**From:** Shannon Horgan

**Company:** RSM

**To:** Katie Cummings, Laurel Miller

**Subject:** Semi-Monthly Status Report

**Period:** *07/22/19*-*07/30/19*

**Hours worked to Date:** 208

**Accomplishments for *07/01/19*-*07/18/19:***

**1)** The past week I have been asked to put together many Process Documents. A process document is a how-to document that the NetSuite team sends to their clients. These documents are customized for each individual *role* (ex. Account Manager or Administrator) and instruct these individuals how to complete a specific task in NetSuite. I have created process documents related to creating expense reports and allocation schedules.

**2)** This past week I have also been asked to create a Functional Requirement Document (FRD). An FRD is required when the NetSuite teams updates a setting or creates a workflow for a client. The document will outline what is being updated and how. The client must sign the FRD before the workflow/setting is updated to the *Live* ERP environment. I was asked to create an FRD relating to a new purchase order approval process workflow. This workflow will automate the approval process and update the status of the PO from pending approval, approved or rejected.

**3)** The past two days I have been given the opportunity to attend a NetSuite training session. A client of RSM’s recently acquired a new subsidiary. This new subsidiary is in the process of migrating their data over from QuickBooks to NetSuite. The NetSuite team provided a two day training to the finance/accounting manager of this subsidiary. We went over revenue recognition and other basic processes. I was able to hear the struggles the manager was facing with changing her accounting system.

**Goals for *07/31/19*-*08/08/19*:**

**1)** As my internship comes to a close I hope to attend a few charity events hosted by RSM. RSM takes philanthropy very seriously and has made sure to incorporate this into our internship.

**2)** I plan on participating in many team building events with the other interns next week. We have a video project due on Monday. This video project is meant to describe our experience at RSM in a light hearted way.

**3)** I have a meeting next week with the RSM Northeast consulting recruiter. We will meet to talk about my internship and my future career goals.

**Issues:**

**1)** My internship will be over soon, and I feel like it just started.

**2)** It was interesting to hear the internal processes of a company during our NetSuite training session. This also reminded me of how much there is to learn in this field.

**3)** Many of the interns are out of the office this week. We are struggling to find time to compete our intern video project together.