

PUT CHECKLIST ON PINK COLORED PAPER

MONDAY

- ___ Basket checked [1.04] order pad checked [1.05] Desk cleared [1.06]
- ___ Complete jobs & update production jobs. Run daily schedule sheets.
- ___ Get daily schedule sheets from printer and give to production mangers [5.30]
- ___ Update delivered material PO's [4.04]
- ___ Run updated delivery schedule and make sure all delivery documents ARE THERE [4.05]
- ___ Schedule all jobs in computer and start daily production list [5.30]
- ___ Get daily production list and start alphabetical list [5.30]
- ___ Enter material PO's [4.03]
- ___ Get out paying documents for material PO's [4.07]
- ___ Enter invoices [2.05-2.06]
- ___ Update invoices [2.07]
- ___ Enter payroll hours and print out weekly payroll list [3.07-3.08]
- ___ Run check list for invoices not approved [2.08]
- ___ Deposit checks [2.40]
- ___ Update will calls [4.36]
- ___ Installation and repair cards entered into computer and printed out [5.30]
- ___ Enter HBA book [2.80]
- ___ Basket checked [1.04] order pad checked [1.05] Desk cleared [1.06]
- ___ All the above as well as all other projects were done as per office procedure book
- ___ CUSTOMER PROBLEM LETTERS DONE [5.12]

DAILY

TUESDAY

- ___ Basket checked [1.04] order pad checked [1.05] Desk cleared [1.06]
- ___ Complete jobs & update production jobs. Run daily schedule sheets.
- ___ Get daily schedule sheets from printer and give to production mangers [5.30]
- ___ Update delivered material PO's [4.04]
- ___ Run updated delivery schedule and make sure all delivery doCUMENTS ARE THERE [4.05]
- ___ Schedule aLl jobs in computer and start daily production list [5.30]
- ___ Get daily production list and start alphabetical list [5.30]
- ___ Enter material PO's [4.03]
- ___ Get out paying documents for material PO's [4.07]
- ___ Enter payroll hours and print out weekly payroll list [3.07-3.08]
- ___ Enter advances and give "last 30" advance list to office manager [3.10]
- ___ Approve Invoices [2.08]
- ___ Print Invoices [2.09]
- ___ Add and update any new account payable names [2.04]
- ___ Enter Office PO's [4.21]
- ___ Run Vendor reports and managers reports-separate and give to ACCOUNTS PAYABLE [4.23]
- ___ Enter all hand written checks and any AUTOMATIC PAYMENTS FROM THE TRANSFER BOOK [4.09-4.10]
- ___ Run check ledger [4.12]
- ___ Run cash flow report [4.12]
- ___ Deposit checks [2.40]
- ___ Update will calls [4.36]
- ___ Installation and repair cards entered into the computer and printed [5.30]
- ___ Enter HBA book [2.80]
- ___ Run Accounts Receivable list-start before you leave [2.70]
- ___ Basket checked [1.04] order pad checked [1.05] Desk cleared [1.06]
- ___ All the above as well as all other projects were done as per office procedure book.

DAILY

WEDNESDAY

- ___ Basket checked [1.04] order pad checked [1.05] Desk cleared [1.06]
- ___ Complete jobs & update production jobs. Run daily schedule sheets.

- ___ Get daily schedule sheets from printer and give to production mangers [5.30]
- ___ Schedule all jobs in computer and start daily production list [5.30]
- ___ Get daily production list and start alphabetical list [5.30]
- ___ Enter invoices [2.05-2.06]
- ___ Update invoices [2.07]
- ___ Enter payroll hours and print out weekly payroll list [3.07-3.08]
- ___ Run check list for invoices not approved [2.08]
- ___ Deposit checks [2.40]
- ___ Write checks [4.11-4.24]
- ___ All material and office po's are marked paid [4.11-4.24]
- ___ Run check ledger [4.12]
- ___ Run cash flow report [4.12]
- ___ Installation and repair cards entered into computer and printed out [5.30]
- ___ Enter HBA book [2.80]
- ___ Basket checked [1.04] order pad checked [1.05] Desk cleared [1.06]
- ___ All the above as well as all other projects were done as per office procedure book
- ___ CUSTOMER PROBLEM LETTERS DONE [5.12]

THURSDAY

- ___ Basket checked [1.04] order pad checked [1.05] Desk cleared [1.06]
- ___ Complete jobs & update production jobs. Run daily schedule sheets.

- ___ Get daily schedule sheets from printer and give to production mangers [5.30]
- ___ Update delivered material PO's [4.04]
- ___ Run updated delivery schedule and make sure all delivery DOCUMENTS ARE THERE [4.05]
- ___ Schedule all jobs in computer and start daily production list [5.30]
- ___ Get daily production list and start alphabetical list [5.30]
- ___ Enter material PO's [4.03]
- ___ Get out paying documents for material PO's [4.07]
- ___ Enter payroll hours and print out weekly payroll list [3.07-3.08]
- ___ Approve Invoices [2.08]
- ___ Print Invoices [2.09]
- ___ Deposit checks [2.40]
- ___ Update will calls [4.36]
- ___ Run office PO comparison report & make corrections [4.37]
- ___ Installation and repair cards entered into the computer and printed [5.30]
- ___ Enter HBA book [2.80]
- ___ Run Accounts Receivable list start before you leave [2.70]
- ___ Basket checked [1.04] order pad checked [1.05] Desk cleared [1.06]
- ___ All the above as well as all other projects were done as per office procedure book

FRIDAY

- ___ Basket checked [1.04] order pad checked [1.05] Desk cleared [1.06]
- ___ Complete jobs & update production jobs. Run daily schedule sheets.
DAILY POINTS ARE BASED ON THE NUMBER OF DAILY PRODUCTION SHEETS [5.30]
- ___ Get daily schedule sheets from printer and give to production mangers
[5.30]
- ___ Schedule all jobs in computer and start daily production list [5.30]
- ___ Get daily production list and start alphabetical list [5.30]
- ___ Enter payroll hours and print out weekly payroll list [3.07-3.08]
- ___ All new housing additions entered into computer and updated list
printed out and given to customer service to distribute [5.20-5.51]
- ___ All customer names have been updated [2.04]
- ___ List of customer name changes printed out and given to customer Service
[2.04]
- ___ Deposit checks [2.40]
- ___ Print out undelivered will calls and make sure they are IN THE
ACCOUNTS PAYABLE NOTEBOOK [4.36]
- ___ Installation and repair cards entered into the computer and printed
[5.30]
- ___ Enter HBA book [2.80]
- ___ Basket checked [1.04] order pad checked [1.05] Desk cleared [1.06]
- ___ All the above as well as all other projects were done as per office
procedure book
- ___ CUSTOMER PROBLEM LETTERS DONE [5.12]
- ___ CREDIT APPLICATION LETTERS DONE [2.04]

2ND FRIDAY OF THE MONTH

- ___ AFTER WRITING CHECKS CHANGE ALL UNPAID OFFICE PO'S TO THE CURRENT
MONTH DATE [4.22-4.23]
- ___ PRINT OUT MONTHLY BUDGET REPORTS (3 COPIES) [4.26]