**Invoicing is top priority.**

**Printing Invoices**

Customer pricing: Most recent available in customer file.

**Invoice tab**

Select invoices to print and print. Scan and email invoices to Best West ([invoices@bestwest.ca](mailto:invoices@bestwest.ca))

Invoices and packing slips are filed until it’s all complete. Once approved and paid invoices and BOLs are matched with the payables and filed.

Buddy has to sign and approve all payables.

**Booking Trucks**

**Some customers book their own trucks.**

Email companies for rates on loads.

ERB is used for Raw Performance shipments.

When creating a BOL it is the same process as creating invoices but you select create new order instead of invoice.

**Inventory Counts**

Best West sends their inventory counts of our products that they have in their warehouse.

Everything has to be posted and received before inventory can be entered.

* Day end processing. Then move over to AR module to post.

**Inventory**

**IC module**

Under reports tab on top –stock control reports—Item Valuation.

Under print tab- select item by location.

* Restrict to non-zero quantities and cost
* Sort by ranges
* Select location.

Compare our inventory sheet to Best Wests then do discrepancy report.

**Deposits**

Post Dated Cheques- Filed until date they can be deposited.

Keep a paper copy backup of each cheque. If it has a paper copy with it use that, if not take a photocopy of the cheque.

**Cheques deposited using ADAGIO AR tab.**

CASH tab (beside invoices).

Set credit note first (if applicable).

Select customer. If you can’t find customer search by invoice # in history under Accounts Payable.

Enter the cheque # and amount.

Stamp Cheque.

Attach the listing to the cheque and put together with the applicable invoices.