

Job Cycle Checklist	GENERAL LEDGER ACCOUNTS			
	BALANCE SHEET		INCOME STATEMENT	
	DEBIT	CREDIT	DEBIT	CREDIT
<b>REVENUE IMPACTS</b>				
Create AR Invoice for the job	Accts Rec			Sales
Accept Customer Payments	Undeposited Funds	Deposits		
Link Customer Payment to a job as a Deposit on the job	-----	-----	-----	-----
Apply Customer Payment to the AR Invoice	Deposits	Accts Rec		
Create Bank Deposits	Checking	Undeposited Funds		
<b>MATERIAL IMPACTS</b>				
Create Pending Pos	-----	-----	-----	-----
Order Purchase Orders	-----	-----	-----	-----
Receive Materials	-----	-----	-----	-----
Assign Warehouse Stock Materials	-----	-----	-----	-----
Stage & Print Pick Tickets	-----	-----	-----	-----
Deliver Special Order Materials at Job	-----	-----	-----	-----
Adjust Inventory Records		Inventory	Inventory Adjustments Exp	
<b>FLOORMANAGER SPECIFIC:</b>				
Cost Stock Inventory Materials in AP (both FM and JR)	Inventory	Accts Payable		
Cost Materials to special order PO in AP (FloorManager)	Inventory	Accts Payable		
Deliver Materials at Job Pick Ticket (FM)	-----	-----	-----	-----
Create AR Invoice for the Material (FM)		Inventory	Mat Purchases	
<b>JOBRUNNER SPECIFIC:</b>				
Cost Stock Inventory Materials in AP (both FM and JR)	Inventory	Accts Payable		
Cost Materials to special order PO in AP (JobRunner)		Accts Payable	Mat Purchases	
Deliver Inventory (Stock) Materials at Job Pick Ticket (JR)		Inventory	Mat Purchases	
Create AR Invoice for the Material (JR)	-----	-----	-----	-----
<b>LABOR IMPACTS</b>				
Create Installer Work Orders	-----	-----	-----	-----
Schedule Installer Work Orders	-----	-----	-----	-----
Cost Labor to Work Order in AP (WO > Accept&Post)		Accts Payable	Labor Purchases	
Cost Hourly Labor to Work Orders (employee laborers)**	-----	-----	-----	-----
<b>GENERAL ACCOUNTING</b>				
Post General Expenses (rent, utilities, etc) into AP		Accts Payable	Various Expense Accts	
Pay Bills from AP	Accts Payable	Checking		
Setting Commissions Job by Job	-----	-----	-----	-----
Creating Journal Entries	Debits and Credits as entered		Debits and Credits as entered	
Posting Payroll as Journal Entry		Checking	Payroll Expense & Assoc Exp Accts	
<b>NOTE: THESE ARE EXAMPLES OF AUTOMATED LEDGER POSTING EVENTS. THIS LIST IS NOT A COMPREHENSIVE LIST.</b>				
**Payroll entries are posted via a Journal Entry. In the HLM screen, employee hours that are charged to a job does not create a secondary posting, however, the "charge" to the job # is only registered at this point and will display/appear on both the job's Profit tab and the Enterprise Job Costing reports.				