

Multi-Currency Accounting	
Description	Provider will implement and train the Customer on the addition of the multi-currency feature in the Enterprise product
Assumptions	Provider's Enterprise software is fully implemented. Multi-currency will be implemented for 2 additional currencies, other currency implementations are the customer's responsibility
Limitations	Not applicable
Kick Off	<p>Provider responsibility: Internal handover and preparation</p> <p>Customer responsibility: Ensure project scope is accurate and fully aligns to all business requirements Raise any risks, blackout periods for software release, resourcing plan</p>
Discovery	<p>Provider responsibility: Up to 60 mins remote requirements gathering meetings with preparation and write up</p> <p>Customer responsibility: Ensure key resources can attend discovery session Provide an understanding of business processes, data, and requirements. At the end of the session, the customer is expected to provide all required master data to enable the consultant configure the module.</p>
Design	<p>Provider responsibility: Provider will deliver a base configuration of the organization parameters, up to 2 currencies exchange rates, transaction methods, Transaction Types and sample values for up to one price list per currency. Solution design will be presented to the customer and feedback collected.</p> <p>Customer responsibility: Ensure key project resources and stakeholders attend the demonstration of the configuration Provide feedback on the demonstrated processes in the new software</p>
Build	<p>Provider responsibility: Provider will finalize the configuration of the following items based on the Design phase feedback: Organization parameters, up to 2 currencies exchange rates, transaction methods, Transaction Types and up to 30 items per price list.</p>
Training	<p>Provider responsibility: A 1 hour remote admin training session on the essential features; session will be recorded</p> <p>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</p>
Testing	<p>Provider responsibility: Up to 30 minutes of final adjustments based on the customer feedback</p> <p>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 3 days in duration</p>
Launch & Post Launch	<p>Provider responsibility: Not applicable</p> <p>Customer responsibility: Complete customer satisfaction survey</p>
Project Management	<p>Provider responsibility: Not applicable</p> <p>Customer responsibility: Coordination of activity and resources on customer side to align to project plan and schedule</p>
Exclusions	<p>Custom development unless specified above Integration Services not specifically defined in the scope above Extra currency price list import Crystal Reports adjustments are not included in the scope Dashboard adjustments are excluded from scope Views adjustments are out of scope</p>
Estimated length of project: 2 weeks Note: This is an estimate and is dependent on Customer cooperation, timely responses and availability of necessary resources.	