Full Financials Scope	
Description	Provider will onboard the Customer in Full Financials including Revenue & Expense Management, Fixed Assets, and Cash Book.
Assumptions	Customer has been onboarded in the software for Venue Management, AR Management, Registration or Exhibition Management. Customer has existing resources in their database
Kick Off	**Provider responsibility:** Internal handover and preparation Prepare for and hold a 1 hour remote kick off meeting **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, blackout periods for software release, resourcing plan
Discovery	**Provider responsibility:** Up to four 90 minute remote requirements gathering meetings with preparation and write up **Customer responsibility:** Ensure key resources attend all discovery sessions Provide an understanding of business processes, data and requirements
Design	**Provider responsibility:** Build the proof of concept with base information One 90 minute demo session with customer **Customer responsibility:** Ensure key project resources and stakeholders attend the demonstration Provide feedback on the demonstrated processes in the new software
Build - Revenue Management	**Provider responsibility:** Payment and cash receipts General Ledger: GL Account Masks, distribution schemes, fiscal calendar, GL config defaults Standard GL Export: Setup and define Journal Entries for Event Revenues and Expenses; User-Friendly Export Formatting Configuration; Configure GL Export On-Demand; Audit Export of Journal Entries Standard Invoice Template Standard Email Template On-Screen Reporting-Financial Insights: Various views and dashboard gadgets
Build - Expense Management	**Provider responsibility:** Inventory Management: -Inventory Master Tables. IE Majors. Minors. warehouses(spaces) etc -20 Inventory Items Accounts Payable and Purchasing: -AP Config and master tables. IE, supplier types etc. -PO Config and master tables. IE, PR/PO approvals. Markets lists. etc. -Supplier Account Management. IE Accounts, AP demographics etc. On-Screen Reporting-Financial Insights: Various views and dashboard gadgets
Build - Fixed Assets	**Provider responsibility:** Asset Listing -10 Asset items Asset Master Tables -Asset major's and minors, book defaults, classes, etc.
Build - Cash Book	**Provider responsibility:** Configuration of bank accounts and transaction types for reconciliation Configuration to allow importing bank statements and utilizing auto-matching to reduce manual reconciliation
Training	**Provider responsibility:** Up to twelve 90 minute remote training sessions; sessions will be recorded Training is scheduled to be completed in no more than 2 weeks **Customer responsibility:** Ensure appropriate users are selected and attend all training sessions All users will be expected to complete the designed curriculum in the Provider's Learning Center
Testing	**Provider responsibility:** A 1-hour minute remote meeting to introduce an example test plan and the process to raise issues Up to six 90 minute remote meetings to review and resolve any issues, with follow up Provider will maintain an issue log to track status and progress of issues raised. **Customer responsibility:** Customer is responsible for preparing for and executing user testing, including creation of test plans, test cases, and test scripts. Ensure key resources attend all testing meetings Raise any issues found (that are within the scope of the SOW) via the issue log The testing phase will be no more than 2 weeks in duration
Launch & Post Launch	**Provider responsibility:** Up to two 30 minute post launch support review meetings Internal handover to Value Success Manager Project Closure Post Launch activities will be completed in no more than 2 weeks **Customer responsibility:** Ensure key resources attend all post launch support review meetings Raise any issues found (that are within the scope of the SOW) via the issue log template Complete customer satisfaction survey Post Launch activities will be completed in no more than 2 weeks
Project Management	**Provider responsibility:** Weekly 30 minute project review meeting with follow up to commence after kick off meeting and for a period of 18 weeks Creation and maintenance of project plan Weekly project status report to be sent out detailing progress, budget review, issues/risks, next steps Coordination of resources, activities, meetings in alignment with timelines and milestones Ownership of issues log and delegation of tasks **Customer responsibility:** Nominated project lead Ensure key resources attend all weekly project review meetings to provide updates Coordination of activity and resources on customer side to align to project plan and schedule
Exclusions	Custom development unless specified above Integration services not specifically defined in the scope above Once the build phase begins, any further requirements are considered to be out of scope Manual cost-related journal entries (i.e. salaries, ad hoc expenses, etc.) are not included in the scope Inventory Items Imports are not included in the scope Financial management of inventory is excluded from scope Asset imports are not in scope
Estimated length of project: 20 weeks	
Note: This is an estimate and is dependent on Customer cooperation, timely responses and availability of necessary resources.	