

KENDAL  FLORAL



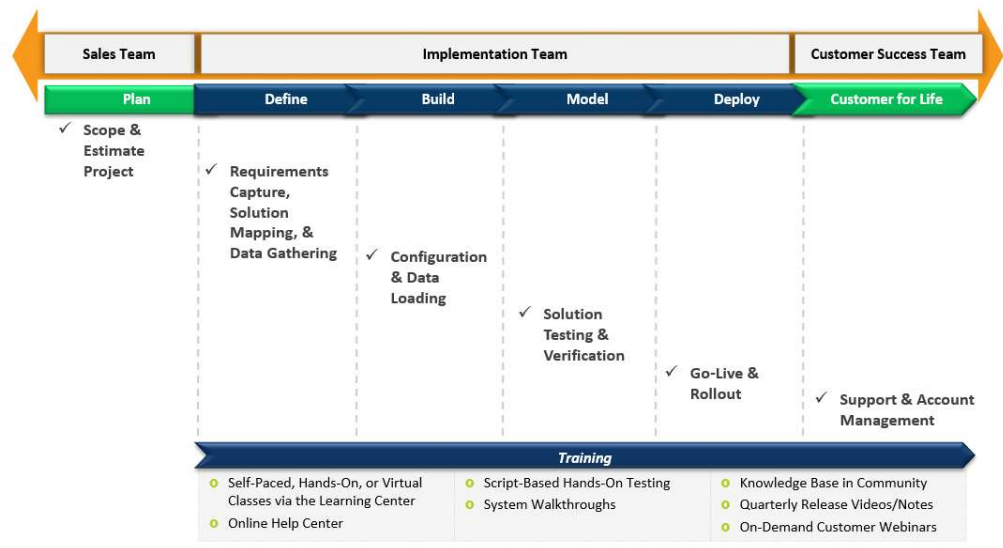
**CPA By Choice**

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# CPA by Choice x Kendal Floral

## Sage Intacct Implementation Framework

The Implementation methodology is a delivery framework of phases, tasks, and milestones throughout the project.  
There are four key Phases:



## CPA by Choice x Kendal Floral Sage Intacct Implementation Framework (Cont.)

### ***Phase 1: Define***

Project begins with a kick-off meeting charting the course for the project.

A project plan is created and mutually agreed upon establishing roles, responsibilities, tasks, and timing of deliverables.

Business analysis meetings are held to understand and capture functional requirements.

Functional requirements are translated into a solution definition to be implemented.

Data is collected and populated by Client into templates for upload.

### ***Phase 2: Build***

Sage Intacct Production environment is created for Client.

The defined solution is setup and configured.

Finalized data templates are uploaded.

### ***Phase 3: Model***

Client tests the configured solution to confirm Sage Intacct is working as designed and to gain hands-on experience.

Changes are documented and applied to the Production environment as defined in the Change Control section of this SOW.

### ***Phase 4: Deploy***

Sage Intacct Production environment is live and ready for use by Client to process transactions.

Post-live data templates such as GL balances, Open bills/invoices, etc. are populated by Client and uploaded.

# Implementation Prerequisites

***Company***

- Entities
- Dimensions
  - Locations
  - Employees
  - Customer Allocation
  - Business Types
  - Department
- Currencies

***General Ledger***

- GL Accounts
  - AP Accounts
  - Checking Accounts for Payments
  - Discounts
  - Penalties
  - Vendor Advances
  - Foreign Currency gain/loss
  - Account Labels

***Accounts Payable***

- Vendor Masters
- Payment Terms
- Vendor Groups
- Vendor Types
- Historical Bills

***Cash Management***

- Checking Accounts
- Voided Blank Checks
  - Check Type
    - MICR
    - Preprinted

## Points to Consider

- **Set Responsibilities**
  - Project Manager – GHT Corp
  - Accounting Decision Maker – (Corporate Controller, CFO, etc.)
  - Implementation Consultants – CPA By Choice
- **Time Constraints**
  - Monthly Closings
  - Tax/Audits
  - Seasonality
  - Other corporate projects or initiatives
- **Other System Considerations**
  - Master IDs (Unique to each COA, Vendor, Customer, etc.)
  - Sandbox test phase prior to production implementation
    - Simultaneous transaction posting in both Macola and Sage Intacct Sandbox for verification purposes.
    - To test and verify integration of WebFlowers to Sage Intacct
    - Paid Transactions CAN NOT be deleted
  - Consolidation with Florexp
  - Custom Reporting to be created during final phase of the implementation and verified post go-live.
    - Standard reports will already be available at the go-live date
  - Custom Documents



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