Adding a new store to a Great Plains / QConnect - Accountant checklist

Item	Description	Mechanics	Comments	Responsible
Great Plains				
Chart of Accounts	Add new chart of accounts	Financial > Cards > Mass Modify or Integration		Financial Representative / CAM
Checkbook	Add new checkbook / bank	Financial > Cards > Checkbook	Needed if new checkbook is required for GL coding purposes or new bank. Confirm the assigned starting check number and make sure it does not conflict with store's manual checkbook. - Set up magic ticket to request a Mekorma check.	Financial Representative / CAM
Vendor Class	Add 3 digit vendor class	Purchasing > Setup > Vendor Class	If new QConnect store is required	Financial Representative / CAM
QConnect - new store setup				
Magic ticket	Create magic ticket for QConnect store setup	Include in magic ticket: Company name; 3 digit vendor class, store description		Financial Representative / CAM send spreadsheet -> BAM team
COA	COA to be added to QConnect	Email BAM COA to be added to QConnect for AP entry.	Reference magic ticket #. Include the following in excel: Account Index (from smart list), account number, account description, 3 digit store id per line item)	Financial Representative / CAM send spreadsheet -> BAM team
Inventory Keys	If the inventory module is used in QConnect, send keys for new store based on current layout.	Email BAM inventory keys to be added	Reference magic ticket #. Include the following in excel: store ID, Description, display order, GL Inventory Account, BL Cost Account. See Diane if questions on current setup.	Financial Representative / CAM send spreadsheet -> BAM team
Checkbook	If new checkbook was added for the store, the link must be established for Payment Selection batches	Email BAM checkbook information	Reference magic ticket #. Include the following in excel: Checkbook ID, Cash Account index (look up cash account index in smartlist), 3 digit store id.	Financial Representative / CAM send spreadsheet -> BAM team
Access	Add user access to new store	Completed & Approved user application form sent to IT-BAM	Add internal and client users that need access.	Approved access form to include: internal and client users -> BAM Team
Frx				
COA	Modify reports as needed	Add new department to frx tree		Financial team if capable or set up a Magic Ticket with specific instructions
QConnect Financial Reports				
PNL Reports	Create magic ticket	Email IT-DEV modifications requirements	Reference magic ticket #. Include specific changes needed.	Financial team to set up a Magic Ticket with specific instructions. Email IT-DEV form for PNL changes.