**From:** Shannon Horgan

**Company:** RSM

**To:** Katie Cummings, Laurel Miller

**Subject:** Semi-Monthly Status Report

**Period:** *06/17/19*-*06/27/19*

**Hours worked to Date:** 96

**Accomplishments for *06/17/19*-*06/27/19:***

**1)** During the second and third weeks of my internship I was asked to create an automated financial statement within NetSuite. A client of RSM requested to customize the presentation of their balance sheet. It was my responsibility to assess which accounts the client wanted to see under each balance sheet heading. I then created statements using “and” and “or” to assign each account to the correct balance sheet heading. I learned that It is important to keep these assignment statements broad- this allows new account to be assigned to the correct heading with out being specifically called out.

**2)** During the past two weeks I have be asked to do a lot of data comparison. It has been my responsibility to assess that certain batches of data were uploaded correctly into NetSuite. To do this, I compare the imported CSV file to an exported version of the data in NetSuite. I have been using index matching and VLOOKUP formulas in excel to make sure all data entries have been successfully transferred.

**3)** This last week I had the opportunity to create an intercompany allocation schedule within NetSuite. This schedule helps to automate journal entries for companies that operate with subsidiaries. These entries help to eliminate revenue from the parent company and allocate them to the correct subsidiary. The client we did this for has many subsidiaries that have recently merged to be sold under the parent company’s name. The parent collects the revenues but must then allocate them correctly to the subsidiary that provided the goods or services.

**Goals for *07/1/19*-*07/17/19*:**

**1)** I hope to complete the NetSuite Essentials training within the next few weeks. Upon completion I will be certified as a NetSuite administrator. I have been helping the team with many tasks and was not able to complete it this week as planned.

**2)** Over the next few weeks I hope to learn more about NetSuite functionality. I hope to learn how to create fields, forms, lists, and subtabs. The NetSuite team will be going live with many of their implementations next week. After that, I hope to see how they begin the implementation process with new clients.

**3)** I have been assigned the task of researching potential NetSuite clients in the Philadelphia area. I will be given a list of over 700 companies in the life-science industry to research. I will have to analyze financial statements to find revenues, assets, and other important financial data. This data will help RSM to determine if they are legitimate leads.

**Issues:**

**1)** This past week I have been given many assignments to work on, and because of these I have not been able to complete my NetSuite Essentials training.

**2)** There is so much to learn about NetSuite, and sometimes I feel overwhelmed.

**3)** I am still waiting on the finalized list of Philadelphia based life-science companies that I have been asked to research as potential leads.