**ACCOUNTING**

Box Plant Staff must add all open A/R Invoices from old Accounting into ASI.

Box Plant Staff must add all open A/P Invoices from old Accounting into ASI.

Deleted all un-posted Advantzware Invoices from O-B-1 before GO LIVE DATE.

Deleted all Bill of ladings from O-S-1 before GO LIVE DATE

Deleted all O-T-1 Releases before GO LIVE DATE.

Closed all jobs J-C before GO LIVE DATE. To Reopen Jobs, Click J-C

Reconcile the AP Invoices and AR Invoices to Match from old Accounting before the Go LIVE DATE.

G-F-3 Add G/L Numbers and Budgets

V-U-1 A/P Invoices be added with the BOARD PO# from P-U-1 which automatically closes the PO.

G-W-1 Financial Statements must be created.

G-U-1 ADD Opening G/L Account Balances for Prior Month for each GL Number before GO LIVE DATE.

**ORDER PROCESSING OVERVIEW**

Box Plants produces Custom Boxes and Sell Farm-Out Purchased Items.

Stock Boxes and Just in Time Boxes that are purchased, will use P-U-1 for same FG Item.

Stock Boxes and Just in Time Boxes that are manufactured will use J-U-1 to produce the Job.

Orders for Stock Boxes and Just in Time Items will be for the Release Quantity Only.

Orders for Stock Boxes and Just in Time Items will be added via O-U-1 without an Estimate Number.

**ORDER ENTRY STEPS**

O-U-1 Add Order for All Custom Jobs with Estimate Number which will automatically create Jobs.

J-U-1 Add Jobs for ALL Stock Box Jobs and Just in Time Jobs.

P-U-1 Add PO for Raw Materials Board Orders for Customer Jobs.

P-U-1 Add PO for Finished Goods STOCK Box and Farm outs for FINISHED GOODS.

O-U-1 Add Order for all Stock Box and Just in Time Jobs without an Estimate Number..

O-T-1 RELEASES will be created, which are transferred to the O-T-1 Menu.

RELEASES will be printed without Tags and Posted, which will immediately create the BOL.

O-S-1 Load Tags are assigned to the BOL via the Select Bin/Tags Button.

O-S-5 BOL posted reduces On Hand Inventory and Transfers to Invoice.   
(Printing BOL with Post Toggle Box can also be Used)

O-B-1 Invoices are displayed that were created via Bill of Lading.

O-B-3 Invoices Printed (Printing BOL with Print Icon can also be Used)

O-B-4 Invoices Posted which Update A/R and G/L

**Purchasing**

P-U-1 ADD Receipts for Board Orders as Raw Materials Item Code

P-U-1 ADD Receipts for Farm Outs and Purchased Items with the Finished Goods Item Code

Please note, the Score Allowances can be Added to the FG Item Description.

N-K-1 POFarmOutScores (Logical Value = Yes) will automatically transfer Score Allowances.

SCORES Button on P-U-1 Items Tab can be used to Update and Override Scores.

This is useful when estimate is 1 Up but Sheet Orders is for 2 RSC’s on 1 sheet.

P-U-4 Purchase orders must be closed manually if A/P Invoices are not Added with the PO#.

Please note, M-U-1 Receipts must be added to Integrate A/P Invoices.

**Raw Materials**

M-U-1 Receipts must be added for all Board Purchased, which will set Job Status to Work in Process.

M-U-6 Raw Materials Receipts must be posted to Increase On Hand Inventory and Close PO Line.

M-U-8 This replaces M-U-1 when RM Tags are used with Sharp Shooter.

M-R-3 To End Accounting Month. Run with AS OF DATE (Last Day of Each Month) This will show Value of RM On Hand Inventory

**Finished Goods**

FG RECEIPT Work Sheet that includes Date, Time, FG Item Code, Job#, TAG#, Skid Qty

I-C-2 Cycle Counts Counted 1st in  AM  must have DATA ENTRY date for Previous Date.  All Previous Days FG Receipts and BOLs must be Posted 1st.

I-C-2 Cycle Counts Counted at End of Day must have DATA ENTRY date for That Date. All Current Days FG Receipts and BOLs must be Posted 1st.

I-C-2 CCC must correct On hand by Tag# over the next 30 days.

CCC Finished Goods is a mess as Tags Posted were not updated on the BOL prior to 11/1/2014.

N-F-3 Run to set everything to Zero On Hand.  This creates a C = Cycle Count Transaction in I-F-1 History Tab.

CCC could then Update the COUNT QTY in I-F-1 History tab to Correct the Inventory.

I-F-1 Inventory Tab, ReCalc Qty Button must be Run if the Counts are Updated in the HISTORY Tab.

N-F-10 Run Each Monday Morning.

O-U-7 Load Tags for all FG Items.  This must be for ALL Jobs.

Load Tags are created for all FG Receipts.

Load Tags for All Jobs and PO’s will create FG Receipts.

Load Tags for Stock Box Items will be Made via Label Matrix and the Customer Orders Info will be manually typed.

I-U-5 All Finished Goods Receipts must be POSTED to On Hand Inventory

I-R-2 For End Accounting Month Value, run with AS OF DATE (Last Day of Each Month)   
This shows the Value of On Hand Finished Goods Inventory for Last Day of the Month.

Accountant can then create a Journal Entry for Difference is Value from the Previous Month.

**Work in Process Inventory / Job Costing**

J-R-12 To End Accounting Month. Run NOT CLOSED BY (Last Day of Each Month)   
This will show Value of WIP Inventory

J-R-3 Job Summary Report can be Run on Any Job to Show Estimated vs Actual Variances

J-U-1 Add Jobs for Stock Boxes from an Estimate created with Box Plant as the Customer

J-U-1 Add Jobs for Just In Time Boxes from an Estimate created for Specific Customer

J-U-1 Materials Tab. Sheet Calc Button to Select BEST FIT Stocked Sheet

N-K-1 RMISSUE (Logical Value = Yes) Will Prompt to Issue the Board selected via Sheet Calc Button.

**Plant Data Collection**

D-U-1 Enter Machine Setup and Run Times by Job Number by Machine

D-F-1 Enter Machine Setup and Run Times by Machine Number by Job Number

D-T Post Machine Transactions to Update Job Costing and Work in Process

D-R-1 Machine Efficiency Reporting by Machine, Department and Shift

D-R-3 Machine Efficiency By Job Number Detail