k3 pebblestone

Implementation Guide for K3|pebblestone Cloud

Version: K3|pebblestone Cloud 15

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1. Summary

1.1 Qualification

- Customers should be attracted to a simple, intuitive and easy-to-use solution
- Wholesalers, Distributors and Agents
- No complex processes

1.2 Prerequisites

- An experienced implementation consultant rather than a project consultant. Their focus is on templated implementation based on a standard solution, rather than exploring possibilities for creating any new, bespoke features or processes.
- A repeatable, preconfigured solution.
- A questionnaire to qualify the customer and give them the best possible preconfigured solution.
- An implementation plan signed by the customer, which guarantees the availability of the required users within the customer's business.

1.3 Implementation principles

- Training and implementation happen in parallel.
- 56 hours for implementation, which translates into 7 business days and additional remote support (7 hours), which has a lead time no longer than 10 weeks.
- 56 hours of training and implementation support from partner means that on top of this the customer needs to at least invest around 14 days extra.
- Every activity not mentioned in the plan is separately scheduled and invoiced
- If the necessary tasks have not been completed according to the schedule, the next training will be postponed

2. Introduction

It is often stated that the strength of Microsoft Dynamics 365 Business Central is in its flexibility. "You can do anything you want with it". At the same time, this is also its weakness. The richness of choices confuses many users and as a result they judge Business Central based solutions as complicated and not user-friendly.

When planning our solution for the volume business, we have seriously considered a separate solution, with its own code base. In the end we have decided to use the same solution as for our traditional business, because the new approach is valuable for both traditional business as a volume play. In the solution we have limited the above-described problem by striving for the highest possible level of pre-configuration. This should lead to a situation where users, depending on the business type of their company (like wholesale), are guided through the solution using scenarios that show the optimal way of using it.

The other options have not been removed, but if the user follows our proposed route, they will be able to reach the fastest and most error-free initial implementation possible. To reach this situation we use Microsoft's RapidStart tools, which we have extended with specific content for the K3|pebblestone solution. This covers both the scenarios as mentioned and things like questionnaires, configuration packs, predefined databases etc. From our resellers, we will ask co-operation to localise these elements where necessary. For example, by providing a common G/L Account schedule for their local market and translations of attributes (e.g. country, collection, season codes) that we include in our predefined solution. In the release of K3|pebblestone we added a localisation toolset for both the implementation packages and the demo data, which enables our resellers to use the packages that are provided by the local affiliate of Microsoft, and on top of that implement our K3|pebblestone specific packages. Using this approach, the new implementation and demo database is localized and enriched with fashion implementation settings and demo data.

The result of all this should be a solution that can be implemented in 7 business days in its simplest form. This document describes the scope of these implementations, the steps necessary to prepare a localized and preconfigured solution and gives a detailed description of the content that is part of this implementation.

3. Qualification

This methodology is especially suitable for wholesalers, distributors and agents in the fashion industry working in apparel, sportswear/-gear and accessories.

Customers that can be implemented with this approach have a straightforward administration process and they are willing to adapt to the way the system works. The customer should be attracted to a simple, intuitive and easy-to-use solution

Migrations from legacy systems are a risky part of an implementation. Therefore, the migration that is supported as part of this implementation is very limited. A customer should be willing to manually convert the most important data from the legacy system and leave the old data in the old system. Because a lot of customers their collections renewed every season it should be possible to start with K3|pebblestone for the coming collection.

4. Prerequisites

There are some very important prerequisites to implement a new customer in such a short timeframe.

Firstly, an experienced implementation consultant, who sticks to the standard way of working, makes the difference between a successful implementation and a failure. The implementation consultant has a different approach towards the customer. Where a traditional project consultant asks the customer what they need, the implementation consultant tells the customer how K3|pebblestone is intended to work, but without neglecting the customer's needs.

The k3|pebblestone videos can guide the consultant to stick to the standard and these can also be used when explaining the solution to the customer.

Secondly, the implementation consultant is responsible for delivering the complete setup on time. Therefore, the consultant needs some project management skills, and because the schedule is often ambitious the consultant must also be able to say "no" or at least "not now". Of course, with a mutual consent, between the consultant and the one responsible for the implementation at the customer's side, plans can be adjusted. But the consultant should be able to make their own risk assessment for those adjustments, in terms of complexity and making a good estimation of the additional hours that are necessary to fulfil the additional needs

An implementation in 56 hours is quite ambitious. Therefore, setting up K3|pebblestone from scratch is not possible. This means that K3|pebblestone needs to be set up in such a way that it can be used as a quick start for each new customer that is implemented. Each partner needs a localised quick start database. Within this database a clear distinction should be made between:

- Data and settings that cannot be changed during a customer implementation (being the prerequisites for the implementation methodology), and

- Data and settings that can be adjusted during an implementation. The trick however is to find out on time when changes are necessary. Some implementation choices are made during the actual setup; however, the time-consuming changes need to be known before the implementation schedule is signed. To standardise the implementation choices that are or are not offered to the customer RapidStart tools are made available as a guidance through the implementation process.

With K3|pebblestone Cloud, we have facilitated our reselling partners in creating a preconfigured implementation database as much as we could by providing a very complete toolset, with:

- Fashion-specific role centre

- Preconfigured dashboards, and a lean and clean page configuration to make our solution easy-to-use and easy-to-learn. The UI in this profile is very clean and lists all functionality that is part of the standard implementation.

- From a finance and fashion perspective, the solution is completely preconfigured, among others with the finance posting groups, the chart of accounts, tariff numbers for the fashion, size ranges (as examples) and configuration templates to create customers, vendors and items efficiently.

For the setup and implementation choices, specific RapidStart packages and RapidStart templates are available that can be used to store the implementation decisions and to validate them with the key-users in an early stage of the implementation

5. What is in scope?

Completing an implementation of K3|pebblestone in only 56-hours is quite ambitious, and there is not much room for surprises and doing more than is planned. It is therefore very important to manage the customer's expectations of what they will get during the first implementation cycle.

The 56-hour implementation plan focuses on the basic wholesale processes of the customer.

Process flow collection Spring/ Summer 2020
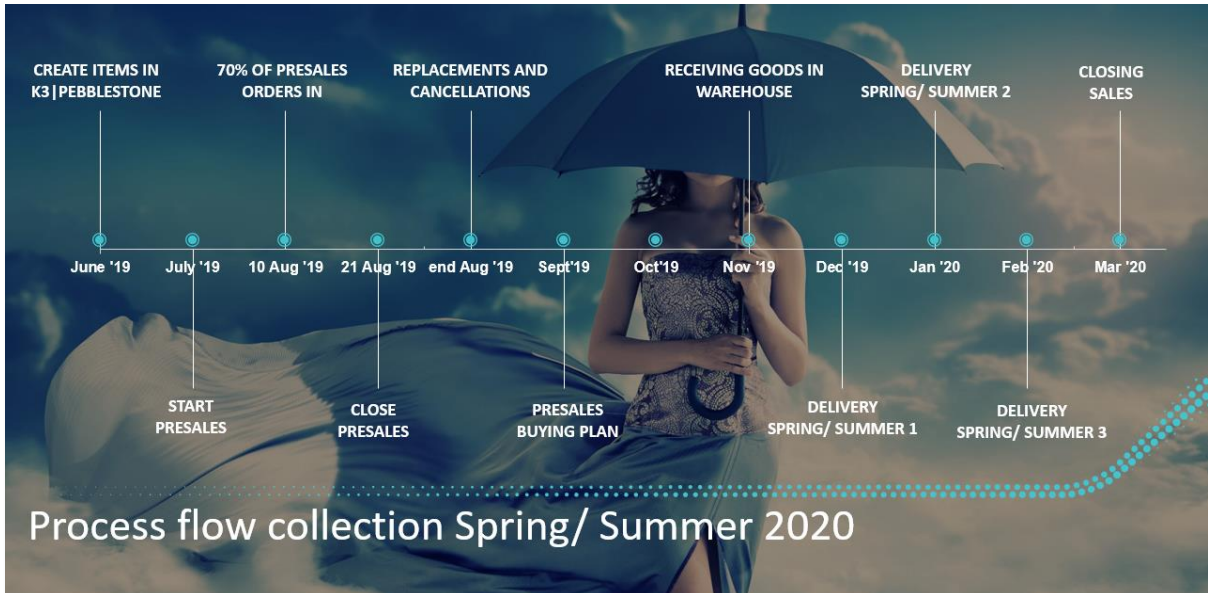
The implementation starts with creating the collection and then starting preparations for the presales ordering until the final closing of the season. All the steps in between, such as the generation and placing of purchase orders, delivery planning and the actual deliveries are supported if they match the qualification conditions as described in the previous chapter.

It is important to avoid extending or renegotiating the initial scope. Changing the scope conflicts with the idea of applying a proven concept and often results in an unsatisfied customer. The implemented elements must be in place before most other processes can be initiated

Within the scope of this methodology the following data is setup in K3|pebblestone

- Item
- Customers
- Vendors
- Customer invoices
- Starting balances

In addition, the users are trained to:

- Write sales orders
- Create and handle purchase orders, using the Presales Plan and Requisition Worksheet
- Prepare and handle receipts and shipments, using the Receipt and Delivery Worksheets
- Invoice sales and purchase orders

- Handle the financial administration, such as reconciliation, handling payments, VAT & ICT declaration
- Create Replacements and Cancellations

Converting data from an existing legacy system into K3|pebblestone is a risky part of the implementation, especially because the key users are supposed to perform these steps themselves. This requires some skills in Excel, especially if a lot of data must be migrated. Best practice is to set a maximum number of hours the implementation consultant spends on supporting the data migration. More hours are possible but result in a changed implementation schedule and the additional hours are charged.

In the RapidStart toolkit, the fields that can be imported are preconfigured, but it is the task of the implementation consultant to highlight the data structure of K3|pebblestone and the restrictions (e.g. field lengths) of the fields.

For smaller customers, it is best practice to manually add the old customers into K3|pebblestone. The advantages are that the customer base is cleaned up and the risk of the conversion failing is limited. It's also a good training exercise.

Never allow customizations from the legacy system to be taken over as part of this initial implementation.

6. What is out of scope?

The following topics are out to scope, but a team of dedicated Developers and Business Consultants are working every day to extend the scope. Please check for the most updated status with the Product Manager of K3|pebblestone Cloud if there is anything missing. This customer feedback is highly appreciated.

- Power BI

- PDM (Product Data Management)

- Advanced PLM (Product Lifecycle Management), basic PLM (Item Phases) is part of K3|pebblestone Cloud

- Landed Cost

- Private Label

- Production

- Corporate Wear

- Warehouse Management

- Retail Management

- Intercompany

- Prepacks

- Traffic

- Omni-channel Connection Platform through API's

- Notification Center

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7. Implementation Guide

7.1 Introduction

An implementation of a new solution has a big impact on a customer's employees. Not only do they have to get acquainted with a new solution, but their day-to-day business does not stop.

This means that a 7-day implementation cycle cannot be done in 7 consecutive days. The idea is that the implementation consultant will spend 56 hours in total on the customer's implementation. The customer's employees will however have to spend a lot of hours as well, especially the key-users. The total time of the implementation shouldn't exceed the 10 weeks.

The key-users will come from different departments and are referred to in this document by the following abbreviations:

KEY	Key User
SD	Sales Department
PD	Purchase Department
WD	Warehouse Department
FD	Finance Department / Accounting
ALL	All K3|pebblestone Users

It is therefore recommended to create a realistic implementation guide together with an assigned person on the customer side who will be responsible for the entire implementation (the implementation owner).

This implementation guide is completed during a meeting on the first day of the implementation. In preparation for the implementation a questionnaire is completed and then a plan is made to set the dates of the various training sessions. Each training session is followed by a period where the customer employees must complete the setup of the parts that have just been trained on. For example, in one of the first training sessions, the sales representatives are trained to register the customers in the system. Before the next training session, those users should have entered all the customers in K3|pebblestone.

In the meeting with the implementation owner, the implementation consultant must estimate how long it will take the users to complete the setup of each stage. The questionnaire can be used to make good estimations using general questions such as the number of customers and vendors, and the size of the collection(s).

When the implementation owner has very ambitious goals, ask one key user to represent the users when planning. Their commitment is crucial, and it is important that all parties realize that in most cases, activities must be done in addition to their normal tasks. This is also a good moment to explain that that the next training session will not happen if the planned setup is not completed. This means that the session must be re-planned and will probably lead to delays in the entire implementation cycle.

In the following sections, a detailed description of the steps that are part of the implementation is given. Every implementation consultant has their own preferences and local conditions might ask for another sequence or additional topics. The plan below illustrates all the topics that should be included in the training.

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7.2 Day 1: Kick-off, Introduction and Finance (Part 1)

Topics on Day 1:

- Implementation guide and Wholesale process overview.

- Basic setup data via Assisted Setup.

- Basic Financial setup: Chart of Accounts and Posting Groups setup.

- General setups

Wholesale process overview:

Process flow collection Spring/ Summer 2020
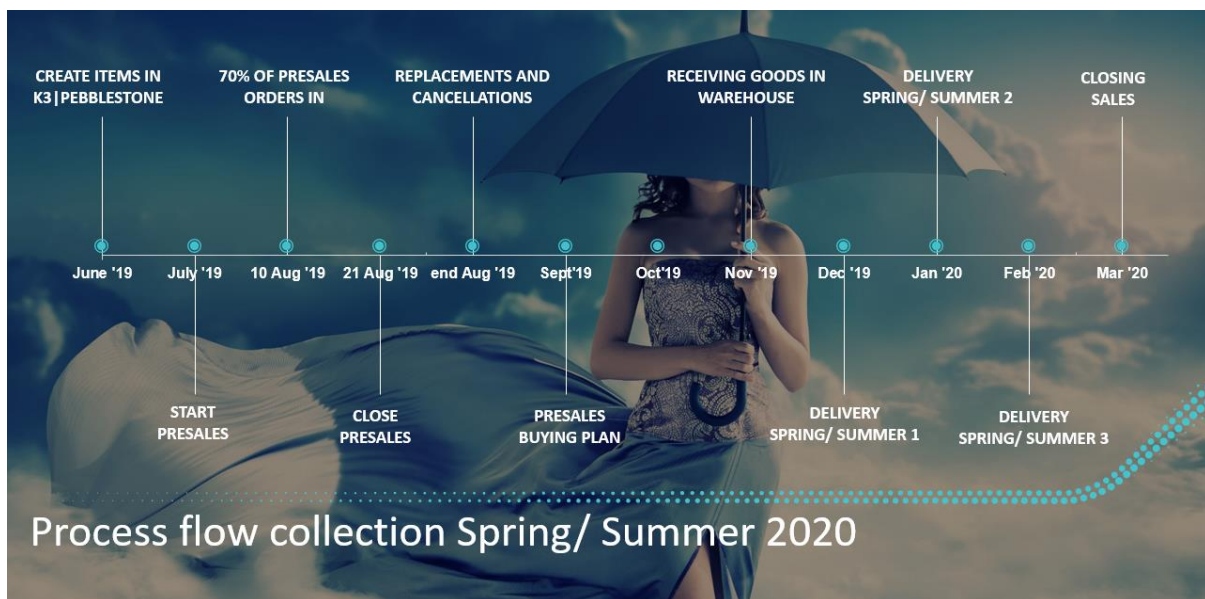
7.2.1 Pre-requisites for Day 1

To make sure that we cover all the topics planned for day 1, it is essential to watch the following E-learning videos and make sure that you prepare questions if you have any.

- Demo videos:

    o K3|pebblestone Item click here

    o Item Phases within K3|pebblestone click here

    o Sales Prices click here

    o Sales ordering with K3|pebblestone click here

    o K3|pebblestone Presales Plan click here

    o Cancellations and Replacements within K3|pebblestone click here

    o Purchase orders creation within K3|pebblestone click here

    o End of season Cancellations within K3|pebblestone click here

    o K3|pebblestone Item Supply Planning click here

    o K3|pebblestone Delivery Plan click here

    o Instruction video K3|pebblestone Setup Wizard click here

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Task	Estimated time (mins)	Attendees	Notes
Kick off and Introduction: Overview of the Implementation guide and planning the meetings ahead.	60	ALL	
Assisted Setup Wizard	30	KEY	Walk through the assisted setup wizard and answer questions.
Small Break	15		
Assisted Setup Wizard	90	KEY	Walk through the assisted setup wizard and answer questions.
Lunch Break	30		
Chart of Accounts and Posting Groups Setup	60	KEY/FD	The following documents need to be shared and signed off before the next implementation day starts: - Chart of Accounts - Posting Setup If we want to continue this way of implementing the solutions the changes to this setup are very limited. Changes in this setup have a big impact.
Number Series validation	30	KEY	Number series can be used to assign unique numbers to customers, items and sales orders. After setting up the number series the assignment of numbers is done automatically. K3|pebblestone has predefined No. Series. The most important No. Series are listed below.
Small Break	15		
Company logo	15	KEY	Add the Customer Information and import the customer logo.
Ask questions, if necessary, about setup: - Warehouse setup - Sales & Receivables setup - Purchase & Payables setup - Inventory setup - Pebblestone Fashion setup	75	KEY	Create a list of the possible questions that could potentially require a different setup. Check locations (standard available CW and Return). It is advisable to limit the number of locations.
Review Day 1			
Total hours spent	**7 hours**		

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7.2.2 Overview of the most important no. series (check No. Series)

Code	Description	Explanation	Starting No.	Ending No.
VEND	Vendors	Vendor nos.	100	999
CUST	Customers	Customer nos.	1000	9999
ITEM	Items	Item nos.	10000	99999
CONT	Contacts	Contact nos. (customers and vendors)	100000	999999
S-ORD	Sales Orders	Sales Order Confirmation nos.	101001	101999
S-SHPT	Posted Sales Shipments	Posted Sales Shipments (Pick tickets)	102001	102999
S-INV+	Posted Sales Invoices	Sales Invoices created from sales orders	103001	103999
S-CR+	Posted Sales Credit Memos	Posted Customer Credit Memo	104001	104999
S-REM+	Issued Reminders	Issued (Posted) Customer Payment Reminders	105001	105999
P-ORD	Purchase Orders	Purchase Order Confirmations	106001	106999
S-RCPT	Posted Return Order Receipts	Posted Customer Return Order Receipts	107001	107999
P-RCPT	Posted Purchase Order Receipts	Posted Purchase Order Receipts	107001	107999
P-INV+	Posted Purchase Invoices	Posted Purchase Invoices	108001	108999

7.3 Day 2: Prepare data import and Customers

Topics on Day 2:

- Preparation for the data import (Items, Customers, Vendors).

- Setup of templates for Customers

- Import Customers

- Navigate through the system

  - How to select more records in a list

  - How to filters and export to Excel

  - How to customize the Role Centre

7.3.1 Pre-requisites day 2

Sign-off the Chart of Accounts and Posting Setup.

To make sure that we cover all the topics planned for day 2, it is essential to watch the following E-learning videos and make sure that you prepare questions if you have any.

- Demo Videos:
  - K3|pebblestone Item
  - Item Phases within K3|pebblestone
- Instruction Video:

  - K3|pebblestone Setup Wizard

- Online Academy:
  - Sales
    - Customer creation
  - Purchase
    - Vendor creation
  - Item Management
    - Item Creation
    - Styles
    - Colors
    - Color Groups
    - Sizes
    - Item categories
    - Seasons
    - Brands
    - Collections
    - Genders
    - Compositions

7.4 Day 3: Vendors and Items (Part 1)

Tasks	Estimated time (mins)	Attendees	Notes
Answer questions from day 1, or from watching the videos to prepare for day 2.	30	KEY	Sign off: - Chart of Accounts - Posting Setup If no questions, do a quick summary on the topics discussed.
Explain and prepare for the data import (items, customers and vendors)	60	KEY	The templates and the Excel import tools will be show and explained.
Small Break	15		
Explain and prepare for the data import (items, customers and vendors)	60	KEY	The templates and the Excel import tools will be show and explained.
Explanation of the Customer Card	30	SD/ FD	Practice the manual creation of customers. Walk through the standard setup: - Payment Terms - Payment Methods - Shipping Agent - Shipment Methods
Lunch Break	30		
Customer Templates	60	SD/ FD	PFCUST –GEN, DOM, EU, FOR, US
Customer Status, Credit Limit and Salesperson.	30	SD/ FD	Explain the financial impact of customer transactions in the Chart of Accounts.
Small Break	15		
Deviations in Bill-to and / or Ship-to Addresses	30	SD/ FD	For a customer 3 kinds of addresses can be registered: - General address / Sell-to (1 address), - Bill-to address (1 address), - Ship-to addresses (unlimited). Show how to select the bill-to customer and how to register and/or adjust the ship-to address manually on the sales order.
Spend some time together in filling the Customer Excel Import	60	SD/ FD	The customer is responsible for filling of Excel file and when completed the consultant will assist the customer to import this file into K3|pebblestone
Review day 2			
Total hours spent	7 hours		

7.4.1 Topics on Day 3:

- Setup of templates for Vendor

- Import of Vendors

- Setup of templates for Items

- Import of Items

7.4.2 Pre-requisites Day 3

All Customers are entered in the system.

To make sure that we cover all the topics planned for day 3, it is essential to watch the following E-learning videos and make sure that you prepare questions if you have any.

- Demo Videos:
  - K3|pebblestone Item
  - Item Phases within K3|pebblestone
- Online Academy:
  - Item Management
    - Item Creation
    - Styles
    - Colors
    - Color Groups
    - Sizes
    - Item categories
    - Seasons
    - Brands
    - Collections
    - Genders
    - Compositions
    - Item Phases
  - Purchase
    - Vendor Creation

Tasks	Estimated time (mins)	Attendees	Notes
Answer questions from day 2, or from watching the videos to prepare for day 3.	30	KEY	If no questions, do a quick summary on the topics discussed and review the imported Customers and Vendors.
Explanation of the Vendor Card	30	PD/ FD	Practice the manual creation of vendor.
Vendor Templates	30	PD/ FD	PFVEND –GEN, DOM, EU, FOR, US
Small Break	15		
Vendor Templates	30	PD/ FD	PFVEND –GEN, DOM, EU, FOR, US
Spend some time together in filling the Vendor Excel Import	60	PD/ FD	The customer is responsible for filling of Excel file and when completed the consultant will assist the customer to import this file into K3|pebblestone
Lunch Break	30		
Explanation of the Item Card and Item List	90	SD/ PD	Explain the information on the Item Card.
Small Break	15		
Item phases	30	PD	Explain how you can work with the Item phases.
Item templates	60	PD	Explain the information that can be setup in a template and how-to extend the templates.
Review Day 3			
Total hours spent	7 hours		

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7.5 Day 4: Item (Part 2) and Sales Prices

Topics on Day 4:

- Setup templates for Items
- Item import
- Creation of general and customer specific prices and discounts
- Creation of general and vendor specific prices and discounts

7.5.1 Pre-requisites Day 4

All Customers and Vendors are entered in the system.

To make sure that we cover all the topics planned for day 4, it is essential to watch the following E-learning videos and make sure that you prepare questions if you have any.

- Demo Videos:
  - K3|pebblestone Item
  - Item Phases within K3|pebblestone
  - Sales Prices
- Online Academy:
  - Item Management
    - Item Creation
    - Styles
    - Colors
    - Color Groups
    - Sizes
    - Item categories
    - Seasons
    - Brands
    - Collections
    - Genders
    - Compositions
    - Item Phases
    - Pricing in different currencies
  - Sales
    - Customer Price Groups
    - Customer Discount Groups
    - Order Type Pricing

Tasks	Estimated time (mins)	Attendees	Notes
Answer questions from day 3, or from watching the videos to prepare for day 4.	30	KEY	If no questions, do a quick summary on the topics discussed.
Colour and Sizes How to use the matrix (2 and 3 dimensional)	60	PD	You can work with Colour Groups and Sizes Groups. Colours can also be used without an attaching it to a group. Choose together the best way of working.

Small Break	15		
Seasons and Delivery Drops Carry-over items	30	PD	Items are linked to seasons and can also be linked to a Sales season (Season items and NOOS together). One season can have multiple delivery drops. Each delivery period has a specific delivery time window with a starting and ending date.
How to link images and cross references to items.	30	PD	Barcodes, vendor- and customer item nos.)
Create item	30	PD	Manually using the Item Templates or using the Copy Item Wizard.
Lunch Break	30		
Create item	30	PD	See above.
General Sales- and Purchase prices	30	SD/ PD	This part explains the standard cost and price fields on the item card, such as cost price, unit price and recommend retail price.
Specific Sales- and Purchase prices	30	SD/ PD	Specific purchase- and sales prices can be registered as values, discount and in different currency. Sales Prices can be registered customer specific, for a specific customer price group or for all customers. Purchase prices can be registered by vendor.
Small Break	15		
Specific Sales- and Purchase prices	30	SD/ PD	See above
Order Type pricing	30	SD/ PD	Special pricing on Order Type is possibilities to setup. Items ordered during the Presales could have a lower price than when ordered during the In-season period.
Spend some time together in filling the Item Excel Import	30	PD	The customer is responsible for filling of Excel file and when completed the consultant will assist the customer to import this file into K3|pebblestone.
Review day 4			
Total hours spent	**7 hours**		

7.6 Day 5: Sales orders, Cancellations and Replacements

Topics on Day 5:

- Presales and NOOS ordering
- Ordering for Distributors
- Presales plan
- Create Replacements and Cancellations

7.6.1 Pre-requisites Day 5

All Customers, Vendors and Items are entered in the system.

To make sure that we cover all the topics planned for day 5, it is essential to watch the following E-learning videos and make sure that you prepare questions if you have any.

- Demo Videos:
  - Sales ordering within K3|pebblestone
  - K3|pebblestone Presales Plan
  - Cancellations and Replacements within K3|pebblestone
- Online Academy
  - Sales
    - Order Type
    - Sales Order creation
    - Batch op and release Sales Orders
  - Purchase
    - Cancellations and Replacements
    - End of Season Cancellations

Tasks	Estimated time (mins)	Attendees	Notes
Answer questions from day 1, or from watching the videos to prepare for day 5.	30	KEY	If no questions, do a quick summary on the topics discussed.
Order Type	30	SD	Using the order type the behaviour of the order entry changes. Order type can have a Sales Season attached so items are filter to this sales season.
Create Presales orders	30	SD	Step by step walk through the Sales order creation with Order Type Presales. Explain the different dates: from Delivery Drop, Requested Delivery Date. Show the information available in the fact boxes and how to link documents and notes. Copy document.
Small Break	15		
Create Presales orders	30	SD	See above
Create NOOS order	60	SD	Step by step walk through the Sales order creation with Order Type NOOS. Statistic values in the matrix. Check mark Auto cancel reminders.
Lunch Break	30		
Ordering for distributors	30	SD	Orders can be created based on a brand. Payment conditions can also be setup per Brand.
Open/ Release Sales orders	30	SD	How to work with the order status and how to Release and Open multiple orders. Explain the difference between Initial and ordered quantity.
Presales plan	30	SD/ PD	The Presales plan gives an overview of all the Presales Sales Orders and Replacement and Cancellations decision can be made.
Small Break	15		
Presales plan	30	SD/ PD	See above
Creation of Replacement and Cancellation.	60	SD/ PD	How and when are you using the different phases within Replacement and Cancellations. Walk through the standard setup: - Reason Code
Review day 5			
Total hours spent	**7 hours**		

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7.7 Day 6 Purchase, Delivery and Returns

Topics for Day 6:

- Create Purchase order

- Supply planning and Receiving

- Delivery the collection to the customer

- Return Sales orders, Return Purchase orders and Credit memos

7.7.1 Pre-requisites Day 6

To make sure that we cover all the topics planned for day 6, it is essential to watch the following E-learning videos and make sure that you prepare questions if you have any.

- Demo videos:
  - K3|pebblestone Presales Plan
  - Purchase Order creation within K3|pebblestone
  - K3|pebblestone Item Supply Planning
  - K3|pebblestone Delivery Plan
- Online Academy
  - Item Management
    - Item Supply Planning
  - Purchase
    - Purchase Order creation through Presales Plan
    - Purchase Order creation
  - Logistics
    - Delivery Worksheet creation

Tasks	Estimated time (mins)	Attendees	Notes
Answering the questions of day 5 or after watching the videos to prepare for day 6.	30	KEY	If no questions, do a quick summary on the topics discussed.
Purchase orders creation through Presales plan	60	PD	Creation of Purchase orders.
Small Break	15		
Purchase order creation for NOOS items.	60	PD	Purchase orders for NOOS items can be created together with the Presales orders. If you want to create them separately you can use the Requisition Worksheet or create them manually.
Supply planning	30	SD/ PD	When the Purchase orders are due the wholesaler needs insight which items are being delivered by the vendors and how this relates to the outstanding Sales orders. This could also help to plan the work in the warehouse and if needed inform customers about potential delays.
Lunch Break	30		
Delivery Worksheet	90	WD	Working with the delivery worksheet and Inventory picks vs Sales shipments.
Small Break	15		
How-to adjust stock (using the Item Journal)	30	WD	
Reversed Logistics (sales return orders)	30	SD/ WD	Discuss the creation and posting of sales return orders and sales credit memo's. Explain the Reason Code's and decide whether it is useful to create a 'RETURN' location. Walk through the standard setup: - Return Reasons
Creation of Sales Credit Memo's and Posting	30	SD/ FD	
Review day 6			
Total hours spent	7 hours		

7.8 Day 7: Finance (Part 2)

Topics for Day 7:

- General Journals
- Fiscal year closing and VAT setup
- Stock adjustments
- Cost invoices
- Sales Invoices, Purchase Invoice and Reminders

Tasks	Estimated time (mins)	Attendees	Notes
Answering the questions of day 6 or after watching the videos to prepare for day 7.	30	KEY	If no questions, do a quick summary on the topics discussed.
Bank Accounts and Reconciliation	45	FD	
Small Break	15		
General Journals	60	FD	
VAT and Intrastat declarations	30	FD	VAT Statement Templates, VAT Product - and VAT Business Posting Groups & VAT Statement Explain: • VAT - VIES Declaration Tax Auth • Working in multiple currencies Don't forget to close the accounting periods when the tax is declared
Lunch Break	30		
VAT and Intrastat declarations	30	FD	See above
Closing and commencing a fiscal year	45	FD	
Small Break	15		
Creation and stock valuation for cost invoices	30	FD	
Creation of Purchase Invoices and Posting	30	PD/ FD	

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Creation of Sales Invoices and Posting	30	SD/ FD	General ledger entries (derived from combination of Gen. Prod. - & Gen. Bus. Posting Group) and dimensions. Applying payments / credit notes with outstanding invoices
Create and issue reminders	30	FD	
Review day 7			
Total hours spent	**7 hours**		

7.9 Go-live support

Reserve 7 hours after the complication of the implementation and training of K3|pebblestone to assist the customer during the Go-live (remote).

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