WEEKLY INCOMING AND SHIPMENT REPORT

A. General

1. The report covers net incoming orders and gross and net shipments. Prepare the report Monday mornings prior to preparing the **Weekly Status Report** (see procedure) that is sent to all plants and management.

2. Use the following green bar reports from the previous Friday. The date on the report should be that Friday with a time after 5 p.m. (17:00:00). The reports are **COPRW03** (WEEKLY ORDERS REPORT), **COPRW13** (WEEKLY INCOMING ORDERS AND SHIPMENTS REPORT), **COPPE4** (DAILY INCOMING ORDER RECAP) and **COPPE6** (DAILY BILLED SALES RECAP).

3. A **COPPE4** and a **COPPE6** are run for each company—**Prescolite, CND$ Prescolite Lite Controls**, **Moldcast**, and **Carrollton Prescolite - Moldcast - Controls**. You should have **two** COPPE reports for each company.

4. **NOTE: For the last week of the fiscal month, see Section D for instructions on SHIPMENTS entries.**

B. Preparing the Report

1. Open Excel and retrieve the current year's report **AcctDir\Reports\Incoming_Shipments*year*.xls**

2. Press **F5** and go to **X165**. Using **COPRW13**, look in the left column for **CANADIAN IN CND$ (CNV RATE 00.xxxx)**. The rate in the spreadsheet should match the green bar report rate. If not, change it to the green bar rate.

3. Press **Ctrl+Home.** Use **COPRW03** to enter data from the **MTD INCOMING ORDERS** column and the **MTD NET SHIPMENTS** columns into the spreadsheet **INCOMING** and **SHIPMENTS** columns for the current week. The current week is the columns with zeros, to the right of the columns with figures. Enter as follows:

COPRW03	**SPREADSHEET**
Indoor	Prescolite (CO. 1)
San Leandro	San Leandro INDR
Eldorado	Eldorado Indoor ELDO
Warehouses	Warehouses VARIOUS
Emergency Exits	
San Leandro	San Leandro INDR
Eldorado	Eldorado Indoor ELDO EXITS
Carrollton	Carrollton CARR
Warehouses	Warehouses VARIOUS

<u>COPRW03</u>	<u>SPREADSHEET</u>
Prescolite Emergency Controls	Controls (CO. 5) bottom of active area
San Leandro	SCAR
El Dorado	ECARR
Carrollton	CARR
Outdoor	Moldcast (CO. 4)
El Dorado	Eldorado Outdoor MDLC
San Leandro	San Leandro MDCA
Canadian in CND$	Canada (CO. 6)
Prescolite San Leandro	San Leandro INDR
Prescolite El Dorado	Eldorado Indoor ELDO
Prescolite Carrollton	Carrollton CARR
Prescolite Warehouses	WHSES PVAN
Moldcast San Leandro	San Leandro MDCA
Moldcast El Dorado	Eldorado Outdoor MDLC
Moldcast Carrollton	Carrollton CARR (second one)
Moldcast Warehouses	WHSES PCAN/SCAR
Controls San Leandro	San Leandro SCAR
Controls El Dorado	Eldorado Indoor ECAR
Controls Carrollton	Carrollton PCARR
Controls Warehouses	WHSES CCAN

4. When entries are complete, compare to the **SUMMARY TOTALS** at the bottom of the green bar report.

Spreadsheet Entry for:	**Should Equal Green bar SUMMARY for:**
Prescolite	Total for **Indoor** and **Emergency/Exits**
Carrolton	**Prescolite Controls**
Moldcast	**Outdoor**
Canadian (times exchange rate)	**Canadian in US$**

5. Also compare spreadsheet entries to the totals to the COPPE reports to find programming errors that might affect month-end reports.

   a. Compare the section totals for **Incoming** to the **COPPE4** Daily Order Incoming Recap for that company. Use the last page, **Total** column (last to the right), and the **Dollars** line under the **Grand Total** row heading.

   b. Compare the section totals for **Shipments** to the **COPPE6** Daily Sales Billed Recap for that company. Use the last page, **Total** column (last to the right), and the **Net Dollar** line under the **Total** row heading.

   c. Where the data does not match, hold the **COPPE** report aside to research the discrepancy (described in Section D).

6. Press **F5** and move to **AO206**. Change the name to yours. At **AO211**, change the name of the month to the current month under report. At **AO212**, change **Week Ending** to the Friday date of the reports used.

7. The total lines under the blank columns to the right of the current week should be the **negative** of the **SUMMARY** totals on the last line of **COPRW03,** using the correct columns. If not, data entry errors have been made or the spreadsheet has been damaged. See the Accounting Manager or Cost Accountant for assistance.

8. Press **F5** and move to **AP232, BACKLOG**. Use the second page of the **Weekly Backlog Report** and enter the current week's backlog for each company by combining the backlog by company. Prescolite is COPS COMPANY 1, Moldcast is 4, Canada is 6 and Controls is 5. The total should match the Backlog Report.

9. Move down to **GROSS SHIPMENTS**. Use **COPRW03**, the **MTD SHIPMENTS BEFORE DR/CR MEMOS** column. Combine and enter all amounts for each location, adjusting Canadian entries for the exchange rate. For example, for San Leandro, add all the San Leandro locations in the green bar report but, for each **Canadian** San Leandro location, multiply that amount by the exchange rate in **X165**. An entry might look like: **+34567+98765+45678*X165+32145*X165** or **+34567+12345+98765+((45678+32145)*X165)**. The total should match **COPRW03**.

10. Print the report by highlighting **AO205** to **BC245**. Select **File, Page Setup, Sheet, Print Area** and type the print area name, **Pagexx**, where xx is the month. For example, **PageN** is for November. Select **Print**, then **OK** at the Print Screen. (Abbreviations are **O, N, D, Ja, F, Mr, Ap, My, Jn, Jy, Au, S**.)

11. Use the Sys Speed dial (073) and call Shipping A (x 342) or Shipping B (x 315) in El Dorado. Give either one the week's orders and shipments figures for the warehouses.

C. End of the Month Entries

1. At the end of the fiscal month, an Invoice Register, the **COPRK2**, is produced for each company. (The Prescolite report runs over 800 pages.) These reports are used to determine actual **shipments** for the month and the adjusted figures are entered for the final week of the **Incoming_Shipments** report. **Continue using the Section B reports for entering Orders, Backlog and Gross Shipments**.

2. Retrieve **C:\AcctDir\Reports\Invoice Reg Month-End.xls**

3. Copy the previous month's analysis into the next worksheet and name the sheet for the new month and current year. Erase the following sections: B4:D21,

F4:F23, G4:H21, N4:P21, R4:T21, B33:D55, F33:H55, N33:P55, R33:T55.

4. For each location, enter data from the company's **COPPE6** into the appropriate column (product) and appropriate row (location).

5. Use the company's Invoice Register to enter data under the **INVOICE REG** column. For each location, go to the end of that location's entries to the summary section. Enter the amounts for Account 26000, **GROSS SALES**. Add and subtract individual 26000 entries to arrive at the final amount.

6. For Canada, multiple product lines have been combined into the same column although the entries by location are on separate rows and do not require combining amounts.

7. For the **COPRW03** column, only make entries in the **Prescolite** section since that is the one with the most problems. Using the first two sections of the **03** report, combine the San Leandro entries for **INDR**, the El Dorado entries for **ELDO** and Warehouses for **WAREHS**. Other sections may need **03** entries for analysis but they are self-explanatory.

8. Look at the total for the **Difference Invoice Reg/6** column. If the total is less than $1,500, analysis is stopped. If the total is greater (and in most cases, it will be a lot greater), look at the differences for each location.

9. Using the analysis done for daily/weekly discrepancies, (see Section E) determine if the difference(s) are explained by that analysis. If not, use the Invoice Register and try to find a transaction or transactions that produce that difference. Check location totals, sometimes they reveal a clue (for example, Canada differences frequently are due to the **COPPE6** not picking up the GST tax). If nothing stands out, ask the Staff Accountant and Budget Analyst for help.

10. Use the data from the **INVOICE REG** columns in the spreadsheet to complete the **Shipments** columns in the **AcctDir\Reports\Incoming_Shipments***year.xls*.

D. Researching Daily Discrepancies/Shipping Discrepancies

1. The objective is to find out when the discrepancy occurred and why. Reports are run as follows: **COPPE4** and **6**, **COPRC2**, **COPRW03** and **13**. Frequently, transactions recorded in the **COPRC2** are not picked up by the **COPPE4** or **6** but are in the **COPRW03** and **13**. Until these programming problems are resolved, the discrepancies have to be determined to explain month-end variances.

2. To find the discrepancies uncovered by the spreadsheet comparison between the **COPRW03** and the **COPPE** reports in Section 4, investigate as follows:

      a. Determine which company had the discrepancy, i.e. Prescolite, Moldcast, Carrollton, or CND$ and the discrepancy type (Orders or Shipments).

      b. For each day of the discrepancy week, get the appropriate COPPE report for the discrepancy (**4** is Incoming Orders and **6** is Net Shipments) for that location **and** the **COPRW03** reports.

      c. Retrieve: **AcctDir\Status\Incoming Order Discrepancy Analysis.xls**

      d. If it is the first week of the month, copy the previous month to a new sheet in the workbook. Name this sheet for the current month and year. (Do not copy the first month as that was experimental.) If it is the second week or more of the current month, copy the previous five day's columns and rows to below the last entry. For the newly copied columns/rows, delete the data in columns C through H. **Do not delete beyond these columns as the other columns have formulas.**

      e. For companies other than Prescolite, copy the columns and rows to a new section and change the first two rows as needed to reflect the new company..

3. Use the reports from the first day of the week.

      a. Dependent on the discrepancy, use the Orders or Shipments column in the **COPRW03** and combine the San Leandro data for **INDR**, the El Dorado data for **ELDO** and the Warehouse for **WRHS.** Enter in the appropriate column in the spreadsheet.

      b. Using the appropriate **COPPE** report, enter the data in the appropriate column and row for the first day. **Check the section headings as the sections are not in the same order as in the COPRW03 report.** In the **COPPE** report, **ELDO** is Eldorado, **INDR** is San Leandro, the rest are warehouses. Calculate the Warehouse line by entering the total for the section and subtracting ELDO and INDR.

      c. Repeat these steps with each day of the week until the day a discrepancy appears. If there are two discrepancies that balance out (negative, positive and same amount), ignore them. When an unbalanced discrepancy appears, use the **COPRC2** report to find the reason.

4. Things to Look for in the **COPRC2** (Discrepancy Explanations):

      a. A transaction that matches the discrepant amount. Check with the Account Clerk to see why it might or might not have gotten into the **COPPE4** or **6**.

      b. Saturday shipments on the last day of the fiscal month. The **COPPE6** may not have them, the **W03** may pick up all the shipments, invoiced or not, while

the month-end **COPRK2** may pick up only the ones actually invoiced.

   c. Shipments without shipping instructions (they have a **1** under the **TYPE** column but no shipping method).

   d. Appearances that negatives were changed to positives and added instead of subtracted.

   e. Transactions that don't match others on the page.

5. Write up what is found and give to the Staff Accountant and Budget Analyst.

6. Send an e-mail to the Shipping Manager describing the date(s), the reports involved, the location of the discrepancy (i.e. Eldo, Warehouses, etc.), the amount and your guess as to what happened to cause the problem. Save the e-mail in the **In Process** folder. When the discrepancy is explained, move the e-mail from **In Process** to **Completed**. Maintain the e-mails for an audit trail.

E. Starting a New Month

1. For the first week of each new month, retrieve the file, and resave as the new month and year, i.e. *monthXX.wb2.* Zero out all the columns where entries were made **but not the TOTALS rows**. Make entries as detailed above.