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Memo

Date: 03/13/2023
To: Economic Development Committee
From: Griffin Leininger, Lead Business Services Representative, DuPage Workforce Development Division
RE: Incumbent Worker Training Application – Koi Computers, Inc.

Established in 1996, Koi Computers delivers high performance computing and information technology solutions to the local, State, and Federal government. Koi Computers configures and integrates custom COTS desktops, servers, storage, and high-performance computing turnkey solutions at the DuPage County facility in Downers Grove.

Koi computers is entering its 28th year in business, having used the same accounting software system from its inception. Unfortunately, this accounting system is antiquated, and is no longer supported. Koi purchased an initial Sage 100 user license, in an effort to review its functionality, and ensure that it would meet current requirements. Koi employees need training on how to operate this new system.

The new accounting software is more integrated, and will help to streamline business, while providing for the ability to scale operations and hire additional employees. This new software will allow for integration with the existing quoting tool, which will help in avoiding manual errors requiring re-entry of a quote into the Sales Order. Additionally, the Production Management module will help to create a Work Order for Koi's integration team, and help to track serial numbers at both the component and system levels. These enhancements will help Koi from not only the operational aspects of the business, but also from a customer support perspective. Further, it will provide for more detailed reporting, useful in data analytics, and in targeting areas for operational improvements.

Description of training includes:

Overview of all Sage 100 modules; User and Security Roles; How to e-mail customer and vendor documents; In-Depth training on General Ledger; In-Depth Training on Accounts Payable; In-depth Training on Accounts Receivable; In-Depth Training on Purchase Order; In-Depth Training on Sales Order; In-Depth Training on Inventory Management; Training on Bank Reconciliation; Training on how to import different types of information, such as customers, accounts, vendors, Open Accounts Receivable Invoices and Open Accounts Payable Invoices; and Production Management Module.

Trainees will receive a certification of completion.

Notes:

- * Koi Computers, Inc. — 7 Employees
- * Located in Downers Grove, IL
- * Number of Incumbent Workers to be Trained: 6
- * Total Amount Approved: \$14,720.00