Quote to Cash Flow Process & Checklist

Sales Cycle

CREATE A QUOTE
- ☐ Create Quote Header
- ☐ Add Customer
- ☐ Add Line Detail
- ☐ Get Details if on File
- ☐ Create Price Using Worksheet
- ☐ Flag as Engineered
- ☐ Flag as Quoted
- ☐ Print Quote

ENTER A SALES ORDER
- ☐ Create Quote Header
- ☐ Link to Customer
- ☐ Enter Line Detail
- ☐ Link Quote (If Applicable)
- ☐ Enter Release Detail
- ☐ Enter Need By & Ship By Dates
- ☐ Enter Misc Charges if applicable
- ☐ Print & Email Sales Acknowledgment

Planning Cycle

BUILD A JOB & LINK DEMAND
- ☐ Check Demand
- ☐ Match Demand / Supply
- ☐ Enter the Job
- ☐ Enter the Part
- ☐ Get Details
- ☐ Engineer the Job
- ☐ Schedule the Job
- ☐ Release the Job
- ☐ Print Job Traveler

Is stock needed?

CREATE A JOB FOR STOCK
- ☐ Watch Demand in Time Phased MRP
- ☐ Use Quick Job Entry
- ☐ Enter Part
- ☐ Check Engineered
- ☐ Check Schedule
- ☐ Check Released

Purchasing Cycle

WORK WITH PO SUGGESTIONS
- ☐ Generate Suggestions
- ☐ New \ Changed PO Suggestions
- ☐ Match up Suggestions for Supply
- ☐ Add Misc Charges
- ☐ Generate Purchase Order

REVIEW AND MODIFY PO
- ☐ Enter Header Info
- ☐ Select Buy For Option
- ☐ Enter Line Detail
- ☐ Enter Release Detail
- ☐ Add Misc Charges
- ☐ Approve PO
- ☐ Print & Email Purchase Order

RECEIVE PURCHASED ITEMS
- ☐ Create New Receipt
- ☐ Link to Supplier
- ☐ Add Pack Slip Number
- ☐ Create Mass Receipt
- ☐ Create Receipt Line by Line

Manufacturing Cycle

BUILD SUBASSEMBLY
- ☐ View Pick List
- ☐ Issue Material
- ☐ Enter Labor for Setup Prod
- ☐ Receive Stock Items

ENTER LABOR FOR SUB-ASSEMBLIES
- ☐ Enter Setup Labor
- ☐ Enter Production Labor
- ☐ Print Labor Edit List
- ☐ Job Tracker for Review
- ☐ Receive Finished Goods for Stock

WORK WITH SUBCONTRACTORS
- ☐ Review Subcontract Status Report
- ☐ Ship Subcontract Items
- ☐ Receive Subcontract Items
- ☐ Receive Finished Goods to Stock

Inventory Cycle

CREATE PACK SLIP
- ☐ Enter Header Information
- ☐ Match to Order Job Num
- ☐ Enter Shipment Detail
- ☐ Add Miscellaneous Charges
- ☐ Print Shipping Labels
- ☐ Flag as Shipped
- ☐ Print & Email Pack Slip

COMPLETE JOB
- ☐ Select Candidates for Completion
- ☐ Review Operations
- ☐ Review Materials
- ☐ Generate Production Detail Report
- ☐ Flag as Complete

Cash Cycle

CREATE INVOICE
- ☐ Create New Group
- ☐ Select Get Shipments
- ☐ View Packing Slips
- ☐ Review Invoice Header
- ☐ Enter Misc Charges \ Comments
- ☐ Print & Email Invoice
- ☐ Print Group Edit List
- ☐ Post Process

PROCESS CASH RECEIPTS
- ☐ Create New Group
- ☐ Create New Invoice Payment
- ☐ Select Invoices
- ☐ Apply with Without Discount
- ☐ Allocated Extra Payment
- ☐ Print Group Edit List
- ☐ Post

PROCESS SUPPLIER INVOICE
- ☐ Create New Group
- ☐ Enter Supplier Invoice and Tie to PO
- ☐ Create New Receipt Line
- ☐ Select PO Lines
- ☐ Accept Header Line Misc Charges
- ☐ Print Group Edit List
- ☐ Post Process

SUBMIT PAYMENT
- ☐ Create New Group
- ☐ Select Get Invoices
- ☐ Set Due Date
- ☐ Select Trade Accounts
- ☐ Consider Discounts
- ☐ Confirm Invoices

PROCESS PAYMENT
- ☐ Set Check Number if Manual
- ☐ Print Checks
- ☐ Print Group Edit List
- ☐ Post
- ☐ Print & Email Remittance Advice