

## ACOWIN DAILY, WEEKLY, AND MONTHLY CHECKLISTS

Here is a list of the procedures that should be completed each day, week, and month in the Acowin system. Since different companies have different policies, some of the items on this checklist are optional. The italicized notes that appear next to many of the checklist items will indicate which steps are optional, and suggest alternative methods for completing some of the procedures.

### At the beginning of each day:

- Roll over open calls from the previous day with the Rollover icon on the Dispatch Board

### At the end of each day:

- If you want to print all your Call Slip invoices at once: Use the Steps menu for Service Invoices and run Step #3, Print Invoices. *(Invoices can also be printed one at a time. Printing invoices is optional.)*
- If you want to print a list of all your completed Call Slip invoices and post them all at once: use the Steps menu for Service Invoices and run Step #4, Invoice X-Fer Edit Report. *(Invoices can also be posted one at a time as you complete them, making this step unnecessary.)*
- To transfer your completed Call Slip invoices to A/R, use the Service Invoice Steps menu and run Step #5, Transfer Invoices to A/R.
- Export your completed Call Slip invoices to your accounting software with Step #6 on the Service Invoice Steps menu, Synchronize Invoices. *(If you are not exporting Acowin data to an external accounting program, you can skip this step.)*
- **QuickBooks Users Note:** You can also find the above two steps on the QB Sync pull-down menu. Remember that you must have QuickBooks running, and your “live” company must be open in QuickBooks, before you can run the Synchronize step.
- If you’ve been holding off on posting your Contract Invoices until the payments are received, go to the Contracts file for any contract you’ve received payment on. Proceed to the Invoices screen and use the Detail button to view the un-posted invoice in full. Use the Status Change button to mark the invoice for transfer to A/R. When all of the invoices you wish to post have been marked for transfer, run Steps #6 and 7 of the Contract Invoice Steps Menu, to complete the transfer to A/R; then use Step #8 to export the invoices to your accounting software. *(This procedure is only necessary if you decided not to post your Contract Invoices immediately upon creating them.)*
- **QuickBooks Users Note:** The next four items refer to Payments. If you’re using QuickBooks 2003 or higher, payments are entered in QuickBooks, not in Acowin, so you should disregard the next four steps, and enter your daily payments received in QuickBooks instead.
- If you haven’t entered your daily cash, check, and credit card payments yet, you can access the Payments file with Step #1 of the Payment Steps menu.
- Obtain an edit list of all the Payments you’ve entered for the day with Step #2 of the Payment Steps menu. The total value of the payments on your Edit List

should agree with your bank deposit for the day. If you'll try to make each batch of posted payments equal one bank deposit, it will be much easier to reconcile your bank statement with your Acowin accounting each month.

- Transfer your Payments to A/R with Step #3 of the Payment Steps menu.
- Export your Payments to your accounting software with Step #4 of the Payment Steps menu. (*This step is unnecessary if you are not exporting Acowin data to an external accounting program.*)
- If you've received any items from Purchase Orders today, be sure to look up the Purchase Orders and use the Receiving screen to indicate which items were delivered.
- **Make a backup** of your Acowin data! The C:\Acowin\Data folder contains all of your crucial data. Copy this folder to a CD, a Zip disk, a tape drive, or whatever serves as your preferred backup method.

**At the end of each week:**

- Run the Call Slip Summary Report for all dates, for the statuses *Unscheduled*, *Scheduled*, *Incomplete*, and *Dispatched*. This will give you a list of all the open calls that are still in your system. The *Dispatched* calls have been given *Dispatched* or *Arrived* times, but are missing the *Completed* time. Running this report at the end of the week will help keep any calls from "falling through the cracks" and being forgotten.
- Run the Call Slip Summary Report again, for all dates, this time choosing the statuses *Material*, *Labor*, *Printed*, and *Invoice*. This will give you a list of all the completed calls that you haven't transferred to A/R yet. You may wish to address some of these calls immediately. Again, this report will help to prevent any completed calls from being lost or forgotten.
- Run the Call Slip Profitability Detail Report for the week you have just completed, choosing the A/R status only. This will give you a profitability report of all the fully completed and posted service calls for the week. By limiting it to the A/R status only, you'll keep the report from including calls that aren't really finished yet.
- Run the Technician Time Report for the week you've just completed, to obtain a list of all the technicians' activities. This report could be compared to the technicians' time cards, to see how much of their labor has been directly applied to service calls.

**At the beginning of each month:**

- Run step #2 of the Contract Invoices Steps Menu, "Contract Invoices To Be Created." This report gives you a list of all the Contracts due for billing. It is usually a good idea to be *one month ahead* in your Contract billing, so at the beginning of June, perform the Contract Invoice steps for July. This gives your customers ample time to receive the invoices and remit payment, which is especially important for annual renewals.
- Run step #3 of the Contract Invoices Steps Menu, "Create Contract Invoices," to create your monthly billings.

- If you would like a list of all the invoices before you print them, you can run Step #4 of the Contract Invoices Steps menu, “List Invoices to Print.” *This step is optional.*
- Print your Contract Invoices with Step #5 of the Contract Invoices Steps Menu.
- If you want to post all of your Contract Invoices to Accounts Receivable immediately, run Step #6 on the Contract Invoices Steps Menu, the “Invoice X-Fer Edit Report.” This gives you a list of invoices to review, and assigns a batch number. *You may instead prefer to post your invoices later, as the payments are received. This means you would run Steps #6, #7, and #8 of the Contract Invoice Steps Menu every day, and post only those invoices you had received payments for.*
- If you’re posting the Contract Invoices immediately, continue with Step #7, “Transfer Invoices to A/R.”
- After posting your Contract Invoices, use Step #8, “Synchronize Invoices,” to send them to your accounting software. *You can skip this step if you’re not exporting any accounting data from Acowin.*
- Run the Missed Inspections report, to see which scheduled inspection service calls from the previous month have not been completed yet. This report is Step #1 on the Inspection Call Slips Steps menu.
- Step #2 on the Inspection Call Slips Steps menu is called “Inspection Call Slips to be Created.” This report gives you a list of all the inspections due in the coming month.
- Use Step #3 on the Inspection Steps menu to create your scheduled inspection Call Slips. You’ll be able to pick a date for the inspections to appear on the Dispatch Board. They can be moved, copied, rescheduled, and dispatched just like any other Call Slips.
- If you want a list of the inspections you just created, use Step #4 of the Inspection Steps menu. *Generating this list is optional.*
- If you would like to print the inspection Call Slips and give the printed copies to your technicians, use Step #5 of the Inspection Steps menu. *Printing the inspection Call Slips is optional.*

**At the end of each month:**

- **QuickBooks Users Note:** The next three items refer to Accounts Receivable reports and Service Charges. If you’re using QuickBooks 2003 or later, these functions are performed in QuickBooks, not in Acowin. Use QuickBooks to produce your Accounts Receivable reports and Service Charges.
- There are several reports in the A/R section of Reports that should be run at the end of the month. These include the Aged Receivables Report, which lists all the open invoices and shows you how old they are; the Sales Tax Report, which totals the sales tax you’ve billed on taxable invoices; and Customer Statements, which should be mailed to your customers.
- If your company applies finance charges to past-due invoices, you can use the Service Charge Steps Menu to automatically produce the charges. Step #1 on this menu, “Create Invoices,” will create Service Charge invoices in accordance with

the rules you established on the Settings screen in Setup. *Generating Service Charges is optional.*

- If you choose to generate Service Charges, you can post them immediately with Steps #3 and #4 of the Service Charge Steps Menu, then export them to your accounting software with Step #5. *You may instead choose to hold off on posting the Service Charges until you receive the payments. This makes it easier to delete the Service Charges if you decide to forgive them; many companies will forget about the Service Charges if customers promptly remit their past-due balances. One of the options in Setup – Settings – Service Charges will cause un-posted Service Charge invoices to appear on the Customer Statements as if they were posted.*
- The Call Slip and Contract Posting Reports by Date can be compared to the sales journal from your accounting system for the month. The total sales from the Acowin reports should agree with the total sales reported by your accounting system, making any necessary allowances for sales processed outside of Acowin. The purpose of this step is to make certain that all invoices have been properly posted in Acowin, exported, and imported by your accounting system. Both the Call Slip Posting Report by Date, and Contract Posting Report by Date, can be found in the A/R section of Reports.
- When all invoices and payments have been processed for the month, the A/R reports have been run, and Service Charges have been produced if desired, you can close the completed month. This is done by clicking on Processes, then choosing A/R, then “Close Period / Year.” Once a month has been closed, you can no longer post any invoices or payments into it.