

Application/System Checklists

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Daily Procedures for Updating Invoicing

STEP	PROCEDURE	MENU OPTION
Step 1	Print P/O Receiving Report <i>Shows all received inventory</i> <i>Update will:</i> <i>Update inventory</i> <i>Close received purchase order</i>	Order Processing/Purchase Orders/Purchase Order Receiving
Step 2	Print your Purchases Journal <i>Shows received purchase orders</i> <i>Update will:</i> Update Open A/P and Balance	Accounts Payable/Invoice Processing/Purchases Journal Update
Step 3	Print your customer invoices	Accounts Receivable/Invoicing/Invoice Printing
Step 4	Print your sales journal <i>Shows all printed invoices</i> <i>Verify accounting period</i> <i>Update will:</i> <i>Update Sales Tax</i> <i>Update Commissions</i> <i>Update Sales Analysis</i> <i>Close Sales order</i> <i>Update Open A/R Invoice and Balance</i> <i>Update Inventory</i> <i>Update Print Management Data</i>	Accounts Receivable/Invoicing/Sales Journal and Update

Daily Procedures for Backing Up Your System

STEP	PROCEDURE	MENU OPTION
Step 1	Make certain that no one is on the system. This ensures the integrity of the backup you are about to make.	
Step 2	Insert a cartridge that is appropriate for your system.	
Step 3	Create the backup following your specific backup procedures	<i>Note: Most companies perform an automatic backup after hours.</i>
Step 4	Store in a safe location.	<i>Note: Verify your backup ran to completion and periodically review the integrity of your backup.</i>

Note: You may want to consider the periodic storage of your backup off-site. This will protect you in the event of fire or flood.

Daily Procedures for Sales Order Processing and Purchasing

STEP	PROCEDURE	MENU OPTION
Step 1	Enter Sales Order, Requisitions and Warehouse Releases	Order Processing / Order Processing / Order Entry
Step 2	Enter Purchase Orders for Generic Stock	Order Processing / Purchase Orders / Processing/ Order Entry
Step 3	Print Purchase Orders. * * Some customers have these forms set up on Unattended Printing so that they may print automatically throughout the day.	Order Processing / Order Processing / Purchase Order Printing
Step 4	Print Packing Lists /Delivery Tickets. * * Some customers have these forms set up on Unattended Printing so that they may print automatically throughout the day.	Order Processing / Order Processing / Packing Lists Delivery Tickets
Step 5	Print Carton Labels. *(Optional) * Some customers have these forms set up on Unattended Printing so that they may print automatically throughout the day.	Order Processing / Order Processing / Carton Label Printing
Step 6	Print Order Thank You Letters *(Optional) * Some customers have these forms set up on Unattended Printing so that they may print automatically throughout the day.	Order Processing / Order Processing / Order Thank You Letters

STEP	PROCEDURE	MENU OPTION
Step 7	Print Customer Order Acknowledgements. *(Optional) <i>* Some customers have these forms set up on Unattended Printing so that they may print automatically throughout the day.</i>	Order Processing / Order Processing / Cust Order Acknowledgements
Step 8	Enter Job Status Posting	Order Processing / Order Tracking / Job Status Posting
Step 9	Print Shipping Acknowledgements. *(Optional)	Order Processing / Order Tracking / Shipping Acknowledgements
Step 10	Print Order Booking Report and update To the Monthly Order Booking Summary	Order Processing / Reports / Order Reports / Order Booking

Daily Procedures for Receiving

There are two types of receiving activities: recording the receipt of goods into inventory and processing vendor invoices for goods previously received into inventory or direct shipped to a customer site.

STEP	PROCEDURE	MENU OPTION
Step 1	Enter Receiving Reports for all items received into warehouse If not processing concurrently with Vendor invoice, obviously leave invoice number field blank. This will cause the receiving program to bypass vendor invoice entry.	Order Processing / Purchase Orders / Processing / Purchase Order Receiving
Step2	Process all vendor invoices through P.O. Receiving. For goods, already "received" into inventory, fill in only "Vendor is Invoicing" fields. For goods not yet received into inventory or those direct shipped to customers, fill in "Receiving Now" fields as well.	Order Processing / Purchase Orders / Processing / Purchase Order Receiving
Step 3	Print Purchase Order Receiving Report.	Order Processing / Purchase Orders / Processing/ Receiving Report and Update
Step 4	Run Backorder Fill Report to determine the orders that can be processed. Reprint Packing List/Delivery Tickets where appropriate. Refer to the Backorder Fill Report Procedure for details on this report	Order Processing / Purchase Orders / Processing/ Backorder Fill Report or Enhanced Backorder Fill Report

Daily Procedures for Receiving – Miscellaneous Accounting Activities

STEP	PROCEDURE	MENU OPTION
Step 1	Create billings for all filled and shipped requisitions and warehouse releases through Accounts Receivable Invoice Entry	Accounts Receivable / Invoicing / Invoice Data Entry
Step 2	Enter any customer credits	Accounts Receivable / Invoicing / Invoice Data Entry
Step 3	Enter Cash Receipts	Accounts Receivable / Cash Receipts / Entry
Step 4	Enter Vendor invoices for non-purchasing related payables (I.e. utility bills, insurance, etc.) .	Accounts Payable / Invoice Processing / Invoice Entry
Step 5	Accounts Payable Check Runs	Accounts Payable / Check Processing / Auto Invoice Selection Accounts Payable / Check Processing / Specific Invoice Selection Accounts Payable / Check Processing / Suggested Payment Report Accounts Payable / Check Processing / Check Printing
Step 6	Enter any manual checks written	Accounts Payable / Manual Check Processing Entry
Step 7	Enter adjustments to inventory or transfers from one warehouse to another (if applicable).	Inventory Control / Transactions / Entry

STEP	PROCEDURE	MENU OPTION
Step 8	<p>Run all journals, review and update Sales Journal</p> <p>Cash Receipts Journal</p> <p>Purchases Journal</p> <p>Cash Disbursements Journal</p> <p>Manual Check Audit Report</p> <p>Inventory Transactions</p> <p>Detail Transactions Register</p>	<p>Accounts Receivable / Invoicing / Sales Journal and Update</p> <p>Accounts Receivable / Cash Receipts / Journal and Update</p> <p>Accounts Payable / Invoice Processing / Purchases Journal and Update</p> <p>Accounts Payable / Check Processing / Cash Disbursement Journal and Update</p> <p>Accounts Payable / Manual Check Processing Audit Report and Update</p> <p>Inventory Control / Transactions / Journal Update</p> <p>General Ledger / Updates / Detail Transaction Register and Update</p>

Month End Procedures – Accounts Receivable

STEP	PROCEDURE	MENU OPTION
Step 1	Make certain that all invoicing for the accounting period has been completed.	Accounts Receivable / Invoicing / Invoice Data Entry Accounts Receivable / Invoicing / Invoice Printing Accounts Receivable / Invoicing / Sales Journal and Update
Step 2	Make sure that any customer credits have been issued	Accounts Receivable / Invoicing / Invoice Data Entry Accounts Receivable / Invoicing / Invoice Printing Accounts Receivable / Invoicing / Sales Journal and Update
Step 3	Enter and Update any remaining Cash Receipts for the accounting period	Accounts Receivable / Cash Receipts / Entry Accounts Receivable / Cash Receipts / Journal and Update
Step 4	Print the Open Invoice Report, choosing the "Post aged balances to Cust. Master" option	Accounts Receivable / Reports / Accounts Receivable / Open Invoice

STEP	PROCEDURE	MENU OPTION
Step 5	If required, perform the following Finance Charge processing steps: *(Optional) Finance Charge Calculation Specific Finance Charge Posting Finance Charge Invoice Printing Finance Charge Journal/Update	Accounts Receivable / Period End / Finance Charge Application / Calculation Accounts Receivable / Period End / Finance Charge Application / Specific Posting Accounts Receivable / Period End / Finance Charge Application / Invoice Printing Accounts Receivable / Period End / Finance Charge Application / Journal and Update
Step 6	Print the General Ledger Detail Transaction Register and update it.	General Ledger / Updates / Detail Transaction Register and Update
Step 7	Print the General Ledger Report for use in reconciling the different modules.	General Ledger / Reports / General Ledger
Step 8	Print the A/R Trial Balance and verify that it is in balance with the General Ledger Accounts Receivable Account(s)	Accounts Receivable / Period End / Recommended Reports / Trial Balance
Step 9	If Finance Charges were computed in Step 5, then reprint the Open Invoice Report	Accounts Receivable / Reports / Accounts Receivable / Open Invoice
Step 10	Print Customer Statements *(Optional)	Accounts Receivable / Period End / Recommended Reports / Customer Statements
Step 11	*(Optional) Print the Sales Tax Report through the end of this Accounting period, then clear the detail *	Accounts Receivable / Period End / Recommended Reports / Sales Tax
Step 12	Enter adjustments to commissions using the Commissions Chargeback Entry program	Accounts Receivable / Reports / Commission/ Chargeback Entry

STEP	PROCEDURE	MENU OPTION
Step 13	Print the necessary commission's report from the following list: Commission Booking Report <i>*(optionally clear the data)</i> Commission Pending Report Commission Payable Report <i>*(optionally clear the data)</i>	Accounts Receivable / Reports / Commission/ Booking Accounts Receivable / Reports / Commission/ Pending Accounts Receivable / Reports / Commission/ Payable
Step 14	Perform the Period End Update	Accounts Receivable / Period End / Update/ Period End

****Although you may choose to retain this information for several months, you still need to periodically clear the data.***

Month End Procedures – Accounts Payable

STEP	PROCEDURE	MENU OPTION
Step 1	Make certain that all invoicing and credits from vendors have entered and updated.	Accounts Payable / Invoice Processing / Invoice Entry Accounts Payable / Invoice Processing / Purchases Journal and Update
Step 2	Make certain that all manual and void checks have been entered and updated	Accounts Payable / Manual Check Processing Entry Accounts Payable / Manual Check Processing Audit Report and Update
Step 3	Make Certain that all check runs have been updated.	Accounts Payable / Check Processing / Cash Disbursement Journal and Update
Step 4	Print the A/P Trial Balance and verify that it is in balance with the General Ledger Accounts Payable Account(s) .	Accounts Payable / Period End / Recommended Reports / Trial Balance
Step 5	Print the following runs of the Monthly Detail Disbursements: Run One: (Print 1 Copy) Set the following selection screen option to 'N' or blank Do you wish to print invoice detail? N or blank Do you wish to print G/L detail? N or blank Run Two: (Print 1 Copy) Set the above selection screen options to 'Y' by checking the box.	Accounts Payable / Period End / Recommended Reports / Monthly Disbursements
Step 6	Perform bank reconciliation *(Optional) The bank reconciliation can be performed at any time during the month depending on when you receive the statements.	
Step 7	Perform the period end update.	Accounts Payable / Period End / Update/ Period End

Month End Procedures – Inventory Control

STEP	PROCEDURE	MENU OPTION				
Step 1	<p>If you receive goods into inventory (through Purchase Order Receiving) prior to the vendor invoice being posted, you should complete Steps 2 and 3. Otherwise, proceed to Step 4.</p>					
Step 2	<p>Print the Open Purchase Order Report</p> <p>Select the “P/O Pending A/P” in the drop-down box of PO’s to print, this will only give you the entries where orders have had some processing, but the AP invoice has not been received.</p> <p>You would then take the numbers at the end of this report.</p> <p>10,743.45</p> <p>Bill as Shipped & Stock P/O's: 6,690.00</p> <p>The total for the Bill as Shipped and Stock PO’s is the Amount that has been received without a vendor invoice.</p>	<p>Order Processing / Purchase Orders/ Reports/ Open Purchase Order</p>				
Step 3	<p>Use the total from the Open Purchase Order Report in Step 2 to make the following journal entry.</p> <p>Enter the next accounting period as the reversing date for this journal entry.</p> <table data-bbox="354 1667 714 1766"> <tr> <td>Inventory</td> <td>Debit</td> </tr> <tr> <td>Accrued A/P</td> <td>Credit</td> </tr> </table> <p>Update the Journal Entry</p>	Inventory	Debit	Accrued A/P	Credit	<p>General Ledger / Journal Posting / General Journal Entry</p> <p>General Ledger / Journal Posting / General Journal and Update.</p>
Inventory	Debit					
Accrued A/P	Credit					

STEP	PROCEDURE	MENU OPTION
Step 4	<p>Print the Valued Inventory Report for warehouses 0001 through 8999. Make certain that this reconciles to your G/L Detail for your Inventory Asset Account.</p> <p><i>Note: if you are using lotted inventory, then print lot detail.</i></p>	Inventory Control / Reports / Valued Inventory
Step 5	<p>If you are using the Work in Process Feature, you should complete Step 6. Otherwise, proceed to Step 7.</p>	

<p>Step 6</p>	<p>Use the Open Purchase Order Report that was run in Step 2.</p> <p>You would then take the numbers at the end of this report.</p> <p>10,743.45</p> <p>Bill as Shipped & Stock P/O's: 6,690.00</p> <p>The total for the Bill as Shipped and Stock PO's is the Amount that has been received without a vendor invoice.</p> <p>The difference of these numbers will give you a reconciling number to use with your Unbilled cost on your open sales order report.</p> <p>In this case, I have received in product in the amount of \$4,053.45, but do not have this AP vendor invoice, so I deduct this number from my unbilled cost.</p> <p>To get the amount of the unbilled cost, you will run the Open Sales Order Report. (Order Processing / Reports/ Order Reports / Open Sales Order Report).</p> <p style="padding-left: 40px;">You should set the selection screen to Only Print Orders with unbilled costs and for A types only, which are the Sales orders.</p> <p style="padding-left: 40px;">The total of the unbilled costs should be noted and then subtract the figure from the Open Purchase Order Report.</p>	
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STEP	PROCEDURE	MENU OPTION
	<p>This will give you a figure to compare to the GL WIP account.</p> <p><i>Refer to the Reconciling Work in Process Procedure for further details.</i></p>	
Step 7	Perform the Period End Update	Inventory Control / Period End / Period End Processing

Month End Procedures – Order Processing

Make sure all releases have been entered and billed before proceeding.

STEP	PROCEDURE	MENU OPTION
Step 1	Print the Order Booking Report by Salesperson and update to the Monthly Order Booking Summary.	Order Processing / Reports / Order Reports / Order Booking
Step 2	Print the Monthly Order Booking Summary Report and clear the report as prompted. This report is date driven and needs to be processed at the end of the period. This report needs to be run for Sequence 1 Salesperson and 2 Customer to update the necessary statistical files in the system.	Order Processing / Reports / Order Reports / Monthly Order Booking Summary
Step 3	Print Customer Summary Bill Report (Report type to print should be set to “Both” to have the system prompt for the clearing of the report	Order Processing / Reports / Order Reports / Customer Summary Bill
Step 4	(Optional) Print the Reorder Report using the next month as the ending date	Print Management / Cycle Processing / Reorder Low Stock Functions / Customer Reorder Report
Step 5	Perform the Period End Update	Order Processing / Reports / Periodic Updates/ Period End Processing

Month End Procedures – General Ledger

The G/L Period End should be the last module to be closed for the period.

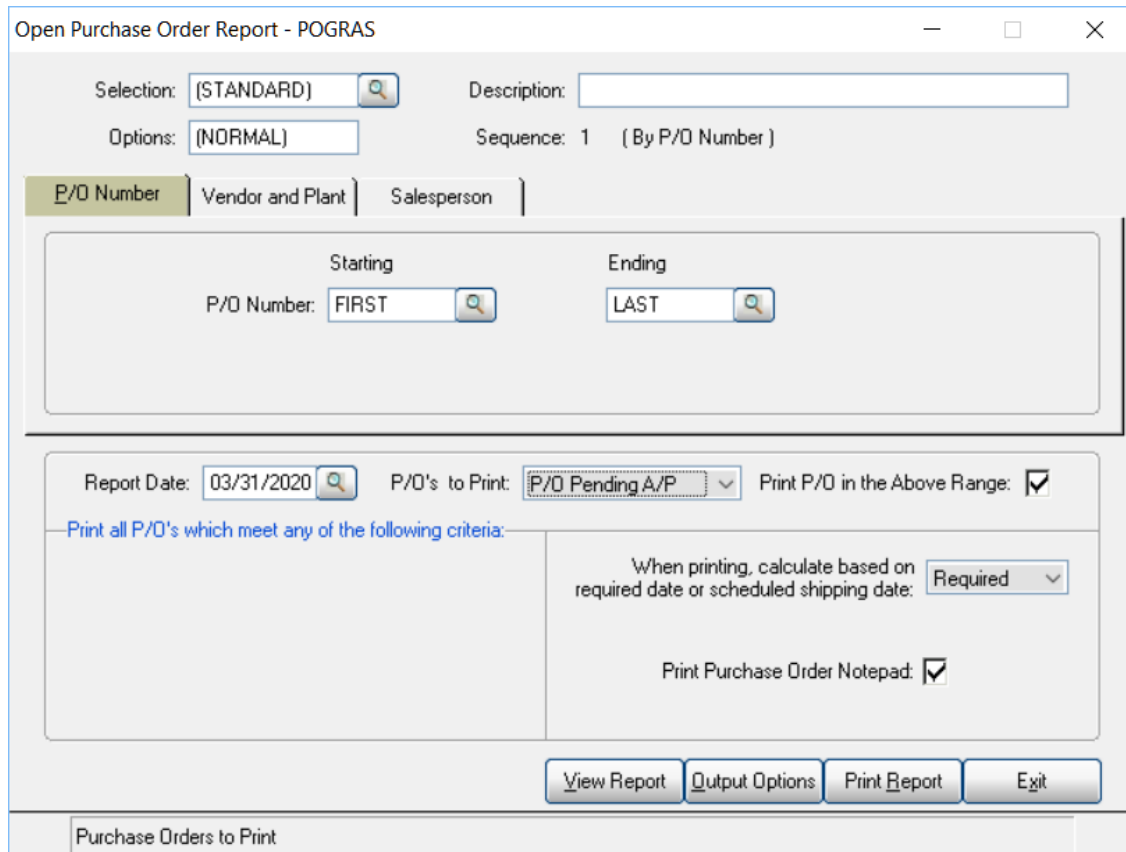
STEP	PROCEDURE	MENU OPTION
Step 1	Process any journal entries or recurring journal entries	General Ledger / Journal Posting / General Journal Entry General Ledger / Journal Posting / General Journal and Update. General Ledger / Journal Posting / Recurring Journal and Update General Ledger / Updates / Detail Trans Register and Update
Step 2	Prepare financial statements for owners' review <i>Note: These financial statements as well as the G/L itself</i>	General Ledger / Reports / Financial Statements
Step 3	Perform the Period End Update <i>Note: Period End Updates should be completed for all other application modules first</i>	General Ledger / Updates / Period End Processing

Month End Procedures – Reconciling Work in Process

Here are a couple of things for you to look at.

Make sure that you are printing the Open Purchase order report and use this to help determine your true Work in process value.

When you print this report, you should print this as follows.



Open Purchase Order Report - POGRAS

Selection: [STANDARD] Description:

Options: [NORMAL] Sequence: 1 (By P/O Number)

P/O Number | Vendor and Plant | Salesperson

Starting P/O Number: [FIRST] Ending P/O Number: [LAST]

Report Date: [03/31/2020] P/O's to Print: [P/O Pending A/P] Print P/O in the Above Range:

Print all P/O's which meet any of the following criteria:

When printing, calculate based on required date or scheduled shipping date: [Required]

Print Purchase Order Notepad:

[View Report] [Output Options] [Print Report] [Exit]

Purchase Orders to Print

When you answer 'P/O Pending A/P' for the PO's to print, this will only give you the entries where orders have had some processing, but the AP invoice has not been received.

You would then take the numbers at the end of this report

Sales Orders:	37,741.59
Bill as Shipped & Stock P/O's:	9,290.68
Customer Supplied P/O's:	358.50

*** Report Total ***	47,390.77

In this case, I have received in product in the amount of \$4,053.45, but do not have this AP vendor invoice, so I deduct this number from my unbilled cost. To get the amount of the unbilled cost, you will run the Open Sales Order Report.

You should set the selection screen to Only Print Orders with unbilled costs and to print the following Order Types to “Sales orders.”

The total of the unbilled costs should be noted and then subtract the figure from the Open Purchase Order Report.

Run Date: 04/01/2020
Time: 09:02 AM

DemandBridge, LLC (QATST)
Open Sales Order Report

Page: 15

Detail by Customer

Product Code	Unbilled Costs
00-001 DNU-COMM PRINT	6,732.24
00-002 Envelope	100.00
00-003 Flatsheet	19,025.00
00-008 Misc - Other	11,600.00
00-009 Other	32,355.10
00-030 Business Cards	1.10
00-123 Brochures	5.00
TOTAL	69,818.44
50-002 Envelope	353.38
50-003 Flatsheet	385.00
TOTAL	738.38

This will give you a figure to compare to the GL WIP account.

If this step is not being done, then it will cause your WIP to not reconcile.

- Other causes are as follows:
- Operator is going straight to AP to enter vendor invoice and not posting to correct account
- Vendor invoice comes in for an amount different than the product that was received. If the operator does not take this into consideration in the General ledger in AR, this can be a factor.
- Review your Open PO report and make sure that the orders you see here are valid. If you have a lot of old orders that were not closed properly during PO receiving, it can distort the numbers you are using for your reconciliation.

If after looking at your numbers, you do not feel that these apply to you, please let me know and we can look at the selection criteria that you are using when you print this report. And other some other areas that may be a little more obscure.

If the prior information does not shed any light on the subject, then...

I recommend that you bring your acct into balance.

Then look at the account in about 1 week (or even 1 day) and then see where you stand. If you are out of balance, then there are only a few journals that will need to be reviewed.

Review your PO receiving-AP-AR for one batch number.

1. On the Purchase journal, each of these invoices for orders should either be going to your WIP account or Inventory.
2. Next review the Sales journal for the same audit number. Each of these invoices should show a WIP posting for every invoice.