

ACCOUNTING POINT OF CONTACT/USER: _____

PHASE 1 – CONNECTING POS TO R365

- POS is integrated and DSS validated
- User has mapped all payment types, sales accounts, and job titles
- User understands how to upload bank file auto-matching functions of the bank module
- User understands flow of undeposited funds from DSS to banking activity
- Coach has shown P&L report to user**

PHASE 2 – TRAINING ON KEY TOPICS

- Vendors are imported
- User has entered invoices by Account and by Item
- User understands how to pay AP invoices using Pay Bill, Manual Payment, and Check Run
- User understands flow of Accrued Payroll from DSS through the reversal of Payroll JE
- User has uploaded a practice Payroll JE and run the GL Account Detail for Accrued Payroll
- User has practiced making bank withdrawals, transfers, and deposits
- Coach has shown AP Aging, Trial Balance, and GL Account Detail Reports**

PHASE 3 – CUTOVER

- User understands technical cutover process and that test records will be cleared out
- User understands Beginning Balance transactions and how to populate import files
- User understands how transactions will be processed exclusively in R365 post cutover date
- User can explain division of daily task responsibilities within their organization

PHASE 4 – LIVE IN THE SYSTEM

- User is entering daily deposits and approving Daily Sales Summaries
- User has processed a full AP cycle
- User has uploaded a Payroll JE and corresponding Bank JE
- Beginning Balance files are uploaded
- User has processed at least one week of Bank Reconciliations