

- Conversion
- Product Selection
- Technical File Services
- Process Development
- Custom Programming
- Training
- Proactive Maintenance

Furlane[®]

Project Plan

Prepared For

Village of Tuxedo Park

Monday, January 9, 2023

Version 1

Overview

Primary Goal

Summary conversion to QuickBooks Enterprise 2023, remotely hosted by Skyline. Note: If determined in Design phase that 5 separate files are needed, the one initial file build will be replicated prior to financial data to be used for the additional files.

Project Overview

Furlane will provide consulting to assist with a Summary Conversion from QuickBooks Online to QuickBooks Enterprise 2023 in the following phases: Phase 1: Design: Furlane will provide file Design consulting as specified in the Design section of this project plan, specifically in the areas of Company Settings, Chart of Accounts, Estimates, Fixed Asset Manager and Budgeting. Phase 2: File Cleanup: Furlane will provide cleanup guidance to assist client with efficiently cleaning up the file(s) prior to conversion, as specified in the File Cleanup section of this project plan. Phase 3: Summary Conversion: Furlane will complete a Summary Conversion of client data according to the areas and methods specified in the Conversion section of this project plan, which includes Summary Trial Balances from May 2022 thru February 2023. Phase 4: Training: Furlane will provide Training as specified in the Training section of this project plan, including Bank Feeds, Journal Entries, Reconciling Balance Sheet, and Creating/Modifying Reports. Phase 5: ProActive Maintenance: Furlane will provide ongoing support/services as described in the ProActive Maintenance section of this project plan, to include ongoing Email Support, Review/Update of Written Procedure Manual, an Annual File Review after a period of one year, and What's New Training.

Valid through:
Tuesday, January 24, 2023

Total Initial Project	\$	33,705.00
QuickBooks Support	\$	-
Annual PM	\$	8,625.00
Scope Fee Credit (already deducted from total above)	\$	(2,499.00)

Discovery

	Included?	-	Notes	
File Assessments				
1 Perform Standard File Review	No	-		-
2 Lead Standard File Review Call	No	-		-
3 Perform Database Review	No	-		-
4 Lead Database Review Call	No	-		-
5 Perform Diagnostic Review	No	-		-
6 Lead Diagnostic Review Call	No	-		-
Scopes				
1 Discovery Review Scope	No	-		-
2 Summary Conversion Scope	No	-		-
3 Lead Technical Services Scope	No	-		-
4 Technical Services Scope Tech	No	-		-
5 Technical Services Scope - Review	No	-		-
6 Lead Custom Programming Scope	No	-		-
7 Custom Programming Scope Tech	No	-		-
8 Custom Programming Scope Programmer	No	-		-
9 ERP vs QB Review Scope	No	-		-
Extended Process Review				
1 Kickoff Meeting	No	-		-
2 File Review	No	-		-
3 Sales Process	No	-		-
4 Fulfillment Process	No	-		-
5 Accounts Receivable Process	No	-		-
6 Inventory Process	No	-		-
7 Purchasing Process	No	-		-
8 Accounts Payable Process	No	-		-
9 Report and Budgeting Process	No	-		-
10 Month End Close Process	No	-		-
11 Extended Process Review GAP Meeting	No	-		-
12 Process Documentation Finalization	No	-		-
13 Other	No	-		-
Discovery Phase Close				
1 Discovery Phase Close Task	No	-		-

ProActive Maintenance

	Included?	-	Notes	
ProActive Maintenance Kick Off				
1 ProActive Maintenance Kick Off Task	5	-		-
Monthly Bookkeeping				
1 Quantity Per Year		-		-
2 Gather Statements	No	-		-
3 Reconcile Bank Accounts	No	-		-
4 Reconcile CC Accounts	No	-		-
5 Reconcile Inventory to Balance Sheet	No	-		-
6 Reconcile Inventory - Negative Quantity & Balances	No	-		-

7 Reconcile Inventory - Never Negative	No	-	-
8 Reconcile Inventory - Site/Bin - Never Neg.	No	-	-
9 Reconcile Inventory - Serial/Lot - Never Neg.	No	-	-
10 Reconcile Inventory - Enhanced Inventory	No	-	-
11 Reconcile Inventory - Landed Costs	No	-	-
12 Reconcile Inventory - WIP	No	-	-
13 Reconcile Inventory - Cycle Counts	No	-	-
14 Review & Reconcile Prepaid Accounts	No	-	-
15 Review Fixed Asset Threshold	No	-	-
16 Reconcile Webstore Clearing	No	-	-
17 Reconcile Other Asset Accounts	No	-	-
18 Reconcile Other Liability Accounts	No	-	-
19 Post Monthly Allocation Entries	No	-	-
20 Balance Equity Accounts	No	-	-
21 Clean Open Sales Orders	No	-	-
22 Clean Open Purchase Orders	No	-	-
23 Clean Open Estimates	No	-	-
24 Clean Pending Build Assemblies	No	-	-
25 Pre-Reporting Internal Review	No	-	-
26 Pre-Reporting Client Review	No	-	-
27 Other	No	-	-

Weekly Bookkeeping

	Included?	-	Notes
1 Post Estimates/ Sales Orders	No	-	-
2 Post Invoices / Sales Receipts	No	-	-
3 Receive Payments/ Make Deposits	No	-	-
4 Create Purchase Orders	No	-	-
5 Receive Items	No	-	-
6 Create Build Assemblies	No	-	-
7 Enter Bills	No	-	-
8 Enter Checks / CC Transactions	No	-	-
9 Pay Bills / Que for Printing	No	-	-
10 Online Bill Pay with Client Approval	No	-	-
11 Other	No	-	-

Employees (EE) and Payroll

	Included?	-	Notes
1 Review Payroll - Hourly	No	-	-
2 Review Payroll - Salary	No	-	-
3 Employee Setup	No	-	-
4 Additions Management	No	-	-
5 Deductions Management	No	-	-
6 Commission Calculations	No	-	-
7 Commission Approval	No	-	-
8 Expense Report Management	No	-	-
9 Expense Report Approval	No	-	-
10 Expense Report App Management	No	-	-
11 Posting Payroll from outside QB	No	-	-
12 Posting Payroll Accrual	No	-	-
13 Importing Job Cost Time Cards to QB	No	-	-
14 Posting Job Costed Payroll - Using outside payroll service	No	-	-

15 Obtain Payroll Approval	No	-	-
16 Submit Payroll	No	-	-
17 940/941 Tie-Out	No	-	-
18 W2 Tie-Out	No	-	-
19 Interview Accounting Dept Candidates	No	-	-
20 Accounting Dept. Management - RPRS	No	-	-
21 Accounting Dept. Management - Semi-Annual Reviews	No	-	-
22 Other	No	-	-

Financial Reporting	Included?		Notes
1 Create Month End Close Package	No	-	-
2 Cash Flow	No	-	-
3 Budget	No	-	-
4 Standard Financial Reports (P&L, BS, AR, AP)	No	-	-
5 Customized Reports	No	-	-
6 KPI Reporting	No	-	-
7 QBAR Reports	No	-	-
8 Internal Reporting Approval	No	-	-
9 Client Reporting Approval	No	-	-
10 Other	No	-	-

Compliance Reporting	Included?		Notes
1 Pre-1099 Filing Preparation	No	-	-
2 1099 Import to MagFiler	No	-	-
3 1099 Tie Out	No	-	-
4 1099 Client Approval	No	-	-
5 1099 Printing, Mailing / Emailing	No	-	-
6 1099 Filing, Confirm Submission, 1096 Tie Out	No	-	-
7 Sales Tax Preparation, Tie-Out & Approval	No	-	-
8 Sales Tax Submission	No	-	-
9 Tax Return Tie-Out	No	-	-
10 Obtain Tax Return Tie-Out Client Approval	No	-	-
11 Post Tax Return Tie-Out Entries	No	-	-
12 Other	No	-	-

Periodic Review Services	Included?		Notes
1 Accounting Procedure Manual Review and Update	Yes	2.00	Review/Update twice a year
2 Cash Flow Creation	No	-	-
3 Budget Creation	No	-	-
4 Forecasting Creation	No	-	-
5 Review Financial Reports / KPI with Client	No	-	-
6 Perform Data Review (File Review)	Yes	1.00	-
7 Data Review (File Review) Results Meeting	Yes	1.00	-
8 Perform Database Review	No	-	-
9 Database Review Results Meeting	No	-	-
10 Scheduled Open Questions/Training Meetings	No	-	-
11 Unlimited "How To" Email Support	Yes	-	-
12 Other	No	-	-

Software Management	Included?		Notes
----------------------------	------------------	--	--------------

1 Annual Staff What's New Training	Yes	-	-
2 Periodic Rebuild & PCF Roundtrip	No	-	-
3 Install Latest Edition of QuickBooks	No	-	-
4 Fourlane Application Update - Annual	No	-	-
5 Fourlane Application Update - Tech	No	-	-
6 Fourlane Application Update - One-Time	No	-	-
7 Fourlane Application Update - Tech	No	-	-
8 Upgrade Testing - Inside of QuickBooks	No	-	-
9 Upgrade Testing - Connections to QuickBooks	No	-	-
10 Manage Hosting Upgrade	No	-	-

Design and Testing Details

	Included?		Notes
Design and Testing Kick Off			
Design and Testing Kick Off Task	1	-	-
Documentation			
1 Fourlane System Access Setup	No	-	-
2 Written Accounting Process Documentation	Yes	10.00	-
3 Video Accounting Process Documentation	No	-	-
4 Documentation Approval Meeting	No	-	-
5 Project Recording Distribution	Yes	-	-
6 Other	No	-	-
System Design			
1 Company Settings	Yes	-	-
2 Chart of Accounts Organization	Yes	-	Review Fund Accounting/determine path for 5 files with standardized COA for combined reporting or separati
3 Class Usage / Organization	Yes	-	-
4 Customers & Job Usage / Organization	Yes	-	-
5 Items Usage / Organization	Yes	-	-
6 Custom Fields Usage / Organization	Yes	-	-
7 Other Profile Fields Usage / Organization	No	-	-
8 Template Modification	Yes	-	-
9 Setup Users	No	-	-
10 Other	No	-	-
Workflows and Dataflows			
1 Estimates	Yes	-	Permit Handling/Progress Invoicing to track changes
2 Sales Orders	No	-	-
3 SO Fulfillment (Advanced Inventory Device)	No	-	-
4 Invoices / Sales Receipts	Yes	-	-
5 Accounts Receivable	Yes	-	-
6 Prepayments, Deposits, etc	Yes	-	Escrow Handling for permits
7 Pricing - Price levels, Auto Update & Price Updates	No	-	-
8 Multi-Currency	No	-	-
9 Purchase Orders	Yes	-	-
10 PO Management (Advanced Inventory Device)	No	-	-
11 Item Receipts	No	-	-
12 Accounts Payable w/ Approval Process	Yes	-	-
13 Paperless Receipt or Bill Entry	Yes	-	-

14 Inventory	No	-	-
15 Inventory Costing	No	-	-
16 Inventory - Never Negative	No	-	-
17 Inventory - Sites/Bins	No	-	-
18 Inventory - Serial/Lot	No	-	-
19 Inventory - Enhanced Receiving	No	-	-
20 Inventory - Landed Costs	No	-	-
21 Inventory - Consignment	No	-	-
22 Advanced Inventory Cycle Counts	No	-	-
23 Manufacturing - Build Assemblies	No	-	-
24 Manufacturing - Sub-Assemblies	No	-	-
25 Manufacturing WIP	No	-	-
26 Job Budget WorkIP	No	-	-
27 Job WIP / Deferred Revenue	No	-	-
28 POS Workflow	No	-	-
29 FSM Workflow	No	-	-
30 Fixed Asset Workflow	No	-	-
31 FAM Workflow	Yes	-	-
32 Payroll outside QB - Job Costed	No	-	-
33 Payroll in QB	No	-	-
34 Payroll Accrual	No	-	-
35 Payroll outside QB	Yes	-	-
36 Sales Tax	No	-	-
37 Expense Reimbursement	No	-	-
38 Commission	No	-	-
39 Budget Creation	Yes	-	-
40 Forecast Creation	No	-	-
41 Cash Flow Creation	No	-	-
42 Amortization Schedule Creation	No	-	-
43 Month End Close Process	Yes	-	-
44 KPI Reporting	No	-	-
45 Reporting Package	Yes	-	-
46 Other	Yes	-	Funds Transfers

Automation

	Included?	-	Notes
1 App Research	No	-	-
2 App Demos	No	-	-
3 App Decision Consulting Meeting	No	-	-
4 App Integration Consulting	No	-	-
5 Developer Integration Consulting (API)	No	-	-
6 App Connection Assistance	No	-	-
7 Excel Manipulation for TPI Import	No	-	-
8 Report/Data Pull Consulting for TPI Import	No	-	-
9 Other	No	-	-

Testing

	Included?	-	Notes
1 Client Testing Meetings	No	-	-
2 Client Driven Scenarios	No	-	-
3 Design Modifications	No	-	-
4 Client Final Design Approval	No	-	-

5 Create Upload Templates	No	-	-
6 Client Upload Templates Training	No	-	-
Design and Testing Phase Close	Included?	-	Notes
Design and Testing Phase Close Task	1	-	-

File Clean Up Details

File Clean Up Kick Off	Included?	-	Notes
1 File Clean Up Kick Off Task	2	-	-

System	Included?	-	Notes
1 Pull reports before changes	No	-	-
2 What's New Training	No	-	-
3 Rebuild & PCF Roundtrip	No	-	-
4 Install Latest Edition of QuickBooks	No	-	-
5 Upgrade Testing - Inside of QuickBooks	No	-	-
6 Upgrade Testing - Connections to QuickBooks	No	-	-
7 Move to Hosting Provider	No	-	-
8 Manage Hosting Upgrade	No	-	-
9 Other	No	-	-

Lists and P&L	Included?	-	Notes
1 Restructure Chart of Accounts	No	-	-
2 Restructure Class List	No	-	-
3 Restructure Customer/Jobs	No	-	-
4 Restructure Items	No	-	-
5 Restructure Fixed Assets	No	-	-
6 Merge/Split to New COA Structure	No	-	-
7 Merge/Split to New Class Structure	No	-	-
8 Merge/Split to Customer/Job List	No	-	-
9 Merge/Split to Items Lists	No	-	-
10 Merge/Split to Fixed Assets	No	-	-
11 List Tie-Out	No	-	-
12 List Quality Control (Internal)	No	-	-
13 System and List Approval	No	-	-
14 Other	No	-	-

Balance Sheet	Included?	-	Notes
1 Date to Start Clean Up	No	-	-
2 Tax Return Tie-Out	Client	250.00	CPA confirmed May 2022 numbers should remain unchanged
3 Tax Return Tie-Out Approval	No	-	-
4 Post Tax Return Tie-Out Entries	No	-	-
5 Prior Month Bank Reconciliations - By Month	No	-	-
6 Prior Month Bank Reconciliations - One Time	No	-	-
7 Prior Month CC Reconciliations - By Month	No	-	-
8 Prior Month CC Reconciliations - One Time	No	-	-
9 Undeposited Funds	No	-	-
10 Webstore Clearing Reconciliation	No	-	-
11 Uncleared Bank and Credit Card Transactions	No	-	-

12 Accounts Receivable Clean Up	No	-	-
13 Prepaid Asset Reconciliation	No	-	-
14 Fixed Asset Tie to External Depreciation	No	-	-
15 Fixed Asset QB Set Up	No	-	-
16 Fixed Asset FAM Set Up	No	-	-
17 Other Asset Account Reconciliation	No	-	-
18 Item Receipt Clean Up	No	-	-
19 Inventory Tie Out to BS	No	-	-
20 Inventory Never Negative	No	-	-
21 Inventory Tie Out to Count	No	-	-
22 Inventory Tie Out to Count - Site/Bin	No	-	-
23 Inventory Tie Out to Count - Lot/Serial	No	-	-
24 Inventory Enhanced Inventory Reconciliation	No	-	-
25 Inventory Landed Cost Reconciliation	No	-	-
26 Inventory WIP Reconciliation	No	-	-
27 Accounts Payable Clean Up	No	-	-
28 Payroll Tie Out	No	-	-
29 Sales Tax Tie Out	No	-	-
30 Customer Deposit Reconciliation	No	-	-
31 Deferred Revenues Reconciliation	No	-	-
32 Equity Tie Out	No	-	-
33 Trial Balance True Up - YOY	No	-	-
34 Trial Balance True Up - Monthly	No	-	-
35 Clean Up Tie Out	No	-	-
36 Clean Up Quality Control (Internal)	No	-	-
37 Clean Up Approval	No	-	-
38 Other	No	-	-

Review Services

	Included?		Notes
1 Pre-Reporting Internal Review	No	-	-
2 Pre-Reporting Client Review - Suspense	No	-	-
3 Update Suspense Items	No	-	-
4 Create Month End Close Package	No	-	-
5 Review Financial Reports / KPI with Client	No	-	-
6 Scheduled Open Questions/Training Meetings	Yes	4.00	Cleanup Guidance Meetings
7 Other	No	-	-

Non-Posting Clean Up

	Included?		Notes
1 Open Sales Orders	No	-	-
2 Open Purchase Orders	No	-	-
3 Open Estimates	No	-	-
4 Pending Build Assemblies	No	-	-
5 Other	No	-	-

0 File Clean Phase Close

	Included?		Notes
1 File Clean Phase Close Task	2	-	-

Technical File Services Details

Technical File Services Kick Off

	Included?		Notes
		-	

1 Tech File Services Kick Off Task	No	-		-
Pre-Tech	Included?	Scoped Quantity	Notes	
1 Pull Reports for Tie Out	No	-		-
2 Pre-Tech Database Review	No	-		-
3 Open Sales Orders Clean Up	No	-		-
4 Open Purchase Orders Clean Up	No	-		-
5 Open Estimates Clean Up	No	-		-
6 Open Pending Build Assemblies Clean Up	No	-		-
7 Write off Uncleared Bank/CC Transactions Prior to Cut off date	No	-		-
8 Unapplied Accounts Receivable	No	-		-
9 Unapplied Accounts Payable	No	-		-
10 Item Receipt Clean Up	No	-		-
11 Never Negative Inventory	No	-		-
12 Pre-Consolidation Never Negative	No	-		-
13 Sales Tax Tie Out	No	-		-
14 Pre-Tech Tie Out	No	-		-
15 Pre-Tech QC	No	-		-
16 Pre-Tech Approval Meeting	No	-		-
17 Pull Reports for Post-Tech Tie Out	No	-		-
18 Pull Data for Post-Tech Work	No	-		-
19 Using Build Assemblies - Import Inventory QOH	No	-		-
20 Format Data Pull for Post-Tech Work	No	-		-
21 Other	No	-		-
Technical Services	Included?	-	Notes	
1 Standard Condense	No			-
2 Standard Condense Tech	No			-
3 Enhanced Condense	No			-
4 Enhanced Condense Tech	No			-
5 Manual Condense	No			-
6 Manual Condense Tech	No			-
7 File Repair	No			-
8 File Repair Tech	No			-
9 File Downgrade	No	-		-
10 File Downgrade Tech	No			-
11 File Optimization	No			-
12 File Optimization Tech	No			-
13 File Consolidation	No			-
14 File Consolidation Tech	No			-
Post-Tech	Included?	-	Notes	
1 Import Open Accounts Receivable	No	-		-
2 Apply Open Accounts Receivable	No	-		-
3 Terms with Discounts - AR	No	-		-
4 Import Open Accounts Payable	No	-		-
5 Apply Open Accounts Payable	No	-		-
6 Terms with Discounts - AP	No	-		-
7 Open Trial Balance	No	-		-
8 Trial Balance True Up - YOY	No	-		-

9 Inventory Valuation Summary	No	-	-
10 Open Inventory by Site/Bin	No	-	-
11 Open Inventory by Serial/Lot	No	-	-
12 Year-to-Date Payroll Entry	No	-	-
13 Payroll YTD Tie Out	No	-	-
14 Payroll YTD TB reversal	No	-	-
15 Sales Tax Clean/Tie	No	-	-
16 Prior Month Bank Reconciliations - By Month	No	-	-
17 Prior Month Bank Reconciliations - One Time	No	-	-
18 Prior Month CC Reconciliations - By Month	No	-	-
19 Prior Month CC Reconciliations - One Time	No	-	-
20 Cleanup Undeposited Funds	No	-	-
21 Post-Tech Verify & Rebuild	No	-	-
22 Post-Tech Detail List Tie Out	No	-	-
23 Post-Tech DB Review	No	-	-
24 Post-Tech Tie Out	No	-	-
25 Post-Tech QC	No	-	-
26 Post-Tech Approval Meeting	No	-	-
27 Post-Tech File Restore	No	-	-
28 Confirm Users Using New File	No	-	-
29 Post-Tech Old File - All Users View Only	No	-	-
30 Other	No	-	-

Tech Phase Close

1 Tech Phase Close Task	Included?	-	Notes	-
	No	-		-

Conversion

Conversion Kick Off	Included?	-	Notes	-
1 Conversion Kick Off Task	3	-		-

Outside System Data Pull & Mapping	Included?	-	Notes	-
1 Data Pull from Outside QB	No	-		-
2 Report Data Pull	No	-		-
3 Mapping & Template Meetings Lists	No	-		-
4 Mapping & Template Meetings Non-Posting Trx	No	-		-
5 Mapping & Template Meetings Open AR	No	-		-
6 Mapping & Template Meetings Open AP	No	-		-
7 Mapping & Template Meetings Other	No	-		-
8 Template Review & Approval Meeting	No	-		-
9 Other	No	-		-

QB Data Pull & Mapping	Included?	-	Notes	-
1 List Data Pull QB	Yes	-		-
2 List Data Template Creation	No	-		-
3 List Data - Assemblies with Sub Assemblies pull & mapping	No	-		-
4 List Data Customer Template Training	No	-		-
5 List Data Mapping	Yes	4.00		-
6 List Data Mapping Approval	Yes	-		-
7 Transaction Data Pull QB	Yes	-		-

8 Transaction Data Template Creation	No	-	-
9 Transaction Data Customer Template Training	No	-	-
10 Transaction Data Mapping	Yes	4.00	-
11 Transaction Data Mapping Approval	Yes	-	-
12 Other	Yes	-	Pull 5 QBO files into QBES for historical archive - no cleanup included
Configure Base File	Included?	-	Notes
1 Company Settings - Pre-Import	No	-	Done in Design
2 Custom Field Setup	No	3.00	Done in Design
3 Template Setup	No	-	Done in Design
4 Multi-Currency Enable	No	-	-
5 Scheduled Open Questions/Training Meetings	No	-	-
6 Other	No	-	-
List Data Import	Included?	-	Notes
1 Chart of Accounts	Yes	200.00	-
2 QBO Standard Chart of Accounts Merge/Fix	No	-	-
3 Types - Customer/Vendor/Job	No	-	-
4 Units of Measure	No	-	-
5 Ship Via	No	-	-
6 Terms	No	-	-
7 Customers/Jobs	Yes	228.00	-
8 Vendors	Yes	1,682.00	-
9 Classes	No	-	-
10 Locations	No	-	-
11 Items: Inventory	No	-	-
12 Inventory Sites / Bins	No	-	-
13 Inventory Sites / Bins Reorder Points	No	-	-
14 Items: Non-Inventory	No	-	-
15 Items: Service	No	-	-
16 Items: Tax	No	-	-
17 Items: Inventory Assemblies	No	-	-
18 Nested/Subassemblies?	No	-	-
19 Item: Groups	No	-	-
20 Item: Other items (Other Charges, Discounts, etc.)	No	-	-
21 Item: Fixed Assets	No	-	-
22 Item: Update Sales Price if Cost Changes	No	-	-
23 Item: Qty Discounts	No	-	-
24 Employees	No	-	-
25 Setup Payroll Items	No	-	-
26 Setup Employee Pay Details	No	-	-
27 Sales Reps	No	-	-
28 Price Levels - Flat % or \$ off	No	-	-
29 Price Levels - Fixed \$ per item	No	-	-
30 Price Rules	No	-	-
31 Lists File and Folder Organization	Yes	-	-
32 Quality Control List Data (Internal)	Yes	-	-
33 Client Testing Meeting	No	-	-
34 List Data Approval Meetings	Yes	-	-
35 Other	No	-	-

Transaction Import	Included?		Notes	
1 Trial Balance as of Cut Off Date	Yes	250.00		-
2 Open AR (Invoices or Credit Memos)	Yes	250.00		-
3 Open AP (Bills or Vendor Credits)	Yes	250.00		-
4 Uncleared Bank / CC Transaction	Yes	12.00		-
5 Multiple Currencies	No	-		-
6 Open Estimates	No	-		-
7 Groups on Estimates?	No	-		-
8 Open Sales Orders	No	-		-
9 Groups on Sales Orders?	No	-		-
10 Open Purchase Orders	Yes	250.00		-
11 Groups on Purchase Orders?	No	-		-
12 Inventory Valuation Summary	No	-		-
13 Quantity on Hand by Site/Bin	No	-		-
14 Quantity on Hand by Serial/Lot	No	-		-
15 Summary TB Balances by Month	Yes	10.00	May 2022 thru February 2023	-
16 Summary TB Balances by Month w/ Classes (Dept)	Yes	5.00		-
17 Payroll Period Entry YTD	No	-		-
18 Payroll YTD Tie Out	No	-		-
19 Payroll YTD TB reversal	No	-		-
20 Setup Budgets - Company	No	-		-
21 Setup Budgets - By Class	No	-		-
22 Transaction File and Folder Organization	Yes	-		-
23 Quality Control (Internal)	Yes	-		-
24 Client Testing Meeting	No	-		-
25 Transaction Data Approval Meetings	Yes	-		-
26 Other	No	-		-
History Import	Included?		Notes	
1 History File - Company Settings, Custom Fields, Templates	No	-		-
2 History File - Setup View Only Users	No	-		-
3 Mapping & Template Meetings GL Detail	No	-		-
4 Test GL Detail Import & Approval	No	-		-
5 1099 Vendor YTD Balances	No	-		-
6 GL Detail Import	No	-		-
7 GL Detail Tie Out - TB	No	-		-
8 GL Detail QC	No	-		-
9 GL Detail Approval	No	-		-
10 GL Detail Zero out	No	-		-
11 Mapping & Template Meetings Sales Detail - w Description Detail	No	-		-
12 Mapping & Template Meetings Sales Detail - w/ Item Detail	No	-		-
13 Test Sales Detail Import & Approval	No	-		-
14 Mapping & Template Meetings Purchase Detail - w Description Detail	No	-		-
15 Mapping & Template Meetings Purchase Detail - w/ Item Detail	No	-		-
16 Test Purchasing Detail Import & Approval	No	-		-
17 Trx Detail Import	No	-		-
18 Trx Detail Tie Out	No	-		-
19 Trx Detail QC	No	-		-
20 Trx Detail Approval	No	-		-

21 Trx Detail Import AR Zero Out	No	-	-
22 Trx Detail Apply AR Zero Out	No	-	-
23 Trx Detail Import AP Zero Out	No	-	-
24 Trx Detail Apply AP Zero Out	No	-	-
25 Trx Detail Zero out TB	No	-	-
26 Other	No	-	-

QuickBooks Connectivity		Included?	-	Notes	
1 Post Conversion Cleanup	Yes	-	-		-
2 Restore File on Server	Yes	-	-		-
3 Confirm Users Are Using New File	No	-	-		-
4 Old File - All Users View Only	Yes	-	-		-
5 Post Conversion Verify & Rebuild	No	-	-		-
6 Post Conversion DB Review	No	-	-		-
7 Enhanced Inventory Enabled & Reconciled	No	-	-		-
8 Fixed Asset FAM Set Up	No	-	-		-
9 Connect to QuickBooks Point of Sale / Field Service Management	No	-	-		-
10 Connect to Online Banking	No	-	-		-
11 Connect to Email Service	No	-	-		-
12 Connect to a Merchant Account	No	-	-		-
13 Connect to QuickBooks Payroll	No	-	-		-
14 Connect to Mobile App	No	-	-		-
15 Other	No	-	-		-

Conversion Phase Close		Included?	-	Notes	
1 Conversion Phase Close Task	3	-	-		-

Training/Go Live Details

Training Kick Off		Included?	-	Notes	
1 Training Kick Off Task	4	-	-		-

Go Live		Included?	-	Notes	
1 Go Live Availability	Yes	-	-		-
2 Post Go Live Staff Check In Meetings	No	-	-		-
3 Project Recording Distribution	No	-	-		-

Managment Training		Included?	-	Notes	
1 Company Settings	No	-	-		-
2 Admin & User Rights/Roles	Yes	-	-		-
3 Use of Templates	No	-	-		-
4 Journal Entry Training	Yes	-	-		-
5 Reconciling Balance Sheet	Yes	-	-		-
6 Cross Referenced Financial Package	No	-	-		-
7 Creating & Modifying Reports	Yes	-	-		-
8 Reading Reports	No	-	-		-
9 QB Accounting Basics	No	-	-		-
10 KPI Training	No	-	-		-
11 Other	No	-	-		-

Staff Training	Included?	-	Notes	
1 Navigation	No	-		-
2 User Preferences	No	-		-
3 Banking	Yes	-	Bank Feeds	-
4 Sales Training - Estimate, SO, Sales Receipt	No	-		-
5 Accounts Receivable	No	-		-
6 Integrated Credit Card/EFT Usage	No	-		-
7 Purchasing Training - PO, Auto Reorder	No	-		-
8 Inventory	No	-		-
9 Landed Costs	No	-		-
10 Sites/Bins	No	-		-
11 Serial/Lot	No	-		-
12 Android Device	No	-		-
13 Cycle Counts	No	-		-
14 Accounts Payable	No	-		-
15 Payroll	No	-		-
16 Scheduled Open Questions Meetings	Yes	5.00		-
17 Other	No	-		-

Training Phase Close

Training Phase Close	Included?	-	Notes	
1 Training Phase Close Task	4	-		-

Custom

Custom Kick Off

Custom Kick Off	Included?	-	Notes	
1 Custom Kick Off Task	No	-		-
2				

QBAR

QBAR	Included?	-	Notes	
1 QBAR Report Creation	No	-		-
2 QBAR Reports Library Review	No	-		-
3 QBAR Reports Library Modify Base Reports	No	-		-
4 Scope Validation (Internal)	No	-		-
5 Other	No	-		-

QBAR Consulting

QBAR Consulting	Included?	-	Notes	
1 QBAR File Design & Mapping	No	-		-
2 QBAR Development Handoff	No	-		-
3 Installation Call - w/ QBAR Developer	No	-		-
4 Scheduled Open Questions Meetings - w/o Programmer possibly	No	-		-
5 Other	No	-		-

Custom Programming

Custom Programming	Included?	-	Notes	
1 Custom Development - Technical Planning	No	-		-
2 Custom Development - UI Interface	No	-		-
3 Custom Development - Database Design	No	-		-
4 Custom Development - Application Logic	No	-		-
5 Custom Development - Code Review	No	-		-
6 Custom Development - Turnover	No	-		-
7 Custom Development - Tech	No	-		-
8 Custom Product Post Project Support Development	No	-		-

9 Post Project Support Tech	No			-
10 Scope Validation (Internal)	No	-		-

Custom Consulting

	Included?		Notes	
1 Custom Development File Design & Mapping	No	-		-
2 Custom Development Handoff	No	-		-
3 Installation Call - w/Programmer	No	-		-
4 Scheduled Open Questions Meetings - w/o Programmer possibly	No	-		-
5 Custom Product Training	No	-		-
6 Project Recording Distribution	No	-		-
7 Other	No	-		-

Custom Phase Close

	Included?		Notes	
1 Custom Phase Close Task	No	-		-

Post-Implementation QC Review

	Included?		Notes	
Implementation Kick Off				
1 Implementation Kick Off Task	No	-		-

Implementation Review

	Included?		Notes	
1 Quantity of Months				
2 Project Recording Distribution	No	-		-
3 Gather Balance Sheet Reconciliation Backup Documents	No	-		-
4 Financial MEC Package	No	-		-
5 Balance Sheet Review - Note Gaps	No	-		-
6 P&L Review - Note Gaps	No	-		-
7 Implementation Reporting & Staff Feedback Meeting	No	-		-
8 Additional Training/Course Correction of Staff	No	-		-
9 Final Cross Referenced Financial Packages	No	-		-
10 Additional Management Reports	No	-		-
11 KPI Reporting Creation	No	-		-
12 Management Reporting Meeting	No	-		-
13 Other	No	-		-

Implementation Phase Close

	Included?		Notes	
1 Implementation Phase Close Task	No	-		-