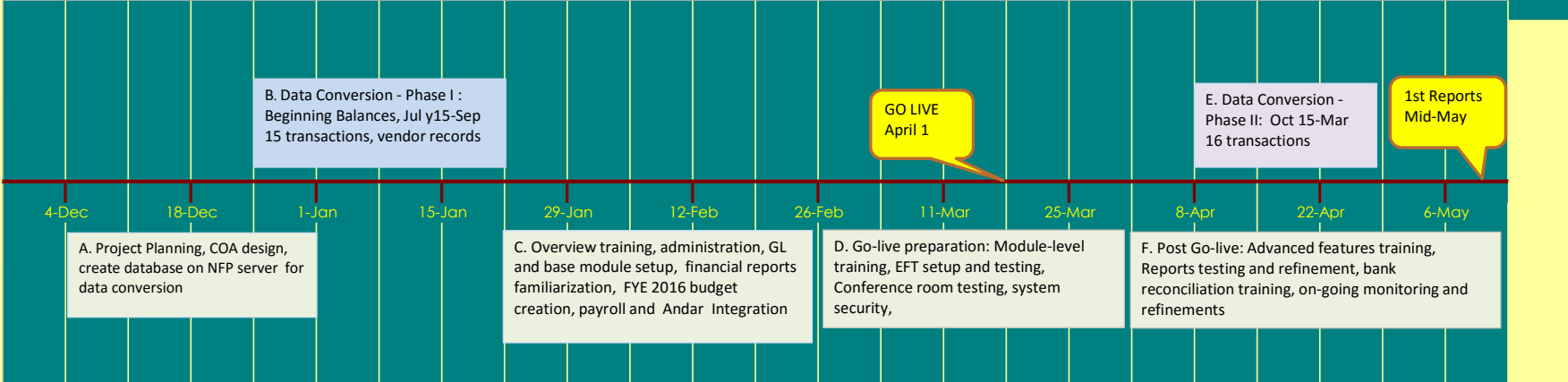


# Sample NPO

## Abila MIP Fund Accounting™ Implementation Timeline



**A. Project Planning**

	1/1/2016		Responsible		Completion		ConsultantTime	
	ECD	ACD	Consultant	Client	ECD	ACD	Est Time	Act Time
1 Kick-off meeting			LAB/LDJ	DS	4-Dec		2	
2 Additonal discovery			LAB	DS			1	
3 Create implementation plan			LAB	DS			1	
4 Design basic account segment structure			LAB	DS			2	
5 Setup organization in MIP on NFP Server			LAB				1	
6 Complete Chart of Accounts			LAB	DS			2	
a. Create account structure and segments								
b. Assign account segment code values								
c. Review with key users and adjust								
d. Import COA								
6 Get sign-off that software installed and ready for data conver			LAB	DS	1-Jan		0	
<b>Estimated consultant time</b>							<b>9</b>	

**B. Data Conversion - Phase I**

ECD  
ACD

1/22/2016

Responsible  
Consultant Client

ECD

Completion  
ACD

ConsultantTime  
Est Time Act Time

1 Convert beginning FY balances

- a. Establish fiscal year start date (July 1, 2015)
- b. Export beginning balances to Excel
- c. Map beginning balance QB accounts to MIP accounts
- d. Enter or import beginning balance to MIP
- e. Validate balances from old to new system

LAB

X

8-Jan

2

2 Convert transaction history

- a. Decide on conversion phase 1 cutoff date - 10/31/2015
- b. Export transactions from FY start to phase 1 cutoff date to Excel
- d. Create a transaction map template and provide how to instructions to user
- d. Map old transaction accounts to MIP segments
- e. Review map and make corrections
- f. Apply transaction map to detail transactions thru phase 1 cutoff
- g. Review mapped transaction, make corrections and additional manual mapping
- h. Import mapped transactions
- i. Validate activity between old and new system thru 1st cutoff; sign-off

LAB

X

15-Jan

6

3 Convert vendor records

- a. Export vendor records from old system to Excel
- b. Modify export worksheet for editing and MIP coding
- c. Delete inactive vendors and edit to MIP format; add default GL codes if applicable
- d. Import edited vendor records into MIP
- e. Validate imported records through 10/31 and make corrections in MIP; sign-off

LDJ

X

22-Jan

2

4 Create training organization database from live database

LDJ

X

22-Jan

1

5 Additional tasks not identified in above categories

1

**Estimated consultant time**

**12**

**C. Basic Setup and Overview Training**

ECD ACD	2/26/2016	Responsible		Completion		ConsultantTime	
		Consultant	Client	ECD	ACD	Est Time	Act Time
1 Base module setup and training	LDJ		X	5-Feb		4	
a. Navigation and help							
b. Administration - preferences and user security General Ledger - account maintenance, designation codes, offsets, closing							
c. arguments Basic transactions - Journal vouchers, cash receipts and disbursements, entry							
d. and posing hierarchy							
e. Vendor maintenance and AP overview							
f. Basic reporting familiarization							
g. Distribution codes familiarization and setup							
2 Budget training and creation	LDJ		X	12-Feb		4	
a. Understand how budgeting works in MIP							
b. Create the FY 2016 budget in MIP							
3 Payroll integration				26-Feb		3	
a. Discovery	LAB		X				
b. Collaborate with payroll service on coding and export format							
c. Design processes							
d. Test in training database							
4 Andar integration	LAB		X	26-Feb		2	
a. Discovery							
b. Collaborate with payroll service on coding and export format							
c. Design processes							
d. Test in training database							
5 Additional tasks not identified in above categories	X		X	26-Feb		2	
<b>Estimated consultant time</b>						<b>15</b>	

**D. Going Live Preparation and Training**

**ECD  
ACD**

**4/1/2016      Responsible      Completion      ConsultantTime**  
**Consultant   Client      ECD      ACD      Est Time   Act Time**

1 Install MIP software on client server and workstations - set security

LAB      X      **8-Apr**      1

**2 Basic Transactions**

LDJ      X      11-Mar      6

- a. Journal vouchers
- b. Cash disbursements
- c. Write checks
- d. Cash receipts
- e. Posting
- f. Recurring transactions
- g. Account balance inquiry
- h. Forms designer - modification
- i. Transaction reports
- j. Coding tips and tricks

**3 Accounts payable**

LDJ      X      18-Mar      6

- a. Default coding using distribution codes
- a. Invoice entry
- c. Creating memorized and recurring transactions
- d. Payment selection and check writing
- e. Forms designer - test check form(s) format and adjust
- f. EFT setup, testing an training
- f. AP reports

**4 Prepare to go live**

LDJ      X      1-Apr      4

- a. Develop a detail going-live task list and communicate
- d. Perform selective assurance testing through MIP (optional)
- d. Go-live; begin new month entries and processing in MIP - sign-off**

**5 Additional tasks not identified in above categories**

- a.
- b.
- c.

**Estimated consultant time**

**18**

**E. Data Conversion - Phase II**

ECD  
ACD

4/29/2016      Responsible      Completion      ConsultantTime  
Consultant   Client   ECD      ACD      Est Time   Act Time

1 Create transaction history

- a. Export transactions from Nov 15 - Mar 15
- b. Apply transaction map to detail transactions
- g. Review mapped transaction, make corrections and additional manual mapping
- h. Import mapped transactions
- i. Validate activity between old and new system thru 3/31; sign-off

LAB      X      29-Apr      2

2 Additional tasks not identified in above categories

1

**Estimated consultant time**

**3**

**E. Post Go-live: Financial reports development and training, on-going monitoring**

ECD ACD	5/27/2016	Responsible		Completion		ConsultantTime	
		Consultant	Client	ECD	ACD	Est Time	Act Time
1	Financial reports customization and training	LDJ	X	13-May		4	
a.	Define reports						
b.	Customize from report templates						
c.	Test and refine reports utilizing live data through Oct 15						
d.	Prepare reports for April for delivery in mid-May						
2	Monitor Payroll and Andar integration	LDJ	X	20-May		2	
3	Additional tasks not identified in above categories	LDJ	X	5/27/2016		2	
<b>Estimated consultant time</b>						<b>8</b>	

## Project Phase

	ConsultantTime	
	Est Time	Act Time
A. Project Planning		9
B. Data Conversion - Phase I		12
C. Basic Setup and Overview Training		15
D. Going Live Preparation and Training		18
E. Data Conversion - Phase II		3
E. Post Go-live: Financial reports development and training, on-going monitoring		8
	<b>Total hours</b>	<b>65</b>
	Senior consultant hourly rate	\$180
	<b>Estimated project consulting budget*</b>	<b>\$11,700</b>

\*Actual results may vary