M3

New Company/Property Conversion Checklist

PROPERTY:_____

Accounting Core Check list

☐	1. Setup new property in Accounting Core: * Note: You may want to update or replace the default chart of accounts BEFORE you add the new property. (Maintenance – Companies – Enterprise – Edit – Advanced – GL. Add new accounts to the bottom of the list or replace with new chart in Modules-Import/Export utility)	A. Maintenance – Companies B. Highlight Enterprise level C. Select New D. Fill in Company info (LLC) E. Select Save F. Select Yes to create a Property for this Company G. Fill in Property info – Opening date determines what date in time you would like to begin entering in Daily Report History H. Select Save I. Select No for unique suffix if there is only one Property J. Select Ok to bring in Income and Expense Accounts - Do not change the range of accounts, this will default to your income and expense account range. Click Ok. K. Advanced tab will appear automatically – Fill in the General, AP, Bank Account (Co. Level), Daily Report, and Periods Tabs *Daily Report 'Start Date' determines the first actual date of daily report input *Check the Create Journal Entry After Each Rollover option in the daily report tab to create a journal entry for each day. Otherwise, this will create one journal entry for the entire month. **Before logging out – please give yourself access to the new Company and Property:** 1. Go to Maintenance – User Manager – Access Tab 2. Find your Access Group – All Access or System Admin 3. Press Edit. 4. Under Access find the new Comp/Prop and put a check mark in the box next to the company and property. 5. Save.

☐	2. Request new users for the property:	A. Go to https://help.m3as.com
		B. Click on Submit Case>>Open a new support request – If needed, fill in your contact information
		C. Fill in Description box with the following info:
		  Property Name
		  Hotel staff – i.e. General Manager, AGM, Night Audit, etc.
		  For additional corporate users include first and last name
		D. Click on Submit
		E. New user name & password will be emailed to the email address provided in Step B

☐	3. Assign existing and new user access to the new property:	A. Maintenance – User Manager B. Go to Access tab C. For existing users, find existing Groups from the drop down and highlight Group to change D. Select Edit E. Select check box next to Company and/or Property depending on access needed F. Repeat steps for all Groups that will require access to this new Company and/or Property G. For new users, select Users tab then New H. Type in Username, Name and email I. In the Available Roles box move the appropriate role to the current roles box with > button J. In the Available Access box move the appropriate access locations to the current access box with the > button *If you need to create an additional role go to the Roles tab. Click New and check off desired privileges. K. Repeat these steps for any new user that requires unique privileges
☐	4. Modify new property's chart of accounts with any necessary changes:	A. Enterprise level - Modules – General Ledger – Chart of Accounts B. Add any unique accounts, or delete/inactivate any accounts necessary - Refer to COA Handout sheet for Adding and Deleting accounts. C. OR, Copy and Replace or Append chart with existing company chart of accounts AT BOTH THE COMPANY, THEN THE PROPERTY LEVELS!
☐	5. Load the chart of accounts to tables for financial reporting:	A. Maintenance – Financial Designer – Setup – Add Missing – Select the Company and Property level of the new company – New Accounts will appear in Blue B. Accounts will **NOT** load automatically with the chart of accounts that was loaded/updated.
☐	6. Create/Update/Assign any financials to reflect any changes/additions to chart of accounts:	A. Maintenance – Financial Designer – Layout B. Select NEW to create a new template C. To assign the existing report to the new property, select the report template from the drop down and select edit. Select the Assign button under functions and place a check mark next to the new company/property D. OR select New and COPY to create a copy of an existing report E. Make appropriate changes, remember to update % column calculations on existing reports, assign the report and then save. F. Edit Headers and Footers if necessary.

☐	7. Add to financial groups for Consolidated Reports:	A. Maintenance – Financial Designer – Consolidation B. Select Group - Edit to add new companies/properties
☐	8. Verify the property has a working PC with access to the internet:	A. Verify that you are allowed to load additional programs on the PC at the hotel. B. If yes, move on to step 9 C. If no, make arrangements for the hotel to have a working PC with internet connectivity.
☐	9. Load Citrix Program Neighborhood on the property's workstation:	A. Connect to the internet. B. Go to https://connects.m3as.com C. Log in the website with the users credentials D. If this is the first time you are logging in from this PC, the site will prompt you to download and then install the Citrix Client.
☐	10. Order check stock for the property using M3 format or predetermined check format:	A. You may choose any printing vendor that you would like or use one of the following: Larkins Printing 706-543-9871 or AF&S Printing 800-366-3194
☐	11. Create/ Copy the Daily Report: * Note: Make sure you copy each section of the Daily Report from the same property and follow ALL steps completely BEFORE you make changes to the daily report.	A. Property level - Maintenance – Daily Report – Setup , Create new Categories, Groups, or Items. Go to Maintenance – Daily Report – Layout and edit to add rows and columns. **OR** B. To copy the Daily Report from one property to your new property, from the property level, go to Maintenance – Daily Report – Setup, press Copy, select hotel to copy from, then OK C. Maintenance – Daily Report - Layout– Press Copy, Select same hotel as above in B, then OK. D. Delete any unnecessary items or groups. Add new items that apply. Add/delete any columns necessary.
☐	12. Initiate PMS Data Integration / Mapping Interface to the Daily Report:	A. Submit Case through https://help.m3as.com requesting to get the PMS Interface set up for the new property. You will be contacted by someone from that team for more information and instructions specific to your property/brand. ***NOTE: It is highly recommended that mapping takes place after the hotel has two weeks' worth of activity for validation purposes.

☐	13. Enter the accounts receivable beginning ledger balances for the daily reports: Daily Report Start Date = _____ *From step #1, setting up the property Day before Start Date above = _____	A. Property level - Maintenance – Daily Report – Input- B. Select Persistent Values Tab C. From the drop down menu, choose the item to enter the ledger balance (i.e. Advance Deposits Prior Day) D. The Start Date equals the '**Day before Start Date'** listed here E. Enter the dollar amount in the value field (if the value is negative, use – before the number) F. Select Calculate G. Choose the next ledger item and repeat steps H. Repeat all steps until all ledger beginning balances have been set
☐	14. Enter Daily Report history to appear in the columns on the Daily Report:	A. Property level -Maintenance – Daily Report – Input – B. Historical Data, then choose the date to enter C. Use 'Previous Day' or 'Next Day' to move through each day before saving D. It is not necessary to balance this report as it is only used for historical tracking purposes…skip any unnecessary items and concentrate on entering Revenues and Rooms statistics *You may also import the daily report history using the Import/Export utility E. Then click on the "Persistent Value" tab and choose your "room sold" (for example) from the drop-down menu. Choose the date of how far back you entered history for your daily report. Leave the value at Zero and click "calculate".
☐	15. Verify Daily Report, General Ledger and Cash Management Impact:	A. Modules – Daily Report – Input – Reports - Activity Report – Pick current period – verify general ledger impact is correct B. Modules – Cash Management – Register – verify cash and credit cards are flowing to Cash Management correctly *Do this each day the first week the daily report is rolled over.
☐	16. Turn on Document Imaging for Accounts Payable and set up scanner. (If applicable)	A. Verify that the property has a compatible scanner for document imaging. B. Submit a Case to have Document Imaging activated for the new property (list start date).
☐	17. Enable ACH and or VCC if using the product for Accounts Payable: (if applicable)	**For VCC:** A. Maintenance – Companies – Advance tab B. Bank Account tab – verify the bank account is setup and is VCC enabled C. Setup VCC Clearing account **For ACH:** A. Maintenance – Companies – Advanced tab B. Bank Account tab – verify the bank account is setup and is ACH enabled C. Modules – Accounts Payable – Vendor Tab – New – Create CSI Vendor with banking information for ACH processing
☐	18. Assign Enterprise AP vendors: (if necessary)	A. Enterprise level - Modules – Accounts Payable B. Assign Enterprise level vendors to new company/property including Single Payment Vendor.

☐	19. Add Property vendors:	A. Modules – Accounts Payable – Vendor B. Select New C. Fill in fields on the Vendor and Contact tab… Company DBA name, and either a Social Security Number or Tax ID (required fields) D. Select Save E. Repeat for all vendors **OR** copy vendors from another property A. Select Copy from functions B. Choose property to copy from C. Select vendors to copy D. Then select Copy E. Make changes as needed to copied vendors 　　*You may also import vendors using the Import/Export utility
☐	20. Setup Use Tax:	A. Enterprise Level - Maintenance – Tax Setup B. Tax Codes tab – create new tax rates if necessary C. Tax Groups tab – name grouping of tax rates D. Tax Assignment tab – Assign rates to group E. Group Assignment tab – Assign group to company and property level – key in use tax GL account
☐	21. Add new property to groups for Enterprise check run:(If cutting checks on the Enterprise Level) plus add Cash Acct GL codes to Enterprise Bank (if using).	A. Enterprise level - Modules – Payment Wizard B. Groups tab – Create new group or add to existing group C. If using Enterprise level bank, on Enterprise Advanced/Bank Account tab, select company and add GL code for cash acct.
☐	22. Setup the Property P&L budget:	A. Property level - Maintenance – Budget – Setup B. Select Edit C. Choose the financial report template to use (i.e. P&L) D. Change the State to 'Open'. This allows access to input fields in Modules E. Select Save
☐	23. Enter the Property P&L budget:	A. Property level - Modules – Budget – Input B. Select Edit C. Choose the budget type then enter the values D. Select Save – Save often during the process to protect data E. Print the budget in Modules – Budget – Report Wizard. You may also import the P&L Budget using the F. Import/Export utility or Import option in the module.
☐	24. Enter the Daily Report budget:	A. Property level - Modules – Daily Report – Budget B. Select edit and enter type then values C. Items appear in the list based on the Maintenance - Daily Report - Setup field termed 'Is this a budgeted item?' Update this in Maintenance – Daily Report Setup as needed D. Pick the Type: From P&L and pick the P&L row to link to your P&L Budget. 　　*You may also import the budget in the Import/Export Utility.

☐	25. Enter the Property P&L Forecast: (If Applicable)	A. Property level - Modules – Forecast B. New – Name Forecast – Select to copy blank data, budget data, or import C. Choose the forecast type and enter the values D. Select save – Save often during the process to protect data E. Print the forecast in Modules – Forecast – Report Wizard *You way also import the P&L Forecast using the Import/Export utility
☐	26. Set Up import feature in Cash Management:	A. If importing cleared checks or payroll checks into Cash Management submit a Case to set up the import feature.
☐	27. Add Beginning bank balances, deposits in transit, and outstanding checks in Cash Management: (If converting over from another accounting system – If this is a brand new location you can skip this step.)	A. Modules – Cash Management – Register – level where bank account is setup B. New – Deposit – Enter information for beginning bank balance – DO NOT ENTER DEBITS OR CREDITS C. New – Deposit – Enter information for deposits in transit – DO NOT ENTER DEBITS OR CREDITS *Enter one transaction for each deposit in transit D. New – Withdrawal – Enter information for outstanding checks – DO NOT ENTER DEBITS OR CREDITS OR A. Modules – Accounts Payable – New Invoice B. Dates will be date check was cut C. Code to Cash so it has no effect on your GL D. Pick Manual Payment – Pick bank account and check number E. Enter one transaction for each outstanding check
☐	28. Entering outstanding invoices from old system to be paid: (If converting over from another accounting system – If this is a brand-new location you can skip this step.)	A. Modules – Accounts Payable B. Invoice tab – New – Enter information – Code to AP Trade for invoices coded to prior months
☐	29. Select the date to enter history into the General Ledger: DATE:_____	A. Modules – General Ledger – Journal Entry, select new B. Enter the accounting period as the date listed here C. Enter the journal entry as the ENTIRE trial balance for the period listed for EVERY general ledger account number *You may also import the journal entry using the Import/Export utility

☐	30. Enter the next period date from #29 above in the list below. Then list out each period through the current period. Enter the GL activity for each period listed here: Period:_____ Period:_____ Period:_____ Period:_____ Period:_____ Period:_____ Period:_____ Period:_____ Period:_____ Period:_____ Period:_____ Period:_____	A. Modules – General Ledger – Journal Entry, select new B. Enter the posting date for the next period of history as listed here C. Enter the debits and credits for the activity for the first period to ALL general ledger accounts, then save D. Then continue to create journal entries for each period listed here separately. E. Before posting, run your financial reports (i.e.: Balance Sheet & Income Statement) with open journal entries to make sure the totals match old financial reports. F. Post all journal entries once you have verified all information is correct. *You may also import the journal entry using the Import/Export utility
☐	31. Setup property Inventory:	A. Maintenance – Inventory B. Set up Departments, Categories, Groups and Items C. Please refer to the Accounting Core manual or training videos on procedures *You may also import the inventory items using the Import/Export utility
☐	32. Contact Tech Support with any issues/questions:	A. Submitting a case at help.m3as.com or Email techsupport@m3as.com

Time Management Check list

☐	Setup new property in Time Management *Side Note: Add On properties are set up by the Time Management team	A. Reach out to our Time Management Training Team requesting the "M3 Time Management New Property Add-On Form". B. Fill in the New Property Add-On form. C. Return form to the Time Management Training Team.

☐	Setup new property in Insight	A. Submit a case to Insight team via the M3 Help Portal at https://help.m3as.com to add a new property in Insight. B. Include the following info in the case to support:
		
		• Management Company name
		• Company name
		• Property name
		• PMS ID / System
		• Brand/Property ID (Example – Hilton Facility ID or Marriott Marsha Code)
		   ○ M3 Specialist will provide any applicable instructions for requesting the data be sent to us from the brand
		• STR ID (if subscribed)
		   ○ M3 Specialist will provide you instructions on requesting the data be sent to M3 from STR
		• GSS ID (if applicable)
		   ○ M3 Specialist will provide any applicable instructions for requesting the data be sent to us from the brand
		• Add property to any property groups in Insight
		   ○ M3 Specialist will need to do some work behind the scenes for the property to show in Insight to be added
		• Add new users and assign user roles in the Settings tab
		• Assign new property to existing Insight Only users as needed
		• Publish dashboards to new users
		
		***NOTE: Hilton and Hyatt GSS feeds are requested by the hotel management company
		The M3 specialist handling the case will provide the appropriate GSS detail based on the brand being added.