

# Regular Processing Checklists

## MORNING

- Pull your reports from the printer.
  - \_\_\_ If there are no spool files check the printer and see if one of the following happened.
    - Is it printed and on back the system printer
    - Did someone pick up the report or throw it away
    - Did it fall down behind the printer where you can't see it
    - Did the printer jam and reprint the same line over and over on 1 sheet of paper.
    - Was the report sent to another printer
    - Is there a message on the print queue "WRKOUTQ P1" (Esc, 1)
    - Is there a message on the job queue "WRKACTJOB" (Esc, 16 or 18)
- Change nightly backup tapes.**
- Put the nightly backup printout with the previous nights backup.
- Review the exceptions report.
- Review the pre-invoice margin report (MP 2).**
- Fix any tickets showing wrong costs on the pre-invoice margin report (MP 3).
- Run your invoice register for the previous day (MP 4).**
- Set your nightly backup (MP 19,12)**
  - Skip this step if you are using IBS automated backup
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## DAILY

- Run your cash drawer report to checkout workstations (**SR 1 or MP 1**)
  - Please note that any workstation still in sales entry isn't included in this report.
- \_\_\_\_\_
- \_\_\_\_\_
- Only select these options if you interface to IBS Accounting. Some customers elect to wait until end of period to take these options.
  - \_\_\_ Pre-Posting Accounting Transaction Report (MP 2, 7)
  - \_\_\_ Review your report and annotate any changes on the report
  - \_\_\_ Make any accounting transaction adjustments- Revise Accounting Transactions (MP 2, 8)
  - \_\_\_ Post IBS Sales to IBS G/L Journal (MP 2, 9)

## WEEKLY

- Clean your tape drive.
- Run an open tickets by date report (RR, #18)
- Run a credit transaction report (RR #15)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## TIME / DATE CHANGES

- Change your system time by going into (MU 19, 7)
  - This usually occurs with daylight savings time every six months.
- Change your system date by going into (MU 19, 6)
  - This usually occurs with February 28, 29 leap years

## MONTHLY / BI-MONTHLY

- Print past due notices (RR 1).
- Sales tax by date report (RR 10)
- Monthly Receiving Report (MP 2, 1)
- Credit Transaction Report (MP 2, 4)
- Optional Monthly Reports
  - \_\_\_ Aged receivables report (RR 8)
  - \_\_\_ Valued Inventory Report (MP 2, 2)
  - \_\_\_ Negative Inventory Report (MP 2, 3)
- Verify that all daily invoice registers have been completed before continuing. Run an Open Tickets by Date Report (MP 1, 3).

\_\_\_ Any date that has one or more tickets that say PRE-INVOICE must have both a Pre-Invoice margin report and an Invoice Register run. (MP 1, 4-5)

___/___/___	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___
___/___/___	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___
___/___/___	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___

\_\_\_ Any date that has one or more tickets that say POSTING must have an invoice register run for the day (MP 1, 5)

___/___/___	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___
___/___/___	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___
___/___/___	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___

\_\_\_ If you had one or more days appear on the previous report rerun your Open tickets by Date Report (MP 1,3)

- Monthly Invoice Register (MP 2, 5)
- Period End and Update of Files (MP 2, 6)
- Only select these options if you interface to IBS Accounting
  - \_\_\_ Pre-Posting Accounting Transaction Report (MP 2, 7)
  - \_\_\_ Review your report and annotate any changes on the report
  - \_\_\_ Make any accounting transaction adjustments- Revise Accounting Transactions (MP 2, 8)
  - \_\_\_ Post IBS Sales to IBS G/L Journal (MP 2, 9)
- Purge IBS A/R Transaction File for the month (MP 2, 10)
- Check your system status (MI 7) **"DSPSYSSTS"** the % system ASP used should never exceed 89.00 (i.e. 89%)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## STATEMENTS PROCESSING

- Check for any outstanding delivery tickets that can be invoiced (RP, 1)
- Calculate service charges (RP, 2)
  - \_\_\_ F6 to build the service charge file

- \_\_\_ All tickets 30 days and older from this date will be considered past due  
\_\_\_ / \_\_\_ / \_\_\_
- \_\_\_ Interest Rate |\_\_\_|.\_\_\_|
- \_\_\_ Calculate Service Charges on Service Charges (Y/N)
- \_\_\_ Invoice date for service charges \_\_\_/\_\_\_/\_\_\_
- Change service charges as needed (RP, 3)
- Reprint service changes and verify them (RP, 4)
- Service charge invoices and register (RP, 5)
  - This posts service charges to the accounts!
- Print statements (RP, 6)
  - \_\_\_ Select a statement date \_\_\_/\_\_\_/\_\_\_
  - \_\_\_ Select a statement type (1-2 = 21 lines, 3-4 = laser printed 8.5"x11", 5-6 = 16 lines)
  - \_\_\_ Do you want a copy of each invoice (Normally "N") Printer ID for invoice (Normally "Blank")
  - \_\_\_ Did you answer the questions correctly (Y/N)
- Answer forms messages (RP, 7)
  - \_\_\_ Change the forms to print only 3 pages.
    - Do a "2" (Change on the statements file) then F10 (Additional Options), Page down once, change the ending page to page "3", press ENTER
  - \_\_\_ Load your statement paper into the printer
  - \_\_\_ Change the pitch (on the printer) to **10**
  - \_\_\_ Release the statements
    - \_\_\_ Align the printer
    - \_\_\_ Change the statements to print all pages "2" (Change), F10 Additional Options, Page Down, Ending page - set to \*END
- Run the aged receivables report (RP, 8)
- Run A/R File update (RP, 12)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_