

SNAK

ACCOUNTS RECEIVABLE

PROCEDURES

(2ND DRAFT)

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The forms and policies presented in this manual may not be the most current available. Please consult your consultant for the most up-to-date information. This manual has been developed for *SNAK Version 4.11*.

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Accounts Receivable Policies

Customer Policies

New customers must be approved by credit managers as part of the normal sales process.

Customer IDs are structured as follows:

Table 1 - Store Account ID Structure

Segment	Number of characters	Description
First	2	Alphabetical prefix
Second	6	Zero-filled numeric

Billing Types

The following store billing types may be used. Please note that any CENTRAL billing types must include the word 'CENTRAL' in the Billing Type field. In addition, all Alternate Rebate billing types (i.e. 55-9 for Wise Distributors) must include ALTREBATE in its billing type.

Table 2 - Examples of Billing Types

Billing Type	Description
WCENTRAL	Wise Central Billing Accounts
WALTREBAT	Wise 55-9 Billing Accounts
CHARGE	Billing Charge Accounts
CASH	House Cash Accounts

Price Levels

The following price levels may be used.

Table 3 - Example of Price Levels

Level Number	Type	Description
1	WISEGROSS	Wise Gross Pricing
2	WISENET	Wise Net Pricing
3	WISENOPROM	Wise Net No Promotions
4	JOBBER	Jobber Pricing
5	MILITARY	Military Net Pricing
6	COMPANY	Use your Company Name for pricing your accounts

Statement Cycles

The following statement cycles *must* be used for each account. These statement cycles are controlled by the SNAK system and may not be altered.

Table 4 - Statement Cycles used by SNAK

Type	Description
W	Weekly
B	Bi-Weekly
M	Monthly
D	On-Demand

Customer Types

The following customer types may be used for each account. Customer type is used in conjunction with the Margin Minder package, and gives you the ability to obtain sales data for each customer type grouping. You may have up to 99 different customer types.

Table 5 - Example of Customer Types

Type	Description	Vending (T/F)
1	Chain Supermarket	F
2	Independent Supermarkets	F
3	Convenience Stores	F
4	School Vending	T

Invoice Policies

Invoices entered through the Accounts Receivable Module are for non-sale items only. Invoices should be entered at a minimum of once a week to coincide with the weekly end of cycle procedures.

Collection Policies

All customers receive a statement on their statement cycle. Exceptions must be approved by the Credit Manager and the Vice President of Sales.

Cash payments will be applied using the manual application method. If possible, payments should be matched with specific invoices or statements. If you are not able to do so, then they are left in unposted/unapplied payments for that chain/store pending research to determine what specific invoices are being paid. If no determination has been made within thirty (30) days, the unapplied payment will be posted to the oldest invoice first.

The Credit Manager will be reviewing weekly printouts of the **Aged Receivable Report** for collection efforts.

Report Distribution Policies

The following tables outlines the policies for distributing reports on a timely manner to the appropriate personnel:

Table 6 - Suggested Report Distribution Policies

Report Name	Frequency	Recipients
Unserviced Stop Report	Daily	Accounting/Sales Mgr.
Summary Sales Journal	Daily	Accounting/Sales Mgr.
Weekly Service Report	Weekly	Route Management
Summary Sales Journal	Weekly	Management
Aged Receivable Report	Weekly	Accounting Manager
Gross Profit Report	Weekly	Accounting/Sales Mgr.

Closing Policies

In the SNAK system there are different cycles for the various modules. These cycles may or may not be for the same period.

The best method of determining cycles is to have as many cycles on the same time frame. This will allow for one weekly close out process. If cycles vary, there will be multiple weekly close outs.

Table 7 - Discussion of Cycles

Module Level	Description of Cycle
Inventory Physical Cycles	These are the cycles for the warehouse and truck inventories. This cycle runs from one physical count to the next. It may be weekly, bi-weekly, monthly or on demand. The only factor in

	<p>this reset is to reset the appropriate trucks and/or warehouses. This cycle is totally controlled by when physicals are taken. Typical small companies do weekly physicals for routes and monthly for warehouses. Larger companies will typically rotate their warehouses and/or routes with bi-weekly physicals.</p>
Inventory Weekly Cycle	<p>This is a cycle of tracking movement of product (loads/jobber sales), sales/damages and cartons by each week. The cycle is a week. The weekly section of the System Reset controls these functions. This cycle is typically set as the same as the A/R Sales Cycle (Saturday through Friday or Monday through Saturday are the usual cycles.)</p>
Accounts Receivable Sales Cycle	<p>This is a cycle of tracking sales dollars for customers. The cycle is a week. The weekly section of the System Reset controls this function. This cycle is usually the same as the Inventory Weekly Cycle (Saturday through Friday or Monday through Saturday.)</p>
Route Commission Cycle	<p>This is a cycle of payroll. While most companies pay weekly, a few have a bi-weekly pay cycle. The Route Commission Reset is located in the Route Control Module. This reset is on a separate screen and does not tie in directly with the other resets.</p>

System Conventions

Menu Shortcuts

SNAK has imbedded several shortcuts for you to use to traverse to other module menus from anywhere within the SNAK system. The table below shows the shortcut keys available to you for this function. To view this table through your SNAK system, press ALT-F1 keys. You will notice how the ALT key is used in conjunction with the module number from the main screen. For example, to proceed to the Accounts Payable module, press ALT-2, Accounts Payable is menu selection number two (2) from the main menu.



Figure 1 - Shortcut ALT Keys

Menu Maneuvering

You may travel from menu to menu by selecting the number corresponding to the desired menu selection. In general, you may hit the ENTER key at the initial blank field on the screen and the system will take you back one screen.

The TAB key or the ENTER key may be used to move from field to field within a screen.

The F2 key is used throughout the system to provide for on-line help.

The F3 key is used throughout the system to allow you to 'look-up' certain indexed information. Look-ups only occur in designated fields throughout the system.

For a complete list of available **HotKeys**, please see page 7

Generally, the ESC key may be used to abandon a particular operation. When pressed, if the program allows you to halt the particular process the following message will be displayed and give you the option to abandon the program, or not.

Abandon Operation (Y/N) N

Most control modules are displayed in a four quadrant fashion. Each quadrant is summarized in the table below:

Quadrant Name	Description
MAINTENANCE	General file maintenance for the specific module. For example Item Maintenance, Category Maintenance, Customer Maintenance, etc. It is in the maintenance area of each module that you have the ability to edit, add or delete information to tailor the system to your specific needs.
POSTING	This area provides for the routine processing functions of the specific module. For example Receipts Posting, Physical Count Posting, Ticket Posting, Cash Posting, Settlement, etc.
MISCELLANEOUS	Other routines which aid you in customizing and/or scrutinizing your system. Special system resets, inquiries, special changes and other routines may be found in this area.
REPORTS	In general, any report from SNAK is included in this area.

Hotkeys

SNAK has provided several “hotkeys” for ease in getting from screen to screen. Below is a list of these keys and a brief description of what they do.

Hotkey	Description	Hotkey	Description
←	Cursor left in Field	Tab	Next Field
→	Cursor right in Field	Shift-Tab	Previous Field
(down arrow)	Next Field	Ctrl-V	Erase Field
(up arrow)	Previous Field	Ctrl-U	Recall Field
Home	First Record	Insert	Insert Mode On/Off
End	Last Record	Ctrl-Del	Delete Record
PgDn	Next Page	Esc	Abort, Exit
PgUp	Previous Page	Ctrl-End	Save, Exit
Enter	Accept Entry	F1	Field Level Help
Shift-F1	Function Level Help	Alt-F1	View Saved Files
F2	Module On-Line Help	F3	Lookup tables (not available for all fields)

Figure 2 - Hotkeys!

Printing throughout the SNAK System

For each request of a printout you will be given the option to print to a local printer, a shared printer, or a file.

Users will most often utilize a local or shared printer device.

Date and dollar entry through the SNAK System

All dates are displayed MM/DD/YY, but you do not need to key in each character of a specified date. In most instances, the system date will be used as a default date. In the event you wish to change the month and day, but not the year, you may enter a two digit month, and immediately enter a two digit day. You will not be able to key in the slashes (/). You may then TAB, or press ENTER to go on to the next field. In the event only the day needs to be changed, you may use the arrow (→) key to move the cursor to the first position of the day field.

In most posting routines, you are not allowed to use a transaction date which is 15 days prior to the system date.

All dollar information entered must include a decimal point where needed. The SNAK System does not automatically assume it.

Accounts Receivable Audit Trail

One of the strengths of SNAK is the audit trail. The proper maintenance of Accounts Receivable binders is critical to the completeness of the audit trail. These procedures will give you direction as to the proper filing of Accounts Receivable statements and reports to insure a successful audit trail.

One of the keys to maintaining a proper audit trail with the Accounts Receivable module is printing and retaining reports for each batch of transactions entered in the Accounts Receivable module.

MIC recommends maintaining a permanent and an active Accounts Receivable binder. The permanent binder will contain reports that change very little throughout the year. The active binder will use tabs to separate each period and will contain an audit trail of all transactions originating in the Accounts Receivable module. Each of these binders will be blue.

Reports requiring placement in the binder in addition to distribution to a specific person should be run on two-part paper where one copy gets filed in the appropriate binder, and the other copy is distributed accordingly

The following demonstrate the Permanent and the Period binders:

Permanent Binder	Client Listings
-------------------------	-----------------

Period Binder	Weekly Service Report Summary Sales Journal Aged Receivable Report Gross Profit Report Price Promotion List Nonservice Stop Report
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Procedures for Setting Up & Maintaining Customers

Follow this procedure to add records for new accounts, to change the details of existing Store records, and to delete records for inactive accounts. **Chain Maintenance, Military Contract Maintenance, Bill Type Master, Price Levels and Route Master** must be established before you can enter them into individual Store records.

- Prepare or obtain a list of Customer additions or changes for your company.
 - Structure the Customer IDs and Address IDs in accordance with your Customer ID coding scheme.
 - Note any problem Customers to be put on "hold" status.
 - Ensure worksheet complete and approved before entering new store information or changes to existing accounts.

- Enter all Customer data into the **Store Maintenance** screen and the following subscreens:
 - **Consolidated Information**
 - **Store Information**
 - **Stop Information**
 - **Miscellaneous Information**
 - **Store Profile Information**
 - **Special Processing Information**
 - **Discount Information**

- Review or print the **Customer List** report to make sure all customer information is entered correctly. If corrections or changes are needed, repeat this procedure.

Chain Maintenance

The Chain Maintenance program allows you to create chain, or consolidated store information to be used throughout the SNAK system. Consolidated store (chain) information must exist before entering the individual store in the **Store Maintenance** program.

- Enter the Chain ID (up to 10 alpha or numeric characters, no spaces or special characters)
- Provide the system with the requested information such as name, address, central billing information, EDI information, etc. For a detailed list of each field, refer to the Users Manual for Accounts Receivable.

Entering Direct Sales Invoicing

Direct Sales Invoices

Generally invoices and tickets are processed through the SNAK system via the Route Control module. Non-sale related items (i.e., adjustment finance charges, etc.) are entered into SNAK through the Direct Sales Invoices program. Direct Sale invoices must be posted for the currently weekly cycle by the end of cycle date, as directed by the Accounting Manager.

- Only non-sale types of invoices are posted through the **Direct Sales Invoicing** program.
- Review manual direct sale tickets for complete information. For example, ensure store numbers, ticket numbers, dates etc. are valid.
- Separate invoices into two groups: cash invoices and on-account invoices.
- Run a manual tape of all invoices being posted. Total cash invoices, total account invoices, and obtain grand total of all invoices being posted.
- Enter each invoice separately as directed through the **Direct Sales Invoicing** screen.
- Run a Sequential Sales Journal printout (detailed format) for the appropriate beginning invoice number to verify the invoices posted.

Entering Cash Receipts

Payments and Credits Processing

Cash receipts can be processed in two ways. Deciding which method to use depends on the company's policies regarding how customer statements list customer balances. Post Payments/Credits is also used to post credits to all Central Billed accounts. It also allows you to un-pay a store invoices which was inadvertently paid. Finally, it gives you the ability to write-off small un-applied credits.

The general procedures for posting cash receipts payments are as follows:

- Payments must be posted daily.
- Group checks, cash received and credits into four categories:
 - Group all payments together which are paying via a specific date range.
 - Group all payments together which are paying via a specific statement number.
 - Group all payments together which are paying off a variety of invoices from different stores or chains.
 - Group all credits together for Central Billed Stores.
- Determine and post according to the SNAK requirements for each payment or credit processing type.
- Obtain copy of Cash Receipts Journal for Payments on Account and verify the accuracy of the payment, credits and cash sales invoices for the day. Select the appropriate beginning and ending dates.

Comprehensive Daily Procedures

In conjunction with the other modules in SNAK, the following daily procedures are recommended. Some of the procedures are included in this document, others may be found in the Module Procedures for that module.

Computerized Activities

- Upload all route activity through **NorSNAK** or manually key all route tickets via **Route Ticket Posting** in the Route Control Module. If keying manually you must also enter all route loads and unloads through the **Route Truck Loading** and **Route Truck Unloading programs** in the Route Control Module.
- Print Price Override Report in **NorSNAK**.
- Print Summary Sales Journal for the previous day through the **Accounts Receivable Module**.
- Print **Missed Stop Report**.
- Update Margin Minder (if applicable.)
- Perform file maintenance as needed:

Product Maintenance.....	Inventory Control
Store Maintenance.....	Accounts Receivable
Promotions.....	Inventory Control
- Build the download and set TCOM for HHC's through the **Norand Interface Utility Module**
- Make ticket corrections as needed through the **Accounts Receivable Module**
- Enter inventory related items as needed (warehouse receipts, transfers, etc.) through the **Inventory Control Module**
- Enter any Jobber invoices and/or returns as needed through the **Jobber Control Module**
- Enter payments received as needed through the **Accounts Receivable Module**
- Enter Accounts Payable invoices as needed through the **Accounts Payable Module**
- Prepare Central Bill and/or EDI files and transmit through the **Utilities Module**
- Backup your system!**

Manual Activities

- Reconcile each route's previous day's paper work (i.e. cash-up)
- Compile Central Bill tickets and send them to processing center
- Reconcile on accounts received
- Make bank deposits
- Various filing and miscellaneous office duties.

It is recommended that HHC paperwork be filed by route by day with the End of Day (EOD) reports, loads, unloads and invoices attached together for each day.

If you have scattered truck physical inventories during the week, once the upload is processed that contained the inventory you should run **the Truck Reconciliation Report** (found in the **Inventory Control Module**) for each route if the variances are \$10 or more. The **Truck Inventory Reset using Physical Count** must then be performed (also in the **Inventory Control Module**) before any other work being uploaded or processed for that specific route is performed.

Explanation of Daily Resets

Reset System Accumulators By Period:
 Day? **Y** Sales? **Y** AR Pay? **Y** Inventory? **Y** AP Pay? **Y**
 JB Sales? **Y**
 Week? **N** Sales/Stales? **N** Inventory? **N** Cartons? **N** Jobber? **N**
 Month? **N** Vending? **N** Category Sales. Route? **N** Warehouse? **N**
 A/R Categories/Expenses? **N** Reset Date? **MM/DD/YY**
 Year? **N** Sales/Stales? **N** Inventory? **N** Cartons? **N** Jobber? **N**
 Vending? **N**
 Reset Physical Inventories Truck? **N** Warehouse? **N**

The *Daily Reset* is used to roll the business *Post Date* forward. This *Post Date* controls the date of posting to *General Ledger* and is controlled separately for each of the options listed above. While these sub options to the *Day?* reset prompt do not have to be done all at once, it is best for the *System Administrator* to perform these all at once at day end. Once the *Daily Reset* has been performed, all transactions entered will be posted to the next *Post Date*. Data Entry personnel do not have the security access rights to change a *Post Date*, however, when necessary, the *System Administrator* may change the *Post Date* on specific transactions entered into the system.

The *Sales?* sub option is the date used for posting all customer sales transactions within the system. This includes warehouse direct sales, route sales, and jobber store sales. The *AR Pay?* sub option is the date for posting all payments against charge accounts and jobbers within the system. The *Inventory?* sub option is the date used for posting of all inventory related transactions within the system, such as loads, receipts, warehouse transfers, etc. The *AP Pay?* sub option is the date used for posting all Accounts Payable transactions within the

system. The *JB Sales?* sub option is the date used for posting sales of product to jobbers and jobber returns within the system.

The rolling of the *Post Date* is the only reset to be done daily.

Weekly Close Out Procedures

The weekly close outs bring on additional tasks which need to be performed with respect to not only the **Inventory Control Module**, but also utilizes tasks from Accounts Receivable and Route Control. The procedures listed below suggest typical weekly close out tasks.

- Perform all daily suggested procedures as outlined on page 13 of this document.
- Ensure all data through your EOC close out date has been processed and verified.
- Print the **Warehouse Weekly Sales Report** for all vendors. Select only items with activity. This Report is available through the **Inventory Control Module**, Reports Quadrant.

This report will provide the person responsible for ordering product a list of all items sold and their quantity.

- Print the **Stales Analysis Report** for all routes using the week's date range. This report is option one (1) from the Stales/Damage Report in the Miscellaneous quadrant of the Inventory Control Module.

This will provide Route Management with an overview of the stales being returned by route.

- * Print the **Weekly Service Report** for all routes for the week's date range. This report is found in the **Customer Sales Report** which is in the reports quadrant of the Accounts Receivable Module.

This report will give Route Management an overview of the week's sales by route, service levels, missed stops, etc.

- * Print a **Summary Sales Journal** for the week's date range. This report may be selected from the miscellaneous quadrant of the Accounts Receivable Module.

This will give Management a total sales report for the week.

- Print the **Daily Sales Recap Report** for each route for the week's date range. This report is found in the reports section of the Route Control Module.

This report can be used to balance out the route's cash sales and expenses for the week against the money turned in by that route. The detail pages reflecting the route's sales by day provide a good report to include with that route's paycheck. The summary page reflects total sales, expenses and total money due for the time period. This can be used by the office in balancing the route's cash deposits for the week.

- Print the **Commission Report**. This report is located in the reports section of the Route Control Module.

The detailed section of this report provides a breakdown of sales at each commission level. This is a good report to provide to the salespeople with their paycheck.

- Perform the Commission Reset after obtaining copies of the Commission Report.
- Print the **Weekly Statements** for all weekly accounts. This function is found in the reports section of the Accounts Receivable Module.
- * Print an **Aged Receivable Report** for all accounts with past due balances over 45 days. This report is located in the miscellaneous quadrant of the Accounts Receivable Module.
- * Compile and print the **Gross Profit Report** for all routes for the week's date range. This report is found under the Vendor Specific Reports in the reports quadrant of the Accounts Receivable Module.

Ensure above reports are printed before proceeding.

- Perform the System Reset for the following items. System Resets are found in the posting quadrant of the Utilities Menu.
 - YES for WEEK. Indicate 'Y' for Sales/Stales, Inventory Cartons and Jobber
 - NO for MONTH. Ensure 'N' for Vending, Category Sales, Warehouse, A/R Categories/Expenses
 - NO for YEAR. Ensure 'N' for Sales/Stales, Inventory, Cartons, Jobber and Vending
 - ENTER YES for Reset Physical Inventories for both TRUCK and WAREHOUSE

The answer to **Reset Physical Inventories** is depending on whether or not your trucks and/or warehouses did a physical count.

- You are now ready to begin processing for the new week.

It is not mandatory that items marked with an asterisk (*) as opposed to a check box be done prior to the reset. Those items are compiled by date range and may be done after the reset. It is suggested, however, that if time permits all close out procedures be performed prior to the reset. The only item that takes exception to this rule is the Gross Profit Report which may take an extensive amount of time to compile. You may want to leave this report compiling over lunch break or overnight.

Explanation of Weekly Resets

Reset System Accumulators By Period:
 Day? **Y** Sales? **Y** AR Pay? **Y** Inventory? **Y** AP Pay? **Y**
 JB Sales? **Y**
 Week? **Y** Sales/Stales? **Y** Inventory? **Y** Cartons? **Y** Jobber? **Y**
 Month? **N** Vending? **N** Category Sales Route? **N** Warehouse? **N**
 A/R Categories/Expenses? **N** Reset Date? **MM/DD/YY**
 Year? **N** Sales/Stales? **N** Inventory? **N** Cartons? **N** Jobber? **N**
 Vending? **N**
 Reset Physical Inventories Truck? **Y** Warehouse? **Y**

The *Weekly Reset* performs several different resets as discussed below. When performing the *Weekly Reset*, the *Daily Reset* is also typically performed. The *Weekly Reset* is generally performed at the end of the day and at the end of the week; therefore, the *System Administrator* would perform both resets at once as indicated above.

The first sub option of the *Week?* reset prompt is *Sales/Stales?*. The customer file has a set of five ‘buckets’ for each customer. These ‘buckets’ are used to store sales information for the most recent five weeks per customer. Every sales transaction for a customer during the current week is added to the ‘week 1 bucket’. The *Store Average Sales Report* found at *AR20* is the report that supplies the information contained in these five ‘buckets’. This report must be run prior to the reset being performed if they are to be accurate. The same type of five ‘buckets’ exist for every item for tracking of stales information. This data is used on the *Comparative and Summary Stales Reports* found at *IN18-2* and *IN18-3*. These reports must be run prior to performing the reset if they are to be accurate. By performing this *Sales/Stales* reset each week, the five ‘buckets’ are rolled. The data in ‘bucket5’ is thrown out and all other ‘buckets’ are rolled over to the next ‘bucket’ leaving ‘bucket1’ empty for the new sales week. IF this reset is not performed, the only effect on the system is that the reports mentioned above would be inaccurate. After resetting this option correctly for five weeks, the data would then be correct.

The second option of the *Week?* reset prompt is *Inventory?* The warehouse master file also has a set of five ‘buckets’ for each item for every warehouse. These ‘buckets’ are used to store unit movement information for the most recent five weeks per item per warehouse. Every transaction of product leaving the warehouses during the current week is added to the ‘week 1 bucket’. The *Inventory Weekly Sales Report* found at *IN23* is that report that supplies the information contained in these five ‘buckets’. This report must be run prior to

performing the reset. By performing this *Inventory* reset each week, the five 'buckets' are rolled. The data in 'bucket5' is thrown out and all other 'buckets' are rolled over to the next 'bucket' leaving 'bucket1' empty for the new sales week. IF this reset is not performed, the only effect on the system is that the reports mentioned above would be inaccurate. After resetting this option correctly for five weeks, the data would then be correct.

The third option of the Week? reset prompt is Cartons? This reset will clear out the current carton balance information for the week including the carton value and carton count balances. This data is used to display on the Carton Maintenance screen. Typically, all receipts and carton credits should be entered prior to this portion of the reset being performed.

The fourth option of the Week? reset prompt is Jobber? The jobber file has a set of five 'buckets' for each jobber. These 'buckets' are used to store sales information for the most recent five weeks per jobber. Every purchase and return transaction for a jobber during the current week is added to the 'week 1 bucket'. There is also a set of five 'buckets' for each jobber for each item to track both stales and sales. These 'buckets' are used to store unit movement information for the most recent five weeks per item per jobber. Every transaction of product purchased and returned by the jobber during the current week is added to the 'week 1 bucket'. The Jobber Weekly Sales Report found at JB23-001 and JB23-002 are the reports that supply the information contained in these 'buckets'. These reports must be run prior to performing the reset. By performing this Jobber reset each week, the five 'buckets' are rolled. The data in 'bucket5' is thrown out and all other 'buckets' are rolled over to the next 'bucket' leaving 'bucket1' empty for the new sales week. In addition the stales average is computed and stored and the 'weeks' number is incremented. IF this reset is not performed, the only effect on the system is that the reports mentioned above would be inaccurate. After resetting this option correctly for five weeks, the data would then be correct.

Monthly Close Out Procedures

In addition to daily and weekly cycles, certain procedures should be followed on a monthly basis as well.

- Perform all daily suggested procedures and be sure all data through your weekly close out date has been processed and verified. If it is also the end of the month, perform all weekly suggested procedures.
- Print Monthly Statements through the Weekly/Monthly Statement program in the Accounts Receivable Module. Preliminary statements may be printed to a file or hard copy first as a way to verify. Or, you may elect to print the final statements.
- Perform the System Reset for the following items. System Resets are found in the posting quadrant of the Utilities Menu.
 - NO for WEEK. Ensure 'N' for Sales/Stales, Inventory Cartons and Jobber
 - YES for MONTH. Indicate 'N' for Vending, and 'Y' for Category Sales, Route, Warehouse, A/R Categories/Expenses and enter appropriate Reset Date.
 - NO for YEAR. Ensure 'N' for Sales/Stales, Inventory, Cartons, Jobber and Vending
 - ENTER YES for Reset Physical Inventories for both TRUCK and WAREHOUSE

The answer to **Reset Physical Inventories** is depending on whether or not your trucks and/or warehouses did a physical count.

- You are now ready to begin processing for the new month.

Explanation of Monthly Resets

Reset System Accumulators By Period:
 Day? **Y** Sales? **Y** AR Pay? **Y** Inventory? **Y** AP Pay? **Y**
 JB Sales? **Y**
 Week? **Y** Sales/Stales? **Y** Inventory? **Y** Cartons? **Y** Jobber? **Y**
 Month? **Y** Vending? **Y** Category Sales Route? **Y** Warehouse? **Y**
 A/R Categories/Expenses? **Y** Reset Date? **MM/DD/YY**
 Year? **N** Sales/Stales? **N** Inventory? **N** Cartons? **N** Jobber? **N**
 Vending? **N**
 Reset Physical Inventories Truck? **Y** Warehouse? **Y**

The *Monthly Reset* performs several different resets as discussed below. When performing the *Monthly Reset*, the *Weekly and Daily Resets* are also typically performed. The *Monthly*

Reset is generally performed at a time where it is day end, week end, and month end; therefore, the *System Administrator* would perform all resets at once as indicated above. Note that the *Reset Physical Inventories* would only be selected if in fact there were routes and/or warehouses that had performed a physical inventory on the same cycle.

The first sub option of the *Month?* reset prompt is *Vending?* This part of the reset will set the month to date computed variance and month to date actual variance back to zero.

The second and third sub option of the *Month?* reset prompt is *Categories/Expenses for Routes and Warehouses?* The system tracks sales and costing information by category total as well for each truck and warehouse. This data is tracked by month and when this reset is performed, the 'buckets' are reset to zero to allow for tracking the next months' information. The Department Category Reports found at AR13 provides this information by company total, by route, and by warehouse. This report must be run prior to the reset for the report to be correct. This portion of the reset controls the resetting of the category files for trucks and warehouses.

The fourth sub option of the *Month?* reset prompt is *A/R Category/Expenses?* The system tracks sales and costing information by category total as well for each truck and warehouse. This data is tracked by month and when this reset is performed, the 'buckets' are reset to zero to allow for tracking the next months' information. The Department Category Reports found at AR13 provides this information by company total, by route, and by warehouse. This report must be run prior to the reset for the report to be correct. This portion of the reset controls the resetting of the category files for company total.

The fifth sub option of the *Month?* reset prompt is *Reset Date?* This date is assigned as the *Last Reset Date* for all category files. The date entered should be the date of the last *Post Date* for the monthly cycle.

Explanation of Yearly Resets

Reset System Accumulators By Period:
 Day? **Y** Sales? **Y** AR Pay? **Y** Inventory? **Y** AP Pay? **Y**
 JB Sales? **Y**
 Week? **Y** Sales/Stales? **Y** Inventory? **Y** Cartons? **Y** Jobber? **Y**
 Month? **Y** Vending? **Y** Category Sales Route? **Y** Warehouse? **Y**
 A/R Categories/Expenses? **Y** Reset Date? **MM/DD/YY**
 Year? **Y** Sales/Stales? **Y** Inventory? **Y** Cartons? **Y** Jobber? **Y**
 Vending? **Y**
 Reset Physical Inventories Truck? **Y** Warehouse? **Y**

The *Yearly Reset* performs several different resets as discussed below. *The purpose of the Yearly Reset is to reset the calendar year for SNAK. If this reset is not performed you will not be able to post tickets for the next calendar year.* When performing the *Yearly Reset*, the *Monthly, Weekly and Daily Resets* are also typically performed. The *Yearly Reset* is generally performed at a time where it is day end, week end, month end and year end; therefore, the *System Administrator* would perform all resets at once as indicated above. Note that the *Reset Physical Inventories* would only be selected if in fact there were routes and/or warehouses that had performed a physical inventory on the same cycle.

It is imperative that all reports be generated prior to doing the Year End reset. Also, a system back up must be made and stored prior to performing the reset.

The first sub option of the *Year?* Reset is *Sales/Stales?* This part of the reset, zeroes all YTD values for sales for customers, categories, etc. It also rolls all of the THIS YEAR ‘buckets’ to the LAST YEAR ‘buckets’ and then zeroes all of the THIS YEAR ‘buckets’. The last year end reset date is set in the company master file. These are the ‘buckets’ that track sales to customers and are used on the Monthly Comparative Report.

The second sub option of the *Year?* reset is *Inventory?* This part of the reset zeroes all YTD costs and YTD sales figures on inventory items.

The third sub option of the *Year?* reset is *Cartons?* This part of the reset zeroes out the YTD values for carton maintenance.

The fourth sub option of the *Year?* reset is *Jobber?* This part of the reset zeroes the YTD purchases for jobbers. It also rolls the THIS YEAR ‘buckets’ to the LAST YEAR ‘buckets’ and then zeroes all of the THIS YEAR ‘buckets’. These are the ‘buckets’ that track purchases by jobbers and are used on the Jobber Monthly Comparative Report.

The fifth sub option of the *Year?* reset is *Vending?* This part of the reset zeroes the YTD sales for vending control.

Explanation of Reset Physical Inventories Prompt

```

Reset System Accumulators By Period:
Day? N Sales? N AR Pay? N Inventory? N AP Pay? N
      JB Sales? N
Week? N Sales/Stales? N Inventory? N Cartons? N Jobber? N
Month? N Vending? N Category Sales Route? N Warehouse? N
      A/R Categories/Expenses? N Reset Date? MM/DD/YY
Year? N Sales/Stales? N Inventory? N Cartons? N Jobber? N
      Vending? N
Reset Physical Inventories ..... Truck? Y Warehouse? Y
    
```

The Physical Inventory Reset can be done in conjunction with any of the other resets OR it can be performed alone. This reset is performed **ONLY AFTER** trucks and/or warehouses have done a physical inventory. That inventory must then be entered into the system along with all inventory transactions that were before the physical. A truck and/or warehouse Reconciliation Report must be generated to show the inventory variances for the cycle found at IN21 for warehouses and RT21 for routes. Once these reports have been generated, the Physical Inventories Resets must be performed to move the End of Cycle Inventory to the Beginning of Cycle Inventory and to reset all other inventory cycle 'buckets' used for tracking inventory variances to zero.

Comprehensive Weekly Close Out Checklist	WEEK												
	1	2	3	4	5	6	7	8	9	10	11	12	13
1) Perform all daily procedures													
2) Ensure all data through the weekly close out date has been processed and verified.													
3) Print Warehouse Weekly Sales Report													
4) Print Stales Report													
5) Print Weekly Service Report													
6) Print Summary Sales Journal for the week.													
7) Print the Daily Sales Recap Report													
8) Print the Commission Report													
9) Print the Weekly Statements for all weekly accounts													
10) Print an Aged Receivable Report													
11) Compile and print the Gross Profit Report													
12) ENSURE ALL REPORTS HAVE BEEN RUN (ABOVE)													
13) Perform System Resets													
14) Begin processing for new week.													