

# SYSTEM REVIEW

## RollMaster Workshop

Report	Type	Purpose	Output	Assignment	Path	How To Review	Frequency	Action
AP Open Invoice Listing	Accounts Payable	Identifies bad invoice/ due dates & monitors AP employees	Excel		A/P Reports/ #6 Open Invoice Listing	1. Sort by Item date and verify dates are valid 2. Sort by item due date and make sure there are no old dates.	Weekly	Correct any bad dates
AP Received Not Invoiced	Accounts Payable	AP missing invoices/ Inventory reconciliation/Duplicate receipts	Excel/ PDF		PO/Print Reports/ Receiving Reports/ Receiving Reports by Product Type (AP Not Inv)	Print with dates for last 3 months. Call vendor to send missing invoices. Research for duplicate receipts. Use to reconcile inventory.	Weekly	Research values between 30-120 days
Vendor History by GL Account	Accounts Payable	Prints GL accounts applied to vendor invoices	Excel		A/P Reports/ #11 Vendor History by GL Account	Use beginning date of the last time report was reviewed. Verify that correct GL accounts are used for AP items.	Monthly	Cursory review



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Vendor Listing	Accounts Payable	Inactivate duplicate and obsolete vendors	Excel		A/P Reports/#1 Vendor Listing	Identify duplicate and obsolete vendors. Make sure there is no inventory tied to these vendors. Make inactive.	Annually	
Accounts Receivable Aging	Accounts Receivable	Cash flow and AR management	Excel		Accounts Receivable reports 2 of 2/#3 AR Aging Standard	Review for aging AR/Identify small and uncollectable balances to be written off	Weekly	Look at over 120's that should be written off and aged credits that should be applied or recognized as Rev
Bank Rec Previous Reports	Bank Reconciliation	Verify correct reconciliations	Screen		Accounts Payable/#10 Bank Reconciliation/ Recon Reports/ Print Previous Reports/ Reconciliation Recap	Look for 0 difference between bank balance and GL.	Monthly	Verify this is being done and reconciled to GL



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Bank Rec Un-cleared Items	Bank Rec-onciliation	Look for old items on bank rec for write off	Excel		AP/#10 Bank Rec-onciliation /Recon Reports/ Print Out-standing	Sort by date and identify duplicate or obsolete items that need writing off	Monthly	Research and write off any old items.
Clean Obsolete Vendors	Catalog	Clean up obsolete ven-dors	Excel		Inventory Reports/ Catalog Listing/ Filter By Vendor	<ol style="list-style-type: none"> <li>1. Vendors you no longer do business with and wish to hide their entire catalog</li> <li>2. Vendors that you previously bought from but now buy that product from different vendors and need to update catalog to the new vendor.</li> </ol>	Annually	
Inventory Cost Change Report	Catalog	Identify catalog cost problems/Monitors AP to ensure proper use of short pays	Excel		Accounts Payable Reports/ #12 Inven-tory Cost Change Report	<ol style="list-style-type: none"> <li>1. identify large cost changes and update cata-log costs if needed.</li> <li>2. Question if AP should have short paid invoice</li> </ol>	Monthly	Research any large changes in past 1 year



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Labor/Special Catalog Clean-up	Catalog	Clean up obsolete non-inventory catalog	Excel		Inventory Reports/ Catalog Listing for labor catalog	Decide on changes and manually go and delete/add labor items as needed	Annually	
Product Code Cleanup	Catalog	Make obsolete product codes inactive/ Consistent product types	Excel		Inventory Control/ Product Code Maintenance/ Print	Make sure all product types make sense. If find any obsolete product codes, check for inventory. If no inventory, make product code inactive.	Annually	Clean up Product Type fragmentation and PC fragmentation
Annual Trial Balance	Financials	Identifies future period transactions affecting balance sheet reconciliations and income statement	Excel or PDF		GL Reports/#7 Print Annual Trial Balance/ Enter last closed period	Look for balances in future periods. Do GL Detail to find and do journal entry to correct.	Monthly	Correct future period data



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GL Detail	Financials	Find GL booking errors	Excel		GL Reports/ #3 Print Account Detail Re- port	Review paying close attention to balance sheet items. Filter by type G/L and review for accuracy.	Monthly	
P&L YTD by Month	Financials	Look for inconsistent accounts	Excel		GLReports/ #10 Income Statement/ Print Annual IS	Compare each line for inconsistencies.	Monthly	Do 12 Month comparison P&L from system. Highlight any anomalies
Report Format Maintenance	Financials	identify GL account numbers not on financial reports	N/A		GL/#6 Re- port Format Maintenance/ Functions/ Verify GL Accounts	Add any GL accounts that are produced from this report to financial(s)	Monthly	Check on any missing GL accounts



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Review GL Posting Reports	Financials	Identify GL related problems	PDF		General Ledger Reports/#2 Print Journals/ Update General Ledger	Look for incorrect periods, out of balance journals, incorrect GL accounts	Daily	Correct dates, GL accounts, etc. if needed
Trial Balance	Financials	Reconcile balance sheet accounts	Excel or PDF		General Ledger Reports/#6 Print Trial Balance	Make sure you can "defend" each balance sheet item by reconciliation, aging report, installer listing, excel backup, etc.	Weekly/ Monthly	Review Balance Sheet for tying to sub accounts. Also notate any BS items that look speculative and have no activity
Verify financial accuracy	Financials	Verify financial reports are formatted correctly	Excel		General Ledger Reports/ Income statement per branch & consolidated	Print all Income Statements to excel and verify sum of branch & corporate net income equals net income on consolidated.	Monthly	Correct any inaccuracy



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Verify financial accuracy	Financials	Verify financial reports are formatted correctly	PDF		General Ledger Reports/ Income statement consolidated & Balance Sheet	Verify that YTD net income on Consolidated P&L equals net income on Balance Sheet. Look for missing GL accounts on the Consolidated Income Statement.	Monthly	Research if it doesn't match
Installer Documents	Installers	Ensure installer paperwork is up to date	Excel		1. Installation System/#7 Installer Listing Report 2. Reports outside of RM	Make sure insurance/license dates are valid	Monthly	Take action on active installers with aged info
Installer Listing	Installers	Identify inactive installers; reconcile installer retainage & loans	Excel		Installation System/#7 Installer Listing Report	Sort by active and identify installers needing inactive status; reconcile retainage and loan columns to trial balance	Monthly	Research and correct discrepancies



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Installer Payable Report	Installers	Prevents duplicate payment to installers	PDF		Installation System/#5 Installer Payable Report	Print this report after sending installer payables to AP. This report should not have any payables.	Weekly	Run for anything aged
Vendor Listing by Subcontractor	Installers	Verify 1099 information	Excel		AP Reports/#1 Vendor Listing/ Vendor Type = Subcontractor	Sort by SS#. Complete if information is missing.	Quarterly/ Annually	
AP Open Item Audit Report	Inventory	Ensures AP invoice ties to PO Review/ Monitors AP accuracy	PDF		A/P Reports/#13 Open Item Audit Report/ Disregard Freight Differences/Print GL Distribution/ Detail	Make sure Current Balance amount equals Approved amount	Monthly	



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Compare GL Inventory Value to PO Receipts	Inventory	Look for AP invoices booked to inventory without being tied to a PO/Affects inventory reconciliation	Excel		General Ledger Reports/#17 Compare GL Inv Value to PO Receipts	Sort the second PO column to identify 0 PO numbers. Research as to why the invoice was not tied to a PO	Monthly	Research any of these
Credit Return Report	Inventory	This report will print out a list of all credit memos created in the system with the corresponding job number, original invoice # and amount, the amount of the credit, the amount refunded, the salesperson, and the customer.	Excel or PDF		Sales Processing Reports/#13 Credit/Return Report	Review returns within date range by job, salesperson, and person who did return.	Daily	
Inventory Listing Report	inventory	Identifies "dead" inventory from cancelled jobs.	Excel		Inventory/ Inventory Reports/ #3 Inventory Listing	Look for available inventory with customer name/job number in the memo field.	Monthly	Try to return to vendor



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Inventory Audit Report	Inventory	Review inventory adjustments/make inventory GL at month end	Excel		Inventory Reports/#8 Audit Report	Sort by comment and total by type. Review questionable adjustments.	Monthly	Add column to Excel for ABS Value and research any adjustments above X (10k)
Inventory Purge	Inventory	Clears small balance inventory	N/A		Inventory Control/#9 Inventory Purge	Enter date 30 days prior. Make sure "only purge rolls with vendor invoice" is checked. Journal entry for any adjustment is done automatically.	Monthly	Run INV Value including zeroes just to see if this needs to be done
Inventory Valuation Report	Inventory	1. Look for negative inventory 2. Look for inactive inventory with inventory on hand 3. Look for inconsistent costs	Excel		Inventory Reports/#4 Inventory Valuation	1. Sort by quantity on hand (smallest to largest) and look for negative inventory. 2. Sort by inactive inventory and then sort by quantity on hand 3. Review costs for like items.	Monthly	Report on Inactive items and >2year>1year
Receiving Report to Packing Slips	Inventory	Verify correct inventory receipts	Paper		PO/Print Reports/ Receiving Reports/	Compare Receiving Report to packing slips. Attach packing slips to receiving report and file.	Daily	



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Customer Deposit Aging	Invoicing	Look for jobs that need to be invoiced.	Excel		Accounts Receivable reports 2 of 2/#5 AR Aging Report Customer Deposits	Review older deposits to see if jobs are complete and need to be invoiced.	Monthly	Report deposits over 1 yr AND deposits on Quotes (can run quote report for that)
Open Order Report	Invoicing	Look for jobs that need to be invoiced.	Excel		Sales Processing Reports/ #11 Open Order Report	Filter by Line Status JC W. Ask why these jobs are not invoiced.	Monthly/ Before month end	
Open Order Screen by install date	Invoicing	Look for jobs with past install dates	Screen		Sales Processing/ Order Entry	Filter Install dates and review past dates. Ask why these jobs are not invoiced.	Monthly/ Before month end	



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Work In Process - Costs from JC	Invoicing	The general purpose of these reports is to help the user keep track of cost and revenue information for financial statement purposes, and to look for jobs to be invoiced.	Excel		Job Cost/Job Cost Reports/#5 Billed vs. Unbilled Costs from JC	<ol style="list-style-type: none"> <li>1. Look at labor and special costs. Ask why are jobs not invoiced if labor charges are posted.</li> <li>2. Be aware of costs incurred without revenue that will affect profit.</li> </ol>	Monthly/ Before month end	
Invoice Register History	Job Cost	Look for margin outliers	Screen		Sales Processing Reports/#4 Invoice Register History	Sort by margin and research low or high margins.	Daily/ Weekly	
Job Cost Margin Report	Job Cost	Look for margin outliers before job is invoiced/Written sales for a defined period of time	Excel		Job Cost/Job Cost Reports/#1 Job Cost Margin Report	Sort by margin and research outlier margin jobs	Daily	Run for jobs below 5%



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WIP by Invoice Date	Job Cost	Find invoiced jobs with outstanding install costs	Screen		Job Cost/ Job Cost Reports/ #6 WIP By Invoice	Cost to Complete for Labor should be zero. If not, zero out outstanding labor costs	Monthly/ Before month end	Report on last 6 months total of labor costed, but not posted
Open Job Listing	Job Review	Look for jobs with no deposits	PDF		Sales Processing Reports/ #10 Open	Filter by Deposit column and question why no deposit	Monthly	May not apply to MF dealers.
Sales Analysis	Margin Review	Look for trends in margins by company, branch, salesperson, product	Excel/ Screen		Sales Analysis/ report format	Varies	Monthly	
Open Purchase Order Review	Purchase Orders	1. Look for PO's needing closing 2. PO's not received past due date	Screen		Purchase Orders/ Sort by Arrival	Look for amounts in Received that equals amount in Ordered. Research past due PO's.	Monthly	Review for aged PO's that should be closed.



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Invoice Register History	Sales Processing	Review productivity of staff	Excel		Sales Processing/ Sales Processing Reports/Invoice Register History	Compare employees to evaluate productivity in invoicing jobs.	Quarterly	Pivot table on who invoices and provide # invoices in past year by individual (for PM dealers)
Open Quotes	Sales Processing	To identify quotes that need to be closed, and to verify quotes are being monitored.	Screen		Sales Processing/ Quote Maintenance/Sort by date	Look for old quotes	Monthly	If quotes over 2 years, over 1 year, quotes aren't being managed
User Control quick Audit	Misc.	To identify users with wrong access or need to be deleted.	Excel		System Control/ System Control Maintenance/ User Control/ Print	Transpose columns and rows. Sort by MENU type and review who has what access. Look for terminated employees.	Quarterly	Review list of active employees and list of employees with an owners menu.

