



# Day 7 – Project Implementation Form

Finance (Part 2)

Version: K3|pebblestone Cloud 1.0

# Contents

1. Customer and Project Data .....	2
2. Attendees by Functional Area .....	2
3. Targets for the End of the 7 <sup>th</sup> Day .....	2
4. Customer Form Day 7 – Finance (Part 2) .....	3

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## 1. Customer and Project Data

<b>Customer Name</b>	
<b>Implementing Consultant</b>	
<b>Date</b>	
<b>Project &amp; Activities</b>	Finance (Part 2)
<b>Time Scheme</b>	We estimate a seven-hour duration to discuss the topics listed below.

## 2. Attendees by Functional Area

		Name of K3 pebblestone users per functional area
<b>KEY</b>	Key user	
<b>SD</b>	Sales Department	
<b>PD</b>	Purchase Department	
<b>WD</b>	Logistics / Warehouse Department	
<b>FD</b>	Finance Department / Accounting	
<b>ALL</b>	All K3 pebblestone users	

These will be the users that will have a role in the implementation of K3|pebblestone. It is important that they attend to the sessions for their functional area. When the necessary users don't attend, this could cause serious delays for further implementations.

## 3. Targets for the End of the 7<sup>th</sup> Day

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

## 4. Customer Form Day 7 – Finance (Part 2)

To deliver a clear and complete implementation within the set timeframe it is important that the tasks are completed within the estimated time.

Tasks	Estimated time (mins)	Attendees on functional area	Completed	N/A
Answering the questions from day 6, or from watching the videos to prepare for day 7.	30	KEY		
Bank Accounts and reconciliation	45	FD		
Small Break	15			
General Journals	60	FD		
VAT and Intrastat declarations	30	FD		
Lunch Break	30			
VAT and Intrastat declarations	30	FD		
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		
Creation of Sales Invoices and Posting	30	SD/ FD		
Create and issue reminders	30	FD		
Review day 6				
<b>Total hours spent</b>	<b>7 hours</b>			

Additional time spent on (to be invoiced)	Minutes

Tasks for the customer	Deadline

Tasks for the implementor	Deadline

Remarks

Dates	
Signature for acceptance	

Disputes concerning the time spent and the subjects discussed must be announced to COMPANYNAME within 3 business days after the visit of the implementer.