

What To Do When:

ALL ITEMS BEGINNING WITH AN * ARE DONE WHEN NO ONE ELSE IS LOGGED IN

Daily: Function

Keystrokes

1. *Check your back-up tape to be sure your tape drive is operating properly (login as utility, password, 1,H,1,D, check for today's date and usr/bin/backup)
2. *Daily posting may be done from the Daily Posting Menu
3. *Post PO's
4. *Post SO's
5. *Post Inventory Transfers
6. *Post Subsidiary ledgers to Journal Entry section
7. *Post JE's to GL History
8. Enter sales, show receipts and deliveries
9. Enter purchases, show acknowledgments
10. Receive merchandise
11. Create vouchers for merchandise
12. Create AP vouchers for Expense Vendor invoices
13. Post vouchers from voucher maintenance to open vouchers
14. Print A/P checks
15. Do cash drawer procedure to deposit \$/bank (or do #16)
16. Do JE's for deposits made to the bank (if you don't do #15)

Weekly

Run desired reports for the time period desired and do posting if not done on a daily basis
Clean the HP Sure Store tape drive by inserting the cleaning cartridge into the tape drive.

Monthly-after all delivery, receiving and vouchers are done for previous month

1. Check the Orphaned Types Codes reports and resolve any errors
2. Review and resolve purchase orders without vouchers
3. Review and resolve non-postable sales orders
4. Review and resolve Deposits and Receivables report information
5. *Split and post PO's
6. *Split and Post SO's
7. *Post subsidiary ledgers to the JE's
8. Review remaining transactions in the GL subsidiary ledgers to be sure all current period transactions went to GL History, repost if necessary
9. Do JE's for credit card and bank charges and all other manual entries
10. *Post JE's to GL History
11. Do period-end closing after all information is verified and posted
12. Print AR report
13. Print AP report
14. Print inventory dollar values report
15. Print Sales Summary Report
16. Print Sales Tax Report
17. Print Income Statement and Balance Sheet

2/26/04