

Audit Ready GL Export Custom

Description	Provider will assist with the setup of a CSV file that Customer can import into external accounting software
Assumptions	Customer environment is on the latest software version Customer to provide a sample of the expected format from accounting system.
Limitations	Automated GL interface to external financial system Invoice or payment interface
Kick Off	<p>Provider responsibility: Internal handover and preparation Prepare for and hold a 30 minute remote kick off meeting</p> <p>Customer responsibility: Ensure key project resources and stakeholders attend kick off meeting Ensure project scope is accurate and fully aligns to all business requirements Raise any risks, black out periods for software release, and resourcing plan</p>
Discovery	<p>Provider responsibility: A 1 hour remote discovery meeting to review current process and validate the needs</p> <p>Customer responsibility: Ensure key resources attend all discovery sessions Provide an understanding of business processes, data and requirements</p>
Design	Not Applicable
Build	<p>Provider responsibility: Creation of the GL export file format</p> <p>Features - Export of GL transactions</p>
Training	<p>Provider responsibility: A 1 hour remote training session; sessions will be recorded</p> <p>Customer responsibility: Ensure appropriate users are selected and attend all training sessions</p>
Testing	<p>Provider responsibility: Up to 1 hour of testing support</p> <p>Customer responsibility: Perform full review of delivered export format Customer is responsible for preparing for and executing User Testing (UT), including creation of test plans, test cases, and test scripts. The testing phase will be no more than 1 week in duration</p>
Launch & Post Launch	<p>Provider responsibility: One 30min post launch support review meeting Project Closure Post Launch activities will be completed in 1 week</p> <p>Customer responsibility: Ensure key resources attend all post launch support review meetings Complete customer satisfaction survey Post Launch activities will be completed in 1 week</p>
Project Management	<p>Provider responsibility: Coordination of resources, activities, meetings in alignment with timelines and milestones</p> <p>Customer responsibility: Nominated project lead Coordination of activity and resources on customer side to align to project plan and schedule</p>
Exclusions	Custom development is not included in the scope of this Service Integration services are not included in the scope of this Service

Estimated length of project: 3 weeks

Note: This is an estimate and is dependent on Customer cooperation, timely responses and availability of necessary resources.