

System Practice Checklist

Date:

Company:

Pacific Solutions Reviewer:

Job Cycle Checklist

<u>Completed</u>		<u>Assigned Person</u>
	Create Proposal/Quote (Review Kits & Bundling)	
	Transfer to Job (Order/Sale)	
	Create Pending Pos	
	Order Purchase Orders	
	Receive Materials	
	Assign Warehouse Stock Materials	
	Create Installer Work Orders	
	Schedule Installer Work Orders	
	Stage & Print Pick Tickets	
	Deliver Materials at Job	
	Invoice Job	
	Process Customer Payments	
	Create Bank Deposits	
	Mission Control	
	Cost Materials to PO in AP	
	Cost Labor to Work Order	
	Submit Sub Work Order(s) to AP	
	Cost Hourly Labor to Work Orders (employee laborers)	
	Post General Expenses (rent, utilities, etc) into AP	
	Pay Bills from AP	
	Setting Commissions Job by Job	
	Creating Journal Entries	
	Posting Payroll as Journal Entry	

Core System Reports Checklist

<u>Completed</u>		<u>Notes</u>
	Receivables Aging Report	
	Payables Aging Report	
	Trial Balance	
	Income Statement	
	Job Progress Custom Report	
	Commission Owed Report	
	Total Sales (personnel) Written Report	
	Sales Chronologically Invoiced Report	
	Account Inquiry	
	Sales Tax Reports	