Accounting Project Requirements
❖ Audit Preparation

Stakeholder: Marisa, John, Zaron, Ivan, Won Chong, Chad

Task Force: Marisa, John, Zaron

Document Modification History

Version	Date	Author	Description
0.1	2/13/2013	Zaron	Initial draft

Project Description

In January 2015 we will have an auditor come and audit our financial records for the year 2014. We must improve our accounting practice by the end of 2013 to prepare for this audit. The practice will also result in more accurate and timely financials than our current practice.

Scope

The project relates to our accounting practice and their related systems and tools only (ex. Traverse and financial reports). It includes data from other systems only as it relates to requirement in the accounting practice (ex. product prices, order information). It may also include changes to other systems as needed to improve data required for the accounting practice (ex. improving accuracy of product prices).

Technical Challenges / Issues

- We are still learning how to use Traverse, where to put data and how to model it.
- Our current PO's only match between 20% and 1% of the time across suppliers
- Supplier list prices are not accurate
- Supplier Invoices are not electronic
- Supplier Invoice line items do not match PO line items

Timeline

Production roll-out	May 31, 2013
Acceptance testing by Accounting	June 30, 2013
Final deadline for changes	January 1, 2014

Requirements

Functional Requirements

POs

- F01. Must have 3 way matching performed in Traverse
- F02. Must match 100% of all POs in Traverse
- F03. Must have 100% line item matching
- F03. Must have matching result in the following ratios maintainable through the year:
  - ➢ Easy Story 95%
  - ➢ Difficult Story 2.5%
  - ➢ No Story 2.5%
- F04. All easy stories are told from within Traverse
- F05. Difficult stories have explanations that extend to admin site, reports or paperwork
- F06. Allow product prices to be overridden from within admin
- F07. Track product price change history and allow history to accessible by accounting
- F08. Unique Product ID for Traverse Product List
- F09. Receiving records must have a receiving employee, unique ID and date

Orders

- F10. Orders and line items must be in Traverse

Technical Requirements

T01. Must sync required data between Traverse and our system

Usability Requirements

- U01. Perform most common accounting activities from within Traverse

Documentation

Accounting Practice Documentation

Accounting practice documentation will be oriented towards explaining our accounting practice and will not contain detailed information on systems but will be a high level view of our accounting practice. It will contain the following:

- How, when and where data is collected
- How the data moves through our accounting system
- Explanation of how accounts are balanced
- Controls that are in place

Technical Documentation

Technical documentation will cover how and what data in synchronized between our other systems and Traverse. It will also cover how data in collected and changed before the synchronization.

End-User documentation

End-User documentation will cover how to use Traverse and associated tools to perform common account practice functions.

Requirements Confirmation / Stakeholder sign-off

Meeting Date	Attendees	Comments

Appendix

Definitions, Acronyms, Abbreviations

3 way matching: A PO and its line items are linked to a receiving document and its line items, which are then linked to an Invoice, all within a single system, and all line items are accounted for.

Match: 3 way matching in which all line items and quantities are accounted for either by an explanation, or by linking them to the next record in the match.

Perfect Match: is 3 way matching that is considered matched plus there are do discrepancies in price.

Easy story: 3 way matching resulting in a perfect match
- Shipping can be off a little

Difficult story: 3 way matching resulting in a match but with traceable explanations that, if followed, will result in a perfect match.
- Promo pricing threw it off and we have history showing rapid changes in pricing by supplier
- Free shipping adjustments and a contract indicating the agreement

No story: 3 way matching did not result in a match or explanations are not traceable
- Missing documents required for 3 way match
- No history showing why prices are off
- Explanations for adjustment are not backed up by any other record.

References and Related Documents
- PO Price Estimate Improvements.xlsx
- Fogbugz – Accounting Project **2593**

Requirements Traceability Matrix

Requirements	Deliverables	Status