

SOP Branch Cash Sales

Issued Date: 07-01-15

This is for reconciling previous day sales activity. (i.e. on 12/12/2014 you would reconcile for 12/11/2014 activity)

1. Run OERR in GUI (screen shots attached)
 - a. New One-Time
 - i. Next
 - b. Select method of printing
 - i. Next
 - c. Only put in 2) **Customer Number** and 7) **Invoice Date**
 - i. **Customer Number is your branch** →
 - ii. Next
 - d. 6) Print line item: No
 - i. Next
 - e. Finish

Customer # Listing:	
900000-	Employee Sale
900001-	PDX
900002-	Woodinville
900005-	Salem
900006-	Hillsboro
900007-	Kingdom (Seattle)
900009-	Clackamas
9000010-	Tacoma
900012-	Eugene
900013-	Medford
900018-	Ridgefeild
900017-	West Eugene

- * Set off to the side- will need later
2. Gather paper receipts, tickets, and invoices.
 3. Physically match up pick tickets/ packing list, to generated invoices- staple together.
 4. Once invoices are attached, match up credit card receipts to appropriate invoice.
 5. For cash sales write on invoice- "CASH"
(If all items are not there- something may be wrong.)
 6. Go through OERR and write a "V," "MC," "A," "C," or "CK," by each invoice line.
 - a. If the orders were prepaid a previous day, indicate so
 - b. If it was an RMA, write RMA and the method of which the money was returned (V,MC,A,C,CK)
 7. Fill out new "Daily Cash Sales Report"
 - a. Sales Date- Date of previous day sales activity
 - b. Branch- Physical branch you are reporting on
 - c. Prepared by- Person preparing report
 - d. Complete list as follows:
 - i. Box 1: Cash (Money) Intake for the Day:
 1. Add up cash and check
 2. Add up visa and mastercard (Net amount on receipt)

3. Write amex (Net amount on receipt)
4. Add up all 3 to equal the Total
- ii. Box 2: RMA (for informational purposes only)
 1. Indicate the total RMA amount for the day
 - a. Remember to indicate which method the RMA was processed on the OERR
 - b. Continue to leave Cash/Check RMA's off the report and send paperwork in to Joe Harris for invoicing and check requests
- iii. Box 3: OERR
 1. Calculate: (Net Sales + Add On + Sales Tax = Your OERR Total)
 2. Calculate: (OERR Total – Money Intake for the Day Total = ____)
 - a. If this number is not 0, you must explain why below
- iv. Issues Section: This is where you will explain any discrepancies in your (OERR Total – Money Intake for the Day Total) equation.
 1. List each invoice no., \$ amount, payment type, and indicate the reason why there was an issue.

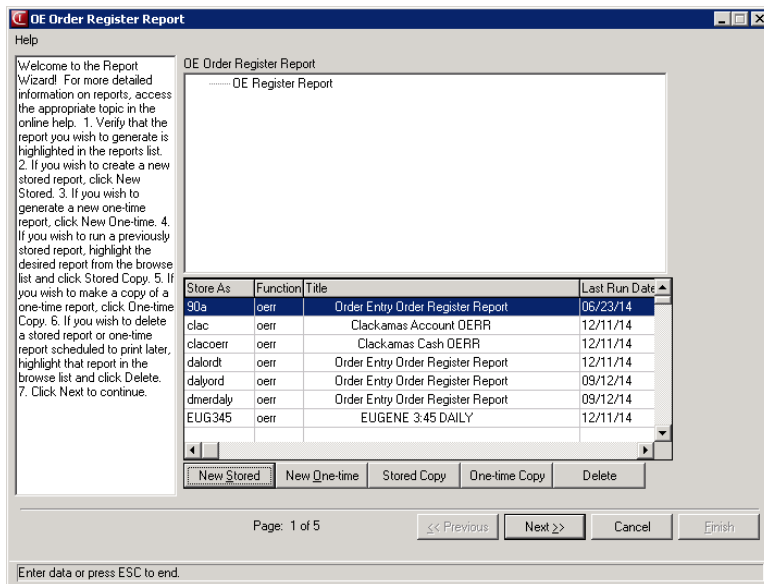
Example of OERR

06/30/15 Tue 15:24 Ch: 1 Masons Supply Company Masons Supply Company OERR Oper: mem Page: 1
Order Entry Order Register Report

Order #/	Customer #/	Appr/	TY	Stg	Whse	Entered	Req	Ship	Promised	Addn	Amnt	Tax	Amnt	Net Sale/	Tkn By/	Margin/	Margin %
Name	Ship To													Tot Ord Val	Slain/Out	Customer	PO
1407490-00	9000011		SO	Inv	y	06/29/15	06/29/15	06/29/15	0.00	0.00	182.34	ghd	V	182.34	105	77.72	42.62
CASH SALE - POR 11s																	
1407491-00	9000011		SO	Inv	y	06/29/15	06/29/15	06/29/15	0.00	0.00	98.96	jlp	C	98.96	105	42.55	43.00
CASH SALE - POR 11s																	
1407493-00	9000011		SO	Inv	y	06/29/15	06/29/15	06/29/15	0.00	0.00	253.66	jlp	MC	253.66	105	108.11	42.62
CASH SALE - POR 11s																	
1407494-00	9000011		SO	Inv	y	06/29/15	06/29/15	06/29/15	0.00	0.00	73.00	jlp	V	73.00	105	37.42	51.26
CASH SALE - POR 11s																	
1407500-00	9000011		SO	Inv	y	06/29/15	06/29/15	06/29/15	0.00	0.00	130.02	bar	V	130.02	105	57.60	44.30
CASH SALE - POR 11s																	
1407506-00	9000011		SO	Inv	y	06/29/15	06/29/15	06/29/15	0.00	0.00	217.15	ghd	A	217.15	105	105.59	48.63
CASH SALE - POR 11s																	
1407511-00	9000011		SO	Inv	y	06/29/15	06/29/15	06/29/15	0.00	0.00	73.82	ghd	OX	73.82	105	31.61	42.82
CASH SALE - POR 11s																	
1407512-00	9000011		SO	Inv	y	06/29/15	06/29/15	06/29/15	0.00	0.00	15.91	bar	V	15.91	105	7.76	49.77
CASH SALE - POR 11s																	
1407519-00	9000011		SO	Inv	y	06/29/15	06/29/15	06/29/15	0.00	0.00	646.60	jlp	V	646.60	105	311.24	48.13
CASH SALE - POR 11s																	
1407520-00	9000011		SO	Inv	y	06/29/15	06/29/15	06/29/15	0.00	0.00	47.37	bar	C	47.37	105	22.73	47.98
CASH SALE - POR 11s																	
1407523-00	9000011		SO	Inv	y	06/29/15	06/29/15	06/29/15	0.00	0.00	338.76	jlp	A	338.76	105	148.20	43.75
CASH SALE - POR 11s																	
1407526-00	9000011		SO	Inv	y	06/29/15	06/29/15	06/29/15	0.00	0.00	20.50	ghd	MC	20.50	105	9.77	47.66
CASH SALE - POR 11s																	
1407527-00	9000011		SO	Inv	y	06/29/15	06/29/15	06/29/15	0.00	0.00	7.25	ghd	A	7.25	105	3.16	43.59
CASH SALE - POR 11s																	
1407529-00	9000011		SO	Inv	y	06/29/15	06/29/15	06/29/15	0.00	0.00	116.50	ghd	C	116.50	105	56.59	48.57
CASH SALE - POR 11s																	
1407530-00	9000011		SO	Inv	y	06/29/15	06/29/15	06/29/15	0.00	0.00	67.39	jlp	OX	67.39	105	30.38	45.08
CASH SALE - POR 11s																	
1407532-00	9000011		SO	Inv	y	06/29/15	06/29/15	06/29/15	0.00	0.00	183.33	ghd	MC	183.33	105	82.85	45.19
CASH SALE - POR 11s																	
1407533-00	9000011		SO	Inv	y	06/29/15	06/29/15	06/29/15	0.00	0.00	32.62	ghd	V	32.62	105	13.79	42.27
CASH SALE - POR 11s																	

Screen shots of OERR:

1. Run OERR
2. New One-Time
3. Next



4.

5. Select method of printing
6. Check "Print Options Page"
7. Next

The screenshot shows a dialog box titled "OE Order Register Report". On the left is a "Help" section with instructions. The main area contains "Report Information" with "Report Title" set to "Order Entry Order Register Report" and a "Group" field. Below is "Schedule Type" with a date of "12/19/14" and time "08:43". The "Printing Information" section shows "Print" selected as the method and "pdxtara" as the destination. A checkbox for "Print Options Page" is checked and circled in red. At the bottom, there are navigation buttons: "<< Previous", "Next >>", "Cancel", and "Finish". The status bar at the bottom says "Page: 2 of 5" and "Enter data or press ESC to end."

- 8.

9. Only put in "Customer Number" and "Invoice Date"
 - a. Customer Number is your branch

900000- Employee Sale

900001- PDX

900002- Woodinville

900005- Salem

900006- Hillsboro

900007- Kingdom (Seattle)

900009- Clackamas

900010- Tacoma

900012- Eugene

900013- Medford

900018- Ridgefeild

900017- West Eugene

OE Order Register Report

Help

Please enter the appropriate range information.

1. Enter the appropriate information in the begin and end fields for the desired ranges.
2. Click Next to continue.

Note: Highlighted ranges are required.

1. Order #	0	0
2. Customer #	900001	900001
3. Ship To		
4. Product		
5. Stage Code	0	0
6. Transaction Type		
7. Invoice Date	12 / 19 / 14	12 / 19 / 14
8. Enter Date	/ /	/ /
9. Salesrep In		
10. Salesrep Out		
11. Taken By		
12. Whse		
13. Region		
14. Division #	0	0
15. Promised Date	/ /	/ /
16. Requested Ship Date	/ /	/ /
17. Picked Date	/ /	/ /

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<< Previous Next >> Cancel Finish

Enter data or press ESC to end.

10. Print Line Items: No
11. Next

OE Order Register Report

Help

Please enter the appropriate option information.

1. Enter the appropriate information for the options.
2. Click Next to continue.

Note: Highlighted options are required options.

1. (O)rder#, (C)ust#, (P)rod, (S)rep Order:
2. If Slsrep Order Then (I)n or (O)ut?:
3. (N)onstock, (S)pecial, (D)rops, or (A)ll:
4. Print Backorders Only?: Yes No
5. Ship Comp, Tag&Hold, Will Call, JIT, All:
6. Print Line Items?: Yes No
7. Totals Only?: Yes No
8. Include BO Suffixes in Totals?: Yes No
9. Run Only for Ship Via -----:
10. Print Total Inv Amt Rather than Line Amt: Yes No
11. Print Warehouse Totals Page?: Yes No

Page: 4 of 5

<< Previous Next >> Cancel Finish

Answer the question Yes or No.

12.

13. **Finish**

OE Order Register Report

Help

Please enter the appropriate job name or number.

Job Name/Number: Remove

1. Enter the desired job name/number for this report.
2. Click Finish to generate the report.

Page: 5 of 5

Return to Page 1

<< Previous Next >> Cancel Finish

Enter data or press ESC to end.

14.

Calculating OERR:

A(Net Sales) + B(Sales Tax) + C(Add On)= Your OERR Total

Tot Ord Val note: If you use this column and do not calculate the Daily Sales per below, you could be adding amounts associated with back orders, prepays, etc.

The Total Sales for the below example: (15,254.93 + 998.07 + 216.25 = 16,469.25)

Tot By Order Type:	Count	A				B	C	Tot Ord Val
		Net Sales	Cost Of Goods Sold	Margin	Margin %			
Stock Order	55	14525.83	9114.82	5411.01	37.25	958.90	216.25	15700.98
Direct Order	3	1221.38	869.76	351.62	28.79	39.72	0.00	1261.10
Counter Sales	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Return Merchandise	1	249.70-	149.89-	99.81-	39.97	19.23-	0.00	268.93-
Corrections	1	242.58-	0.00	242.58-	100.00	18.68	0.00	223.90-
Blanket Order	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Blanket Release	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Future Order	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quote	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Standing Order	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	60	15254.93	9834.69	5420.24	35.53	998.07	216.25	16469.25
Lost Business Lines:	3	130.59						130.59

Legend: 'r' - next to the Margin indicates vendor or customer rebates have been used to calculate Margin.

Acknowledgment

By signing this document I am acknowledging that I have read and fully understand the "Daily Cash Sales" SOP.

Print Name

Date

Signature