

Daily Procedures

(Note: these are guidelines only - some may be done only once or twice a week or even less often according to your company's operation- but all need to be done at least once a month.)

Work (Quotes and Jobs):

- Create quotes, quote groups, and jobs as required.
- Invoice completed jobs
- Credit any wrongly invoiced jobs
- Print invoices and invoice office copies if needed
- Backup and post the batch of invoices

Accounts receivable:

- Process banking, allocate and post

Creditors (Accounts payable):

- Enter supplier invoices
- Check and post batch
- Enter other transactions, post and allocate

General Ledger:

- Enter general ledger batches as required
- Post batches from other areas of Printcost

Inventory:

- stock issues against jobs
- enter and print sales orders
- process sales orders
- enter purchase orders
- receipt stock received against purchase orders

Time and Cost:

- enter time sheets for each employee
- print posting report
- post time and cost

BACKUP PRINTCOST AT THE END OF THE DAY

Weekly Procedures

(See also daily procedures, above, as your company may do some daily procedures weekly)

Inventory:

- Post sales invoices to accounts receivable

Time and Cost:

- Make sure all batches are posted
- Print reports (Employee Activity for Week, etc)
- Age the week (see page 58)
- Set up an automatic pcf05 to be done weekly

Monthly Procedures

(Include any daily or weekly procedures that have not yet been done)

Work (Quotes and Jobs):

- Process all completed job sheets
- Complete invoicing
- Do any credits required
- Backup and post invoices

Accounts receivable:

- Post all jobs and sales orders
- Allocate all receipts and credits
- Print statements
- Print reports, including sales analysis reports
- Backup and Monthly Age

Creditors (Accounts payable)

- Allocate credits if doing manually
- Print any reports needed

- Pay creditor invoices
- Backup and monthly age accounts payable

General Ledger

- Reconcile your bank account (may be done more often)
- Post any unposted batches for current period
- Do Transfer to Profit and print reports

Sales analysis

- Print reports. These must be done before Ageing.

Time and Cost

- Post all entries
- Print reports
- Backup
- Monthly Age

Annual Procedures

Print out any annual reports needed. We particularly recommend a customer listing showing all year to date sales (report 15).

Annual ageing for Accounts Receivable, Inventory, Accounts payable, and Time and Cost, is done when all postings have been done for the last month of the financial year, and backups done. When you are ready to age the last month of the financial year, the <Include Annual Age> box will be automatically ticked, which will age annually at the same time. Annual Age cannot be done by itself.

When General Ledger processing is begun for the new financial year the new year's periods need to be created and opened.

- <Functions> <Age> <Create / Set GL Periods>
- You will be asked twice if you are sure. Enter the periods you want to close, and open. You can keep the last periods of the previous financial year open, and just create new periods. Enter the last period (eg 1613) to be created and check "Autocreate new periods". The new periods will be created with a status of "Open".
- Doing this does not restrict use of the closed periods – you can still manually change the status of them. You cannot post to them if they are closed – a message to this effect will appear if you try to post.

Procedures done at various times

Forms Design:

- Modify Forms Design

Inventory:

- Add new inventory items

Rates and Processes:

- Add new rates and change existing rates
- Add new Processes

Upgrades:

- Download and install latest version of Printcost from the website