



Grantee Name:	Ashoka Indonesia
Volunteer Name:	Sven Hansen; Jayson Malla ; Gavin Neels; Racquel Dacanay
Date:	Aug 29, 2014
Account Manager Name:	Charles Cave
Project Type:	SuiteVolunteer – Simple implementation

1. Project Overview:

In Scope:

- Review the enabled features and related preferences set up in their NetSuite One World Account.
- Review standard navigational paths and menu options.
- The NetSuite volunteer will provide you best practices for creating chart of accounts, departments, class, & locations.
- The NetSuite volunteer will guide you in creating the chart of accounts and accounting periods.
- The NetSuite volunteer will guide you in performing Basic Financial Transactions which includes Journal Entries, Reversal & Memorized Transactions, and Budget.
- The NetSuite volunteer will guide you in manually creating Customer and Contact records.
- The NetSuite volunteer will guide you in creating Accounts Receivable Transactions which includes Sales Invoice, Customer Payments and Credit Memos.
- The NetSuite volunteer will guide you in manually creating Vendor and Contact records.
- The NetSuite volunteer will guide you in creating Accounts Payable Transactions which includes Vendor Bills, Vendor Payments, and Vendor Credits.
- The NetSuite Volunteer will guide you in closing of accounting periods.
- The NetSuite Volunteer will guide you in using related standard reports and searches.

Out of Scope:

- The following are assumed to be excluded from the scope of this engagement:
 - Customer Relationship Management
 - Sales Force Automation
 - Marketing Automation
 - Forecasting
 - Advanced Financials
 - Inventory Management
 - Purchase Order Process
 - Sales Order Process
 - Case Management
 - Issue Management
 - Payroll
 - Projects
 - Contracts
 - Dashboards, Metrics and Roles
 - Fund Raising Bundle
 - Data Migration

Completion Criteria:

- The Project is complete with the volunteer has provided guidance to Ashoka Indonesia to:
 - Walkthrough on General Setup and Preferences
 - Walkthrough on Basic Accounting Transactions
 - Walkthrough on Entity Creation (Customers, Vendors and Contacts)
 - Walkthrough on Accounts Receivable Process
 - Walkthrough on Accounts Payable Process
 - Walkthrough on Related Standard Reports and Searches

2. Project Timeline:

TIMELINE / DELIVERABLES: Date	Responsible	Task
	<i>Volunteer & Grantee</i>	<i>Introduction Call</i>
	<i>Volunteer</i>	<i>Volunteer delivers completed project brief & timeline to grantee</i>
	<i>Grantee</i>	<i>Grantee signs off on project brief & timeline</i>
<i>Tue, Sept 2 9:00am-11:00am GMT +7 Indonesia Time</i>	<i>Grantee & Volunteer</i>	<i>Project meeting #1 1. Navigation, menu options and Report Overview 2. Discuss enable features and preferences, Currencies 3. Discuss Chart of accounts and accounting periods 4. Discuss Classifications (Segmentations) 5. Discuss Subsidiary.</i>
	<i>Grantee</i>	<i>Deliverable #1 1. Finalize the Chart of Account & Classifications / Segmentation & Subsidiary 2. Review accounting periods 3. Review accounting preferences</i>
<i>Thu, Sept 4 9:00am-11:00am GMT +7 Indonesia Time</i>	<i>Grantee & Volunteer</i>	<i>Project meeting #2 1. Q&A from project meeting #1 and deliverable #1 2. Entity Records Creation – Customer and Vendor 3. Item record creation.</i>
	<i>Grantee</i>	<i>Deliverable #2 1. Review then Enter all your final customer and vendor records 2. Validate records in NetSuite</i>
<i>Tue, Sept 9 9:00am-11:00am GMT +7 Indonesia Time</i>	<i>Grantee Volunteer</i>	<i>Project Meeting #3 1. Q&A from project meeting #2 and Deliverable #2 2. Entering customer invoices walkthrough 3. Review GL Impact and Customer record financial history. 4. Review Aged AR, GL Trial balance and financial statement report. 5. Discuss about establishing</i>
	<i>Grantee</i>	<i>Deliverable #3 3. Build your beginning Accounts receivable balances 4. Validate and reconcile records in NetSuite</i>
<i>Thu, Sept 11 9:00am-11:00am GMT +7 Indonesia Time</i>	<i>Grantee & Volunteer</i>	<i>Project Meeting #4 1. Q&A from project meeting #3 and Deliverable #3 2. Entering customer payments and credit memo application walkthrough 3. Review GL Impact and Customer record financial history. 4. Review Aged AR, GL Trial balance and financial statement report. 5. Discuss about establishing opening balances</i>


<i>Fri, Jun 6</i>	<i>Grantee</i>	<i>Deliverable #4</i> <i>1. Review and validate records in NetSuite</i>
<i>Tue, Sept 16</i> <i>9:00am-11:00am</i> <i>GMT +7 Indonesia</i> <i>Time</i>	<i>Grantee & Volunteer</i>	<i>Project Meeting #5</i> <i>1. Q&A from project meeting #4 and deliverable #4</i> <i>2. Entering Vendor bill walkthrough</i> <i>3. Review GL Impact and Vendor record financial history.</i> <i>4. Review Aged AP report and GL Trial balance and related financial statements.</i> <i>5. Discuss about establishing opening balances</i>
	<i>Grantee</i>	<i>Deliverable #5</i> <i>1. Build your beginning accounts payable balances</i> <i>2. Review and validate records in NetSuite</i>
<i>Thu, Sept 18</i> <i>9:00am-11:00am</i> <i>GMT +7 Indonesia</i> <i>Time</i>	<i>Grantee & Volunteer</i>	<i>Project Meeting #6</i> <i>1. Q&A from project meeting #5 and deliverable #5</i> <i>2. Entering Vendor bill payment and credit memo application walkthrough</i> <i>3. Review GL Impact and Vendor record financial history.</i> <i>4. Review Aged AP report and GL Trial balance and related financial statements.</i> <i>5. Discuss about establishing opening balances</i>
	<i>Grantee</i>	<i>Deliverable #6</i> <i>1. Validate and reconcile records in NetSuite</i>
<i>Tue, Sept 23</i> <i>9:00am-11:00am</i> <i>GMT +7 Indonesia</i> <i>Time</i>	<i>Grantee & Volunteer</i>	<i>Project Meeting #7</i> <i>1. Q&A from Project meeting #6 and deliverable #6</i> <i>2. Entering Journal entry (Reversal and Memorized transactions) walkthrough</i> <i>3. Review GL Impact.</i> <i>4. Review GL Trial balance and related financial statements.</i> <i>5. Discuss about establishing opening balances</i>
	<i>Grantee</i>	<i>Deliverable #7</i> <i>1. Build your beginning General ledger balances</i> <i>2. Validate and reconcile records in NetSuite</i> <i>3. Review Financial reports</i>
<i>Thu, Sept 25</i> <i>9:00am-11:00am</i> <i>GMT +7 Indonesia</i> <i>Time</i>	<i>Grantee & Volunteer</i>	<i>Project Meeting #8</i> <i>1. Q&A from project meeting #7 and deliverable #7</i> <i>2. Setup Budgets</i> <i>3. Discussion on Closing the period process</i> <i>4. Discussion on cutting over to NetSuite.</i>
<i>Tue, Sept 30</i> <i>9:00am-11:00am</i> <i>GMT +7 Indonesia</i> <i>Time</i>	<i>Grantee & Volunteer</i>	<i>Project Completion</i>

Oct 15, 2014	Volunteer	Survey / Feedback given to NS.org
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Acceptance

NetSuite Volunteers and Ashoka Indonesia are in agreement of the project scope and schedule.

NetSuite Acceptance

Action	Name	Title	Signature	Date
Accepted By	Sven Hansen; Racquel Dacanay; Jayson Malla; Gavin Neels	Suite Volunteers	 Jayson Malla (Aug 28, 2014)	Aug 28, 2014

Customer Acceptance

Action	Name	Title	Signature	Date
Accepted By	Eveline	Project Manager - Ashoka Indonesia	 Eveline (Aug 30, 2014)	Aug 30, 2014

Signature: 
Jayson Malla (Aug 28, 2014)

Email: jmalla@netsuite.com

Title: PS consultant - APAC

Company: Netsuite

Signature: 
Eveline (Aug 30, 2014)

Email: eveline@changemakers.com

Title: interim country rep Ashoka Indonesia

Company: Ashoka Indonesia



Ashoka Indonesia_ Project Brief

EchoSign Document History

August 30, 2014

Created:	August 28, 2014
By:	Jayson Malla (jmalla@netsuite.com)
Status:	SIGNED
Transaction ID:	XDJYCQU2Z7K7Y3G

“Ashoka Indonesia_ Project Brief” History

- Document created by Jayson Malla (jmalla@netsuite.com)
August 28, 2014 - 8:55 PM PDT - IP address: 122.55.32.40
- Document e-signed by Jayson Malla (jmalla@netsuite.com)
Signature Date: August 28, 2014 - 9:58 PM PDT - Time Source: server - IP address: 122.55.32.40
- Document emailed to Eveline (eveline@changemakers.com) for signature
August 28, 2014 - 9:58 PM PDT
- Document viewed by Eveline (eveline@changemakers.com)
August 29, 2014 - 12:53 AM PDT - IP address: 114.124.0.244
- Document e-signed by Eveline (eveline@changemakers.com)
Signature Date: August 30, 2014 - 12:10 AM PDT - Time Source: server - IP address: 114.124.3.186
- Signed document emailed to Eveline (eveline@changemakers.com) and Jayson Malla (jmalla@netsuite.com)
August 30, 2014 - 12:10 AM PDT