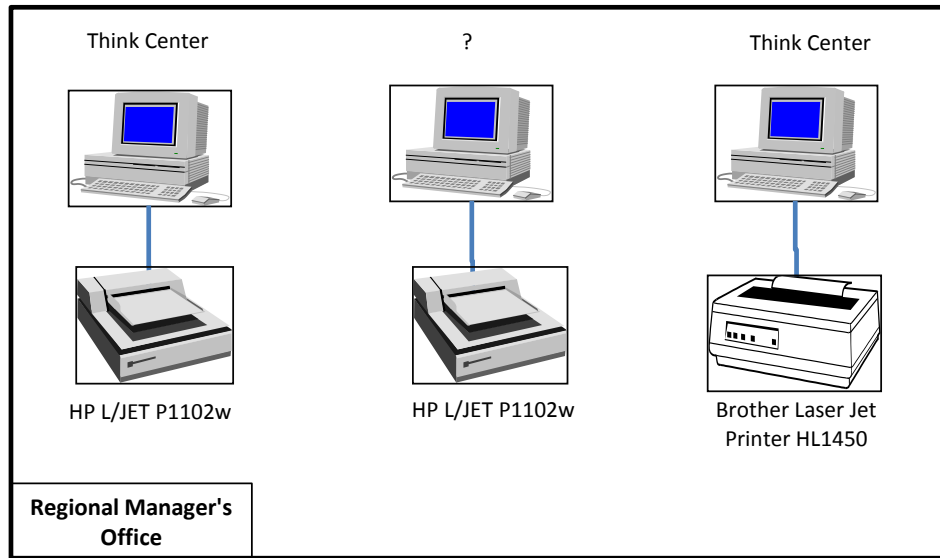
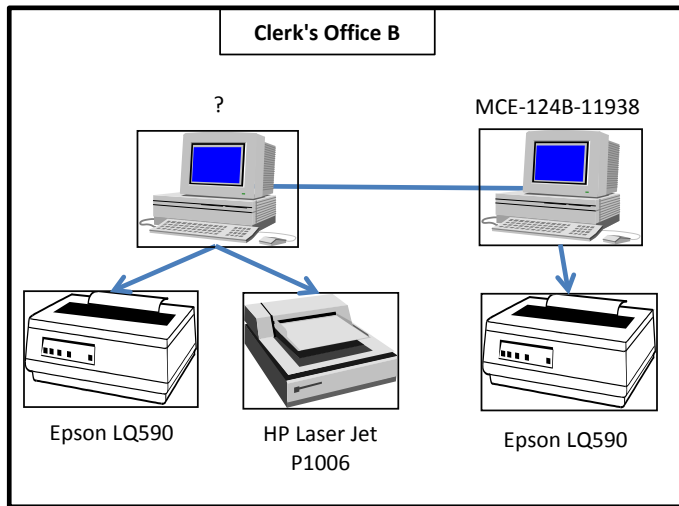
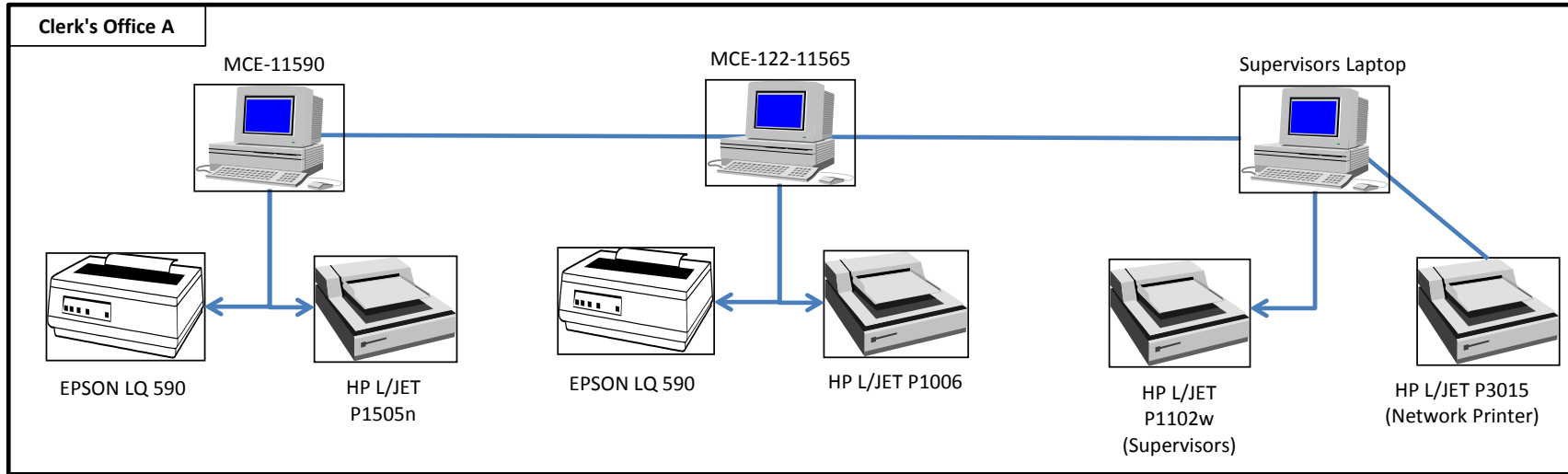
MCE Plant #124-2

Printers

Total: 10

PRINTER NAME	LOCATION	ASSET TAG #	NETWORKED	STAND ALONE	IP ADDRESS	O/S
Epson LQ590	Clerks Office A	0009589				
HP Laser Jet P1505n	Clerks Office A	0009215				
HP Laser Jet P1006	Clerks Office A	0009484				
Epson LQ590	Clerks Office A	0010981				
HP Laser Jet P11002w (Supervisors)	Clerks Office A	0011939				
HP Laser Jet P3015	Clerks Office A	0012187	x			
Epson LQ590	Clerks Office B	0010203				
HP Laser Jet P1006	Clerks Office B	0009551				
Epson LQ590	Clerks Office B	0010245				
HP Laser Jet P11002w	Clerks Office C	0012036				
HP Laser Jet P11002w	Regional Managers Office	0010301				
HP Laser Jet P11002w	Regional Managers Office	0010933				
Brother Laser Jet Printer HL1450	Regional Managers Office	0006344				

MCE Plant #124-2



Meat Plant #125

Computers

Total: 7

COMPUTER NAME	LOCATION	ASSET TAG #	NETWORKED	STAND ALONE	IP ADDRESS	O/S
MCE-125-10729	Clerks Front Office	0010729		x		Win 7
12345678-Think	Clerks Front Office	No Tag		x		Win 7
Enduser-Think	Clerks Front Office	0011721		x		Win 7
MCE-125-10730	Clerks Rear Office	0010730	x		192.168.1.3	Win 7
Maryland-a1d06a (Smoke HSE Computer)	Clerks Rear Office	0008693	x		192.168.1.2	
DPSCS745-DAAC75 (Supervisor)	Clerks Rear Office	008861	x		192.168.1.1	Win XP
State-8x bwe694g	Seasoning Room	0006222		x		Win 2000

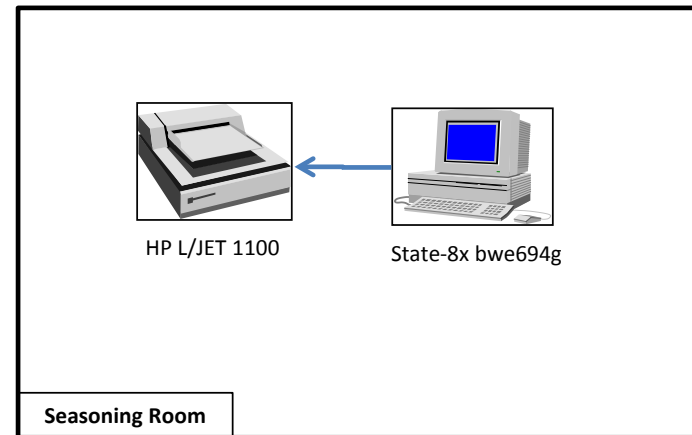
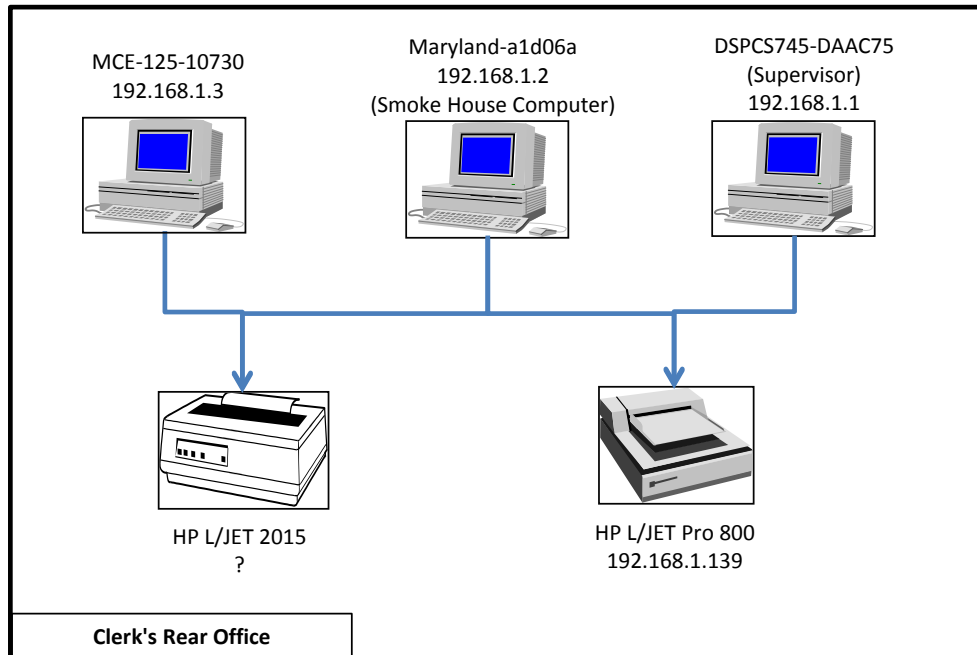
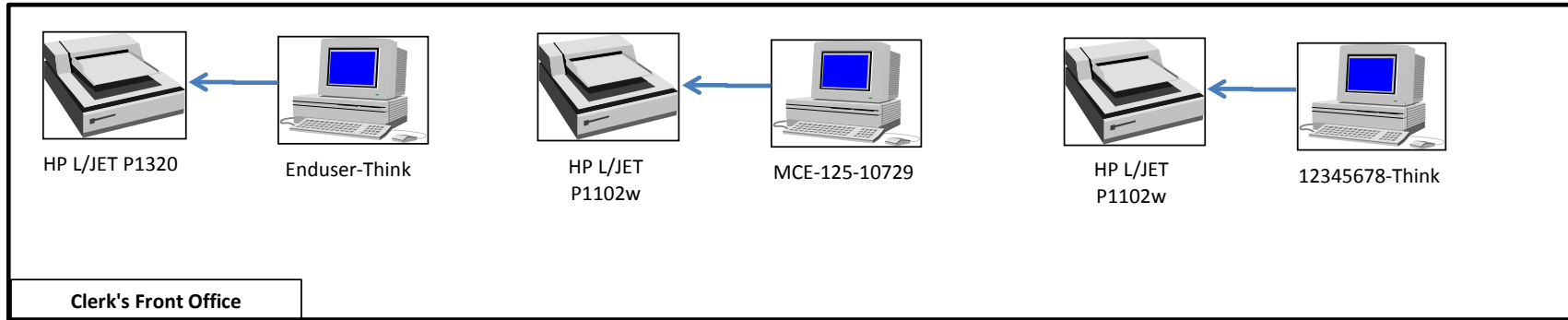
MCE Plant #125

Printers

Total: 6

PRINTER NAME	LOCATION	ASSET TAG #	NETWORKED	STAND ALONE	IP ADDRESS	O/S
HP Laser Jet P1102w	Clerks Front Office	0010718		x		
HP Laser Jet P1102w	Clerks Front Office	0011757		x		
HP Laser Jet P1320	Clerks Front Office	0008212		x		
HP Laser Jet P2015	Clerks Rear Office	0008603	x			
HP Office Jet Pro 800	Clerks Rear Office	0011106	x		192.168.1.139	
HP Laser Jet P1100	Seasoning Room	0005269		x		

MCE Plant #125



MCE Plant #133

NAME:	USER, NAME (position) e.g. Plant Manager, Clerk
ASSET TAG #	000XXX
COMPUTER	HPZ 210-11031
MONITOR	11049
COMPUTER NAME	MCE - 11031
CPU:	INTEL CORE i5-2400
OPERATING SYSTEM	Windows 7 professional 64-bit
RAM	8.00 GB
IP	192.168.1.3
MAC (Physical Address)	2C-41-38-8B-2A-86
Printer(1)	HP - LASERJET 600 M601 (0011206)
Printer(2)	HP - LASERJET 600 M601 (0011205)
Printer(3)	HP DESIGN JET T1100 44in P3 (0008734)
Printer(4)	
OTHER CONNECTION	Router (00xxxxxx)
INTERNET Y N	

NAME:	George Nolan plant Manager 133-W
ASSET TAG #	DPSCS-IT&CD 03017165
COMPUTER	DELL OPTIPLEX 745
MONITOR	DELL
COMPUTER NAME	DELL
CPU:	DELL
OPERATING SYSTEM	Window Prpfessional XP
RAM	1.99gb
IP	10.20.38.122
MAC (Physical Address)	00:18:8B:62:CA:9D
Printer(1)	HP LaserJet P1102W (0010932)
Printer(2)	
Printer(3)	
Printer(4)	
OTHER CONNECTION	
INTERNET Y N	Yes

MCE Plant #133

NAME:	Mathew Hall - RM
ASSET TAG #	DPSCS - Dell 094802
COMPUTER	Dell Optiplex 790
MONITOR	Dell E1912H
COMPUTER NAME	DPSCS UQG3N4N
CPU:	Intel® Core™ i5-2400 CPU @ 3.10GHz
OPERATING SYSTEM	Windows 7 professional 32-bit
RAM	4.00 GB
IP	10.22.30.173
MAC (Physical Address)	18-03-73-E7-5C-FA
Printer(1)	HP LaserJet P1006 (0008969)
Printer(2)	
Printer(3)	
Printer(4)	
OTHER CONNECTION	
INTERNET Y N	Y

NAME:	Ricky Martin
ASSET TAG #	10504
COMPUTER	Dell Optiplex GX620
MONITOR	Dell
COMPUTER NAME	
CPU:	Pentium® 4 cPU 2.8 GHz
OPERATING SYSTEM	MS Windows XP Pro Version 2002
RAM	2.00 GB
IP	
MAC (Physical Address)	
Printer(1)	HP Laser Jet P1102w - 0010929
Printer(2)	EpsomLQ-590-0010502
Printer(3)	
Printer(4)	
OTHER CONNECTION	Brother Intellifax 4100e - 0009738 APC Surg Protector ES450-00109178
INTERNET Y N	N

MCE Plant #133

NAME:	USER, NAME (position) e.g. Plant Manager, Clerk
ASSET TAG #	000XXX
COMPUTER	HPZ 210-11031
MONITOR	11049
COMPUTER NAME	MCE - 11031
CPU:	INTEL CORE i5-2400
OPERATING SYSTEM	Windows 7 professional 64-bit
RAM	8.00 GB
IP	192.168.1.3
MAC (Physical Address)	2C-41-38-8B-2A-86
Printer(1)	HP - LASERJET 600 M601 (0011206)
Printer(2)	HP - LASERJET 600 M601 (0011205)
Printer(3)	HP DESIGN JET T1100 44in P3 (0008734)
Printer(4)	
OTHER CONNECTION	Router (00xxxxxx)
INTERNET Y N	

NAME:	Nova L. Andrews Jr. Plant Manager
ASSET TAG #	MCE 0010668
COMPUTER	DELL Windows7 Pro OA
MONITOR	MCE 0008975
COMPUTER NAME	Dell
CPU:	
OPERATING SYSTEM	
RAM	
IP	
MAC (Physical Address)	
Printer(1)	HP Laserjet Model P1006(0008977)
Printer(2)	
Printer(3)	
Printer(4)	
OTHER CONNECTION	
INTERNET Y N	Y

MCE Plant #133

NAME:	Clerk
ASSET TAG #	MCE 0009556
COMPUTER	Windows XP Professional OEM Software
MONITOR	ACER MCE 0009547
COMPUTER NAME	DELL
CPU:	
OPERATING SYSTEM	
RAM	
IP	
MAC (Physical Address)	
Printer(1)	HP Laserjet Model P1006(0009564)
Printer(2)	
Printer(3)	
Printer(4)	
OTHER CONNECTION	
INTERNET Y N	N

NAME:	Clerk
ASSET TAG #	MCE 0011722
COMPUTER	Lenovo Think Centre Windows 7 Pro OA
MONITOR	ACER MCE 0009548
COMPUTER NAME	Lenovo Think Centre Windows 7 Pro OA
CPU:	
OPERATING SYSTEM	
RAM	
IP	
MAC (Physical Address)	
Printer(1)	OKI Microline 490(0010707)
Printer(2)	
Printer(3)	
Printer(4)	
OTHER CONNECTION	
INTERNET Y N	N

MCE Plant #133

NAME:	Nova L. Andrews Jr. Plant Manager
ASSET TAG #	
COMPUTER	
MONITOR	
COMPUTER NAME	
CPU:	
OPERATING SYSTEM	
RAM	
IP	
MAC (Physical Address)	
Printer(1)	
Printer(2)	
Printer(3)	
Printer(4)	
OTHER CONNECTION	Brother Intellifax (MCE 0008977)
INTERNET Y N	

NAME:	
ASSET TAG #	
COMPUTER	
MONITOR	
COMPUTER NAME	
CPU:	
OPERATING SYSTEM	
RAM	
IP	
MAC (Physical Address)	
Printer(1)	
Printer(2)	
Printer(3)	
Printer(4)	
OTHER CONNECTION	
INTERNET Y N	

Laundry Plant #133-H

Computers

Total: 2

COMPUTER NAME	LOCATION	ASSET TAG #	NETWORKED	STAND ALONE	IP ADDRESS	O/S
Think-Tag-11722	Clerks Office	0011722	x		192.168.1.4	Win 7
	Clerks Office	0009556	x		192.168.1.3	Win XP

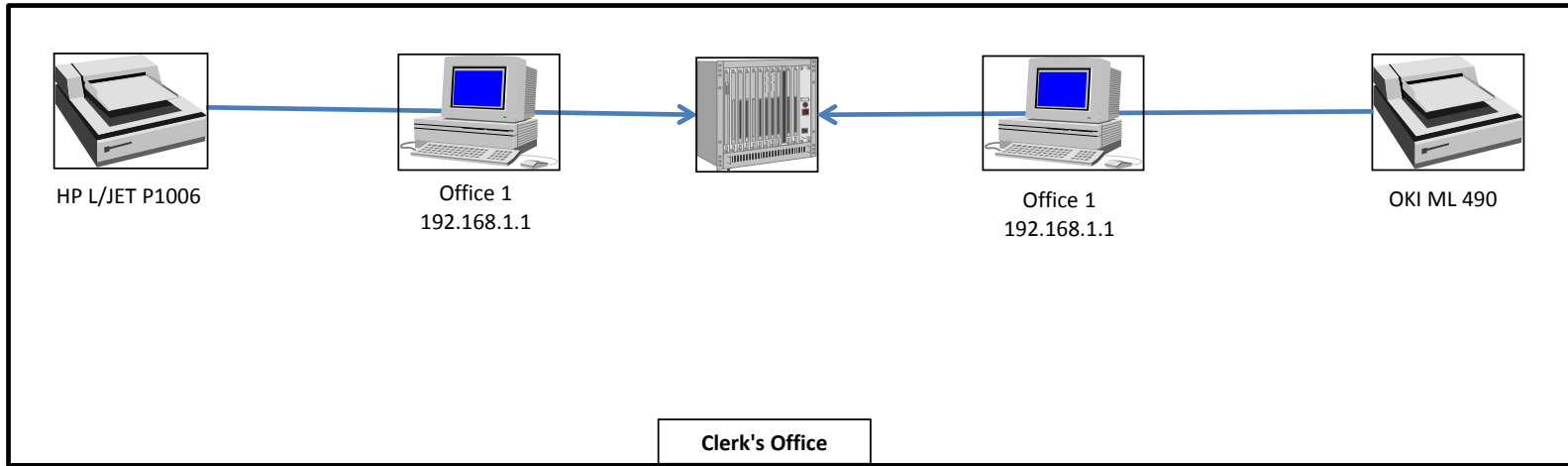
MCE Plant #133-H

Printers

Total: 2

PRINTER NAME	LOCATION	ASSET TAG #	NETWORKED	STAND ALONE	IP ADDRESS	O/S
HP Laser Jet P1006	Clerks Office	0009564		x		
OKI ML 490	Clerks Office	0010707		x		

MCE Plant #133-H



M.C.I.-J Graphics Plant #140

Computers

Total: 23

Computer Name	Location	Asset Tag	Networked	TCP / IP	OS
Rampage Server (Black)	Pre Press #2 (Anthony)	0007364			
Pre Press 4	Pre Press #1 (typeset)	0009087	Yes	150.0.0.56	MAC 10.6.7
Pre Press 2	Pre Press #2 (typeset) Johnson	0009088	Yes	150.0.0.52	MAC OSX
Pre Press 1	Pre Press #2 (typeset) Supervisor	0009090	Yes	150.0.0.57	MAC OSX
DPSCSDP-MJ9TIKS	Main Office (Plant Manager)	0009345		10.22.220.49	Win Pro 32-bits
mce-140.	Main Office (Quotes)	0010099	Yes	150.0.0.21	Win XP Pro 2002 Service pack-3
Purchasing	Main Office (Data Entry)	0010369	Yes	150.0.0.15	Win XP Pro 2002 Service pack-3
MCE 140-10401	Main Office (customer service)	0010401	Yes	150.0.0.25	Win XP Pro 2002 Service pack-4
Pre Press 5	Pre Press #1 (typeset) Dave	0010408	Yes	150.0.0.54	MAC OS 10 version. 10.6.8
Pre Press 6	Pre Press #1 (typeset) Oscar	0010409	Yes	150.0.0.55	MAC OS 10 version. 10.6.9
Press Floor	Press Floor Office	0010572	Yes	150.0.0.20	Win XP
CPG Think	Main Office (Payroll)	0010652	Yes	150.0.0.80	Win 7 32-bit Pre.
MCE-148-10743	Main Office (Job Entry)	0010703	Yes	150.0.0.92	Win 7 32-bit
MCE 113-10639	Bindery Office (Bobby)	0010751	Yes	150.0.0.66	Win 7 32-bit
MCE-140-11079	Main Office (Purchasing)	0011079	Yes	150.0.0.40	Win 7 64-bit
MCE 145-11330	Bindery Office (supervisor)	0011331	Yes	150.0.0.85	Win 7 32-bit
MCE 145-11330	Bindery Office	0011332	Yes	150.0.0.152	Win 7 64-bit
MCE--140	Pre Press #1 (Jacket Writer)	0011713	Yes	150.0.0.91	Win 7 64-bit
MCE 140-11764	Pre Press #2 (typeset) Cirincione	0011802	Yes		Win 7 32-bit
MCE 140-11767	Stock Room	0011803	Yes	150.0.0.5	Win 7 32-bit
PROOFER	Pre Press #2 (typeset) Hester	0011887	Yes	150.0.0.53	MAC OSX
Pre Press 8	Pre Press #2 (typeset) Merritt	0012084	Yes	150.0.0.51	MAC OSX
Pre Press 3	Pre Press #2 (typeset) Wallace	0012172	Yes	150.0.0.50	MAC OSX
DPSCSDP-ZPGLR37	Main Office (Production Manager)			10.22.220.245	Win Pro 32-bits
AS-400	Main Office (Payroll)	0002823		C 14001	
SECURITY SYSTEM	ZMODO	0012092			
Switch (24)	Pre Press #2	0010058			
Switch (24)	Main Office	0010057			
Network Storage Device	Main Office	0010253			
	Indicates not on Asset List				

MCE Sew Plant

SHOP #142

Computers

Total: 13

COMPUTER NAME	LOCATION	ASSET TAG #	NETWORKED	STAND ALONE	IP ADDRESS	O/S
Unitone	Plant Manager's Office	0006286	X		192.168.0.254	Win 2000
142WS1	Clerks Office A	00010705	X		192.168.0.23	Fedora Linux
142WS2	Production Floor	0009259	X		192.168.0.8	Fedora Linux
142-Server1	Clerks Office A	0006579	X		192.168.0.2	Fedora Linux
142-Server2	Clerks Office A	0011994	X		192.168.0.22	Fedora Linux
MCE-142-10280	Clerks Office A	00010280	X		192.168.0.20	Win XP SP3
MCE-142-10277	Clerks Office A	00010277	X		192.168.0.6	Win XP SP3
MCE-142-10706	Production Floor	00010706	X		192.168.0.100	Win 7
DPSCS-BOE04D	Clerks Office B	0008574	X		192.168.0.10	Win XP SP2
MCE-74STQB1	Clerks Office B	0008185	X		192.168.0.12	Win XP SP2
MCE-113-9281	Clerks Office B	0009339	X		192.168.0.11	Win XP SP3
MCE-144-11330	Supervisors Office B	0011566	X		Not Connected	Win 7
DPSCS-4CCF7A239.dpscs.ad.icj.mdstate	Plant Manager's Office	0010669	X		Internet IP	Win XP SP3

MCE Sewing Plant

SHOP #142

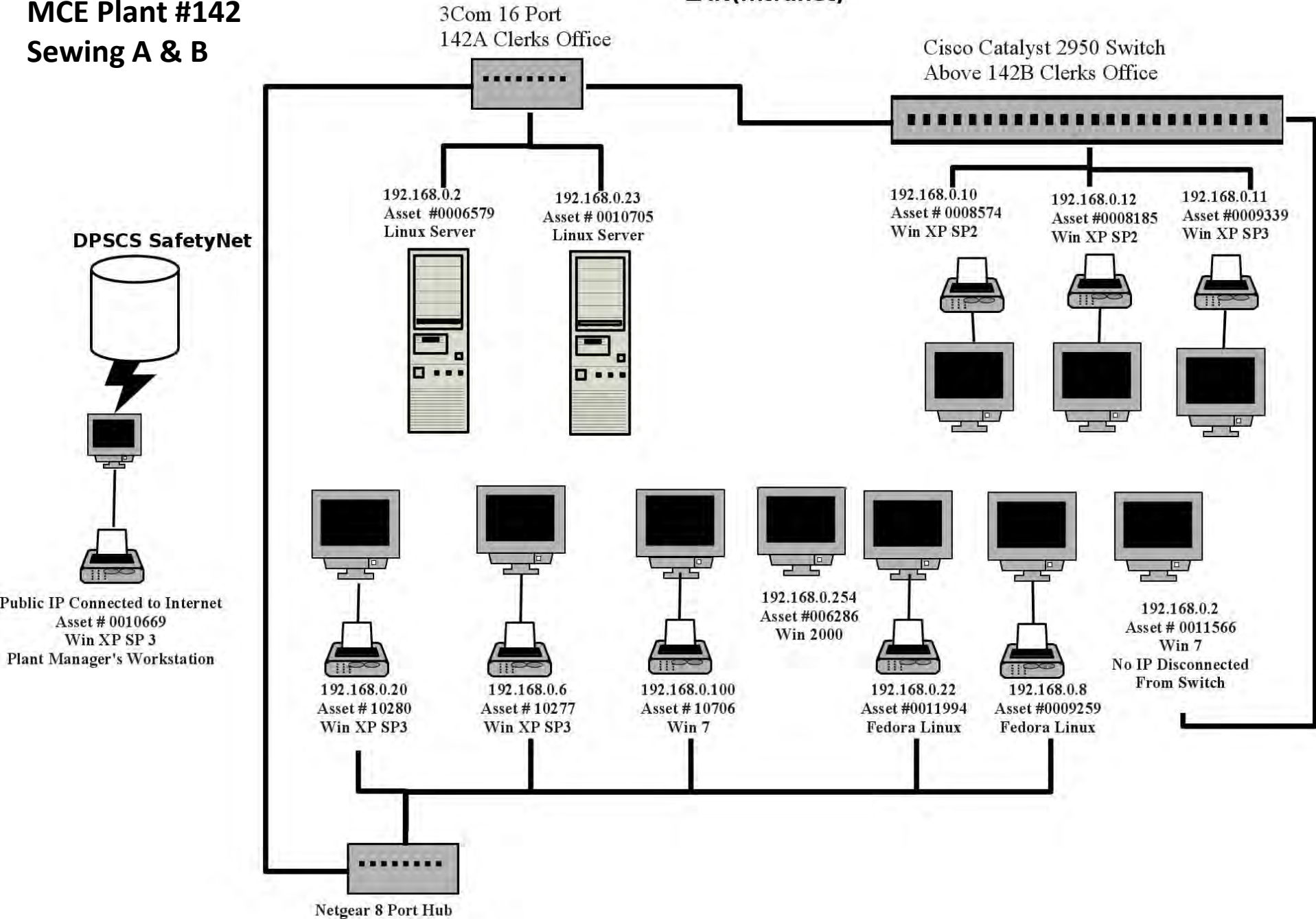
PRINTERS

Total 12

PRINTER NAME	LOCATION	Asset Tag #	Networked	Stand Alone	IP ADDRESS	O/S
Epson LQ 590	Clerks Office B	9225		X	N/A	
HL-5240	Clerks Office A	8760		X	N/A	
Laserjet 1100	Production Floor	5332		X	N/A	
Laserjet 1320N	Clerks Office B	8031		X	N/A	
Laserjet 1320N	Clerks Office B	9517		X	N/A	
Laserjet P1005	Supervisors Office B	9214		X	N/A	
Laserjet P1005	Clerks Office B	9212		X	N/A	
Laserjet P1006	Clerks Office A	8779		X	N/A	
Laserjet P1102W	Clerks Office A	10695		X	N/A	
Laserjet P1102W	Plant Manager's Office	10696		X	N/A	
Laserjet P1102W	Production Floor	0011286		X	N/A	
Panasocic KXP-1150	Clerks Office A	6473		X	N/A	

MCE Plant #142 Sewing A & B

Plant #142 A & B LAN(Intranet)



Graphics #145 Computer Configuration

Name	Type	Location	TCP/IP Address	Notes
CP5525	Printer (Color)	Clerk's Office	192.168.1.110	
HP3010	Printer (B&W)	Layout	192.168.1.95	
MCE-145-11330	PC	Clerk's Office	192.168.1.19	
Scan	PC	Clerk's Office	192.168.1.99	
MCE-145-10624	PC	Clerk's Office	192.168.1.02	
MCE-145-11330	PC	Clerk's Office	192.168.1.06	
Graphics	PC	Clerk's Office	192.168.1.103	
Canon 9065	Printer (Color)	Layout	192.168.1.106	
Imagesetter	PC	Layout	192.168.1.88	
Typeset1	MAC	Layout	192.168.1.82	
Typeset2	MAC	Layout	192.168.1.84	
Typeset3	MAC	Layout	192.168.1.72	
Boss	PC	Main Office	192.168.1.41	
Synology 24TB NAS	NAS	Clerk's Office	192.168.1.248	

MCE Graphics #145	
User Name & Location	Roger - Clerk's Office
Asset Tag:	#9780
Computer Type	Dell Vostro 220
Monitor Tag	#7529 & #10700
Computer Name	Graphics
CPU	Intel Core 2 Duo
Operating System	Windows XP, Service Pack 3
RAM	2 GB
IP	192.168.1.103
MAC (Physical Address)	00-21-9B-BD-0A
Printers	Epson LQ-590 (#10081)
	Dymo Labelwriter 330 Turbo (#6784)
Other Connections	
Intranet	Yes
Internet	No
Phone	No

User Name & Location	Jermaine - Clerk's Office
Asset Tag:	#10624
Computer Type	HP 505B
Monitor Tag	#4944
Computer Name	MCE-145-10624
CPU	AMD Athlon II x2 220 Processor
Operating System	Windows 7 Professional
RAM	2 GB
IP	192.168.1.2
MAC (Physical Address)	E0-69-95-0C-04-A3
Printers	
Other Connections	
Intranet	Yes
Internet	No
Phone	No

MCE Graphics #145	
User Name & Location	Larry - Clerk's Office
Asset Tag:	#10640
Computer Type	HP Compaq 6005 Pro SFF
Monitor Tag	#11551
Computer Name	Jacketwriter
CPU	AMD Sempron 145 Processor
Operating System	Windows 7 Professional
RAM	2 GB
IP	192.168.1.49
MAC (Physical Address)	D4-85-64-B5-94-9B
Printers	HP Laserjet P4014N (#10716)
Other Connections	
Intranet	Yes
Internet	No
Phone	No

User Name & Location	Tavon - Clerk's Office
Asset Tag:	10244
Computer Type	Intel
Monitor Tag	6555
Computer Name	scan
CPU	Pentium 4
Operating System	Windows XP, Service Pack 3
RAM	1 GB
IP	192.168.1.99
MAC (Physical Address)	00-0D-60-D2-06-5A
Printers	
	Canon DR3080C II Scanner (#9959)
Other Connections	
Intranet	Yes
Internet	No
Phone	No

MCE Graphics #145	
User Name & Location	Bob - Clerk's Office
Asset Tag:	
Computer Type	
Monitor Tag	
Computer Name	
CPU	
Operating System	
RAM	
IP	
MAC (Physical Address)	
Printers	
Other Connections	
Intranet	Yes
Internet	No
Phone	No

User Name & Location	UPS Machine - Clerk's Office
Asset Tag:	10489
Computer Type	HP Compaq nc6400
Monitor Tag	N/A
Computer Name	MCE-145-XXXX
CPU	Intel Core 2
Operating System	Windows XP, Service Pack 3
RAM	1 GB
IP	N/A
MAC (Physical Address)	00-1B-77-8C-9D-06
Printers	Zebra ZP-450 UPS Label Printer (No tag)
	HP Laserjet P1102W (#10578)
Other Connections	
Intranet	No
Internet	No
Phone	Yes

MCE Graphics #145	
User Name & Location	Jim - Supervisor's Office
Asset Tag:	#8765
Computer Type	Dell
Monitor Tag	#9346 (Shared)
Computer Name	MCE-145-8765.dpscs.ad.icj.mdstate
CPU	Intel Core 2
Operating System	Windows XP, Service Pack 3
RAM	2 GB
IP	10.22.220.50
MAC (Physical Address)	00-18-8B-61-6C-68
Printers	Laser Printer P1006 (#9335)
Other Connections	
Intranet	No
Internet	Yes
Phone	No

User Name & Location	
User Name & Location	Jim - Supervisor's Office
Asset Tag:	#10704
Computer Type	HP Compaq 6005
Monitor Tag	#9346 (Shared)
Computer Name	Boss
CPU	AMD Sempron 145
Operating System	Windows 7
RAM	2 GB
IP	192.168.1.41
MAC (Physical Address)	D4-85-64-B8-4C-7A
Printers	
Other Connections	
Intranet	Yes
Internet	No
Phone	No

MCE Graphics #145	
User Name & Location	Jerome - Typesetting
Asset Tag:	11330
Computer Type	lenova
Monitor Tag	#9905
Computer Name	MCE-145-11330
CPU	Pentium CPU G630
Operating System	Windows 7
RAM	6 GB
IP	192.168.1.6
MAC (Physical Address)	8C-89-A5-7A-C6-72
Printers	
Other Connections	
Intranet	Yes
Internet	No
Phone	No

User Name & Location	Imagesetter -Typesetting
Asset Tag:	#7229 (CPU & Imagesetter)
Computer Type	v770
Monitor Tag	#9778
Computer Name	MAKO36
CPU	Pentium 4
Operating System	Windows XP, Service Pack 2
RAM	.240 MB
IP	192.168.1.88
MAC (Physical Address)	00-11-11-12-AD-CB
Printers	ECRM Mako36 Imagesetter (Prints film)
Other Connections	
Intranet	Yes
Internet	No
Phone	No

MCE Graphics #145	
User Name & Location	Pete - Typesetting
Asset Tag:	#10407
Computer Type	iMac
Monitor Tag	N/A
Computer Name	Typeset1
CPU	3.06 Ghz Intel Core i3
Operating System	MAC OS X 10.6.5
RAM	12 GB
IP	192.168.1.82
MAC (Physical Address)	c8-bc-c8-95-0e-e1
Printers	
Other Connections	
Intranet	Yes
Internet	No
Phone	No

User Name & Location	
User Name & Location	Neal - Typesetting
Asset Tag:	#10410
Computer Type	iMac
Monitor Tag	N/A
Computer Name	Typeset1
CPU	3.06 Ghz Intel Core i3
Operating System	MAC OS X 10.6.5
RAM	12 GB
IP	192.168.1.84
MAC (Physical Address)	c8-bc-c8-96-0a-a3
Printers	
Other Connections	
Intranet	Yes
Internet	No
Phone	No

Furniture Plant #146

Computers

Total: 5

COMPUTER NAME	LOCATION	ASSET TAG #	NETWORKED	STAND ALONE	IP ADDRESS	O/S
Lenova Tower	Clerks Office	0012096		x		
Lenova Tower	Clerks Office	0012095		x		
Lenova Tower	Clerks Office	0011084		x		
Lenova Tower	Plant Managers Office	0011337		x		
Intel Tower	Plant Managers Office	0006383		x		

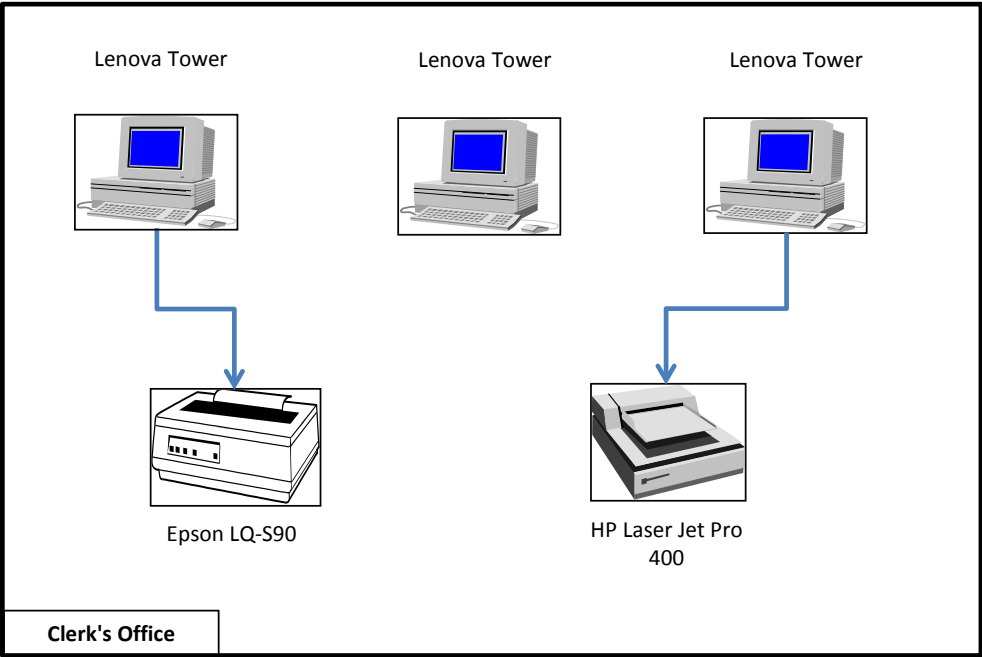
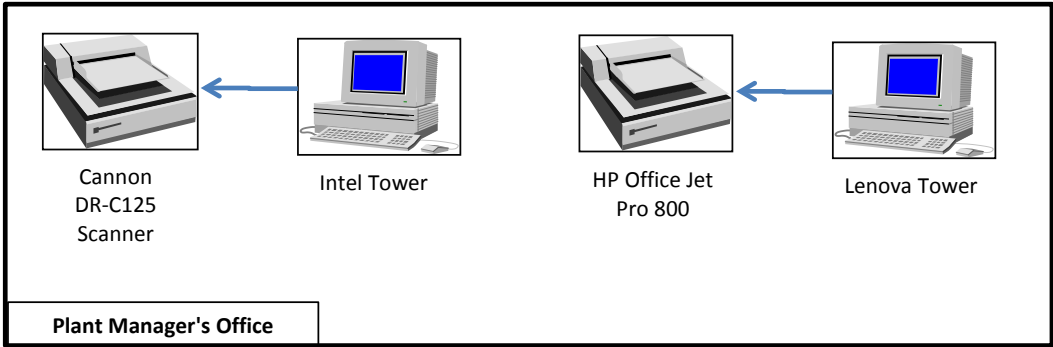
MCE Plant #146

Printers

Total: 4

PRINTER NAME	LOCATION	ASSET TAG #	NETWORKED	STAND ALONE	IP ADDRESS	O/S
Epson LQ-S90	Clerks Office	0008909		x		
HP Laser Jet Pro 400	Clerks Office	0012094		x		
HP Office Jet Pro 800	Plant Managers Office	0010906		x		
Cannon DR-C125 Scanner	Plant Managers Office	0011930		x		

MCE Plant #146



DESIGN PLANT #148
COMPUTER INFORMATION

NAME:	Plant Manager's Office
COMPUTER	HPZ 210-11038
MONITOR	11057
COMPUTER NAME	MCE-11038
CPU:	INTEL CORE i5-2400
OPERATING SYSTEM	Windows 7 professional 64-bit
RAM	8.00 GB
IP	192.168.1.20
MAC (Physical Address)	2C-41-38-8B-2A-85
Printer(1)	HP - LASERJET 600 M601 (0011206)
Printer(2)	HP LASERJET 5550N (007586)
Printer(3)	HP - LASERJET 600 M601 (0011205)
Printer(4)	HP DESIGN JET T1100 44in P3 (0008734)

NAME:	Plant Manager's Office (2)
COMPUTER	Optiplex 745
MONITOR	11183
COMPUTER NAME	MCE -
CPU:	
OPERATING SYSTEM	Windows XP Professional
RAM	1.99 GB
IP	10.22.58.237
MAC (Physical Address)	00-18-8B-61-90-9F
Printer(1)	HP LASERJET 1200 (0007805)
Printer(2)	
Printer(3)	
Printer(4)	

DESIGN PLANT #148
COMPUTER INFORMATION

NAME:	Theresa Adams (Clerk)Team Leader
COMPUTER	HPZ 210-11031
MONITOR	11049
COMPUTER NAME	MCE - 11031
CPU:	INTEL CORE i5-2400
OPERATING SYSTEM	Windows 7 professional 64-bit
RAM	8.00 GB
IP	192.168.1.3
MAC (Physical Address)	2C-41-38-8B-2A-86
Printer(1)	HP - LASERJET 600 M601 (0011206)
Printer(2)	HP - LASERJET 600 M601 (0011205)
Printer(3)	HP DESIGN JET T1100 44in P3 (0008734)
Printer(4)	
NAME:	Bronwynn Byers (Team Leader)
COMPUTER	HPZ 210-11035
MONITOR	11055
COMPUTER NAME	MCE -11035
CPU:	INTEL CORE i5-2400
OPERATING SYSTEM	Windows 7 professional 64-bit
RAM	8.00 GB
IP	192.168.1.11
MAC (Physical Address)	2C-41-38-93-8D-96
Printer(1)	HP - LASERJET 600 M601 (0011206)
Printer(2)	HP - LASERJET 600 M601 (0011205)
Printer(3)	HP DESIGN JET T1100 44in P3 (0008734)
Printer(4)	

DESIGN PLANT #148
COMPUTER INFORMATION

NAME:	KIMBERLEY HRICKO (Team Leader)
COMPUTER	HPZ 210-11041
MONITOR	11054
COMPUTER NAME	MCE-11041
CPU:	INTEL CORE i5-2400
OPERATING SYSTEM	Windows 7 professional 64-bit
RAM	8.00 GB
IP	192.168.1.2
MAC (Physical Address)	2C-41-38-8B-2D-F5
Printer(1)	HP - LASERJET 600 M601 (0011206)
Printer(2)	HP - LASERJET 600 M601 (0011205)
Printer(3)	HP DESIGN JET T1100 44in P3 (0008734)
Printer(4)	
NAME:	Carol Pollard (Team Leader)
COMPUTER	HPZ 210-11027
MONITOR	11053
COMPUTER NAME	MCE-11027
CPU:	INTEL CORE i5-2400
OPERATING SYSTEM	Windows 7 professional 64-bit
RAM	8.00 GB
IP	192.168.1.14
MAC (Physical Address)	2C-41-38-8B-2D-C9
Printer(1)	HP - LASERJET 600 M601 (0011206)
Printer(2)	HP - LASERJET 600 M601 (0011205)
Printer(3)	HP DESIGN JET T1100 44in P3 (0008734)
Printer(4)	

DESIGN PLANT #148
COMPUTER INFORMATION

NAME:	SARAH NORWOOD
COMPUTER	HPZ 210-11036
MONITOR	11059
COMPUTER NAME	MCE-148-11036
CPU:	INTEL CORE i5-2400
OPERATING SYSTEM	Windows 7 professional 64-bit
RAM	8.00 GB
IP	192.168.1.7
MAC (Physical Address)	2C-41-38-8B-2D-F2
Printer(1)	HP - LASERJET 600 M601 (0011206)
Printer(2)	HP - LASERJET 600 M601 (0011205)
Printer(3)	
Printer(4)	

NAME:	VERONICA DERAMOUS
COMPUTER	HPZ 210-11039
MONITOR	11060
COMPUTER NAME	MCE-148-11039
CPU:	INTEL CORE i5-2400
OPERATING SYSTEM	Windows 7 professional 64-bit
RAM	8.00 GB
IP	192.168.1.13
MAC (Physical Address)	2C-41-38-8B-2E-08
Printer(1)	HP - LASERJET 600 M601 (0011206)
Printer(2)	HP - LASERJET 600 M601 (0011205)
Printer(3)	
Printer(4)	

DESIGN PLANT #148
COMPUTER INFORMATION

NAME:	KEISHA BRANSCOMB
COMPUTER	HPZ 210-11032
MONITOR	11062
COMPUTER NAME	MCE-148-11032
CPU:	INTEL CORE i5-2400
OPERATING SYSTEM	Windows 7 professional 64-bit
RAM	8.00 GB
IP	192.168.1.12
MAC (Physical Address)	2C-41-38-8B-2D-15
Printer(1)	HP - LASERJET 600 M601 (0011206)
Printer(2)	HP - LASERJET 600 M601 (0011205)
Printer(3)	
Printer(4)	
NAME:	ROBIN THOMPSON
COMPUTER	HPZ 210-11034
MONITOR	11061
COMPUTER NAME	MCE-148-11034
CPU:	INTEL CORE i5-2400
OPERATING SYSTEM	Windows 7 professional 64-bit
RAM	8.00 GB
IP	192.168.1.4
MAC (Physical Address)	2C-41-38-93-86-A5
Printer(1)	HP - LASERJET 600 M601 (0011206)
Printer(2)	HP - LASERJET 600 M601 (0011205)
Printer(3)	
Printer(4)	

DESIGN PLANT #148
COMPUTER INFORMATION

NAME:	ELVA REID
COMPUTER	HPZ 210-11045
MONITOR	11052
COMPUTER NAME	MCE-148-11045
CPU:	INTEL CORE i5-2400
OPERATING SYSTEM	Windows 7 professional 64-bit
RAM	8.00 GB
IP	192.168.1.8
MAC (Physical Address)	2C-41-38-8B-2D-F1
Printer(1)	HP - LASERJET 600 M601 (0011206)
Printer(2)	HP - LASERJET 600 M601 (0011205)
Printer(3)	
Printer(4)	
NAME:	UNASSIGNED
COMPUTER	HPZ 210-11040
MONITOR	11051
COMPUTER NAME	MCE-148-11040
CPU:	INTEL CORE i5-2400
OPERATING SYSTEM	Windows 7 professional 64-bit
RAM	8.00 GB
IP	192.168.1.9
MAC (Physical Address)	2C-41-38-93-88-D7
Printer(1)	HP - LASERJET 600 M601 (0011206)
Printer(2)	HP - LASERJET 600 M601 (0011205)
Printer(3)	
Printer(4)	

DESIGN PLANT #148
COMPUTER INFORMATION

NAME:	JEANNE CASCIO
COMPUTER	HPZ 210-11030
MONITOR	11058
COMPUTER NAME	MCE-148-11030
CPU:	INTEL CORE i5-2400
OPERATING SYSTEM	Windows 7 professional 64-bit
RAM	8.00 GB
IP	192.168.1.4
MAC (Physical Address)	2C-41-38-93-86-A5
Printer(1)	HP - LASERJET 600 M601 (0011206)
Printer(2)	HP - LASERJET 600 M601 (0011205)
Printer(3)	
Printer(4)	
NAME:	RACHEL HICKS
COMPUTER	HPZ 210-11029
MONITOR	11050
COMPUTER NAME	MCE-148-11029
CPU:	INTEL CORE i5-2400
OPERATING SYSTEM	Windows 7 professional 64-bit
RAM	8.00 GB
IP	192.168.1.10
MAC (Physical Address)	2C-41-38-8B-2D-CA
Printer(1)	HP - LASERJET 600 M601 (0011206)
Printer(2)	HP - LASERJET 600 M601 (0011205)
Printer(3)	
Printer(4)	

RCI Graphics Plant #149

Printers and Scanners

Total: 22

Printer Name	Location	Asset Tag#	Networked	Stand Alone	IP Address
Brother GT-541 Garment Printer	Val. #1	0010888		X	
CanoScan 5600	Back Office	0010862		X	
CanoScan 5600	Shipping Area	0010863		X	
MicroTec i900	Typeset Dept.	0007079		X	
HP ScanJet	Typeset Dept.	0011160		X	
HP ScanJet	Typeset Dept.	0009885		X	
HP ScanJet	Typeset Dept.	0007287		X	
Epson LQ-590 Impact	Shipping Area	0010893		X	
Epson LQ-590 Impact	Typeset Dept.	0011761		X	
Epson LQ-590 Impact	Main Office	0007281		X	
Epson LQ-590 Impact	Inventory Cage	0009590		X	
HP 4100	Tony's Office	0006247	X		192.168.0.2
HP 5550	Val. #1	0008232	X		192.168.0.4
Roland Soljet XC-540	Back Office	0010776	X		192.168.0.6
HP 6015	Val. #1	0011906	X		192.168.0.9
HP 4350	Main Office	0011916	X		192.168.0.10
Ricoh	Val. #1	None Lease	X		192.168.0.11
MVA Laser #1	Val. #2	0010503	X		192.168.149.4
MVA Laser #2	Val. #2	0010504	X		192.168.149.5
MVA Laser #3	Val. #2	0010505	X		192.168.149.6
MVA Thermo #1	Val. #2	0010512	X		192.168.149.7
MVA Thermo #2	Val. #2	0010513	X		192.168.149.8

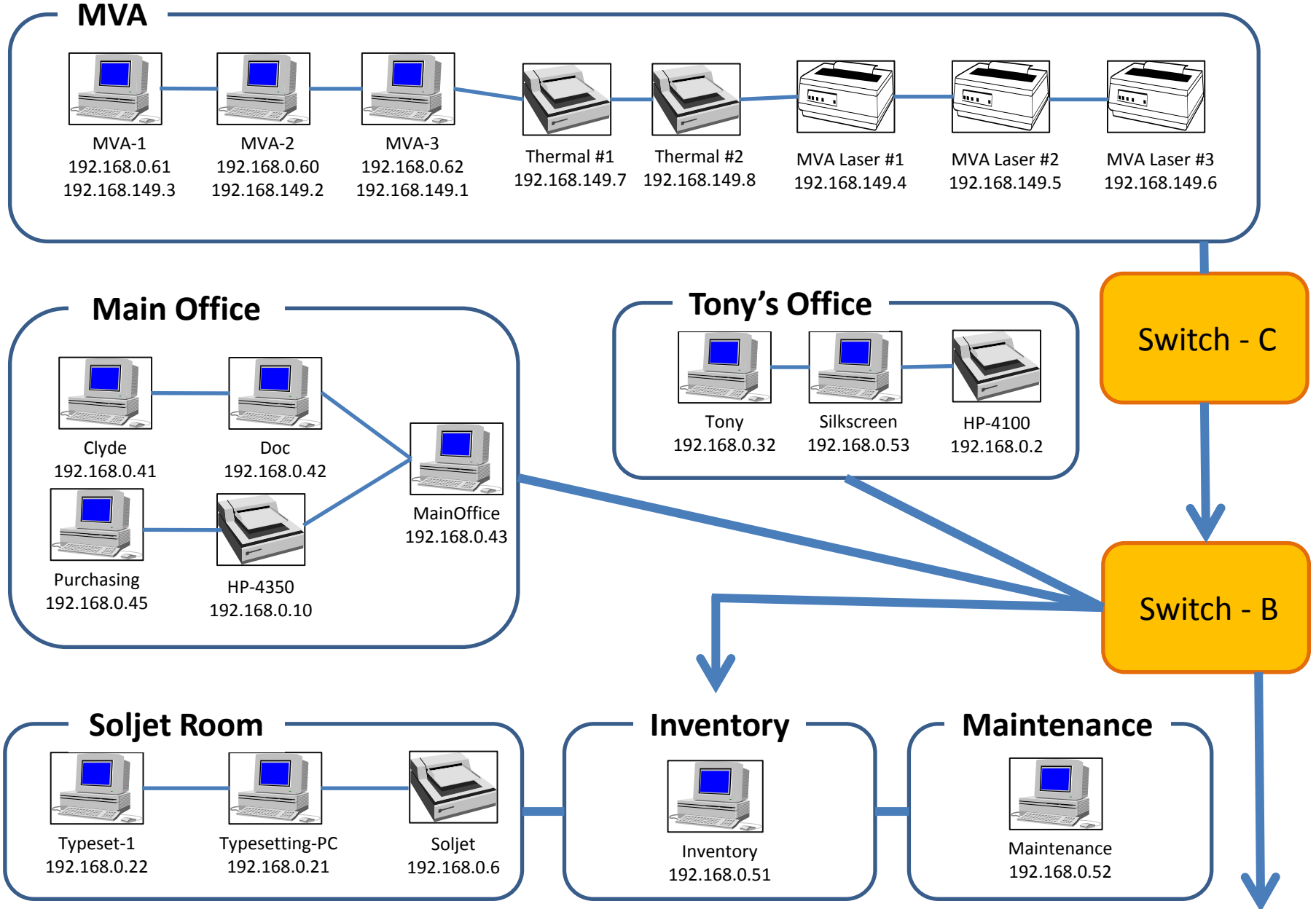
RCI Graphics Plant #149

Computers

Total: 32

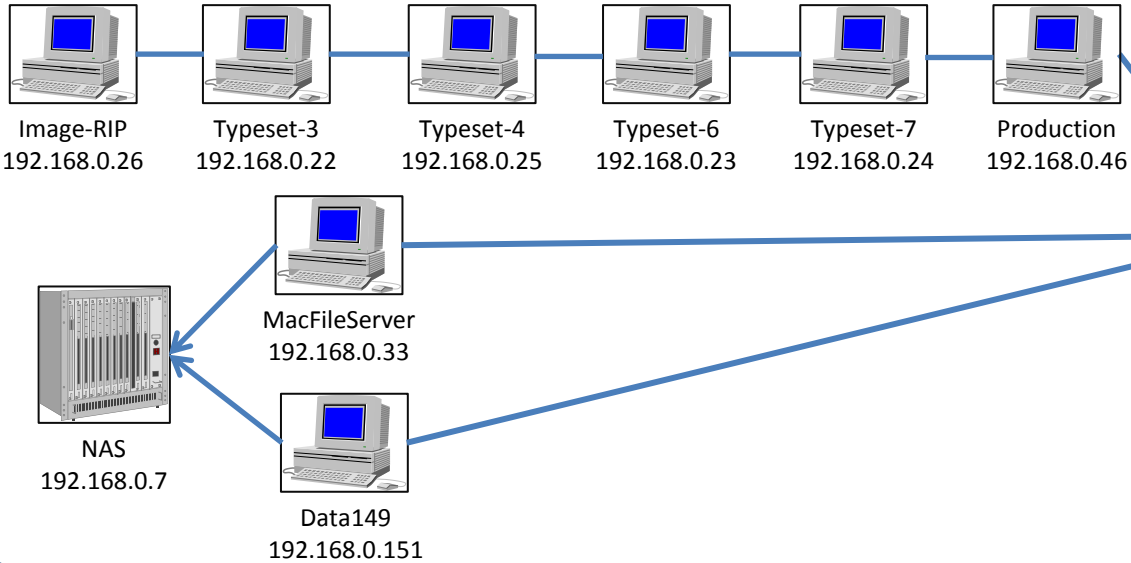
Computer Name	Location	Asset Tag#	Networked	Stand Alone	TCP/IP	OS
Typesetting-PC	Back Office	0010683	X		192.168.0.21	Win 7 64-bit
Soljet RIP	Back Office	0011837	X		192.168.0.29	Win 7 64-bit
Typeset1-Jimmy	Back Office	0009036	X		192.168.0.34	Mountain Lion
Office	Back Office	0011827	X		192.168.0.55	Win 7 64-bit
Inventory	Inventory Cage	0011847	X		192.168.0.51	Win 8 64-bit
Clyde	Main Office	0009775	X		192.168.0.41	XP
Doc	Main Office	0009858	X		192.168.0.42	XP
MainOffice	Main Office	0011849	X		192.168.0.43	Win 8 64-bit
Server	Main Office	0010841	X		192.168.0.45	Win 7 32-bit
Customer_Service	Main Office	0011080	X		192.168.0.47	Win 7 32-bit
MCE-149-10528	Maintenance	0010528	X		192.168.0.52	XP
Shipping-Receive	Shipping Area	0009222	X		192.168.0.48	XP
Prod-Assets	Shipping Area	0010839	X		192.168.0.49	Win 7 32-bit
Shipping Clerk	Shipping Area	0010840	X		192.168.0.50	Win 7 32-bit
Tony G4	Tony's Office	0006435	X		192.168.0.32	Tiger
Silkscreen	Tony's Office	0010838	X		192.168.0.53	Win 7 64-bit
Data149	Typeset Dept.	0011848	X		192.168.0.151	Linux
Typeset3-T	Typeset Dept.	0009092	X		192.168.0.22	Mountain Lion
Typeset6-Chuck	Typeset Dept.	0012125	X		192.168.0.23	Mavericks
Typeset7-Mike	Typeset Dept.	0011108	X		192.168.0.24	Mountain Lion
Typeset4-China	Typeset Dept.	0011109	X		192.168.0.25	Mountain Lion
Image-RIP	Typeset Dept.	0010279	X		192.168.0.26	XP
PrintServer	Typeset Dept.	0007296	X		192.168.0.28	Tiger
MacFileServer	Typeset Dept.	0009179	X		192.168.0.33	Mountain Lion Server
Production	Typeset Dept.	0010842	X		192.168.0.46	Win 7 32-bit
NAS149	Typeset Dept.	0011814	X		192.168.0.7	Linux
Firey Server	Val #1	None Lease	X		192.168.0.12	Win 7 64-bit
GarmentPrinter	Val #1	0010470	X		192.168.0.31	XP
MCE-149-11816	Val #2	0011816	X		192.168.0.54	Win 7 64-bit
MVA-3	Val. #2	0012113	X		192.168.149.1 192.168.0.62	Win 7 64-bit
MVA-2	Val. #2	0012112	X		192.168.149.2 192.168.0.60	Win 7 64-bit
MVA-1	Val. #2	0012111	X		192.168.149.3 192.168.0.61	Win 7 64-bit

R.C.I. Graphics 149



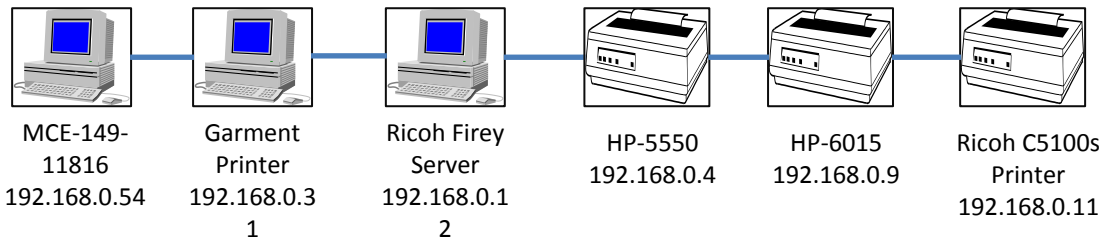
R.C.I. Graphics 149

Typesetting



Switch - D

Digital Print Room



Switch - A

MCE Plant #152

NAME:	RON BROWN, REGIONAL MANAGER
ASSET TAG #	MD ST ID# DELL094549
COMPUTER	DELL OPTIPLEX 790
MONITOR	DELL E1912H
COMPUTER NAME	DPSCSDP-499B6BL
CPU:	INTEL CORE i5-2400 @ 3.10 GHz
OPERATING SYSTEM	WINDOWS 7 PROFESSIONAL 32-bit
RAM	4.00 GB
IP	10.20.25.130
MAC (Physical Address)	54-32-9A-03-69-0B
Printer(1)	HP OFFICEJET PRO 8000 (0010830)
Printer(2)	
Printer(3)	
Printer(4)	
OTHER CONNECTION	NETGAER ROUTER GS108
INTERNET Y N	YES

NAME:	KIRT KENNEY, ASST. W/H MGR.
ASSET TAG #	11766
COMPUTER	LENOVO THINKCENTRE / LENOVO MT 3306
MONITOR	DELL 1707FP (0010519)
COMPUTER NAME	MCE-152-11766
CPU:	INTEL CORE i5-3570 @ 3.4 GHz
OPERATING SYSTEM	WINDOWS 7 PROFESSIONAL 64-bit
RAM	4.00 GB
IP	192.168.152.50
MAC (Physical Address)	00-1E-37-3A-69-E6
Printer(1)	HP LASERJET P2035N (0010530)
Printer(2)	
Printer(3)	
Printer(4)	
OTHER CONNECTION	NETGEAR SWITCH (0010523)
INTERNET Y N	NO

MCE Plant #152

NAME:	DAVID NICHOLS, CLERK
ASSET TAG #	11765
COMPUTER	LENOVO THINKCENTRE / LENOVO MT 3306
MONITOR	DELL 1707FP (0010521)
COMPUTER NAME	MCE-152-10517
CPU:	INTEL CORE i5-3570 @ 3.40 GHz
OPERATING SYSTEM	WINDOWS 7 PROFESSIONAL 64bit
RAM	4.00 GB
IP	192.168.152.2
MAC (Physical Address)	00-1E-37-3A-69-EA
Printer(1)	HP LASERJET P2035N (0010530)
Printer(2)	EPSON LQ-590 (0010367)
Printer(3)	
Printer(4)	
OTHER CONNECTION	NETGEAR SWITCH (0010523)
INTERNET Y N	NO

NAME:	ROBERT SIMMONS, CLERK
ASSET TAG #	11006
COMPUTER	LENOVO THINKCENTRE
MONITOR	DELL 1707FP (0010518)
COMPUTER NAME	MCE-152-11006
CPU:	PENTIUM DUAL-CORE E5800 @ 3.20 GHz
OPERATING SYSTEM	WINDOWS 7 PROFESSIONAL 64 bit
RAM	4.00 GB
IP	192.168.152.75
MAC (Physical Address)	C8-9C-DC-50-BC-3E
Printer(1)	HP LSRJET P2035N (0010530)
Printer(2)	EPSON LQ-590 on MCE-152-10517 (0010367)
Printer(3)	
Printer(4)	
OTHER CONNECTION	NETGEAR SWITCH (0010523)
INTERNET Y N	NO

**BACKUP PROCESSES ALL
MCE BUSINESSS UNITS**

SHOPS	Contact	Service Type
101, 143, and 102	ITCD via Lida Poole	NAS Drive Z Drive backup: System Backup and Recovery services at the ITCD data center. Systems that have databases and files of data backed up.
149	Stephan Compton works with Inmate Clerk(Casper)	1) a copy of files are kept local on their hard-drive 2) these are backed-up to the server then 3) the server backs-up to our NAS Office Department "Database" Backup Procedure: 1) the back-ends are kept on the server then 2) the server backs-up to our NAS Graphics Department Backup Procedure: 1) a copy of files that are being worked on are kept local on their hard-drive 2) these are backed-up to the server then 3) the server backs-up to our NAS
145	Jim Cluster/Melinda Giese works with Inmate Clerk(Roger)	1) a copy of files are kept local on their hard-drive 2) backs-up to our NAS 3) a copy on the Transcend 1 TB external drive
132	Walker, Michele J/.Melinda Giese works with Inmate Clerk(Roger)	1) a copy of files are kept local on their hard-drive 2) backs-up to our NAS 3) a copy on the Transcend 1 TB external drive
111	Chuck Behnke/ Dustin works with Inmate Clerk(Kenny)	1) a copy of files are kept local on their hard-drive 2) backs-up to our NAS
140	Brian Brown works with Inmate Clerk(Roger 145)	1) a copy of files are kept local on their hard-drive 2) backs-up to our NAS 3) a copy on the Transcend 1 TB external drive
113	Linda Matulatus works with Inmate Clerk(Liz)	1) a copy of files are kept local on their hard-drive 2) backs-up to our NAS 3) a copy on the data is copied to flash drive
104	Dan McGarity/Supervisor works with lead inmate clerks	1) a copy of files are kept local on their hard-drive 2) a copy on the data is copied to flash drive

148	Temp Supervisor works with lead inmate clerks	1) a copy of files are kept local on their hard-drive 2) backs-up to our NAS 3) a copy on the Transcend 2 TB external drive
106	Tom Seltzer and Rob Beck works with lead inmate clerks	1) a copy of files are kept local on their hard-drive 2) 2 external drives, one for daily back-up, one for monthly back-up.
109	Tom Seltzer and Rob Beck works with lead inmate clerks	1) a copy of files are kept local on their hard-drive 2) 2 external drives, one for daily back-up, one for monthly back-up.
142	Stuckey/Supervisor works with lead inmate clerks	1) a copy of files are kept local on their hard-drive 2) backed up every day to 2 external drives; secured in supervisor's desk
133E	Art Bennet/Supervisor works with lead inmate clerks	1) a copy of files are kept local on their hard-drive 2) a copy on the kept on external flash drive
133C	Blake Haulsee/Supervisor works with lead inmate clerks	1) a copy of files are kept local on their hard-drive 2) a copy on the kept on external flash drive
133H	Nova Andrews/Supervisor works with lead inmate clerks	1) a copy of files are kept local on their hard-drive 2) a copy on the kept on external flash drive
144/141	Ricky Martin/Supervisor works with lead inmate clerks	1) a copy of files are kept local on their hard-drive 2) a copy on the kept on external flash drive
119	Jeff Peterson/Supervisor works with lead inmate clerks	1) a copy of files are kept local on their hard-drive 2) a copy on the kept on external flash drive
112	Larry Martz/Supervisor works with lead inmate clerks	1) a copy of files are kept local on their hard-drive 2) a copy on the kept on external flash drive
115	Jeff Peterson/Supervisor works with lead inmate clerks	1) a copy of files are kept local on their hard-drive 2) a copy on the kept on external flash drive
124-1	Dave Hornbaker/Supervisor works with lead inmate clerks	1) a copy of files are kept local on their hard-drive 2) a copy on the kept on external flash drive

124-2	Greg Leighty/Supervisor works with lead inmate clerks	1) a copy of files are kept local on their hard-drive 2) a copy on the kept on external flash drive
122	Ron Reeves/Supervisor works with lead inmate clerks	1) a copy of files are kept local on their hard-drive 2) backs-up to our NAS 3) a copy on the external Apricorn drive
123	Supervisor works with lead inmate clerks	1) a copy of files are kept local on their hard-drive 2) a copy on the kept on external flash drive
125	Ron Reeves/Supervisor works with lead inmate clerks	1) a copy of files are kept local on their hard-drive 2) a copy on the external 1TB Transend drive
146 WCI	Denny Patterson/Supervisor works with lead inmate clerks at shop 149	1) a copy of files are kept local on their hard-drive 2) a copy on the kept on external Apricorn drive
150	Matt Hall/Supervisor works with lead inmate clerks at shop 152	1) a copy of files are kept local on their hard-drive 2) a copy on the kept on external Apricorn drive
152	Ron Brown/Supervisor works with lead inmate clerks	1) a copy of files are kept local on their hard-drive 2) a copy on the kept on external flash drive