

## TR1 TRAINING CHECKLIST LESSON 1

Return form to: jzehr@lwolf.com

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Client Name	Client Code	
Region/Franchise	Primary Contact	

Lesso	n # 1 Company Setup/General Options Overview	Date Completed	Initials			
Startin	ig up/Shutting Down brokerWOLF					
Training mode <sup>1</sup>						
Syster	n Terminology <sup>2</sup>					
E.1.1	Company Profile <sup>3</sup>					
E.3	Edit Office List 4					
E.1.4	Review Bank Accounts ⁵					
Edit as	s you Go <sup>s</sup>					
I.C	Format Checks					
3.7/4.6	/6.6 Deposit Slips					
E.4	Edit Printer Directions					
Create	Control Account Review Sheet					
Review	v Report Guide from Pre-Train					
Create	List of Required/Needed Reports					
5.8.1	Accounts Payable - Vendors 7					
5.8.5	Accounts Payable Options 8					
5.1	Post Vendor Invoice					
5.2	Issue General Checks					
5.3	Recurring A/P					
5.4	Clean Up Vendor Expense					
5.5	Vendor Inquiry					
5.6.1	Print A/P Reports					
5.6.3	Disbursement Journal					
5.R	Reverse Invoice/Checks					
F.5.1	Edit G/L Posting					
F.F.7	Change Check					
F.F.8	Reprint Check					
I.F.2	Favorite Options					
Homework						
Return	n this Completed Checklist to Schedule Lesson #2					



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- To create the training mode, all users have to be off the system. If you want to create a training mode say at noon or early one night use T.M - Messages and send a message to ask that everyone signoff when they go to lunch - or be off the system early.
- 2. Re-Index (if you see the message do it)
- 3. System Control Dates
- 4. Review the Office List E.3
  - All active offices in DPN will be brought over to the brokerWOLF platform
    - If the DPN Office is A (Admin), it becomes an Administrative Office
    - If the DPN Office has active agents, the office is set to allow agents
  - DPN Departments without a corresponding real estate office become an office set to no agents to accommodate the GL detail
  - If your DPN General Ledger contained entries/balances in Temporary GL Accounts with a .001 extension AND YOU DID NOT have a GL Department 1, Office 1 was created during the migration to facilitate these GL entries/balances.
  - To maintain unique office names, the migration used the first 12 positions of the DPN office name and appended the office number (3 positions) this can be cleaned up <u>after the final data migration</u>. A migration parameter is available defining whether the office number should precede or follow the office name it is recommended the office number precede to better facilitate reporting order on offices.
  - Offices are required to have an address in brokerWOLF DPN did not force an address, migration defaulted the company address if blank in DPN - this can be cleaned up <u>after the final data migration</u>
  - Broker ID# fields can be completed <u>after the final data migration</u>
  - If you are a franchise company and report to either CREST or PREA, after the final migration you will need to complete the affiliate office ID's - and check the option Non-Reporting Office where applicable
  - Set the office groupings and the next transaction numbers for each office E.3 after the final data migration.
- 5. Review Bank Accounts
  - Bank Accounts must be unique in brokerWOLF migration is appending DPN GL Acct # to the name this needs to be cleaned up <u>after</u> the final data migration
  - Review defaults (Setting Trust Bank Default will open up the Trust Tab on the Transactions)
  - Confirm/Correct/Add Account Information
  - Test Check Formats I.C
    - If formats need to be added for other accounts, refer to Transitioning into brokerWOLF Setting Up Check Formats & Deposit Slips

      This Tip Sheet includes the field settings to mirror your DPN blank check stock format
      - E.1.6 Check Signature use this option to add check signatures if needed
  - Setup Deposit Slip Formats 4.6 Deposit Ticket
  - Refer to DPN Tip Sheet Transitioning into brokerWOLF Setting Up Check Formats and Deposit Slips
  - Set Default Check Printers E.4
  - Positive Pay, EFT, Setup will need to be done on live recommend testing format on training
- 6. No edits storing the entries is the equivalent of updating in DPN
- 7. Common functions
  - Accounts Payable
    - Vendor Search 5.8.1
      - DPN Vendors set to be 1099'd by invoice will be split into two vendors during the migration the vendor created for 1099 invoices will have a vendor number ending in Y
      - Review any vendors who are DBA's there are view options to view by Vendor Name or DBA Name and options as to which name(s) to print on checks
      - Payment Terms on Vendors migrated as follows:
        - If Blank in DPN Blank in brokerWOLF
        - If Due Date Type = T in DPN
          - AND Term = 30 brokerWOLF N3
          - AND Term = 15 brokerWOLF N5
          - AND Term = 21 brokerWOLF N2
          - AND Term = 10 brokerWOLF N1
          - AND Term = 60 brokerWOLF N6





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- AND Term = 7 brokerWOLF N7
  - Otherwise is set to Blank in brokerWOLF
- If Due Date Type = D in DPN
  - AND Due Day = 15 brokerWOLF = 15
    - Otherwise is set to Blank in brokerWOLF
- Recurring Accounts Payable 5.3
  - All DPN recurring AP batches migrated into one file they are alpha by payee. If you posted these entries using separate batches, you will now use the Post checkbox to control when the recurring AP records post on brokerWOLF
- 8. Review Options settings keep a list as these will need to be reset in after the final migration.
  - Recommend changing Reverse Checks On to Today's Date
  - If DPN Accounts Payable Parameters were set to take a discount, the Discount field is set to Y and your discount GL account from the DPN Parameters has been migrated into this field.

Control Account Description <sup>9</sup>	GL Account Number	Use in BW	In Training Data check F.1.3 & 5.3: Note Below	Removed in F.1.3 and/or 5.3 <sup>10</sup>

- 9. Control Accounts are General Ledger Accounts that have a sub-ledger associated with them in brokerWOLF. F.F.6.3.1 will show all Control Accounts defined in your brokerWOLF system. These accounts cannot be used on Recurring Journal Entries or Recurring Accounts Payable postings in brokerWOLF. It will be necessary to check the Recurring Journal Entries and Recurring Accounts Payable entries that migrated from DPN to be sure they are not set to post to any control account. If any control account is found on one of these migrated entries, it will be former the theorem the theorem the theorem the term of the second the term.
- it must be removed before posting that recurring entry in brokerWOLF. Remove the entry or change the general ledger account number on the entries in the test/training data. If it is possible to change these recurring entries in DPN prior to the live migration data pull, you may not have to repeat this step in the live migration.
- 10. If applicable based on findings in the test/training migration data, make a note to remove or edit F.1.3 and 5.3 immediately after your live migration and prior to using the recurring entries in brokerWOLF.

IMPORTANT: Please use Adobe Reader to fill out this form. If you do not have Adobe Reader, you can download the latest version at http://get.adobe.com/reader/



## Lesson # 1 Company Control Account List

