

**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE SOUTHERN DISTRICT OF TEXAS  
HOUSTON DIVISION**

In re:	)	
	)	Chapter 11
CONVERGEONE HOLDINGS, INC., <i>et al.</i> <sup>1</sup>	)	Case No. 24-90194 (CML)
Reorganized Debtors.	)	(Jointly Administered)
	)	

**SUMMARY COVER SHEET TO  
GRANT THORNTON LLP'S FIRST AND FINAL APPLICATION FOR  
ALLOWANCE OF COMPENSATION AND REIMBURSEMENT OF EXPENSES  
FOR THE PERIOD FROM APRIL 4, 2024 THROUGH MAY 23, 2024**

<b>Name of Applicant:</b>	Grant Thornton LLP	
<b>Applicant's Role in Case:</b>	Tax and Software Implementation Consultant to ConvergeOne Holdings, Inc., <i>et al.</i>	
<b>Employment Order:</b>	May 10, 2024 [Docket No. 279] <i>Effective as of April 4, 2024</i>	
<b>Interim or Final Application:</b>	First and Final	
	<b>Beginning Date</b>	<b>End Date</b>
<b>Time period covered by this Application for which interim compensation has not previously been awarded:</b>	April 4, 2024	May 23, 2024
<b>Were the services provided necessary to the administration of or beneficial at the time rendered toward the completion of the case?</b>	Yes	
<b>Were the services performed in a reasonable amount of time commensurate with the complexity, importance and nature of the issues addressed?</b>	Yes	
<b>Is the requested compensation reasonable based on the customary compensation charged by comparably skilled practitioners in other non-bankruptcy cases?</b>	Yes	
<b>Do expense reimbursements represent actual and necessary expenses incurred?</b>	Yes	

<sup>1</sup> The Reorganized Debtors in these Chapter 11 Cases, together with the last four digits of each Reorganized Debtor's federal tax identification number, are as follows: AAA Network Solutions, Inc. (7602); ConvergeOne Dedicated Services, LLC (3323); ConvergeOne Government Solutions, LLC (7538); ConvergeOne Holdings, Inc. (9427); ConvergeOne Managed Services, LLC (6277); ConvergeOne Systems Integration, Inc. (9098); ConvergeOne Technology Utilities, Inc. (6466); ConvergeOne Texas, LLC (5063); ConvergeOne Unified Technology Solutions, Inc. (2412); ConvergeOne, Inc. (3228); Integration Partners Corporation (7289); NetSource Communications Inc. (6228); NuAge Experts LLC (8150); Providea Conferencing, LLC (7448); PVKG Intermediate Holdings Inc. (4875); Silent IT, LLC (7730); and WrightCore, Inc. (3654). The Reorganized Debtors' mailing address is 10900 Nesbitt Avenue South, Bloomington, Minnesota 55437.

<b>Compensation Breakdown for Time Period Covered by This Application</b>	
<b>Total professional fees requested in this Application:</b>	\$324,059.60
<b>Total professional hours covered by this Application:</b>	1,091
<b>Average hourly rate for professionals:</b>	\$296.94
<b>Total paraprofessional fees requested in this Application:</b>	N/A
<b>Total actual paraprofessional hours covered by this Application:</b>	N/A
<b>Average hourly rate for paraprofessionals:</b>	N/A
<b>Total fees requested in this Application:</b>	\$324,059.60
<b>Total expense reimbursements requested in this Application:</b>	\$0.00
<b>Total fees and expenses requested in this Application:</b>	\$324,059.60
<b>Total fees and expenses awarded in all prior Applications:</b>	N/A
<p><b>Plan Status:</b> On May 23, 2024, the United States Bankruptcy Court for the Southern District of Texas (the “<b>Court</b>”) entered the <i>Findings of Fact, Conclusions of Law, and Order (I) Approving the Debtors’ Disclosure Statement on a Final Basis and (II) Confirming the Joint Prepackaged Chapter 11 Plan of Reorganization of ConvergeOne Holdings, Inc. and Its Debtor Affiliates</i> [Docket No. 396] (the “<b>Confirmation Order</b>”), confirming the <i>Joint Prepackaged Chapter 11 Plan of Reorganization of ConvergeOne Holdings, Inc. and Its Debtor Affiliates (Technical Modifications)</i> [Docket No. 328] (including all exhibits and supplements thereto, the “<b>Plan</b>”).<sup>2</sup> The Effective Date of the Plan occurred on June 4, 2024. See Docket No. 442.</p>	
<p><b>Primary Benefits:</b> Pursuant to the applicable engagement letters and at the request of the Debtors, Grant Thornton assisted the Debtors through the Chapter 11 Cases, providing the Debtors with tax consulting and modeling services, Project Nova-related services, and debt capacity services, which included the evaluation of assets and liabilities of the Debtors, the Debtors’ ability to pay debts, and evaluation of the Debtors’ projected cash flows.</p>	

<sup>2</sup> Capitalized terms used but not otherwise defined herein shall have the meanings ascribed to such terms in the Plan.

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In re:	)	
	)	Chapter 11
CONVERGEONE HOLDINGS, INC., <i>et al.</i> <sup>1</sup>	)	Case No. 24-90194 (CML)
Reorganized Debtors.	)	(Jointly Administered)
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**GRANT THORNTON LLP’S FIRST AND FINAL APPLICATION FOR  
ALLOWANCE OF COMPENSATION AND REIMBURSEMENT OF EXPENSES  
FOR THE PERIOD FROM APRIL 4, 2024 THROUGH MAY 23, 2024**

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**If you object to the relief requested, you must respond in writing. Unless otherwise directed by the Court, you must file your response electronically at <https://ecf.txsb.uscourts.gov/> within twenty-one days from the date this application was filed. If you do not have electronic filing privileges, you must file a written objection that is actually received by the clerk within twenty-one days from the date this application was filed. Otherwise, the Court may treat the pleading as unopposed and grant the relief requested.**

Grant Thornton LLP (“**Grant Thornton**”), tax and software implementation consultant for the debtors and debtors in possession in the above-captioned Chapter 11 Cases (collectively, the “**Debtors**” and after the Effective Date of the Plan, the “**Reorganized Debtors**”), hereby files *Grant Thornton’s First and Final Application for Allowance of Compensation and Reimbursement of Expenses for the Period from April 4, 2024 Through May 23, 2024* (the “**Application**”) for allowance of compensation for professional services provided in the amount of \$324,059.60<sup>2</sup> and

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<sup>1</sup> The Reorganized Debtors in these Chapter 11 Cases, together with the last four digits of each Reorganized Debtor’s federal tax identification number, are as follows: AAA Network Solutions, Inc. (7602); ConvergeOne Dedicated Services, LLC (3323); ConvergeOne Government Solutions, LLC (7538); ConvergeOne Holdings, Inc. (9427); ConvergeOne Managed Services, LLC (6277); ConvergeOne Systems Integration, Inc. (9098); ConvergeOne Technology Utilities, Inc. (6466); ConvergeOne Texas, LLC (5063); ConvergeOne Unified Technology Solutions, Inc. (2412); ConvergeOne, Inc. (3228); Integration Partners Corporation (7289); NetSource Communications Inc. (6228); NuAge Experts LLC (8150); Providea Conferencing, LLC (7448); PVKG Intermediate Holdings Inc. (4875); Silent IT, LLC (7730); and WrightCore, Inc. (3654). The Reorganized Debtors’ mailing address is 10900 Nesbitt Avenue South, Bloomington, Minnesota 55437.

<sup>2</sup> This amount reflects application of a credit in the amount of \$7,523 and an administrative fee.

reimbursement of actual and necessary expenses in the amount of \$0.00 that Grant Thornton incurred for the period from April 4, 2024 through May 23, 2024 (the “**Fee Period**”). In support of this Application, Grant Thornton states as follows:<sup>3</sup>

**Jurisdiction**

1. The United States Bankruptcy Court for the Southern District of Texas (the “**Court**”) has jurisdiction over this matter pursuant to 28 U.S.C. § 1334. This is a core proceeding pursuant to 28 U.S.C. § 157(b)(2).

2. Venue is proper pursuant to 28 U.S.C. §§ 1408 and 1409.

3. The bases for the relief requested herein are sections 327(a), 328(a) and 330 of title 11 of the United States Code (the “**Bankruptcy Code**”), rule 2016 of the Federal Rules of Bankruptcy Procedure (the “**Bankruptcy Rules**”), rule 2016-1 of the Bankruptcy Local Rules for the Southern District of Texas (the “**Bankruptcy Local Rules**”), the *Procedures for Complex Cases in the Southern District of Texas* (the “**Complex Case Procedures**”), the United States Trustee’s Guidelines for Reviewing Applications for Compensation and Reimbursement of Expenses Filed under 11 U.S.C. § 330 (the “**UST Guidelines**”), the *Order Authorizing the Retention and Employment of Grant Thornton LLP as Tax and Software Implementation Consultant to the Debtors, Effective as of the Petition Date* [Docket No. 282] (the “**Retention Order**”), the Plan, and the *Findings of Fact, Conclusions of Law, and Order (I) Approving the Debtors’ Disclosure Statement on a Final Basis and (II) Confirming the Joint Prepackaged Chapter 11 Plan of Reorganization of ConvergeOne Holdings, Inc. and Its Debtor Affiliates* [Docket No. 396] (the “**Confirmation Order**,” and, collectively with the Bankruptcy Code, the

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<sup>3</sup> Capitalized terms used but not otherwise defined herein shall have the meanings ascribed to such terms in the *Joint Prepackaged Chapter 11 Plan of Reorganization of ConvergeOne Holdings, Inc. and Its Debtor Affiliates (Technical Modifications)* [Docket No. 328] (including all exhibits and supplements thereto, the “**Plan**”).

Bankruptcy Rules, the Bankruptcy Local Rules, the Complex Case Procedures, the UST Guidelines, the Retention Order, and the Plan, the “**Guidelines**”).

### **Procedural Background**

4. On April 4, 2024 (the “**Petition Date**”), each of the Debtors filed a voluntary petition for relief under chapter 11 of the Bankruptcy Code commencing the above-captioned jointly administered Chapter 11 Cases. Prior to the Effective Date, the Debtors continued to operate their businesses and manage their properties as debtors in possession pursuant to sections 1107(a) and 1108 of the Bankruptcy Code. No request for the appointment of a trustee or examiner was made in the Chapter 11 Cases.

5. A detailed description of the facts and circumstances of these Chapter 11 Cases is set forth in the *Declaration of Salvatore Lombardi in Support of the Debtors’ Chapter 11 Petitions and First Day Relief* [Docket No. 4], including background information regarding the Debtors, their business operations, their corporate and capital structure, and the events leading to the commencement of the Chapter 11 Cases.

6. On May 10, 2024, the Court authorized the retention of Grant Thornton as tax and software implementation consultant to the Debtors (the “**Retention Order**”) [Docket No. 279].

### **Case Summary**<sup>4</sup>

7. The Debtors commenced these Chapter 11 Cases with an RSA in place, supported by more than 81% of First Lien Claims and 81% of Second Lien Claims. The Debtors’ task in these Chapter 11 Cases was to confirm a chapter 11 plan equitizing or canceling approximately

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<sup>4</sup> An extensive description of the material development and events of these Chapter 11 Cases is contained within the background section of the *Debtors’ Memorandum of Law in Support of (I) Approval of the Disclosure Statement on a Final Basis and (II) Confirmation of the Joint Prepackaged Chapter 11 Plan of Reorganization of ConvergeOne Holdings, Inc. and Its Debtor Affiliates* [Docket No. 324] (the “**Confirmation Brief**”). Capitalized terms in this section used but not otherwise defined herein or in the Plan shall have the meanings ascribed to them in the Confirmation Brief.

\$1.6 billion of the Debtors' funded debt, enabling the Debtors to emerge from chapter 11 significantly de-levered, well-capitalized, and poised for long-term growth and increased profitability, with a stronger balance sheet, adequate funding, and a competitive market position. Critically, the Plan preserved thousands of jobs and is facilitating the payment in full of all obligations owed to vendors, customers, and other general unsecured creditors in the ordinary course of business.

8. On April 3, 2024, prior to commencing the Chapter 11 Cases, the Debtors commenced the solicitation of votes on the Plan from the Voting Classes entitled to vote as of April 1, 2024. The Debtors, through their claims, noticing, and solicitation agent, Epiq Corporate Restructuring, LLC transmitted solicitation materials to each member of the Voting Classes by electronic mail. The Solicitation Packages contained the Disclosure Statement (including the Plan and all other exhibits), a cover letter, the applicable Class 3 or Class 4 ballot, and, for Holders of Class 3 Claims, an election and subscription form for participation in the Rights Offering and the procedures and instructions for participating in the Rights Offering. The Solicitation Packages instructed that the deadline to vote on the Plan was April 17, 2024 and the Rights Offering election/subscription expiration date was April 26, 2024.

9. On the Petition Date, the Debtors filed voluntary petitions for relief under chapter 11 of the Bankruptcy Code in the Court and several motions (the "**First Day Motions**") designed to facilitate the administration of the Chapter 11 Cases and minimize disruption to the Debtors' operations, by, among other things, easing the strain on the Debtors' relationships with employees, vendors, customers, service providers, surety bond providers, and other third parties following the commencement of the Chapter 11 Cases. At a hearing on April 4, 2024 and by written submission in advance of the hearing set for May 3, 2024, which was ultimately

canceled, the Court granted all of the relief requested in the First Day Motions on an interim or final basis, as applicable.

10. On April 4, 2024, the Debtors filed the Scheduling Motion by which the Debtors sought a combined hearing for final approval of the Disclosure Statement and confirmation of the Plan. On the same day, the Court entered the Scheduling Order, which among other things, (a) established May 7, 2024 as the deadline to file objections to final approval of the Disclosure Statement or confirmation of the Plan, and (b) approved the forms of Solicitation Procedures and Solicitation Packages and the form and manner of notice of the Voting Deadline, Objection Deadline, and the hearing to consider final approval of the Disclosure Statement and confirmation of the Plan on May 17, 2024 (the “**Combined Hearing**”).

11. On April 15, 2024, an ad hoc group holding certain of the First Lien Claims (the “**Minority AHG**”) first appeared and filed an emergency motion to clarify the Scheduling Order, which was subsequently resolved with the Debtors and withdrawn. *See* Docket Nos. 152, 167, 168. Following this, the Minority AHG served written discovery requests on the Debtors and certain of the RSA parties and issued notices of deposition and subpoenas on the Debtors and certain RSA parties. The parties negotiated an agreed protective order, engaged in multiple meet and confers, responded to written discovery, and conducted five depositions on an expedited basis in advance of the Combined Hearing.

12. Prior to the Objection Deadline, the Debtors received informal comments on the Plan from several parties in interest, including the United States Trustee. The Debtors resolved these comments to the satisfaction of the relevant parties by incorporating technical modifications into the Plan and agreed language into the proposed Confirmation Order (defined below). However, one objection from the Minority AHG remained open as of the Objection Deadline.

13. On May 23, 2024, following two days of testimony from two witnesses and argument with respect to confirmation of the Plan, the Court issued an oral ruling [*see* Docket Nos. 394, 395] overruling the Minority AHG Objection and entered the *Findings of Fact, Conclusions of Law, and Order (I) Approving the Debtors' Disclosure Statement on a Final Basis and (II) Confirming the Joint Prepackaged Chapter 11 Plan of Reorganization of ConvergeOne Holdings, Inc. and Its Debtor Affiliates* [Docket No. 396] (the “**Confirmation Order**”), confirming the Plan and approving the Disclosure Statement on a final basis.

14. On June 4, 2024, the Effective Date of the Plan occurred. *See* Docket No. 442. The Debtors emerged from chapter 11 with a \$242.8 million first lien exit term loan facility and a \$225.0 million senior secured asset-backed revolving exit credit facility in place. The Debtors also completed a \$159.25 million fully backstopped equity rights offering and received an \$85.75 million direct investment commitment from the backstop parties for new equity interests, which was completed on the Effective Date.

#### **Terms and Conditions of Employment and Compensation**

15. The terms and conditions of Grant Thornton's employment by the Debtors and compensation to be paid to Grant Thornton by the Debtors are specifically outlined in the *Debtors' Application for Entry of an Order (I) Authorizing the Retention and Employment of Grant Thornton LLP as Tax and Software Implementation Consultant Effective as of the Petition Date and (II) Granting Related Relief* [Docket No. 149] and the *Supplement to the Debtors' Application for Entry of an Order (I) Authorizing the Retention and Employment of Grant Thornton LLP as Tax and Software Implementation Consultant Effective as of the Petition Date and (II) Granting Related Relief* [Docket No. 235] (together, the “**Retention Application**”). As set forth in the Retention Application, the Debtors paid Grant Thornton a retainer in the amount of \$150,000 on March 23, 2023, for software implementation consulting services and \$50,000 on January 8, 2024,

for tax consulting services. The retainers will be applied to the invoiced amounts set forth in this Application.

**Professional Services Provided by Grant Thornton to the Debtors**

16. The Application was prepared in accordance with applicable provisions of the Guidelines. In support of this Application and pursuant to, and consistent with, the relevant requirements of the Guidelines, as applicable, the following exhibits are attached hereto:

- a. Time records for the Fee Period detailing the name of each professional for whose work compensation is sought and the aggregate time expended by each professional is attached hereto as **Exhibit A**; and
- b. The *Certification of Russell A. Daniel* regarding Grant Thornton's compliance with the Complex Case Procedures is attached hereto as **Exhibit B**.

17. To the extent that this Application is not in compliance with the Guidelines, Grant Thornton respectfully submits that such noncompliance is immaterial and requests a waiver of the applicable requirements.

18. No understanding exists between Grant Thornton and any other person for the sharing of compensation sought by Grant Thornton, other than as permitted by section 504 of the Bankruptcy Code.

19. Grant Thornton submits that the tax, software implementation and debt capacity services it rendered to the Debtors in connection with the Chapter 11 Cases during the Fee Period, all at the direction of the Debtors or their counsel, were necessary and beneficial to the Debtors, their creditors, and their estates. These services were necessary to address a multitude of critical issues both unique to the Chapter 11 Cases, and typically faced by large corporate debtors in similar cases, and were within the scope of those services contemplated by the Engagement Letters and authorized by the Retention Order.

20. The following is an overview of some of the services rendered by Grant Thornton during the course of these Chapter 11 Cases.

**Tax Consulting and Modeling**

**Hours: 33.2; Amount: \$23,562.00**

21. Grant Thornton assisted in analyzing transaction structures proposed by the Debtors or legal counsel and provided modeling, analysis, and consulting regarding the impact of potential transactions on taxes.

**Project Nova Services**

**Hours: 1,058; Amount: \$306,606.90**

22. Grant Thornton implemented Project Nova (as further detailed in the 2023 SOW and 2023 Amendment), created process and training documentations related to Project Nova, and created use/test cases and design processes.

23. The detailed descriptions below and the time records attached as **Exhibit A** demonstrate that Grant Thornton was involved in performing services for the Debtors to meet the Debtors' needs in these Chapter 11 Cases. These hours, however, only include time spent by Grant Thornton professionals working on these Chapter 11 Cases on a postpetition basis and do not include the significant work done prepetition by Grant Thornton to prepare the Debtors for a chapter 11 filing.

24. All of the foregoing professional services performed by Grant Thornton were necessary and appropriate for the Debtors to diligently fulfill their duties under the Bankruptcy Code. Compensation for the foregoing services as requested is commensurate with the complexity, importance, and nature of the problems, issues, or tasks involved. The professional services were

performed timely, in an efficient manner, and without duplication of work performed by the Debtors' other advisors.

25. Bankruptcy Code section 330 authorizes the Court to award professional persons employed pursuant to Bankruptcy Code section 1103 reasonable compensation for actual and necessary services rendered and reimbursement for actual and necessary expenses incurred. *See* 11 U.S.C. § 330.

26. The professional services rendered by Grant Thornton during the Fee Period required a high degree of professional competence and expertise to address the numerous bankruptcy, litigation, and other issues that arose during the Fee Period with skill and efficiency. Grant Thornton submits that the services rendered to the Debtor were performed efficiently and effectively, and that the results obtained have provided tangible, identifiable, and material benefits to the Debtors' estates.

27. Grant Thornton's representation of the Debtors has required it to balance the need to provide quality services with the need to act quickly and to represent the Debtors in an effective, efficient and timely manner.

28. The rates charged by the Grant Thornton professionals in these chapter 11 cases are the same rates charged by Grant Thornton in connection with non-bankruptcy work. The professional fees sought herein are based upon Grant Thornton's normal hourly rates for services of this kind. Grant Thornton respectfully submits that the professional fees sought herein are not unusual given the magnitude and complexity of these cases and the time expended in attending to the representation of the Debtors and are commensurate with fees Grant Thornton has been awarded in other cases, as well as with professional fees charged by other professionals of comparable experience.

29. Grant Thornton submits that the fees for which it seeks compensation and reimbursement in this Application are not excessive and are commensurate with the rates awarded in similar cases in this district for similar services rendered and results obtained. After taking into consideration the time and labor spent thus far, and the nature and extent of the representation, Grant Thornton believes the allowance prayed for herein is reasonable and should be approved.

**Actual and Necessary Expenses Incurred**

30. Grant Thornton did not incur any expenses during the Fee Period for which it is requesting reimbursement.

**Request Approval of Fees for the Final Fee Period**

31. Section 330 of the Bankruptcy Code provides that, subject to section 328 of the Bankruptcy Code, a court may award a professional employed under section 327 of the Bankruptcy Code “reasonable compensation for actual, necessary services rendered . . . and reimbursement for actual, necessary expenses.”

32. The Retention Order approved Grant Thornton’s compensation pursuant to sections 327, 328 and 330 of the Bankruptcy Code, subject to the terms of the Retention Order. Accordingly, compensation is sought subject to the standard of review set forth in section 330 of the Bankruptcy Code.

33. In the instant case, Grant Thornton submits that the services for which it seeks compensation and the expenditures for which it seeks reimbursement in this Application were necessary for and beneficial to the preservation and maximization of value for all stakeholders and to the orderly administration of the Debtors’ estates. The compensation requested herein is reasonable in light of the nature, extent, and value of such services to the Debtors, their estates, and all parties in interest.

34. In sum, the services rendered by Grant Thornton were necessary and beneficial to the Debtors' estates and were consistently performed in a timely manner commensurate with the types of issues involved in the Chapter 11 Cases. Accordingly, approval of the compensation for professional services sought in this Application is warranted.

*[Remainder of Page Intentionally Left Blank]*

WHEREFORE, Grant Thornton respectfully requests that the Court enter an order, substantially in the form attached hereto, (a) granting allowance of compensation for professional services provided in the amount of \$324,059.60 that Grant Thornton incurred for the Fee Period, and (b) granting such other and further relief as is just and proper.

Dated: July 19, 2024

Respectfully submitted,

*/s/ Russell A. Daniel*

Russell A. Daniel

**Certificate of Service**

I certify that on July 19, 2024, I caused a copy of the foregoing document to be served via the Electronic Case Filing System for the United States Bankruptcy Court for the Southern District of Texas.

*/s/ Charles R. Koster*

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Charles R. Koster

**Exhibit A**

**Grant Thornton Time Records by Professional**

TRAN_DATE	Employee Name	TOBILL_HR To Bill	Narrative
4/5/2024	Raburn, Samantha Kay	0.70	420 Drafting new relationship check post-bankruptcy and conversations with J. Dodson re same (.7)
4/5/2024	Dodson, Jeffrey C	0.50	375 New RCS.
4/8/2024	Raburn, Samantha Kay	0.30	180 Updating tax basis balance sheet for J. Dodson review comments (.3)
4/10/2024	Raburn, Samantha Kay	0.10	60 Email regarding engagement letter and other requests from William Blair (.1)
4/10/2024	Dodson, Jeffrey C	0.50	375 Call with R. Daniel, White and Case, RSM tax preparer and J. Lund to discuss tax model.
4/10/2024	Daniel, Russell	1.20	1,176 Call with J Lund, H Dodson, and RSM to discuss updates to model and open questions
4/11/2024	Raburn, Samantha Kay	2.50	1,500 Updating Bruno's model and tax basis balance sheet for J. Dodson review comments (2.0); Emails to update new relationship check (.5)
4/12/2024	Raburn, Samantha Kay	0.20	120 Pulling Grant Thornton time incurred to date and sending summary email (.2)
4/16/2024	Raburn, Samantha Kay	0.20	120 Finalizing relationship check (.2)
4/18/2024	Dodson, Jeffrey C	1.00	750 Call with RSM, S. Fryman of White and Case, and R. Daniel to discuss proposed structure deck.
4/22/2024	Adams, Evan Joseph	0.50	430 Call to discuss potential emergence transaction structure with R. Daniel, S. Raburn and J. Dodson.
4/22/2024	Borghino, Jeffery John	0.50	490 Review proposed emergence transaction pre-call.
4/22/2024	Raburn, Samantha Kay	1.50	900 Call with R. Daniel and J. Dodson regarding CODI model updates (.9); Call with R. Daniel, J. Dodson, J. Borghino, and E. Adams regarding structure deck and tax consequences (.6)
4/22/2024	Dodson, Jeffrey C	1.40	1,050 Call with S. Raburn, R. Daniel, E. Adams and J. Borghino to discuss proposed structure (.5); Review emergence structure deck (.9)
4/22/2024	Borghino, Jeffery John	0.60	588 Call to discuss potential emergence transaction structure with R. Daniel, S. Raburn and J. Dodson.
4/29/2024	Dodson, Jeffrey C	0.50	375 Discuss various workstreams related to bankruptcy tax structuring with S. Raburn.
4/29/2024	Raburn, Samantha Kay	0.70	420 Call with J. Dodson to regroup on additional workstreams (.5); Updating stock basis calculation for 2023 roll forward numbers from provision (.2)
4/30/2024	Raburn, Samantha Kay	1.80	1,080 Continuing 2023 stock basis calculation roll forward update (.4); Drafting transaction summary memo (1.4)
5/1/2024	Raburn, Samantha Kay	1.20	720 Transaction summary memo drafting (1.2)
5/2/2024	Raburn, Samantha Kay	5.70	3,420 Drafting transaction summary memo and updating stock basis memo simultaneously (5.2); Emailing questions to J. Dodson and setting up meeting to discuss (.5)
5/3/2024	Dodson, Jeffrey C	2.70	2,025 Review subsidiary tax basis balance sheets.
5/6/2024	Raburn, Samantha Kay	0.90	540 Call with J. Dodson regarding transaction summary memo questions (.5); Updating transaction summary memo based on call (.4)
5/7/2024	Dodson, Jeffrey C	0.40	300 Slide deck and debt workout term sheet review (.3); preparation for call (.1).
5/8/2024	Dodson, Jeffrey C	1.10	825 Refresh on model and slide deck prior to call.
5/9/2024	Raburn, Samantha Kay	0.30	180 Drafting transaction summary memo (.3)
5/9/2024	Dodson, Jeffrey C	0.70	525 Review plan proposals compared to tax model and intercompany debt questions from debt capacity team.
5/9/2024	Dodson, Jeffrey C	0.50	375 Call with T. Krinke and team to discuss intercompany liabilities.
5/15/2024	Daniel, Russell	1.00	980 Call with T. Krinke to discuss debt capacity study and summarize tax impacts
5/16/2024	Dodson, Jeffrey C	1.70	1,275 Update CODI calculation for deal terms and debt capacity analysis results.
5/16/2024	Daniel, Russell	1.00	980 Updates to tax workpapers, call with J Dodson and S. Raburn (GT) to discuss tax modeling
5/16/2024	Raburn, Samantha Kay	0.50	300 Call with J. Dodson and R. Daniel re updated tax model (.5)
5/17/2024	Daniel, Russell	0.60	588 Call with T Kreinke, J Lund (C1), and Scott Fryman (White & Case) to discuss debt capacity and tax workstreams
5/17/2024	Raburn, Samantha Kay	0.20	120 Call with T. Krinke regarding valuation model and emails re same (.2)

**Converge One Team Time-Sheets (April 8th to May 23rd)**

<b>Name</b>	<b>Rate</b>	<b>Total Time Worked</b>
Frankie Smith	\$ 205.00	306hr 30min
Kris Danielson	\$ 250.00	237hr 30min
Gray Overbay	\$ 295.00	295hr 53min
Duke Steamer	\$ 442.00	218hr 14 min

Client Converge One

Resource Frankie Smith

Total Time  
306hr 30min

Date	Start time	End Time	Hour/Min	Narrative
4/3/2024	9:10:00 AM	1:24:00 PM	4:14	Accounts Payable Training Document Revision, and segmentation in preparation for draft and preliminary upload to C1 Academy LinkedIn Learning Site
4/3/2024	1:39:00 PM	4:47:00 PM	3:08	Accounts Recievable Training Document Revision, and segmentation in preparation for draft and preliminary upload to C1 Academy LinkedIn Learning Site
4/3/2024	4:52:00 PM	5:41:00 PM	0:49	Beginning upload process to C1 Academy after receiving final review of Segmented documentation
4/4/2024	7:10:00 AM	12:17:00 PM	5:07	Continuing upload process to C1 Accademy after receiving final review of Segmented documentation. Processed partially and then experienced upload error in C1 Academy
4/4/2024	1:00:00 PM	1:50:00 PM	0:50	NOVA Core Team Meeting
4/4/2024	2:43:00 PM	5:12:00 PM	2:29	Final Uploads and trouble shooting of Draft Documentation to C1 Academy LinkedIn Learning Site
4/5/2024	8:45:00 AM	9:04:00 AM	0:19	Preparation Call for Accounts Recivable training plan meetinf Friday Morning
4/5/2024	9:00:00 AM	10:00:00 AM	1:00	AR Training Plan -Discussion: Meeting to forumate a training plan and establish necessary criteria for upcoimng training related to ERP Implementation
4/5/2024	10:04:00 AM	10:25:00 AM	0:21	AR Training Plan Role & Responsibility File prep for validation from AR Team
4/5/2024	10:29:00 AM	12:00:00 PM	1:31	Traning Video Validation and preparation in addition to troubleshooting MS teams recording fucntionality
4/5/2024	12:00:00 PM	12:50:00 PM	0:50	Nova PMO weekly Meeting
4/5/2024	1:13:00 PM	1:40:00 PM	0:27	Completetion of traning video validation preparation and MS Team recording troubleshooting
4/5/2024	2:08:00 PM	2:44:00 PM	0:36	Deposit Credit Card Funding Video taping & practice takes
4/5/2024	2:48:00 PM	3:19:00 PM	0:31	Deposits AR & Non Cash Receipt Video taping & practice takes
4/5/2024	3:24:00 PM	4:11:00 PM	0:47	Deposit Credit Card Funding Video taping & practice takes Verion 2 retapping
4/5/2024	4:12:00 PM	5:59:00 PM	1:47	Reupload of AR Process Documentation with Corrections from AR Training meeting allocating Cash & AR Roles
4/8/2024	8:47:00 AM	10:12:00 AM	1:25	ACH Debits Video Prep Recording and Takes
4/8/2024	10:22:00 AM	12:16:00 PM	1:54	Manual Customer Payments Video Prep Recording and Takes
4/8/2024	1:14:00 PM	3:03:00 PM	1:49	AR Training / AP training plan adjustments and revalidation
4/8/2024	3:08:00 PM	4:56:00 PM	1:48	Credit Memo Processing Video Recording, Takes, and troubleshooting
4/8/2024	5:05:00 PM	6:33:00 PM	1:28	Payment Notes Prep. Recording, and Takes
4/9/2024	8:33:00 AM	10:29:00 AM	1:56	Credit Limit Fail Video Recording Prep and practice takes

4/9/2024	10:39:00 AM	12:27:00 PM	1:48	Collections Activity Inquiry Practice Takes, Prep, and video recording
4/9/2024	12:36:00 PM	2:07:00 PM	1:31	Bank Details Practice Takes, Prep and training video
4/9/2024	2:45:00 PM	3:30:00 PM	0:45	AP Training Plan session prep
4/9/2024	3:30:00 PM	4:00:00 PM	0:30	AP Training PlanSession
4/9/2024	4:03:00 PM	5:47:00 PM	1:44	AR Specialist document Revisions and Re-upload and learning path changes
4/10/2024	8:28:00 AM	10:20:00 AM	1:52	Credit Memo Processing retapping post troubleshoot to fix tax error
4/10/2024	10:26:00 AM	11:30:00 AM	1:04	New Customer Set up Prep and practice takes
4/10/2024	11:30:00 AM	12:00:00 PM	0:30	AP Outstanding items touchpoint meeting
4/10/2024	12:33:00 PM	2:17:00 PM	1:44	AP Training plan document revisions for added associates
4/10/2024	2:38:00 PM	4:19:00 PM	1:41	Moving Misapplied from Open Period Prep, practice, and video tapping
4/10/2024	4:25:00 PM	5:54:00 PM	1:29	AP Zone Capture handling video walk through
4/11/2024	8:13:00 AM	10:22:00 AM	2:09	ZAB Credit Rebill Video Taping, practice & Prep
4/11/2024	10:37:00 AM	1:00:00 PM	2:23	Nectar Upload Mapping, Testing and error trouble shooting
4/11/2024	1:00:00 PM	1:50:00 PM	0:50	NOVA Core Team meeting
4/11/2024	2:24:00 PM	5:26:00 PM	3:02	Nectar Upload Testing, mapping troubleshooting and communications
4/12/2024	8:47:00 AM	10:51:00 AM	2:04	Customer Refund ACH, Check etc. Video Prep, Taping and practice takes
4/12/2024	11:00:00 AM	11:30:00 AM	0:30	AP training plan review and discussion
4/12/2024	12:00:00 AM	12:50:00 AM	0:50	NOVA PMO Meeting
4/12/2024	1:15:00 PM	3:00:00 PM	1:45	Trouble Shooting AP remittance report
4/12/2024	3:00:00 PM	3:30:00 PM	0:30	AP 3 way Match call
4/12/2024	3:30:00 PM	5:33:00 PM	2:03	Trouble Shooting AP remittance report Continued
4/12/2024	5:52:00 PM	6:19:00 PM	0:27	Access Request prep for Training Next week
4/15/2024	8:27:00 AM	10:33:00 AM	2:06	Printing Customer Statement, Dunning Notice, etc. Training video preparation, filming and scripting
4/15/2024	10:41:00 AM	1:38:00 PM	2:57	AP Training session documents comments last minute revisions and structuring
4/15/2024	2:11:00 PM	5:21:00 PM	3:10	AP Training session documents comments last minute revisions and structuring contiued
4/16/2024	8:33:00 AM	9:49:00 AM	1:16	AP Training session documents comments last minute revisions and structuring contiued
4/16/2024	10:02:00 AM	1:29:00 PM	3:27	AR Training session documents prep after review comments last minute revisions and structuring
4/16/2024	2:44:00 PM	5:38:00 PM	2:54	AR Training session documents prep after review comments last minute revisions and structuring Continued
4/16/2024	4:30:00 PM	5:00:00 PM	0:30	EDI Session
4/17/2024	8:44:00 AM	9:00:00 AM	0:16	Training Session Prep and final review
4/17/2024	9:00:00 AM	11:00:00 AM	2:00	Nova NS AP specialist Training Session 1
4/17/2024	11:00:00 AM	1:00:00 PM	2:00	Nova NS AR specialist collections Training Session 1
4/17/2024	1:48:00 PM	5:49:00 PM	4:01	AP/AR Training session access and recap preparation, send off, and comment review
4/17/2024	3:30:00 PM	4:00:00 PM	0:30	Zone PS Process review and demo

4/18/2024	9:10:00 AM	10:37:00 AM	1:27	AP/AR Training session access and recap preparation, send off, and comment review continued along with PS data extraction into excel
4/18/2024	10:00:00 AM	11:00:00 AM	1:00	AP Inflight iteration 9 meeting
4/18/2024	11:21:00 AM	2:36:00 PM	3:15	AR Session Preparation for following day and file review
4/18/2024	3:17:00 PM	6:04:00 PM	2:47	Saved Search analysis for production to SB1 comparison
4/19/2024	8:47:00 AM	11:26:00 AM	2:39	AR Specilaist Allocation list and email preparation and review
4/19/2024	11:30:00 AM	1:00:00 PM	1:30	NOVA NS AR Credit Analyst training
4/19/2024	1:54:00 PM	2:49:00 PM	0:55	AR Credit Analyst file changes and revisions
4/19/2024	2:55:00 PM	4:00:00 PM	1:05	Credit Porcessing Training Session -NOVA NS
4/19/2024	4:12:00 AM	6:22:00 AM	2:10	AP / AR Topics covered list compliation and review of session file changes removals etc.
4/22/2024	8:27:00 AM	8:54:00 AM	0:27	AP Specialist document reorganization
4/22/2024	9:00:00 AM	11:00:00 AM	2:00	Nova NetSuite AP Specilist Training Follow Up
4/22/2024	11:19:00 AM	2:36:00 PM	3:17	AP /AR Specialist access request and list creation and follow ups
4/22/2024	3:20:00 PM	5:41:00 PM	2:21	AP Specilist takaway notes construction and exercise creation
4/23/2024	8:34:00 AM	9:51:00 AM	1:17	AR Collections Training session prep
4/23/2024	10:00:00 AM	12:00:00 PM	2:00	NOVA NetSuite AR Specialist Collections Training
4/23/2024	12:47:00 PM	2:15:00 PM	1:28	Exercise trouble shooting session with AP Specialist
4/23/2024	2:17:00 PM	3:55:00 PM	1:38	AR Exercise session with AR Specialist training
4/23/2024	4:07:00 PM	6:11:00 PM	2:04	AR Specilist takaway notes construction and exercise creation
4/24/2024	8:08:00 AM	8:52:00 AM	0:44	Nectar & Credit Card processing session preparation
4/24/2024	9:00:00 AM	10:00:00 AM	1:00	NOVA Nectar & Credit Card Processing Training
4/24/2024	10:06:00 AM	11:58:00 AM	1:52	Nectar Credit card Notes, Take aways and documentation edits
4/24/2024	12:00:00 PM	2:00:00 PM	2:00	Nova Cash & AR Specilist training session
4/24/2024	2:08:00 PM	3:30:00 PM	1:22	Nova Cash & AR Specialist Notes, take aways and documentation edits
4/24/2024	3:30:00 PM	4:00:00 PM	0:30	Advanced Replacement - Process Walkthrough
4/24/2024	4:13:00 PM	5:29:00 PM	1:16	AP / AR Exercise Training sessions and walkthrough
4/25/2024	8:51:00 AM	11:33:00 AM	2:42	Prior Day training session Key Notes Takeways documentation & revisions
4/25/2024	9:30:00 AM	10:17:00 AM	0:47	Variable usage training exercise walkthrough
4/25/2024	11:00:00 AM	11:30:00 AM	0:30	AR Cash Application Impact for NS Session
4/25/2024			0:00	
4/25/2024	1:00:00 PM	1:50:00 PM	0:50	Nova Core Team Meeting
4/25/2024	1:51:00 PM	2:15:00 PM	0:24	C1 CSV Import Check in
4/25/2024	2:30:00 PM	4:00:00 PM	1:30	Nova AR Supervisor / Manager Training
4/25/2024	4:17:00 PM	5:40:00 PM	1:23	Nova Cash training session Key Notes Takeways documentation organization
4/26/2024	8:27:00 AM	10:51:00 AM	2:24	Nova Cash training session Key Notes Takeways documentation organization
4/26/2024	11:30:00 AM	12:06:00 PM	0:36	Nova AP Exercie troubleshooting walkthrough
4/26/2024	12:00:00 PM	12:50:00 PM	0:50	Nova PMO Meeting
4/26/2024	1:00:00 PM	2:41:00 PM	1:41	Nova AP Exercie troubleshooting walkthrough
4/26/2024	3:09:00 PM	5:19:00 PM	2:10	AR Manager exercise creation, revision execution
4/29/2024	8:33:00 AM	9:00:00 AM	0:27	AR Credit Q & A Training Session Prep

4/29/2024	9:00:00 AM	10:00:00 AM	1:00	AR Credit Q & A Training Session
4/29/2024	10:00:00 AM	10:30:00 AM	0:30	AR Cash Q & A Training Session 2 Prep
4/29/2024	10:30:00 AM	12:00:00 PM	1:30	AR Cash Q & A Training Session 2
4/29/2024	12:00:00 PM	3:41:00 PM	3:41	AR Session Exercise creation, take waway note creation, action item list tracking
4/29/2024	4:17:00 PM	5:20:00 PM	1:03	AR documentation Revisions based off training
4/30/2024	8:17:00 AM	11:27:00 AM	3:10	AR documentation Revisions based off training (Continued)
4/30/2024	12:30:00 PM	2:00:00 PM	1:30	NOVA AP EDI WF Floor Plan traning Session
4/30/2024	2:00:00 PM	3:00:00 PM	1:00	Celigo Kick Off Call
4/30/2024	3:00:00 PM	4:00:00 PM	1:00	AP Task Disucssion
4/30/2024	4:07:00 PM	5:36:00 PM	1:29	AP session Documentation Notes , Summary, Action Item drafting and revision
5/1/2024	8:11:00 AM	10:00:00 AM	1:49	AR Cash Session Preperation
5/1/2024	10:00:00 AM	11:00:00 AM	1:00	AR Cash Session
5/1/2024	12:17:00 PM	6:06:00 PM	5:49	AR Training Document Revisions and updating
5/2/2024	8:41:00 AM	4:00:00 PM	7:19	C1 Bank Transfer File creation, testing and documentation capture
5/2/2024	4:00:00 PM	4:30:00 PM	0:30	Training Troubleshooting meeting w/ Jennie Hill
5/2/2024	4:40:00 PM	5:13:00 PM	0:33	C1 Bank Transfer File creation, testing and documentation capture (Contiued)
5/3/2024	8:26:00 AM	12:12:00 PM	3:46	Traning Topic Review Pre Go Live
5/3/2024	1:21:00 PM	5:15:00 PM	3:54	Traning Topic Review Pre Go Live
5/5/2024	6:00:00 PM	7:00:00 PM	1:00	Pre Go Live training Adjustments
5/6/2024	7:03:00 AM	7:13:00 PM	12:10	C1 GO Live AP Traning and troubleshooting
5/7/2024	7:07:00 AM	5:19:00 PM	10:12	C1 GO Live AP Traning and troubleshooting
5/8/2024	7:11:00 AM	7:41:00 PM	12:30	C1 GO Live AP Traning and troubleshooting (Contiued)
5/8/2024	8:00:00 PM	8:22:00 PM	0:22	C1 GO Live AP Traning Revisions and edits
5/9/2024	7:04:00 AM	6:46:00 PM	11:42	C1 GO Live AP Traning and troubleshooting (Contiued)
5/10/2024	7:08:00 AM	4:31:00 PM	9:23	C1 GO Live AP Traning and troubleshooting (Contiued)
5/13/2024	7:04:00 AM	5:40:00 PM	10:36	C1 Go - Live In Person Training
5/14/2024	7:13:00 AM	6:10:00 PM	10:57	C1 Go - Live In Person Training
5/15/2024	7:08:00 AM	6:55:00 PM	11:47	C1 Go - Live In Person Training
5/16/2024	7:11:00 AM	4:54:00 PM	9:43	C1 Go - Live In Person Training
5/17/2024	8:27:00 AM	9:00:00 AM	0:33	C1 Post Go Live Documentation Revisions
5/17/2024	9:00:00 AM	10:30:00 AM	1:30	Celigo Setup Metting
5/17/2024	11:22:00 AM	3:00:00 PM	3:38	C1 Post Go Live Documentation Revisions (Contiued)
5/17/2024	3:00:00 PM	4:00:00 PM	1:00	NS Qaunity AP Meeting
5/17/2024	5:00:00 PM	6:00:00 PM	1:00	Hypercare Standup
5/20/2024	8:17:00 AM	10:00:00 AM	1:43	Initial AR Aging Report Building
5/20/2024	10:00:00 AM	10:30:00 AM	0:30	Celigo Touchpoint
5/20/2024	10:36:00 AM	12:46:00 PM	2:10	Initial AR Aging Report Testing and revisions Conitued
5/20/2024	1:29:00 PM	5:18:00 PM	3:49	Initial AR Aging Report Testing and revisions

FTO for remainder of the week

Client Converge One

Resource Kris Danielson

Total Time  
237hr 30min

Date	Start time	End Time	Hour/Min	Narrative
4/8/2024	8:00:00 AM	9:00:00 AM	1:00	GRANT THORNTON Team Meeting to discuss timekeeping under bankruptcy
4/8/2024	9:00:00 AM	10:00:00 AM	1:00	C1 Team Meeting with Revenue Team to provide Rev Rec process overview
4/8/2024	10:00:00 AM	12:00:00 PM	2:00	Prepare and post monthly UNBILLED AR reclass journal in SB 1 for Feb 2024
4/8/2024	1:00:00 PM	1:30:00 PM	0:30	Research status of closed periods to ensure C1 AR Team can make non-GL impact edits to AR invoices
4/8/2024	1:30:00 PM	5:00:00 PM	3:30	Complete NETSUITE month end close checklist for FEB 2024 in SB1
4/9/2024	8:00:00 AM	12:00:00 PM	4:00	
4/9/2024	1:00:00 PM	5:00:00 PM	4:00	
4/10/2024	8:00:00 AM	12:00:00 PM	4:00	
4/10/2024	1:30:00 PM	2:30:00 PM	1:00	
4/10/2024	2:30:00 PM	5:30:00 PM	3:00	
4/11/2024	8:00:00 AM	12:00:00 PM	4:00	
4/11/2024	12:00:00 PM	12:30:00 PM	0:30	
4/11/2024	1:30:00 PM	5:00:00 PM	3:30	
4/12/2024	8:00:00 AM	12:00:00 PM	4:00	
4/12/2024	12:00:00 PM	12:30:00 PM	0:30	
4/12/2024	1:30:00 PM	5:00:00 PM	3:30	
4/15/2024	8:00:00 AM	3:00:00 PM	7:00	Review AR inflight data in NetSuite to prep for meeting
4/15/2024	3:00:00 PM	3:30:00 PM	0:30	Team Mtg w/ Tia to discuss expected close timeline/tasks for AR in NetSuite
4/15/2024	3:30:00 PM	4:00:00 PM	0:30	Prepare communication to AR and AP team leads regarding close timelines
4/16/2024	8:00:00 AM	10:00:00 AM	2:00	Review retail commissions data to prep for meeting
4/16/2024	10:00:00 AM	10:30:00 AM	0:30	Team meeting w/ C1 personnel regarding retail commissions
4/16/2024	10:30:00 AM	11:00:00 AM	0:30	Team meeting w/ Brad Rencher to discuss Tiger team for AR, AP and GL Accounting
4/16/2024	11:00:00 AM	12:00:00 PM	1:00	Confirm Tiger team personnel for GL accounting team and send communications
4/16/2024	12:00:00 PM	1:00:00 PM	1:00	Team meeting w/ Gray to review COGS month end process (manual reclass)
4/16/2024	1:00:00 PM	4:00:00 PM	3:00	Replicate and troubleshoot CSV upload errors incurred during COGS month end process
4/17/2024	8:00:00 AM	2:00:00 PM	6:00	Update NetSuite month end close document to include sub-ledger links, reports and tie-outs
4/17/2024	2:00:00 PM	2:30:00 PM	0:30	Team meeting w/ C1 billing team regarding invoicing non-physical inventory
4/17/2024	2:30:00 PM	3:00:00 PM	0:30	Run NetSuite subledgers to prepare for meeting
4/17/2024	3:00:00 PM	3:30:00 PM	0:30	Team meeting w/ C1 GL team to review NetSuite subledgers for month end close
4/17/2024	3:30:00 PM	4:00:00 PM	0:30	Document follow-up tasks for month end close training
4/18/2024	9:00:00 AM	10:00:00 AM	1:00	Team meeting w/ Gray Overbey to discuss AP inflight data and troubleshooting
4/18/2024	10:00:00 AM	12:00:00 PM	2:00	Review inflight documentation for Test #9

4/18/2024	12:00:00 PM	12:40:00 PM	0:40	Weekly team meeting - NOVA core team
4/18/2024	1:00:00 PM	2:00:00 PM	1:00	Team meeting w/ C1 commission team to discuss issues with comm calcs
4/18/2024	2:00:00 PM	3:00:00 PM	1:00	Review NetSuite setups for AR transactions types which create issue on comm calc
4/18/2024	3:00:00 PM	3:30:00 PM	0:30	Team meeting w/ Brad Rencher to finalize Hypercare Go Live support
4/18/2024	3:30:00 PM	5:20:00 PM	1:50	Review rev rec JE's posted including the "Revenue Reclass" for unbilled AR
4/19/2024	8:00:00 AM	2:00:00 PM	6:00	Review COGS entries posted in conjunction with revenue recognition
4/19/2024	2:00:00 PM	3:00:00 PM	1:00	Weekly ZONE team meeting
4/19/2024	3:00:00 PM	4:00:00 PM	1:00	Document list of rev rec tasks to complete w/ assistance from ZONE
4/22/2024	8:00:00 AM	11:30:00 AM	3:30	Review AR inflight data (iteration #9) in NetSuite to prep for meeting
4/22/2024	11:30:00 AM	12:30:00 PM	1:00	Team Mtg w/ Gray Overbey to discuss results of data migration iteration #9
4/22/2024	12:30:00 PM	1:30:00 PM	1:00	Team Mtg w/ ZONE and Gray to discuss COGS reclassification process
4/22/2024	1:30:00 PM	4:00:00 PM	2:30	Run test COGS reclassification process in SB1
4/23/2024	8:00:00 AM	9:00:00 AM	1:00	Review ZONE revenue recognition process in preparation for team mtg
4/23/2024	9:00:00 AM	10:00:00 AM	1:00	TEAM mtg with Gray Overbey to review revenue recognition with Revenue team
4/23/2024	10:00:00 AM	2:00:00 PM	4:00	Run validation reports to prepare for Team mtg Revenue Training Session #1
4/23/2024	2:00:00 PM	3:00:00 PM	1:00	TEAM mtg Revenue Training Session #1 with Stephanie
4/23/2024	3:00:00 PM	4:00:00 PM	1:00	Prepare questions for ZONE related to Revenue Training Session #1
4/24/2024	8:00:00 AM	3:30:00 PM	7:30	Review COGS amortization schedule and prepare test COGS reclassification in SB1
4/24/2024	3:30:00 PM	4:00:00 PM	0:30	TEAM mtg w/ ZONE to review options for posting revenue, COGS or both via JE
4/25/2024	8:00:00 AM	9:00:00 AM	1:00	Review list of ZONE issues and forward to Gray/Nick
4/25/2024	9:00:00 AM	10:00:00 AM	1:00	ZONE weekly Team meeting
4/25/2024	10:00:00 AM	12:00:00 PM	2:00	Review CORE GOODS migration plan
4/25/2024	12:00:00 PM	1:00:00 PM	1:00	NOVA Team meeting
4/25/2024	1:30:00 PM	2:00:00 PM	0:30	TEAM mtg to discuss CORE GOODS migration in SB3
4/25/2024	2:00:00 PM	4:30:00 PM	2:30	Review CORE GOODS migration data in SB3
4/26/2024	8:00:00 AM	10:30:00 AM	2:30	Review inventory reports to isolate non-physical inventory
4/26/2024	10:30:00 AM	11:00:00 AM	0:30	TEAM mtg w/ C1 personnel to discuss status of non-physical inventory
4/26/2024	11:00:00 AM	4:00:00 PM	5:00	Prepare listing of NS subledger reports to validate and run sample reports @ 3/31 to validate control acct balance
4/29/2024	8:30:00 AM	10:30:00 AM	2:00	View Hypercare document and focus on tasks assigned to myself
4/29/2024	10:30:00 AM	11:00:00 AM	0:30	TEAM mtg regarding NetSuite Hypercare support team process
4/29/2024	11:00:00 AM	1:00:00 PM	2:00	Run and review inventory detail and agrees to trial balance/balance sheet
4/29/2024	1:00:00 PM	1:30:00 PM	0:30	TEAM mtg w/ C1 to discuss disposition of non-physical inventory prior to cutover
4/29/2024	1:30:00 PM	2:00:00 PM	0:30	Review documentation related to inflight AR

4/29/2024	2:00:00 PM	2:30:00 PM	0:30	TEAM mtg w/ Duke & Gray to discuss options for reversing sign on certain AR trx for commission reporting purposes only
4/29/2024	2:30:00 PM	3:30:00 PM	1:00	Run reports to validate treatment of inflight AR source transactions
4/29/2024	3:30:00 PM	4:30:00 PM	1:00	TEAM mtg to discuss revenue w/ Gray
4/30/2024	8:00:00 AM	10:00:00 AM	2:00	Prepare files and reports to run COGS reclassification process in SB1
4/30/2024	10:00:00 AM	11:00:00 AM	1:00	TEAM mtg with GL team to review COGS reclassification process
4/30/2024	11:00:00 AM	3:30:00 PM	4:30	Review overall CORE GOODS migration plan to understand cutover tie-outs for AR, inventory, AP, Accrued Purchases etc.
4/30/2024	3:30:00 PM	4:00:00 PM	0:30	TEAM mtg w/ ZONE to review approval changes for inflight AP
5/1/2024	8:00:00 AM	10:30:00 AM	2:30	Review and generate sample reports for subledger tie-outs
5/1/2024	10:30:00 AM	11:00:00 AM	0:30	Team mtg w/ Brad Rencher regarding creation of hypercare tickets in production
5/1/2024	11:00:00 AM	3:30:00 PM	4:30	Continue to generate sample reports for subledger tie-outs
5/1/2024	3:30:00 PM	4:00:00 PM	0:30	Team mtg to discuss ZONE approval changes for inflight AP data
5/2/2024	8:30:00 AM	9:00:00 AM	0:30	Final TEAM mtg to discuss status of invoice billing in GP
5/2/2024	9:00:00 AM	11:50:00 AM	2:50	Review email from Josh Kruger and run sample reports for borrowing base reporting
5/2/2024	12:00:00 PM	12:40:00 PM	0:40	Weekly NOVA core team meeting
5/2/2024	1:00:00 PM	1:30:00 PM	0:30	Continue to run sample reports for borrowing base reporting
5/2/2024	1:30:00 PM	2:00:00 PM	0:30	TEAM mtg to discuss C1 borrowing base and reporting requirements
5/2/2024	2:00:00 PM	2:30:00 PM	0:30	Review path to create bank transfer transactions in NetSuite
5/2/2024	2:30:00 PM	3:00:00 PM	0:30	TEAM mtg w/ Annette Price to discuss intercompany bank transfers
5/2/2024	3:00:00 PM	5:00:00 PM	2:00	Review cutover plan and tasks assigned to myself
5/3/2024	8:00:00 AM	12:00:00 PM	4:00	Run & save sample reports required to validate @ cutover
5/3/2024	12:00:00 PM	1:00:00 PM	1:00	TEAM mtg w/ Josh K and Annette to discuss possibility of stub period as C1 emerges from bankruptcy mid-month
5/3/2024	1:00:00 PM	2:00:00 PM	1:00	TEAM mtg w/ ZONE to discuss open items and unexpected departure of Nick
5/3/2024	2:00:00 PM	3:00:00 PM	1:00	TEAM mtg w/ C1 core team to go over pre-shutdown tasks and responsibilities
5/3/2024	3:00:00 PM	4:00:00 PM	1:00	Continue to run & save sample reports required to validate @ cutover
5/6/2024	7:15:00 AM	4:00:00 PM	8:45	Run TB and Subledger reports by legal entity to validate cutover balances
5/6/2024	4:00:00 PM	4:30:00 PM	0:30	Daily TEAM MTG for GO LIVE check in
5/6/2024	4:30:00 PM	6:15:00 PM	1:45	Continue to validate subledger reports
5/7/2024	7:00:00 AM	1:00:00 PM	6:00	Run TB by legal entity in NS and compare to GP TB data
5/7/2024	1:00:00 PM	2:00:00 PM	1:00	Prepare subledger validation files by legal entity
5/7/2024	2:00:00 PM	3:00:00 PM	1:00	Team Mtg to discuss soft launch GO LIVE plan
5/7/2024	3:00:00 PM	4:00:00 PM	1:00	Team Mtg to discuss deferred revenue migration
5/7/2024	4:00:00 PM	5:00:00 PM	1:00	Daily TEAM MTG for GO LIVE check in
5/8/2024	7:30:00 AM	9:15:00 AM	1:45	@ C1 corporate office in MN to perform LIVE CUTOVER validations

5/8/2024	9:15:00 AM	12:15:00 PM	3:00	Team Mtg - Soft Launch
5/8/2024	12:15:00 PM	6:30:00 PM	6:15	Review inflight data for control accts AR, AP
5/9/2024	7:30:00 AM	5:30:00 PM	10:00	Review inflight data for control accts AR, AP
5/10/2024	8:30:00 AM	4:30:00 PM	8:00	Review inflight data for Inventory and Accrued Purchases
5/12/2024	6:00:00 PM	10:00:00 PM	4:00	run TB by entity and update tie-outs for AR, AP, Inventory, Accrued Purchases to prepare for tie-out meeting on 5/13
5/13/2024	9:00:00 AM	11:30:00 AM	2:30	@ C1 corporate office in MN to perform LIVE CUTOVER validations
5/13/2024	11:30:00 AM	12:30:00 PM	1:00	Team Meeting re: Deferred Revenue reporting w/ Brad Rencher, ZONE
5/13/2024	1:30:00 PM	3:00:00 PM	1:30	@ C1 corporate office in MN to perform LIVE CUTOVER validations
5/13/2024	3:00:00 PM	4:00:00 PM	1:00	Team Meeting re: Status of NS subledger tieouts with Josh K and GL team
5/13/2024	4:00:00 PM	5:00:00 PM	1:00	Team Meeting re: Daily check-in for Hypercare team
5/14/2024	7:00:00 AM	10:00:00 AM	3:00	Review inflight data for vendor prepayments
5/14/2024	10:00:00 AM	10:30:00 AM	0:30	TEAM meeting w/ Lindsay Metcalfe to review vendor prepayments and clearing transactions
5/14/2024	10:30:00 AM	11:30:00 AM	1:00	In person meeting w/ Gray Overbey to discuss NS revenue recognition
5/14/2024	11:30:00 AM	3:30:00 PM	4:00	Review AR and AP inflight data status to prepare for meeting
5/14/2024	3:30:00 PM	4:00:00 PM	0:30	TEAM meeting to review status of NS cutover clean up activities related to AR and AP
5/14/2024	4:00:00 PM	5:00:00 PM	1:00	Daily Hypercare stand up TEAM Meeting
5/14/2024	5:00:00 PM	6:00:00 PM	1:00	Review status of AR and AP inflight data by legal entity
5/15/2024	7:00:00 AM	9:00:00 AM	2:00	Review emails and team message communications to create framework for prepping subledger tie-outs by legal entity
5/15/2024	9:00:00 AM	11:30:00 AM	2:30	TEAM meeting to discuss status of subledger tie-outs by entity
5/15/2024	11:30:00 AM	2:00:00 PM	2:30	Review deferred revenue balances by legal entity
5/15/2024	2:00:00 PM	3:00:00 PM	1:00	Team meeting re: Deferred Revenue Plans Post Cutover
5/15/2024	3:00:00 PM	6:30:00 PM	3:30	Run Suretax reports for Lori Ryan and verify that the sale tax reclass entry import is working as expected in SB5 before testing in PRODUCTION
5/16/2024	7:30:00 AM	12:30:00 PM	5:00	Final day at C1 headquarters updating monthly close procedures to include the new process for COGS reclass entry
5/17/2024			0:00	VACATION DAY
5/20/2024	8:00:00 AM	9:00:00 AM	1:00	Team Meeting to discuss May revenue
5/20/2024	10:00:00 AM	11:30:00 AM	1:30	review and document bank reconciliation process in NS
5/20/2024	11:30:00 AM	12:00:00 PM	0:30	Team Meeting w/ Lindsey Metcalfe to discuss bank reconciliation in NS
5/21/2024	8:30:00 AM	9:30:00 AM	1:00	online to check emails and participate in TEAM MEETINGS
5/21/2024	9:30:00 AM	10:00:00 AM	0:30	Team Meeting re: Non-physical inventory
5/21/2024	10:00:00 AM	11:00:00 AM	1:00	document process for receipt of non-physical inventory
5/21/2024	11:00:00 AM	11:30:00 AM	0:30	Team Meeting re: COGS alerts
5/22/2024	9:00:00 AM	12:00:00 PM	3:00	online to review correspondence and emails and finalize memorandum for tie-out of subledger inflight data
5/23/2024	7:30:00 AM	6:30:00 PM	11:00	@ C1 corporate office in MN to perform LIVE CUTOVER validations

Client Converge One

Resource Gray Overbay

Total Time

295hr 53min

Date	Start time	End Time	Hour/Min	Narrative
4/3/2024	8:25:00 AM	8:40:00 AM	0:15	Email Review: - Analyze the previous night's email thread on Test Cases in PROD for Cut-Over, and compile actionable notes.
4/3/2024	8:40:00 AM	10:00:00 AM	1:20	C1 Month End Close Training: - Review plan for the C1 Month End Close Training, focusing on screens in NetSuite.
4/3/2024	10:00:00 AM	10:30:00 AM	0:30	Commissions Meeting Prep: - Review historical notes and email threads to prepare a list of questions and decisions needed for the upcoming Commission's meetings.
4/3/2024	10:30:00 AM	10:59:00 AM	0:29	Meeting: "C1 Internal - CEA Commissions Discussion"
4/3/2024	10:59:00 AM	11:27:00 AM	0:28	Meeting: "Agree on milestones for Commission Testing and getting started this week"
4/3/2024	11:27:00 AM	12:00:00 PM	0:33	Individually called Stephanie Paulson, Duke Steamer, and John Chappell: - Conduct individual calls with to address concerns about Production Regression testing data in NetSuite during the month end close.
4/3/2024	12:00:00 PM	12:33:00 PM	0:33	Meeting: "Discuss Test Cases in PROD"
4/3/2024	12:55:00 PM	1:13:00 PM	0:18	NOVA Training Communication: - Write an email response to the C1 Senior Manager of Accounting regarding the NOVA Training Communication
4/3/2024	1:26:00 PM	2:30:00 PM	1:04	CONT: C1 Month End Close Training
4/3/2024	2:30:00 PM	3:30:00 PM	1:00	Meeting: "Zone/C1 Rev & Accounting Weekly Call"
4/3/2024	3:30:00 PM	3:40:00 PM	0:10	Document takeaways and next steps from the Zone/C1 Rev & Accounting Weekly Call.
4/3/2024	3:40:00 PM	4:00:00 PM	0:20	Saved Search Review: - Prepare for the "Update CEA Saved Search in Prod/SB1" meeting by thoroughly reviewing saved search details.
4/3/2024	4:00:00 PM	5:00:00 PM	1:00	Meeting: "Update CEA Saved Search in Prod/SB1"
4/4/2024			0:00	Out of Office
4/5/2024			0:00	Out of Office
4/8/2024	8:25:00 AM	9:00:00 AM	0:35	Address open emails and outline action items for upcoming meetings.
4/8/2024	9:00:00 AM	9:45:00 AM	0:45	Issue Resolution: - Investigate and respond to Tia's "Allow Editing in a Closed Period" query, and forward the resolution.
4/8/2024	9:45:00 AM	10:00:00 AM	0:15	Meeting Preparation: - Review notes to identify discussion points for the "Revenue Recognition in NetSuite" and "Invoices Allocation" meetings.

4/8/2024	10:00:00 AM	11:00:00 AM	1:00	Meeting: "Overview of Revenue Recognition Process in NetSuite" - Demonstrate revenue recognition steps in NetSuite during the meeting.
4/8/2024	11:00:00 AM	11:55:00 AM	0:55	Meeting: "Invoices to Hit Customers" - Discuss how usage invoices will be allocated to customer ZAB subscriptions; discussion around getting all vendor invoices on a PO to improve the efficiency and accuracy in the financials to support FP&A. Furrher discussion around cost allocation of labor off the alert system and how things will chance in the future w/ Netsuite.
4/8/2024	11:55:00 AM	12:05:00 PM	0:10	Post-Meeting Organization: - Review and refine the notes from the previous meeting to ensure clarity - Extract key decisions and action items, and update the open items list with reminders for outstanding tasks
4/8/2024	1:15:00 PM	1:30:00 PM	0:15	Pre-Meeting Preparation: - Examine the cleaned-up notes to identify essential discussion points.
4/8/2024	1:30:00 PM	2:26:00 PM	0:56	Meeting: "Pre-Shutdown Activities - AR/AP/Accounting" - Discuss the business activities in the existing legacy systems so that we can shut-down systems by the May 3rd deadline.
4/8/2024	2:26:00 PM	2:31:00 PM	0:05	Actionable Reminders Update: - Revisit the notes from the previous meeting to confirm that all reminders for open items are accurately recorded
4/8/2024	2:31:00 PM	5:35:00 PM	3:04	Revenue Recognition Training Enhancement: - Based on insights gained from Overview of Revenue Recognition Process in NetSuite meeting, develop additional training materials for Revenue Recognition.
4/9/2024	8:00:00 AM	12:00:00 PM	4:00	Data Migration Review: - Conduct a comprehensive analysis of the data migration results from previous cycles, examining key financial records such as Accounts Receivable (AR), Accounts Payable (AP), Accrued Purchases, Unbilled AR, Revenue streams (Core Goods, Managed Services, Professional Services), Deferred Revenue, and Inventory.
4/9/2024	12:28:00 PM	1:03:00 PM	0:35	Email Correspondence and Solution Assessment on Unbilled Multi-year Resale: - Read through emails regarding the Unbilled Multi-year Resale, evaluate the proposed solutions, and craft thoughtful responses. - This includes collaborating with the internal GT team to consolidate and clarify any questions before reaching out to the C1 Revenue Team for further discussion.

4/9/2024	1:35:00 PM	2:00:00 PM	0:25	Research and Communication: - Research and provide detailed follow-up responses to multiple inquiries concerning the Unbilled Multi-year Resale.
4/9/2024	2:00:00 PM	2:13:00 PM	0:13	Meeting: "Quick touchbase - April Period Close (end date) and May period Close (end date) on or before May 3"
4/9/2024	2:13:00 PM	5:00:00 PM	2:47	CONT Data Migration Review
4/10/2024	8:30:00 AM	9:00:00 AM	0:30	Data Migration Review: - Conduct a comprehensive analysis of the data migration results from previous cycles, examining key financial records such as Accounts Receivable (AR), Accounts Payable (AP), Accrued Purchases, Unbilled AR, Revenue streams (Core Goods, Managed Services, Professional Services), Deferred Revenue, and Inventory.
4/10/2024	9:00:00 AM	9:14:00 AM	0:14	Review with Duke: - Detailed catch-up session with Duke to discuss and resolve outstanding items, ensuring all concerns are addressed and progress is on track.
4/10/2024	9:14:00 AM	10:00:00 AM	0:46	Research and Optimization: - Investigate the saved searches related to Data Migration testing created by Rachel, aiming to refine the process and enhance efficiency.
4/10/2024	10:00:00 AM	10:31:00 AM	0:31	Meeting: "Credit Memo Conversion In SB3"
4/10/2024	10:31:00 AM	11:03:00 AM	0:32	Meeting: "Quick Check-in - Do we have a process to compare Legacy GL to NS (after migration [pre-go-live])"
4/10/2024	11:03:00 AM	11:31:00 AM	0:28	Procedure Documentation Refinement: - Clean up the inflight Testing Procedures Document for C1, updating it to reflect the latest standards and practices.
4/10/2024	11:31:00 AM	12:00:00 PM	0:29	Revenue Reporting Consultation with Kirsten: - Discuss the intricacies of revenue data within NetSuite and explore how this information can be utilized for Financial Planning & Analysis (FP&A) forecasting during calls with Kirsten
4/10/2024	12:00:00 PM	12:55:00 PM	0:55	Meeting: "MAR 2024 NETSUITE CLOSE Session #1 of 3"
4/10/2024	12:55:00 PM	1:30:00 PM	0:35	Procedure Documentation Refinement: - Clean up the inflight Testing Procedures Document for C1, updating it to reflect the latest standards and practices.
4/10/2024	1:30:00 PM	2:00:00 PM	0:30	Meeting: "Saved Search - Forecasting for FP&A - Critical Report"
4/10/2024	2:30:00 PM	3:00:00 PM	0:30	CONT: Revenue Reporting Consultation with Kirsten
4/10/2024	3:30:00 PM	4:30:00 PM	1:00	Meeting: "Regroup - Invoicing Inventory"
4/10/2024	4:30:00 PM	5:30:00 PM	1:00	CONT: Data Migration Review

				COGS Automation Development: - Focus on creating comprehensive documentation for Cost of Goods Sold (COGS) Automation, ensuring all processes are clearly outlined. - Conduct a test upload in NetSuite to validate the functionality and prepare for an upcoming training session next week.
4/11/2024	8:25:00 AM	10:00:00 AM	1:35	
4/11/2024	10:00:00 AM	10:30:00 AM	0:30	Meeting: "CEA Internal Meeting"
4/11/2024	10:30:00 AM	11:00:00 AM	0:30	Meeting: "Pre-Legacy System Shut-Down - Discuss Timing for Final Commission Run for April and for May"
4/11/2024	11:00:00 AM	12:00:00 PM	1:00	Meeting: "MAR 2024 NETSUITE CLOSE Session #2 of 3"
4/11/2024	12:00:00 PM	12:30:00 PM	0:30	Meeting: "Discuss options for changing C1 items used to migrate inflight AR invoices and credit memos"
4/11/2024	1:00:00 PM	1:45:00 PM	0:45	Meeting: "NOVA Core Team Meeting"
				Weekly Call Preparation: - Organize topics for the Zone/C1 Revenue & Accounting Weekly Call, prioritizing discussions that will drive decision-making and action items for the week.
4/11/2024	1:45:00 PM	2:00:00 PM	0:15	
4/11/2024	2:00:00 PM	3:00:00 PM	1:00	Meeting: "Hypercare planning"
4/11/2024	3:00:00 PM	4:00:00 PM	1:00	Meeting: "Zone/C1 Rev & Accounting Weekly Call"
4/11/2024	4:00:00 PM	5:00:00 PM	1:00	CONT: COGS Automation Development
				COGS Automation Development: - Focus on creating comprehensive documentation for Cost of Goods Sold (COGS) Automation, ensuring all processes are clearly outlined. - Conduct a test upload in NetSuite to validate the functionality and prepare for an upcoming training session next week.
4/12/2024	8:10:00 AM	10:11:00 AM	2:01	
4/12/2024	10:11:00 AM	11:00:00 AM	0:49	Meeting: "Saved Searches - Costs/Rev Rec"
				Data Migration Review: - Conduct a comprehensive analysis of the data migration results from previous cycles, examining key financial records such as Accounts Receivable (AR), Accounts Payable (AP), Accrued Purchases, Unbilled AR, Revenue streams (Core Goods, Managed Services, Professional Services), Deferred Revenue, and Inventory.
4/12/2024	11:00:00 AM	1:00:00 PM	2:00	
				FP&A Reporting Strategy: - Collaborate with Kirsten to research and develop a Saved Search report for Financial Planning & Analysis (FP&A).
4/12/2024	1:49:00 PM	2:15:00 PM	0:26	
4/12/2024	2:15:00 PM	5:00:00 PM	2:45	CONT: Data Migration Review
				COGS Upload Template: - Align CSV fields with JE entry fields for the COGS upload template. - Document the mapping process and prepare questions for Zone.
4/15/2024	8:26:00 AM	9:40:00 AM	1:14	
				Upcoming Commission's Meeting: - Review unresolved issues and decisions from past notes and emails. - List urgent topics for the upcoming meeting.
4/15/2024	9:40:00 AM	10:00:00 AM	0:20	

4/15/2024	10:00:00 AM	11:00:00 AM	1:00	Meeting: "C1/Intangent - CEA Discussion - Weekly Regroup" - Discuss C1/Intangent and CEA Future State
4/15/2024	12:00:00 PM	2:20:00 PM	2:20	Iteration 9 Data Migration: - Assess the data migration's success. - Compare the results with testing procedures.
4/15/2024	2:20:00 PM	2:45:00 PM	0:25	FP&A Reports Discussion: - Met with Kirsten to review revenue reports. - Identify improvements for decision-making.
4/15/2024	2:45:00 PM	3:15:00 PM	0:30	NetSuite Saved Search Migration Question: - Resolve the missing Saved Search issue in NetSuite. - Work with the NetSuite team to find a solution.
4/15/2024	3:15:00 PM	4:00:00 PM	0:45	CONT: Iteration 9 Data Migration: - Assess the data migration's success. - Compare the results with testing procedures.
4/15/2024	4:00:00 PM	4:16:00 PM	0:16	Meeting: "Discuss NetSuite AR close timeline" - Examine the AR close timeline. - Finalize timing of activities for Tia's Team.
4/15/2024	4:16:00 PM	5:30:00 PM	1:14	CONT: Iteration 9 Data Migration: - Assess the data migration's success. - Compare the results with testing procedures.
4/16/2024	8:20:00 AM	10:38:00 AM	2:18	COGS Workbook Testing: - Conducted a review of the COGS workbook. - Identified an error that prevents generating Journal Entries (JE) for uploading into NetSuite. - Captured and emailed a screenshot of the error message to Zone and requested a meeting to resolve the issue.
4/16/2024	10:38:00 AM	11:00:00 AM	0:22	Retail Commissions Meeting Preparation: - Assembled detailed notes and organized relevant files for the upcoming meeting on Retail Commissions.
4/16/2024	11:00:00 AM	11:30:00 AM	0:30	Meeting: "Discussion on Retail Commissions" - Discussed enhancements to the file Kari's Team provides to book revenue JE
4/16/2024	11:30:00 AM	12:00:00 PM	0:30	Meeting: "Quick Touchbase - Follow-up on Tiger Team for Accting, AR, AP" - Followed up on the Tiger Team's progress concerning Accounting, Accounts Receivable (AR), and Accounts Payable (AP). - Provided further decisions to PM on HyperCare
4/16/2024	12:00:00 PM	12:20:00 PM	0:20	Follow-Up Actions: - Scheduled a follow-up meeting to further discuss retail commissions. - Developed an agenda and refined the notes from the previous meeting for clarity.
4/16/2024	1:00:00 PM	1:18:00 PM	0:18	Discussion with Kris - Held a discussion with Kris to clarify the COGS JE Upload template and determined the necessary questions for Zone's understanding.

4/16/2024	1:18:00 PM	1:43:00 PM	0:25	Investigated and formulated a response to Duke's question regarding revenue allocation for a test case involving TM Labor.
4/16/2024	1:43:00 PM	2:00:00 PM	0:17	NetSuite Data Field Matching: - Based on discussion with Kris initiated the alignment of the current upload template with NetSuite's data fields for COGS JE Uploads.
4/16/2024	2:00:00 PM	3:02:00 PM	1:02	Meeting: "NOVA Go-Live - Business Readiness Workshop" - Discussion on concerns prior to Go-Live
4/16/2024	3:02:00 PM	3:30:00 PM	0:28	CONT: NetSuite Data Field Matching: - Based on discussion with Kris initiated the alignment of the current upload template with NetSuite's data fields for COGS JE Uploads.
4/16/2024	3:30:00 PM	4:30:00 PM	1:00	Meeting: "Revenue Recognition" - Answer FP&A's questions on which Revenue fields in NetSuite to use for Forecast reporting - Explain Revenue Recognition by P&L Segment
4/16/2024	4:30:00 PM	5:00:00 PM	0:30	PL Segment Research: - Conducted research on PL Segment 5 and 6 issues as reported by Kirsten from User Acceptance Testing (UAT). - Reviewed her saved searches related to the Revenue Recognition meeting to identify and address the discrepancies.
4/17/2024	8:20:00 AM	9:00:00 AM	0:40	Troubleshoot GP Access within Citrix Receiver - Investigate and resolve connectivity issues hindering access to GP through the Citrix Receiver platform.
4/17/2024	9:00:00 AM	9:11:00 AM	0:11	Respond to Emails and Schedule Meetings - Prioritize incoming emails, provide timely responses, and organize meetings
4/17/2024	9:11:00 AM	9:30:00 AM	0:19	Recreate COGS Manual Entry for March - Compile and reconstruct the Cost of Goods Sold (COGS) manual entry file for March, for Nick's review at Zone.
4/17/2024	9:30:00 AM	9:49:00 AM	0:19	Review PS Iteration 9 Data Migration - Conduct an examination of the data transferred during the PS Iteration 9 migration, ensuring accuracy and completeness. - Compare to work done during Iteration 4. - Create Test workbook for AP and Deferred Revenue
4/17/2024	9:49:00 AM	10:23:00 AM	0:34	C1 IT Call for GP Access Issue - Initiate a support call with C1 IT to troubleshoot and rectify the GP Access problems encountered.
4/17/2024	10:23:00 AM	10:51:00 AM	0:28	UAT Test Case Discussion for P&L Segments 5 and 6 - Engage in a discussion with Kirsten to refine the User Acceptance Testing (UAT) cases for (P&L) Segments 5 and 6.
4/17/2024	10:51:00 AM	12:20:00 PM	1:29	Continue PS Iteration 9 Data Migration Review - Resume the analysis of the PS Iteration 9 data migration, focusing on pending issues and potential improvements

4/17/2024	1:00:00 PM	1:45:00 PM	0:45	Follow-Up C1 IT Call for GP Access - Ensure continuity in resolving the GP Access issue by following up on the initial IT support call.
4/17/2024	1:45:00 PM	3:00:00 PM	1:15	Review AP Iteration 9 Data Migration - Evaluate the Accounts Payable (AP) data migration from Iteration 9 - Create Iteration 9 Test Workbook for AP
4/17/2024	3:00:00 PM	3:30:00 PM	0:30	Meeting: "Regroup - Invoicing Inventory" - Discussion on non-physical Inventory and the status in GP as we approach Go-Live
4/17/2024	3:30:00 PM	4:00:00 PM	0:30	Continue the review of AP Iteration 9 Data Migration - Evaluate the Accounts Payable (AP) data migration from Iteration 9 - Create Iteration 9 Test Workbook for AP
4/17/2024	4:00:00 PM	5:00:00 PM	1:00	Meeting: "MAR 2024 NETSUITE CLOSE Session #3 of 3" - Discussion on Subledger reporting for Accounting
4/18/2024	7:39:00 AM	9:00:00 AM	1:21	Review PS Iteration 9 Data Migration - Conduct an examination of the data transferred during the PS Iteration 9 migration, ensuring accuracy and completeness. - Compare to work done during Iteration 4. - Create Test workbook for AP and Deferred Revenue
4/18/2024	9:00:00 AM	9:24:00 AM	0:24	Call with Kirsten on Forecast Saved Search, Revenue related questions: - Discuss the integration of forecast data into the migration process. - Address any discrepancies or concerns related to revenue data.
4/18/2024	9:24:00 AM	10:00:00 AM	0:36	Continue Review PS Iteration 9 Data Migration
4/18/2024	10:00:00 AM	10:50:00 AM	0:50	Meeting: "AP In Flight Testing - Iteration 9" - Discuss the results of AP Test workbook internally with GT Team - Decide on Next Steps to prepare for Cutover Testing
4/18/2024	10:50:00 AM	11:30:00 AM	0:40	Continue Review PS Iteration 9 Data Migration
4/18/2024	1:00:00 PM	1:45:00 PM	0:45	Meeting: "NOVA Core Team Meeting" - General discussion and update with the Core Team
4/18/2024	1:45:00 AM	2:00:00 AM	0:15	Continue Review PS Iteration 9 Data Migration
4/18/2024	2:00:00 PM	2:28:00 PM	0:28	Meeting: "Retail Commissions and Inflight Resale Services" - Discussion with Kari and Stephanie to define future state Retail Commission process in NetSuite
4/18/2024	2:28:00 PM	4:00:00 PM	1:32	Continue Review PS Iteration 9 Data Migration
4/18/2024	4:00:00 PM	4:26:00 PM	0:26	Meeting: "Finalize Hypercare approach - Accounting and Revenue Teams" - Finalize Details for question escalation within the Accounting Team post Go-Live
4/18/2024	4:26:00 PM	5:15:00 PM	0:49	Data Migration Prep in GP - Work in GP to pull the correct reports by Company for Data Migration

4/19/2024	8:00:00 AM	10:00:00 AM	2:00	Review PS Iteration 9 Data Migration - Conduct an examination of the data transferred during the PS Iteration 9 migration, ensuring accuracy and completeness. - Compare to work done during Iteration 4. - Create Test workbook for AP and Deferred Revenue
4/19/2024	10:00:00 AM	11:00:00 AM	1:00	Meeting: "FP&A Saved Searches" - Discussion on forecasting reports for FP&A - Creating Reports and answering questions
4/19/2024	11:00:00 AM	3:00:00 PM	4:00	Continue Review PS Iteration 9 Data Migration
4/19/2024	3:00:00 PM	4:00:00 PM	1:00	Meeting: "Zone/C1 Rev & Accounting Weekly Call" - Weekly discussion on open Revenue topics with the Zone Team
4/22/2024	8:11:00 AM	8:21:00 AM	0:10	Revenue Plans & ZAB Subscription: - Clarify the integration of revenue plans with the ZAB Subscription for FP&A
4/22/2024	8:21:00 AM	10:38:00 AM	2:17	GP Reports for Data Migration: - Identify and execute essential GP reports for data migration analysis.
4/22/2024	10:38:00 AM	10:57:00 AM	0:19	Communication with Nick: - Address Nick's email, arrange a meeting, and prepare a focused set of questions to guide the discussion.
4/22/2024	11:10:00 AM	12:30:00 PM	1:20	CONT: GP Reports for Data Migration
4/22/2024	12:30:00 PM	1:30:00 PM	1:00	Meeting: "Discussion on In Flight - Iteration 9"
4/22/2024	1:30:00 PM	1:53:00 PM	0:23	Meeting: "Revenue recognition training Session #1"
4/22/2024	1:53:00 PM	3:24:00 PM	1:31	CONT: GP Reports for Data Migration
4/22/2024	3:24:00 PM	3:58:00 PM	0:34	Retail Commission & 3rd Party Costs: - Respond to the email thread regarding retail commission and third-party costs.
4/22/2024	3:58:00 PM	4:26:00 PM	0:28	Revenue Plans Discussion: - Define precise start and end dates for P&L segments 5 and 6 within the revenue plans, ensuring clarity for financial reporting.
4/23/2024	8:00:00 AM	9:30:00 AM	1:30	GP Reports for Data Migration: - Identify and execute essential GP reports for data migration analysis.
4/23/2024	9:30:00 AM	10:00:00 AM	0:30	Meeting Preparation: - Develop targeted saved searches for Zone-related queries to drive the upcoming meeting's agenda.
4/23/2024	10:00:00 AM	11:00:00 AM	1:00	Meeting: "NetSuite Revenue Recognition Discussion"
4/23/2024	11:00:00 AM	12:00:00 PM	1:00	CONT: GP Reports for Data Migration
4/23/2024	12:00:00 PM	12:34:00 PM	0:34	Meeting: "3rd Party Costs"
4/23/2024	12:34:00 PM	1:04:00 PM	0:30	Call with Duke: - Outline and agree on the next steps with Duke coming out of the 3rd Party Cost meeting.
4/23/2024	2:00:00 PM	3:00:00 PM	1:00	CONT: GP Reports for Data Migration
4/23/2024	3:00:00 PM	4:03:00 PM	1:03	Meeting: "Revenue recognition training Session #1"
4/23/2024	4:03:00 PM	4:15:00 PM	0:12	Call with Kris: - Discuss and finalize next steps with Kris coming out of the revenue recognition meeting.
4/23/2024	4:15:00 PM	5:00:00 PM	0:45	CONT: GP Reports for Data Migration

4/24/2024	8:00:00 AM	10:00:00 AM	2:00	ZAB Subscription Review: - Develop a detailed training document that examines ZAB Subscription's revenue recognition practices.
4/24/2024	10:00:00 AM	12:00:00 PM	2:00	Journal Entry Creation: - Craft a training guide that outlines the process for creating revenue recognition journal entries.
4/24/2024	1:00:00 PM	2:21:00 PM	1:21	Data Migration Dry Run: - Perform a test run of the data migration process, based on previous iterations
4/24/2024	2:21:00 PM	2:40:00 PM	0:19	Discussion with Kari: - Answer questions on 3rd party costs from the FP&A and Accounting
4/24/2024	2:40:00 PM	4:30:00 PM	1:50	Finalize Journal Entries Guide: - Complete the training document on revenue recognition journal entries
4/24/2024	4:30:00 PM	5:00:00 PM	0:30	Meeting: "Manual Journal Entry with COGS Amortization Schedule"
4/25/2024	8:15:00 AM	9:45:00 AM	1:30	Go Live Planning: - Finalize all preparations for the launch, ensuring the presentation deck is polished, emails are addressed, and all meetings are locked in.
4/25/2024	9:45:00 AM	10:00:00 AM	0:15	Revenue Meeting Prep: - Review the agenda and notes, and prepare questions for a productive revenue meeting.
4/25/2024	10:00:00 AM	11:12:00 AM	1:12	Meeting: "Zone/C1 Rev & Accounting Weekly Call"
4/25/2024	11:12:00 AM	1:00:00 PM	1:48	Data Migration Dry Run: - Perform a test run of the data migration process, based on previous iterations
4/25/2024	1:00:00 PM	1:58:00 PM	0:58	Meeting: "Core Team Meeting"
4/25/2024	2:30:00 PM	3:03:00 PM	0:33	Meeting: "MS Data Migration Connect"
4/25/2024	3:03:00 PM	4:00:00 PM	0:57	CONT: Data Migration Dry Run
4/25/2024	4:00:00 PM	4:34:00 PM	0:34	Meeting: "Variable items not identified correctly"
4/25/2024	4:34:00 PM	4:50:00 PM	0:16	Post-Meeting Action: - Clean up the meeting notes and outline actionable next steps based on the discussion about variable items.
4/26/2024	8:00:00 AM	11:30:00 AM	3:30	Data Migration Dry Run: - Perform a test run of the data migration process, based on previous iterations
4/26/2024	11:30:00 AM	12:00:00 PM	0:30	Meeting: "Regroup - Invoicing Inventory"
4/26/2024	12:30:00 PM	4:30:00 PM	4:00	CONT: Data Migration Dry Run
4/29/2024	8:00:00 AM	11:30:00 AM	3:30	Data Migration of DR: - Running reports between Alert and NetSuite SB3 for the dry run; question to Xong.
4/29/2024	11:30:00 AM	12:02:00 PM	0:32	Meeting: "Pre-Go Live Timing and Hypercare Support"
4/29/2024	12:47:00 PM	1:15:00 PM	0:28	Meeting with Kris: Planning data validation upon cutover.
4/29/2024	2:00:00 PM	2:38:00 PM	0:38	Meeting: "Non-Physical Inventory"
4/29/2024	2:38:00 PM	4:30:00 PM	1:52	Review Close Reports: - Accounting receives and reconciles to previous data migration iterations - Create testing workbooks for reconciliation next week

4/29/2024	4:30:00 PM	5:30:00 PM	1:00	Meeting: "Revenue Discussion"
4/30/2024	7:25:00 AM	10:00:00 AM	2:35	Finish COGS Manual Overview Document: - Complete the document in preparation for the upcoming meeting.
4/30/2024	10:00:00 AM	10:10:00 AM	0:10	Meeting: "3rd Party Cost" - Discuss external expenses related to COGS.
4/30/2024	10:10:00 AM	11:00:00 AM	0:50	Research Upload Issue: - Investigate and resolve the Journal Entry (JE) import issue for COGS; document findings for the Zone team.
4/30/2024	11:00:00 AM	12:00:00 PM	1:00	Meeting: "Manual COGS JE Process into NetSuite" - Review manual entry procedures for COGS.
4/30/2024	12:00:00 PM	12:10:00 PM	0:10	Follow Up with Kris: - Discuss updates or concerns regarding the manual Journal Entry process for COGS.
4/30/2024	12:30:00 PM	1:00:00 PM	0:30	Meeting: "Hypercare Ticket - Demo and Q&A - Session #1"
4/30/2024	1:00:00 PM	3:15:00 PM	2:15	Create Testing Workbooks: - Develop workbooks for reconciliations, including AP, AR, Deferred Revenue, Inventory, and Prepaid COGS.
4/30/2024	5:45:00 PM	6:18:00 PM	0:33	Research and Respond to Email: - Address the question on how variable billing affects revenue recognition and COGS.
5/1/2024	8:40:00 AM	10:00:00 AM	1:20	Review and Respond to Cherilyn's Email: - Make a decision on the Manual Journal Entry with the COGS Amortization Schedule.
5/1/2024	10:17:00 AM	11:30:00 AM	1:13	Review Deferred Revenue Reports: - Examine the reports as of April EOM provided by Stephanie from the Alert System.
5/1/2024	12:00:00 PM	2:00:00 PM	2:00	Create Testing Workbooks: - Develop workbooks for reconciliations, including AP, AR, Deferred Revenue, Inventory, and Prepaid COGS.
5/1/2024	2:00:00 PM	2:30:00 PM	0:30	Meeting: "NS Capabilities - Revenue Recognition and Reporting"
5/1/2024	2:30:00 PM	3:50:00 PM	1:20	Create Unbilled AR Process Slides: - Prepare the slide based on the request from the NetSuite capabilities meeting.
5/1/2024	4:00:00 PM	4:35:00 PM	0:35	Meeting: "Monitoring Assignments for Accounting and Task Status" - Focus on comparing GP to NS systems.
5/1/2024	4:35:00 PM	5:15:00 PM	0:40	CONT: Create Unbilled AR Process Slides
5/1/2024	5:15:00 PM	5:45:00 PM	0:30	Meeting: "Quick Call on Non-Physical Meeting with Josh Tomorrow Morning"
5/2/2024	8:30:00 AM	9:30:00 AM	1:00	Create Testing Workbooks: - Develop workbooks for reconciliations, including AP, AR, Deferred Revenue, Inventory, and Prepaid COGS.
5/2/2024	9:30:00 AM	10:00:00 AM	0:30	Meeting: "Regroup - Invoicing Inventory"
5/2/2024	10:00:00 AM	11:30:00 AM	1:30	Finalize PPT: - Complete and refine the PowerPoint presentation for NetSuite Reporting on the Borrowing Base.
5/2/2024	11:30:00 AM	2:30:00 PM	3:00	CONT: Create Testing Workbooks
5/2/2024	2:30:00 PM	3:00:00 PM	0:30	Meeting: "Borrowing Base NetSuite Reporting"

				Research Borrowing Base Solutions: - Investigate potential solutions based on outcomes from an internal meeting and requests from C1 Accounting.
5/2/2024	3:00:00 PM	4:35:00 PM	1:35	
5/3/2024	2:00:00 PM	3:00:00 PM	1:00	Meeting with Zone on Action Plan and Next Steps Post Nick Departure
5/5/2024	5:00:00 PM	7:00:00 PM	2:00	Go Live Prep and catching up on emails/tasks from out of office day
5/6/2024	9:00:00 AM	9:57:00 AM	0:57	Create folders and get access for C1 Accounting to Data Cutover/Migration Reconciliation Team Space, respond to Josh on plan
5/6/2024	10:00:00 AM	10:53:00 AM	0:53	Create Accounting Data Migration Reports for Deferred Revenue and Prepaid COGS - Reconcile data imported into NetSuite via Saved Searches to Data from GP - Create reconciliations in Excel - Investigate reconciling items with C1 Accounting
5/6/2024	10:53:00 AM	11:10:00 AM	0:17	Review and respond to Kari on Alert inflight data questions
5/6/2024	11:10:00 AM	3:40:00 PM	4:30	CONT: Create Accounting Data Migration Reports for Deferred Revenue and Prepaid COGS
5/6/2024	3:40:00 PM	4:10:00 PM	0:30	Review and respond to Elaine/Josh on BBC report timing and availability of timing based on cutover
5/6/2024	4:10:00 PM	5:00:00 PM	0:50	CONT: Create Accounting Data Migration Reports for Deferred Revenue and Prepaid COGS
5/6/2024	5:00:00 PM	6:00:00 PM	1:00	Meeting: "Daily Go Live Check-In"
5/6/2024	6:00:00 PM	7:05:00 PM	1:05	CONT: Create Accounting Data Migration Reports for Deferred Revenue and Prepaid COGS
5/7/2024	7:15:00 AM	12:15:00 PM	5:00	Create Accounting Data Migration Reports for Deferred Revenue and Prepaid COGS - Reconcile data imported into NetSuite via Saved Searches to Data from GP - Create reconciliations in Excel - Investigate reconciling items with C1 Accounting
5/7/2024	1:00:00 PM	1:30:00 PM	0:30	Prep for CEA Meeting: - Review meeting objectives and get ready to respond to Intangent for CEA
5/7/2024	1:30:00 PM	2:30:00 PM	1:00	Meeting: "ConvergeOne CEA Discovery Day 1" - Engage in initial discussions with ConvergeOne representatives; explore collaborative opportunities and exchange ideas; establish groundwork for future partnership developments.
5/7/2024	2:30:00 PM	3:00:00 PM	0:30	Prep for Soft Launch Meeting
5/7/2024	3:00:00 PM	4:00:00 PM	1:00	Meeting: "Nova - Discuss detailed Soft Launch Plan (Please come prepared)"
5/7/2024	4:00:00 PM	5:00:00 PM	1:00	Meeting: "Meeting Request - DR Migration"
5/7/2024	5:00:00 PM	6:00:00 PM	1:00	Meeting: "Daily Go Live Check-In"

				Create Accounting Data Migration Reports for Deferred Revenue and Prepaid COGS - Reconcile data imported into NetSuite via Saved Searches to Data from GP - Create reconciliations in Excel
5/8/2024	7:30:00 AM	10:00:00 AM	2:30	- Investigate reconciling items with C1 Accounting
5/8/2024	10:00:00 AM	10:30:00 AM	0:30	Meeting: "Negative Inflight DR PEG Lines in NetSuite"
5/8/2024	10:30:00 AM	12:00:00 PM	1:30	Meeting: "Soft Launch"
5/8/2024	12:00:00 PM	1:00:00 PM	1:00	Meeting: "ConvergeOne CEA Discovery Day 2"
5/8/2024	1:00:00 PM	2:00:00 PM	1:00	Review Soft Launch Order: - Assess the order for accounting considerations to ensure all financial aspects are accurately addressed.
5/8/2024	2:00:00 PM	5:30:00 PM	3:30	CONT: Create Accounting Data Migration Reports for Deferred Revenue and Prepaid COGS
5/8/2024	5:30:00 PM	6:00:00 PM	0:30	Meeting: "Daily Go Live Check-In"
5/8/2024	6:00:00 PM	6:30:00 PM	0:30	CONT: Create Accounting Data Migration Reports for Deferred Revenue and Prepaid COGS
5/9/2024	7:20:00 AM	9:00:00 AM	1:40	Create Accounting Data Migration Reports for AP, AR, Deferred Revenue, Prepaid COGS, and Inventory - Reconcile data imported into NetSuite via Saved Searches to Data from GP - Create reconciliations in Excel - Investigate reconciling items with C1 Accounting
5/9/2024	9:00:00 AM	9:20:00 AM	0:20	Meeting: " Quick Touchbase - Progress last night and Pre-Go Live Work"
5/9/2024	9:20:00 AM	5:00:00 PM	7:40	CONT: Create Accounting Data Migration Reports for AP, AR, Deferred Revenue, Prepaid COGS, and Inventory
5/9/2024	5:00:00 PM	6:00:00 PM	1:00	Meeting: "Hypercare Daily Standup"
5/9/2024	6:00:00 PM	6:20:00 PM	0:20	CONT: Create Accounting Data Migration Reports for AP, AR, Deferred Revenue, Prepaid COGS, and Inventory
5/10/2024	8:00:00 AM	11:00:00 AM	3:00	Create Accounting Data Migration Reports for AP, AR, Deferred Revenue, Prepaid COGS, and Inventory - Reconcile data imported into NetSuite via Saved Searches to Data from GP - Create reconciliations in Excel - Investigate reconciling items with C1 Accounting
5/10/2024	11:00:00 AM	12:00:00 PM	1:00	Meeting: "C1/Intangent - CEA Discussion - Weekly Regroup"
5/10/2024	12:00:00 PM	1:30:00 PM	1:30	Prep for DR Planning Meeting
5/10/2024	1:30:00 PM	2:00:00 PM	0:30	Meeting: "CON-3684 - Discuss DR Planning"
5/13/2024	9:00:00 AM	12:00:00 PM	3:00	Create Accounting Data Migration Reports for AP, AR, Deferred Revenue, Prepaid COGS, and Inventory - Reconcile data imported into NetSuite via Saved Searches to Data from GP - Create reconciliations in Excel - Investigate reconciling items with C1 Accounting
5/13/2024	12:00:00 PM	12:30:00 PM	0:30	Prep for DR Discussion with Zone: - Prepare for the Deferred Revenue discussion with the Zone team.
5/13/2024	12:30:00 PM	1:30:00 PM	1:00	Meeting: "Deferred Revenue Discussion with Zone"

5/13/2024	1:30:00 PM	4:00:00 PM	2:30	CONT: Create Accounting Data Migration Reports for AP, AR, Deferred Revenue, Prepaid COGS, and Inventory
5/13/2024	4:00:00 PM	4:30:00 PM	0:30	Meeting: "Review Status of Subledger Tie-Outs"
5/13/2024	5:00:00 PM	6:00:00 PM	1:00	Meeting: "Hypercare Daily Standup"
5/13/2024	6:00:00 PM	6:30:00 PM	0:30	Review Outstanding Items: - Compile and review outstanding items for the meeting with Stephanie tomorrow.
5/14/2024	7:15:00 AM	11:00:00 AM	3:45	Create Accounting Data Migration Reports for AP, AR, Deferred Revenue, Prepaid COGS, and Inventory - Reconcile data imported into NetSuite via Saved Searches to Data from GP - Create reconciliations in Excel - Investigate reconciling items with C1 Accounting
5/14/2024	11:00:00 AM	11:30:00 AM	0:30	Meeting: "April Pre-payments in INC 10000"
5/14/2024	11:30:00 AM	12:30:00 PM	1:00	Meeting: "NetSuite Revenue Discussion [In-person]"
5/14/2024	1:10:00 PM	4:30:00 PM	3:20	CONT: Create Accounting Data Migration Reports for AP, AR, Deferred Revenue, Prepaid COGS, and Inventory
5/14/2024	4:30:00 PM	5:00:00 PM	0:30	Meeting: "Review status of NS cutover clean up activities related to AR and AP"
5/14/2024	5:00:00 PM	6:00:00 PM	1:00	Meeting: "Hypercare Daily Standup"
5/15/2024	7:25:00 AM	12:00:00 PM	4:35	Finalize Accounting Data Migration Reports for AP, AR, Deferred Revenue, Prepaid COGS, and Inventory - Reconcile data imported into NetSuite via Saved Searches to Data from GP - Create reconciliations in Excel - Investigate reconciling items with C1 Accounting
5/15/2024	12:00:00 PM	12:30:00 PM	0:30	Review Notes and Prep for DR Meeting: - Refine notes and prepare for the Deferred Revenue Plan Meeting
5/15/2024	12:30:00 PM	1:30:00 PM	1:00	Meeting: "Deferred Revenue Plans Post Cutover"
5/15/2024	1:30:00 PM	2:30:00 PM	1:00	Meeting: "ConvergeOne CEA Discovery Continued"
5/15/2024	2:30:00 PM	3:00:00 PM	0:30	Review Notes and Prep for DR Meeting: - Refine notes and prepare for the Deferred Revenue Post Cutover Meeting
5/15/2024	3:00:00 PM	4:00:00 PM	1:00	Meeting: "Deferred Revenue Processing Post Cutover"
5/15/2024	4:00:00 PM	5:00:00 PM	1:00	CONT: Finalize Accounting Data Migration Reports for AP, AR, Deferred Revenue, Prepaid COGS, and Inventory
5/15/2024	5:00:00 PM	6:00:00 PM	1:00	Meeting: "Finish review of inflight Accd Purchases and Unbilled AR"
5/15/2024	6:00:00 PM	6:25:00 PM	0:25	CONT: Finalize Accounting Data Migration Reports for AP, AR, Deferred Revenue, Prepaid COGS, and Inventory
5/16/2024	7:15:00 AM	12:00:00 PM	4:45	Finalize Accounting Data Migration Reports for AP, AR, Deferred Revenue, Prepaid COGS, and Inventory - Reconcile data imported into NetSuite via Saved Searches to Data from GP - Create reconciliations in Excel - Investigate reconciling items with C1 Accounting
5/16/2024	12:00:00 PM	12:30:00 PM	0:30	Meeting: "Revenue Recognition Software + Hardware"
5/16/2024	1:00:00 PM	4:45:00 PM	3:45	CONT: Finalize Accounting Data Migration Reports for AP, AR, Deferred Revenue, Prepaid COGS, and Inventory

5/17/2024	8:30:00 AM	12:30:00 PM	4:00	Finalize Accounting Data Migration Reports for AP, AR, Deferred Revenue, Prepaid COGS, and Inventory - Reconcile data imported into NetSuite via Saved Searches to Data from GP - Create reconciliations in Excel - Investigate reconciling items with C1 Accounting
5/17/2024	1:30:00 PM	2:00:00 PM	0:30	Review Notes and Prep for DR Meeting: - Refine notes and prepare for the Inflight Deferred Revenue at Cutover Discussion
5/17/2024	2:00:00 PM	2:30:00 PM	0:30	Meeting: "Inflight Deferred Revenue at Cutover Discussion"
5/17/2024	3:00:00 PM	5:00:00 PM	2:00	CONT: Create Accounting Data Migration Reports for AP, AR, Deferred Revenue, Prepaid COGS, and Inventory
5/17/2024	5:00:00 PM	6:00:00 PM	1:00	Meeting: "Hypercare Daily Standup"
5/20/2024	8:00:00 AM	9:00:00 AM	1:00	Review Saved Searches: - Examine saved searches from Zone for Deferred Revenue Plans post cutover.
5/20/2024	9:00:00 AM	10:00:00 AM	1:00	Meeting: "May Revenue & Cost"
5/20/2024	10:00:00 AM	11:00:00 AM	1:00	Review COGS Manual Excel File: - Assess and update necessary changes to the COGS Manual Excel document.
5/20/2024	11:00:00 AM	12:00:00 PM	1:00	Meeting: "C1 Accounting Requested Changes to Manual COGS JE"
5/20/2024	12:30:00 PM	1:00:00 PM	0:30	Meeting: "Nick Onboarding" - Orientation session for Nick.
5/20/2024	1:00:00 PM	1:30:00 PM	0:30	Meeting: "COGS and Revenue Recognition Reports"
5/20/2024	1:30:00 PM	2:30:00 PM	1:00	Meeting: "Manual COGS JE Process into NetSuite"
5/20/2024	3:00:00 PM	4:00:00 PM	1:00	Meeting: "Begin Data Cleanup"
5/20/2024	4:00:00 PM	5:00:00 PM	1:00	Continue Review: - Resume examination of saved searches from Zone for Deferred Revenue Plans post cutover.
5/20/2024	5:00:00 PM	6:00:00 PM	1:00	Meeting: "Hypercare Daily Standup"
5/21/2024	8:00:00 AM	10:30:00 AM	2:30	Prep and Review Data: - Prepare and review data for Deferred Revenue Plans post cutover.
5/21/2024	10:30:00 AM	11:00:00 AM	0:30	Meeting: "Non-Physical Item Fulfillment - NetSuite"
5/21/2024	12:00:00 PM	12:20:00 PM	0:20	Meeting: "COGS (Alert) Vendor Bill Process"
5/21/2024	12:30:00 PM	1:00:00 PM	0:30	Meeting: "CEA Saved Search Discussion"
5/21/2024	1:00:00 PM	2:00:00 PM	1:00	Investigate CEA Saved Search Options: - Explore options for revenue feed before the meeting with Intangent.
5/21/2024	2:00:00 PM	3:00:00 PM	1:00	Meeting: "C1/Intangent - CEA Discussion - Weekly Regroup"
5/21/2024	3:30:00 PM	4:00:00 PM	0:30	Meeting: "In Flight GP sales order (ZAB Subscription) Fulfillment walkthrough"
5/21/2024	4:00:00 PM	5:00:00 PM	1:00	Meeting: "Discussion on Deferred Revenue Plans Post Cutover"
5/21/2024	5:00:00 PM	6:00:00 PM	1:00	Meeting: "Hypercare Daily Standup"
5/21/2024	6:00:00 PM	6:45:00 PM	0:45	Meeting: "Non Physical re-group"

5/22/2024	9:00:00 AM	2:30:00 PM	5:30	Review and Respond to Zone: - Address logic changes and data population for DR inflight processing.
5/22/2024	2:30:00 PM	3:00:00 PM	0:30	Meeting: "Reconvene on ZAB ID 46096 (GP OHWIP008982 Order)"
5/22/2024	3:00:00 PM	4:00:00 PM	1:00	Prep for Walkthrough: - Prepare for the manual COGS process walkthrough.
5/22/2024	4:00:00 PM	4:30:00 PM	0:30	Meeting: "Review Automated Case #5723574: ACS - SureTax JE Import Scripting"
5/22/2024	4:30:00 PM	5:00:00 PM	0:30	Prep for Walkthrough: - Prepare for the manual COGS process walkthrough.
5/22/2024	5:00:00 PM	6:00:00 PM	1:00	Meeting: "Hypercare Daily Standup"
5/23/2024	8:00:00 AM	9:30:00 AM	1:30	Identify Validation Methods: - Determine ways to validate Step 2 and Step 3 from Zone on DR cutover.
5/23/2024	9:30:00 AM	10:00:00 AM	0:30	Prep for Upcoming Meeting: - Organize materials and prepare based on requests from the prior CEA meeting.
5/23/2024	10:00:00 AM	11:00:00 AM	1:00	Meeting: "ConvergeOne CEA Discovery Continued"
5/23/2024	11:00:00 AM	1:00:00 PM	2:00	Research and Discussion: - Engage in research and discussions on DR inflight planning.
5/23/2024	1:00:00 PM	2:00:00 PM	1:00	Prep for Walkthrough: Prepare for the manual COGS process walkthrough.
5/23/2024	2:00:00 PM	3:00:00 PM	1:00	Meeting: "Manual COGS JE Process"
5/23/2024	4:00:00 PM	5:00:00 PM	1:00	Meeting with Nick: Discuss DR inflight planning strategies.
5/23/2024	5:00:00 PM	6:00:00 PM	1:00	Meeting: "Hypercare Daily Standup"
5/23/2024	6:00:00 PM	7:00:00 PM	1:00	Continue Research and Discussion: - Further research and discussions on DR inflight planning.

Client Converge One

Resource Duke Steamer

Total Hours  
218hr 14 min

Date	Start time	End Time	Hour/Min	Narrative
4/8/2024	10:00:00 AM	10:30:00 AM	0:30	Analysis of AR credit memo migrated from PS to Netsuite system for accuracy; reconcile totals for completion; reseach of sku item accounting setup for errors.
4/8/2024	10:30:00 AM	10:52:00 AM	0:22	Review and update credit limit on SwarrowHead vendor to allow for continuted testing in SB1 environment
4/8/2024	11:00:00 AM	11:55:00 AM	0:55	Meeting: "Invoices to Hit Customers" call to discuss how usage invoices will be allocated to customer ZAB subscriptions; discussion around getting all vendor invoices on a PO to improve the efficiency and accuracy in the financials to support FP&A. Furrher discussion around cost allocation of labor off the alert system and how things will chance in the future w/ Netsuite.
4/8/2024	12:00:00 PM	12:18:00 PM	0:18	Reviewing and responding to email for open issues and request for meetings
4/8/2024	12:20:00 PM	12:45:00 PM	0:25	Call with Kris Danielson to discuss inflight credit memo accounting; Kris to look at some example to check to ensure all setups are correct. Further research of inflight credit memo item accounting treatment
4/8/2024	1:30:00 PM	2:26:00 PM	0:56	Pre-Shutdown AP/AR/Accounting step and cut-off date/time review meeting. Gray O., Brad R., and Josh K., included in meeting.
4/8/2024	2:40:00 PM	3:48:00 PM	1:08	Research and solution for AP vendor invoice cost allocations split; and follow-up with Frankie S., on inclusion in existing training.
4/9/2024	8:30:00 AM	9:40:00 AM	1:10	Review emails and provide response; review training document changes by Frankie and perfrom system process walk-thrus to test
4/9/2024	10:00:00 AM	10:30:00 AM	0:30	Conference call for Zone Capture questions
4/9/2024	10:45:00 AM	11:30:00 AM	0:45	Continue reviewing training documents and perform process walk-thrus to test
4/9/2024	12:30:00 PM	2:15:00 PM	1:45	Continue reviewing training documents and perform process walk-thrus to test
4/9/2024	2:30:00 PM	3:25:00 PM	0:55	Review training plan and map out dates/times for the AR and AP session
4/9/2024	3:30:00 PM	4:00:00 PM	0:30	Conference Call to review AP training plan and proposed dates and time with Denise Barton
4/9/2024	5:00:00 PM	6:20:00 PM	1:20	Send out invite for training sesisons; Continue reviewing training documents and perform process walk-thrus to test
4/9/2024	7:00:00 PM	8:15:00 PM	1:15	Continue reviewing training documents and perform process walk-thrus to test
4/10/2024	8:15:00 AM	9:40:00 AM	1:25	Email reievew and responding to daily emails and follow-ups
4/10/2024	10:00:00 AM	11:00:00 AM	1:00	Conference meeting on Credit memo conversion issue
4/10/2024	11:00:00 AM	11:30:00 AM	0:30	Conference meeting on data conversion from Gp to NetSuite
4/10/2024	11:30:00 AM	12:00:00 PM	0:30	Conference meeting on AP Topics with Denise Burton

4/10/2024	12:00:00 PM	1:00:00 PM	1:00	Conference meeting for March 2023 NS close training and simulation
4/10/2024	1:30:00 PM	2:00:00 PM	0:30	Conference meeting on Saved Search development
4/10/2024	2:10:00 PM	3:30:00 PM	1:20	AP Training document review and example creation
4/10/2024	3:35:00 PM	4:30:00 PM	0:55	Conference meeting on non-inventory item reduction
4/10/2024	4:45:00 PM	6:00:00 PM	1:15	AP Training document review and example creation
4/11/2024	8:30:00 AM	9:50:00 AM	1:20	AR Training document review and example development
4/11/2024	10:00:00 AM	11:00:00 AM	1:00	Read and respond to emails; follow-ups on AP revised process testing and training; review and prep of email invite for AR training sessions
4/11/2024	11:00:00 AM	12:00:00 PM	1:00	Conference call: March 2024 Netsuite close sessions #2 of 3
4/11/2024	12:03:00 PM	12:30:00 PM	0:27	Conference call: Unbilled AR and credit accounting issues
4/11/2024	1:00:00 PM	1:30:00 PM	0:30	Conference call: Project status call
4/11/2024	2:00:00 PM	3:35:00 PM	1:35	AR Training document review and example development
4/11/2024	3:45:00 PM	5:55:00 PM	2:10	AP Training document review and example development
4/12/2024	9:00:00 AM	9:50:00 AM	0:50	Email review and follow-ups
4/12/2024	10:00:00 AM	11:00:00 AM	1:00	Conference call: Saved Searches - Cost / Rev Rec., development and understanding of fields discussion with FPA lead
4/12/2024	11:00:00 AM	11:30:00 AM	0:30	Conference call: AP Training Prep Call
4/12/2024	12:00:00 PM	1:45:00 PM	1:45	Conference Call Nova PMO Meeting
4/12/2024	2:00:00 PM	2:30:00 PM	0:30	AP Training review and example creation
4/12/2024	3:00:00 PM	3:30:00 PM	0:30	Conference call AP 3 way match workaround
4/15/2024	8:00:00 AM	9:00:00 AM	1:00	Email reading /responding and prep for AP training call
4/15/2024	9:00:00 AM	11:00:00 AM	2:00	AP Specialist training session
4/15/2024	11:10:00 AM	12:30:00 PM	1:20	Revisions made to AP training materials, develop approach for AP specialist training exercises this week; pull content to support the testing exercises
4/15/2024	12:30:00 PM	1:30:00 PM	1:00	Inflight data review call of planned approach and support documentation
4/15/2024	1:30:00 PM	2:30:00 PM	1:00	Call to discuss Alert PO and invoice handling of converted, active service contracts
4/15/2024	2:30:00 PM	3:00:00 PM	0:30	Review of new users to setup in test environments and detail access/roles based on job functions
4/15/2024	3:00:00 PM	3:27:00 PM	0:27	C1 Gap review with Netsuite developers
4/15/2024	3:00:00 PM	4:15:00 PM	1:15	Training document review for AR follow-up session tomorrow
4/16/2024	8:00:00 AM	9:45:00 AM	1:45	Email reviews and replies; prep system for training at 10am EST today; address the questions from the prior AP trainings and provide responses
4/16/2024	10:00:00 AM	11:50:00 AM	1:50	Conference call: AR Collections training session; follow-up questions post call w/ calls to specific team members and system Admin for possible system configuration changes
4/16/2024	12:30:00 PM	2:15:00 PM	1:45	Reviewed and edited training for Thursday's AR Manager/Supervisor training session
4/16/2024	2:30:00 PM	5:50:00 PM	3:20	Reviewed and edited training for tomorrow's AR Cash Manager training session
4/17/2024	8:00:00 AM	8:50:00 AM	0:50	Email reviews and responding

4/17/2024	9:00:00 AM	10:00:00 AM	1:00	Conference call - Nova NS Nectar and credit card processing
4/17/2024	10:05:00 AM	10:50:00 AM	0:45	Recap of training call, revise training documents, and plan post training exercises
4/17/2024	11:15:00 AM	11:50:00 AM	0:35	Calls with AP and IT team members to understand process around EDI vendor invoices
4/17/2024	12:00:00 PM	2:00:00 PM	2:00	Conference call - Cash AR Specialist training
4/17/2024	2:00:00 PM	2:30:00 PM	0:30	Conference call - Wells Fargo/C1 Receivables Manager delay
4/17/2024	2:40:00 PM	3:15:00 PM	0:35	Replan of Cash application w/o WF receivables manager delay
4/17/2024	3:30:00 PM	4:00:00 PM	0:30	Conference call - advanced replacement process walk-thru w/ SC team
4/17/2024	4:00:00 PM	4:15:00 PM	0:15	Document advance replacement process and review examples
4/17/2024	4:30:00 PM	5:00:00 PM	0:30	Conference call - C1 Weekly NSPB discussion
4/17/2024	5:10:00 PM	6:00:00 PM	0:50	Follow-up on emails for day and review plan for the next day
4/18/2024	10:00:00 AM	11:00:00 AM	1:00	Read and respond to emails; follow-ups on AP revised process testing and training; review and prep of email invite for AR training sessions
4/18/2024	11:00:00 AM	12:00:00 PM	1:00	Conference call: March 2024 Netsuite close sessions #2 of 3
4/18/2024	12:03:00 PM	12:30:00 PM	0:27	Conference call: Unbilled AR and credit accounting issues
4/18/2024	1:00:00 PM	1:30:00 PM	0:30	Conference call: Project status call
4/18/2024	2:30:00 PM	4:00:00 PM	1:30	Conference call: Nova NS AR Supervisor / manager training session
4/18/2024	4:00:00 PM	5:00:00 PM	1:00	Conference call: Variable Items not identified correctly
4/18/2024	5:15:00 PM	6:30:00 PM	1:15	Review and respond to email back-log from day and determine plan for next week, as OOO tomorrow
4/19/2024	10:00:00 AM	11:00:00 AM	1:00	Confrence Call - Saved Search development with FP&A
4/19/2024	11:30:00 AM	1:00:00 PM	1:30	Confrence Call -Credit Analyst Training Session
4/19/2024	2:00:00 PM	2:45:00 PM	0:45	Planning and setup for the Credit processing training session
4/19/2024	3:00:00 PM	4:00:00 PM	1:00	Conference Call - Credit processing training session
4/19/2024	4:15:00 PM	5:00:00 PM	0:45	Update of training documentation after 2 training sessions today
4/22/2024	8:00:00 AM	9:00:00 AM	1:00	Email reading /responding and prep for AP training call
4/22/2024	9:00:00 AM	11:00:00 AM	2:00	AP Specialist training session
4/22/2024	11:10:00 AM	12:30:00 PM	1:20	Revisions made to AP training materials, develop approach for AP specialist training exercises this week; pull content to support the testing exercises
4/22/2024	12:30:00 PM	1:30:00 PM	1:00	Inflight data review call of planned approach and support documentation
4/22/2024	1:30:00 PM	2:30:00 PM	1:00	Call to discuss Alert PO and invoice handling of converted, active service contracts
4/22/2024	2:30:00 PM	3:00:00 PM	0:30	Review of new users to setup in test environments and detail access/roles based on job functions
4/22/2024	3:00:00 PM	3:27:00 PM	0:27	C1 Gap review with Netsuite developers
4/22/2024	3:00:00 PM	4:15:00 PM	1:15	Training document review for AR follow-up session tomorrow
4/23/2024	8:00:00 AM	9:45:00 AM	1:45	Email reviews and replies; prep system for training at 10am EST today; address the questions from the prior AP trainings and provide responses

4/23/2024	10:00:00 AM	11:50:00 AM	1:50	Conference call: AR Collections training session; follow-up questions post call w/ calls to specific team members and system Admin for possible system configuration changes
4/23/2024	12:30:00 PM	2:15:00 PM	1:45	Reviewed and edited training for Thursday's AR Manager/Supervisor training session
4/23/2024	2:30:00 PM	5:50:00 PM	3:20	Reviewed and edited training for tomorrow's AR Cash Manager training session
4/24/2024	8:00:00 AM	8:50:00 AM	0:50	Email reviews and responding
4/24/2024	9:00:00 AM	10:00:00 AM	1:00	Conference call - Nova NS Nectar and credit card processing
4/24/2024	10:05:00 AM	10:50:00 AM	0:45	Recap of training call, revise training documents, and plan post training exercises
4/24/2024	11:15:00 AM	11:50:00 AM	0:35	Calls with AP and IT team members to understand process around EDI vendor invoices
4/24/2024	12:00:00 PM	2:00:00 PM	2:00	Conference call - Cash AR Specialist training
4/24/2024	2:00:00 PM	2:30:00 PM	0:30	Conference call - Wells Fargo/C1 Receivables Manager delay
4/24/2024	2:40:00 PM	3:15:00 PM	0:35	Replan of Cash application w/o WF receivables manager delay
4/24/2024	3:30:00 PM	4:00:00 PM	0:30	Conference call - advanced replacement process walk-thru w/ SC team
4/24/2024	4:00:00 PM	4:15:00 PM	0:15	Document advance replacement process and review examples
4/24/2024	4:30:00 PM	5:00:00 PM	0:30	Conference call - C1 Weekly NSPB discussion
4/24/2024	5:10:00 PM	6:00:00 PM	0:50	Follow-up on emails for day and review plan for the next day
4/25/2024	10:00:00 AM	11:00:00 AM	1:00	Read and respond to emails; follow-ups on AP revised process testing and training; review and prep of email invite for AR training sessions
4/25/2024	11:00:00 AM	12:00:00 PM	1:00	Conference call: March 2024 Netsuite close sessions #2 of 3
4/25/2024	12:03:00 PM	12:30:00 PM	0:27	Conference call: Unbilled AR and credit accounting issues
4/25/2024	1:00:00 PM	1:30:00 PM	0:30	Conference call: Project status call
4/25/2024	2:30:00 PM	4:00:00 PM	1:30	Conference call: Nova NS AR Supervisor / manager training session
4/25/2024	4:00:00 PM	5:00:00 PM	1:00	Conference call: Variable Items not identified correctly
4/25/2024	5:15:00 PM	6:30:00 PM	1:15	Review and respond to email back-log from day and determine plan for next week, as OOO tomorrow
5/6/2024	8:00:00 AM	8:55:00 AM	0:55	Prep for upcoming AP training session; ensure demo scenarios are in place for training session
5/6/2024	8:00:00 AM	9:00:00 AM	1:00	Review and respond to emails regarding team requests, go-live plans, access for users setup, go-live plans for the week.
5/6/2024	9:00:00 AM	10:30:00 AM	1:30	Conference Call - AP Training on cut-over of systems and unique processes needed to do so
5/6/2024	10:40:00 AM	12:00:00 PM	1:20	Review of migrated AP and AR system data from GP to NetSuite; reconciling total \$'s and quantity of transactions
5/6/2024	1:00:00 PM	2:30:00 PM	1:30	NetSuite Production system reviews of all functionality to test before go-live on Wednesday
5/6/2024	3:40:00 PM	4:00:00 PM	0:20	In office meeting with core team regarding basic setups missing in the system
5/6/2024	4:00:00 PM	5:00:00 PM	1:00	Conference Call - Daily go live check-in

5/6/2024	5:10:00 PM	6:30:00 PM	1:20	Continued - NetSuite Production system reviews of all functionality to test before go-live on Wednesday
5/7/2024	7:30:00 AM	8:10:00 AM	0:40	Read and respond to emails from prior day and over night
5/7/2024	8:10:00 AM	9:00:00 AM	0:50	Conference call - Review Alert Process
5/7/2024	9:15:00 AM	12:00:00 PM	2:45	NetSuite Production system reviews of all functionality to test before go-live on Wednesday
5/7/2024	11:30:00 AM	1:00:00 PM	1:30	Conference call - NOVA Netsuite AP EDI and Wells Fargo Floor plan Training
5/7/2024	2:00:00 PM	3:00:00 PM	1:00	Conference call - Discuss detailed soft launch plan
5/7/2024	3:00:00 PM	4:00:00 PM	1:00	Conference call - DR Migration meeting with Zone and CO.
5/7/2024	4:00:00 PM	5:00:00 PM	1:00	Conference call - Daily go-live meeting
5/8/2024	7:30:00 AM	8:10:00 AM	0:40	Review and respond to texts and emails from project teams regarding testing, training, and requested new functionality
5/8/2024	8:30:00 AM	9:00:00 AM	0:30	Final system setup review for soft go-live
5/8/2024	9:15:00 AM	12:15:00 PM	3:00	Conference call - Soft Launch meeting w/ whole team to do system reviews and some process step walk-thrus
5/8/2024	1:00:00 PM	2:00:00 PM	1:00	Review of team activities so far processing invoices, performing credits, customer credit reviews, collection notes, and available reports & saved searches
5/8/2024	2:00:00 PM	2:30:00 PM	0:30	Conference call - AP cost center touchpoint to align on gl codings
5/8/2024	2:40:00 PM	3:25:00 PM	0:45	Address questions from AP and AR team on system behavior around bills status' and AR customer credits w/ different inventory types
5/8/2024	3:25:00 PM	4:00:00 PM	0:35	Review of non-physical invoice handling process for upcoming discussion
5/8/2024	4:30:00 PM	5:00:00 PM	0:30	Conference call -Daily go live check in call
5/8/2024	5:15:00 PM	6:15:00 PM	1:00	Conference call -Finalize AP Process based up GL coding
5/9/2024	7:10:00 AM	8:00:00 AM	0:50	Read and respond to emails from prior day and over night
5/9/2024	8:00:00 AM	8:15:00 AM	0:15	Conference call: Progress of last night's bug fixes and data migration to NS
5/9/2024	8:30:00 AM	12:00:00 PM	3:30	Conference call: Nova Program Bridge for issue escalation. Issue shared by teams and we sought solutions to solve or promote to next level of support to resolve
5/9/2024	1:00:00 PM	3:30:00 PM	2:30	Conference call: Nova Program Bridge for issue escalation. Issue shared by teams and we sought solutions to solve or promote to next level of support to resolve
5/9/2024	3:30:00 PM	4:00:00 PM	0:30	Conference call: Zab Credit Rebill process walk thru
5/9/2024	4:00:00 PM	5:00:00 PM	1:00	Conference call: Hypercare ticket daily standup to review escalated issues requiring a config or code fix
5/10/2024	8:00:00 AM	8:50:00 AM	0:50	Read and respond to emails from prior day and over night
5/10/2024	9:00:00 AM	4:00:00 PM	7:00	Conference call: Nova Program Bridge for issue escalation. Issue shared by teams and we sought solutions to solve or promote to next level of support to resolve
5/10/2024	2:30:00 PM	3:00:00 PM	0:30	Conference call - Update of currency process for FX vendors

5/10/2024	3:00:00 PM	3:30:00 PM	0:30	Conference call - LAUSD Credit Limit issue; discussed approach to evaluate their credit, open AR, and new orders
5/13/2024	7:30:00 AM	8:25:00 AM	0:55	Review and respond to emails regarding team requests, go-live plans, access for users setup, go-live plans for the week.
5/13/2024	8:30:00 AM	9:00:00 AM	0:30	Conference call - Discuss active and invalid address issue
5/13/2024	9:00:00 AM	9:30:00 AM	0:30	Conference Call - C1 Go-live support bridge to address questions
5/13/2024	9:30:00 AM	10:30:00 AM	1:00	Conference Call - Credit process walk-thru with the AR team
5/13/2024	10:45:00 AM	11:25:00 AM	0:40	Review of existing issues with system and determine impacts to AR and AP teams; work around and fixes developed and shared with the team
5/13/2024	11:30:00 AM	2:50:00 PM	3:20	Conference call: Nova Program Bridge for issue escalation. Issue shared by teams and we sought solutions to solve or promote to next level of support to resolve
5/13/2024	3:00:00 PM	3:30:00 PM	0:30	Conference Call - Review of status of subledger
5/13/2024	4:00:00 PM	5:00:00 PM	1:00	Conference Call - Hypercare daily standup
5/14/2024	7:40:00 AM	8:10:00 AM	0:30	Read and respond to emails from prior day and over night
5/14/2024	8:10:00 AM	9:00:00 AM	0:50	Review of system changes and data changes overnight w/ in NS
5/14/2024	9:15:00 AM	10:00:00 AM	0:45	Conference call: Nova Program Bridge for issue escalation. Issue shared by teams and we sought solutions to solve or promote to next level of support to resolve
5/14/2024	10:00:00 AM	10:30:00 AM	0:30	Conference call - Install reminds call with Bank to ensure go-live plan for this week is still feasible
5/14/2024	10:30:00 AM	11:00:00 AM	0:30	Conference call - Discuss UK Navision's planned use of NS
5/14/2024	12:30:00 PM	3:00:00 PM	2:30	Conference call: Nova Program Bridge for issue escalation. Issue shared by teams and we sought solutions to solve or promote to next level of support to resolve
5/14/2024	3:00:00 PM	3:30:00 PM	0:30	Conference call - System sales tax calculation fix call with NS and tax team
5/14/2024	3:30:00 PM	4:00:00 PM	0:30	Conference call - Review status of NS cutover open items
5/14/2024	4:00:00 PM	5:00:00 PM	1:00	Conference call - Hypercare daily standup call
5/15/2024	7:30:00 AM	8:00:00 AM	0:30	Review and respond to texts and emails from project teams regarding testing, training, and requested new functionality
5/15/2024	8:30:00 AM	9:00:00 AM	0:30	Conference call - AR Adjustments questions for debit memos
5/15/2024	9:15:00 AM	12:00:00 PM	2:45	Conference call: Nova Program Bridge for issue escalation. Issue shared by teams and we sought solutions to solve or promote to next level of support to resolve
5/15/2024	12:30:00 PM	1:00:00 PM	0:30	Conference call - Billing dashboard + KPI discussion
5/15/2024	1:00:00 PM	1:30:00 PM	0:30	Prep for AR Adjustments meeting by performing process steps in test system

5/15/2024	1:30:00 PM	2:00:00 PM	0:30	Conference call -Ar Adjustments session as follow-up to AM call
5/15/2024	2:10:00 PM	3:00:00 PM	0:50	Conference call: Nova Program Bridge for issue escalation. Issue shared by teams and we sought solutions to solve or promote to next level of support to resolve
5/15/2024	3:00:00 PM	3:45:00 PM	0:45	Conference call -review WFFP liability account entries
5/15/2024	4:00:00 PM	6:15:00 PM	2:15	Conference call - Hypercare daily standup call
5/16/2024	7:15:00 AM	8:00:00 AM	0:45	Read and respond to emails from prior day and over night
5/16/2024	8:00:00 AM	10:00:00 AM	2:00	Conference call: Celigo manual file load and review of data import accuracy and start performing cash appl., process w/ team
5/16/2024	10:30:00 AM	12:00:00 PM	1:30	Conference call: Nova Program Bridge for issue escalation. Issue shared by teams and we sought solutions to solve or promote to next level of support to resolve
5/16/2024	12:45:00 PM	3:15:00 PM	2:30	Conference call: Nova Program Bridge for issue escalation. Issue shared by teams and we sought solutions to solve or promote to next level of support to resolve
5/16/2024	3:30:00 PM	4:00:00 PM	0:30	Meeting with AP team on questions relating to performing zone capture transactions
5/16/2024	4:00:00 PM	5:00:00 PM	1:00	Conference call - Hypercare daily standup call
5/17/2024	7:30:00 AM	8:00:00 AM	0:30	Read and respond to emails from prior day and over night
5/17/2024	8:00:00 AM	9:30:00 AM	1:30	Conference call: Celigo review of usage from prior day and adjust configurations around matching priority
5/17/2024	9:45:00 AM	12:00:00 PM	2:15	Conference call: Nova Program Bridge for issue escalation. Issue shared by teams and we sought solutions to solve or promote to next level of support to resolve
5/17/2024	12:30:00 PM	2:00:00 PM	1:30	Meeting with AR team on new customer credit review, settings for customer profile in NS, and CRM data requirements
5/17/2024	4:00:00 PM	5:30:00 PM	1:30	Conference call - Hypercare daily standup call
5/20/2024	7:30:00 AM	8:00:00 AM	0:30	Review and respond to emails regarding team requests, go-live plans, access for users setup, go-live plans for the week.
5/20/2024	8:00:00 AM	9:00:00 AM	1:00	Conference call - May Revenue and Cost meeting to discuss results and necessary adjustment
5/20/2024	9:00:00 AM	9:30:00 AM	0:30	Conference Call - Celigo touch point call post go live
5/20/2024	9:45:00 AM	11:00:00 AM	1:15	document next steps for cash application team and accounting team for the May close
5/20/2024	11:30:00 AM	12:00:00 PM	0:30	Conference call: Nick Lombardi onboarding call for assist with Zone application
5/20/2024	1:00:00 PM	1:30:00 PM	0:30	Review and respond to emails regarding team requests, and ypercare tickets
5/20/2024	1:30:00 PM	2:00:00 PM	0:30	Conference Call - Duplicate Orders/Open orders paid discussion
5/20/2024	2:10:00 PM	3:30:00 PM	1:20	Follow-up with AR team on how to perform credits and assist to resolve backlog of requests
5/20/2024	3:30:00 PM	4:00:00 PM	0:30	Conference call - Annette Price from C1 - Technical assistance call
5/20/2024	4:00:00 PM	5:00:00 PM	1:00	Conference Call - Hypercare daily standup

5/20/2024	5:10:00 PM	5:45:00 PM	0:35	Continue to assist AR team with credit and clear task queue of requests
5/21/2024	8:30:00 AM	9:00:00 AM	0:30	Read and respond to emails from prior day and over night
5/21/2024	9:00:00 AM	9:30:00 AM	0:30	Conference Call - Celigo touch point call post go live
5/21/2024	9:30:00 AM	10:00:00 AM	0:30	Conference call: Non-physical item fulfillment call
5/21/2024	10:10:00 AM	10:50:00 AM	0:40	Follow-up with AR team on how to perform credits and assist to resolve backlog of requests
5/21/2024	11:00:00 AM	11:30:00 AM	0:30	Conference call - COGS Vendor Bill Process
5/21/2024	12:30:00 PM	1:45:00 PM	1:15	Follow-up with AR team on how to perform credits and assist to resolve backlog of requests
5/21/2024	2:00:00 PM	2:30:00 PM	0:30	Conference call - Credit Memo follow-up call on training gaps
5/21/2024	3:00:00 PM	3:30:00 PM	0:30	Conference call - In flight GP Sales Order Fulfillment
5/21/2024	3:00:00 PM	4:00:00 PM	1:00	Conference call - Discussion Deferred revenue in NS system
5/21/2024	4:00:00 PM	5:00:00 PM	1:00	Conference call - Hypercare daily standup call
5/21/2024	5:00:00 PM	5:30:00 PM	0:30	Conference call - Non physical inventory regroup
5/21/2024	5:35:00 PM	6:00:00 PM	0:25	Followup with team on issues and next steps, review hypercare tickets and added a few more for process/system gaps
5/22/2024	8:30:00 AM	9:00:00 AM	0:30	Read and respond to emails from prior day and over night
5/22/2024	9:00:00 AM	9:30:00 AM	0:30	Conference Call - Celigo touch point call post go live
5/22/2024	9:30:00 AM	10:00:00 AM	0:30	Conference call: Review data to update migrated AP invoices with dated invoices
5/22/2024	10:20:00 AM	11:00:00 AM	0:40	Review of vendor credit in advance of next meeting
5/22/2024	11:00:00 AM	11:30:00 AM	0:30	Conference call: Vendor credit walk thru
5/22/2024	12:30:00 PM	1:00:00 PM	0:30	Conference call -Payment movement
5/22/2024	1:00:00 PM	1:30:00 PM	0:30	Conference call: Open Zab Suscriptions - new order reviews
5/22/2024	1:30:00 PM	2:00:00 PM	0:30	Conference call - Reconvene on Zab ID 46096
5/22/2024	2:00:00 PM	3:00:00 PM	1:00	Conference call - Review Best Practice for split period to handle bankruptcy policy
5/22/2024	3:30:00 PM	4:00:00 PM	0:30	Conference call - Review automated case # 5723574
5/22/2024	4:00:00 PM	5:00:00 PM	1:00	Conference call - Hypercare daily standup call
5/22/2024	5:10:00 PM	6:00:00 PM	0:50	Read and respond to emails over the day
5/22/2024	6:00:00 PM	6:45:00 PM	0:45	Review and test hypercare solutions in system
5/23/2024	8:00:00 AM	9:00:00 AM	1:00	Email review and follow-up from the last week
5/23/2024	9:15:00 AM	9:50:00 AM	0:35	Review of Celigo Cash App progress in system in prep for Celigo rep call
5/23/2024	10:00:00 AM	10:30:00 AM	0:30	Conference Call: Celigo cash app team call to review process and any issues
5/23/2024	11:10:00 AM	12:00:00 PM	0:50	Review of issues in processes upstream and down stream
5/23/2024	12:00:00 PM	12:30:00 PM	0:30	Conference Call: NS Functionality review with team to discuss options
5/23/2024	2:30:00 PM	3:00:00 PM	0:30	Conference call: Credit on account creation walkthru
5/23/2024	3:30:00 PM	4:00:00 PM	0:30	Conference call: Vendor credit followup call
5/23/2024	4:20:00 PM	5:00:00 PM	0:40	Follow up on training calls and updating documentation
5/23/2024	5:00:00 PM	6:00:00 PM	1:00	Conference call: Hypercare Daily Standup call

**Exhibit B**

**Certification of Russell A. Daniel**

**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE SOUTHERN DISTRICT OF TEXAS  
HOUSTON DIVISION**

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In re:	)	
	)	Chapter 11
CONVERGEONE HOLDINGS, INC., <i>et al.</i> <sup>1</sup>	)	Case No. 24-90194 (CML)
	)	
Reorganized Debtors.	)	(Jointly Administered)
	)	

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**DECLARATION OF RUSSELL A. DANIEL  
REGARDING COMPLIANCE WITH COMPLEX CASE PROCEDURES**

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I, Russell A. Daniel, hereby declare, under penalty of perjury, that the following is true to the best of my knowledge, information, and belief:

1. I was a a Partner of Grant Thornton LLP (“**Grant Thornton**”).<sup>2</sup> I am authorized to execute this declaration on behalf of Grant Thornton.

2. This certification is made in connection with Grant Thornton’s first and final application for compensation and reimbursement of expenses for the period commencing April 4, 2024, through and including May 23, 2024, to which it is attached (the “**Application**”).<sup>3</sup>

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<sup>1</sup> The Reorganized Debtors in these Chapter 11 Cases, together with the last four digits of each Reorganized Debtor’s federal tax identification number, are as follows: AAA Network Solutions, Inc. (7602); ConvergeOne Dedicated Services, LLC (3323); ConvergeOne Government Solutions, LLC (7538); ConvergeOne Holdings, Inc. (9427); ConvergeOne Managed Services, LLC (6277); ConvergeOne Systems Integration, Inc. (9098); ConvergeOne Technology Utilities, Inc. (6466); ConvergeOne Texas, LLC (5063); ConvergeOne Unified Technology Solutions, Inc. (2412); ConvergeOne, Inc. (3228); Integration Partners Corporation (7289); NetSource Communications Inc. (6228); NuAge Experts LLC (8150); Providea Conferencing, LLC (7448); PVKG Intermediate Holdings Inc. (4875); Silent IT, LLC (7730); and WrightCore, Inc. (3654). The Reorganized Debtors’ mailing address is 10900 Nesbitt Avenue South, Bloomington, Minnesota 55437.

<sup>2</sup> Effective May 31, 2024, Grant Thornton LLP reorganized into an Alternative Practice Structure under the American Institute of Certified Public Accountants. As a result, I became a Principal with Grant Thornton Advisors LLC after the time period set forth in the Application.

<sup>3</sup> Capitalized terms not otherwise defined herein shall have the meanings assigned to them in the Application.

3. I am the professional at Grant Thornton designated with the responsibility in the Chapter 11 Cases for compliance with the Complex Case Procedures. In connection therewith, I hereby certify that:

- (a) I have read the Application;
- (b) To the best of my knowledge, information, and belief, formed after reasonable inquiry, the compensation and expense reimbursement sought in the Application is in conformity with the Complex Case Procedures, except as specifically noted therein; and
- (c) The compensation requested is billed at rates, in accordance with practices, no less favorable than those customarily employed by Grant Thornton and generally accepted by Grant Thornton's clients.

*[Remainder of Page Intentionally Left Blank]*

Pursuant to 28 U.S.C. § 1746, I declare under penalty of perjury that the foregoing is true and correct.

Dated: July 19, 2024  
Charlotte, North Carolina

Respectfully submitted,

*/s/ Russell A. Daniel*

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Russell A. Daniel

**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE SOUTHERN DISTRICT OF TEXAS  
HOUSTON DIVISION**

In re:	)	
	)	Chapter 11
	)	
CONVERGEONE HOLDINGS, INC., <i>et al.</i> <sup>1</sup>	)	Case No. 24-90194 (CML)
	)	
Reorganized Debtors.	)	(Jointly Administered)
	)	<b>Re: Docket No. ____</b>

**FINAL ORDER ALLOWING COMPENSATION AND REIMBURSEMENT OF  
EXPENSES**

The Court has considered the *First and Final Application for Allowance of Compensation and Reimbursement of Expenses for the Period from April 4, 2024 Through May 23, 2024* (the “**Application**”) filed by Grant Thornton LLP (the “**Applicant**”). The Court orders:

1. Applicant is allowed compensation and reimbursement of expenses in the amount of \$324,059.60 for the period set forth in the Application.
2. The compensation and reimbursement of expenses allowed in this Order are approved on a final basis.
3. The Reorganized Debtors are authorized to disburse any unpaid amounts allowed by paragraphs 1 and 2 of this Order.

Dated \_\_\_\_\_, 2024  
Houston, Texas

\_\_\_\_\_  
CHRISTOPHER M. LOPEZ  
UNITED STATES BANKRUPTCY JUDGE

<sup>1</sup> The Reorganized Debtors in these Chapter 11 Cases, together with the last four digits of each Reorganized Debtor’s federal tax identification number, are as follows: AAA Network Solutions, Inc. (7602); ConvergeOne Dedicated Services, LLC (3323); ConvergeOne Government Solutions, LLC (7538); ConvergeOne Holdings, Inc. (9427); ConvergeOne Managed Services, LLC (6277); ConvergeOne Systems Integration, Inc. (9098); ConvergeOne Technology Utilities, Inc. (6466); ConvergeOne Texas, LLC (5063); ConvergeOne Unified Technology Solutions, Inc. (2412); ConvergeOne, Inc. (3228); Integration Partners Corporation (7289); NetSource Communications Inc. (6228); NuAge Experts LLC (8150); Providea Conferencing, LLC (7448); PVKG Intermediate Holdings Inc. (4875); Silent IT, LLC (7730); and WrightCore, Inc. (3654). The Reorganized Debtors’ mailing address is 10900 Nesbitt Avenue South, Bloomington, Minnesota 55437.