

Use this guide as a compass for daily, weekly, and monthly tasks to successfully navigate R365 to financial success

DAILY

ACCOUNTING

- **Money In**
 - Use [To Do Checklist](#) To Map:
 - [Payment Type Accounts](#)
 - [Sales Accounts](#)
 - [Job Titles](#)
 - [Missing Vendor Items](#)
 - [Review](#) & [Approve](#) DSS
- **Money Out**
 - Enter, Review, & Approve [AP Invoices](#)
 - Process [AP Payments](#)
- **Bank Activity**
 - Enter Cash Deposits
 - Process [Daily Banking Activity](#) by Resolving Trx in Unmatched Tab

OPERATIONS

- **Process Inventory Transactions:**
 - Enter, Review, & Complete [AP Invoices For Food & Bev](#)
 - Enter New [Item Transfers](#) & Approve or Deny Pending Transfers
 - Enter [Waste Logs](#)
- **Shift Review**
 - [Review & Complete](#) Yesterday's DSS
 - Leave Daily Shift Comments on Home Screen
- **Scheduling Review**
 - Onboard New Employees
 - Approve Or Deny [Requests](#)

BI-WEEKLY OR WEEKLY

ACCOUNTING

- [Post Payroll JE](#) After Confirming:
 - Payroll JE Date Matches Payroll Ending Date
 - All DSS in Payroll Period Are Approved
- Run [GL Account Detail](#) For Accrued Payroll to Confirm Reversal

OPERATIONS

- Find And Fix [Costing Errors](#)
 - Review Line-Item AP Invoices for Correct Items & Units of Measure
 - Pro Tip: Use [Receiving by Purchased Item](#) Report for Consolidated Review
- Update [Stock Count Templates](#) For Newly Added or Discontinued Items
- Perform Weekly [Inventory](#)
- [Write](#) & [Publish](#) Weekly Schedule

MONTHLY

ACCOUNTING

- [Bank Reconciliation](#)
- Review Financial Reports
 - [Balance Sheet](#) Through Period Close
 - [Profit And Loss](#) for the Period

OPERATIONS

- Perform & [Review](#) Period End Inventory
 - Quantity Counted for Any Mis-Keyed Items
 - Cost Per Each Item (Sort Low to High and High to Low)
 - Flags – Twice as Much, Half as Much, And Zero Quantity
- Review Financials and Operational Reports for Possible Cost Savings
 - [Actual vs Theoretical Analysis](#) for Line-Item Cogs & Variance
 - [Menu Item Analysis](#)

QUARTERLY

ACCOUNTING

- Reconcile Balance Sheet Accounts
 - Cash Account to Bank Statement
 - Accounts Payable to [AP Aging](#)
 - Accounts Receivable to [AR Aging](#)

OPERATIONS

- Self-Audit to Correct the Following:
 - Units Of Measure – Incorrect Math Statements & Misleading Names
 - Purchased Items – Possible Duplicates, Missing Categories, & Incorrect GL Assignments
 - Vendor Item Mappings – Possible Mis-Mapped Items, Update Contract Pricing