414: Sales and Backlog Reports

400: Accounting · https://milo.masseyservices.com/docs/414-sales-and-backlog-reports/

Section: Accounting
Subject: Sales and Backlog Reports
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Policy Owner:

Policy

INSTRUCTIONS FOR SALES AND BACKLOG REPORTS

To be used to enter ALL termite sales and completions for the month. These figures should balance to the DOR and to the revenue columns on the receivables.

Instructions on how to complete:

Date sold - Date contract and down payment given to salesperson

Salesman - Person who sold contract

C/F - Cash or finance

Service order number - Sub/Drywood and number

Treating amount - Total amount of job

Schedule date - Date job is scheduled to be completed

Comp. date - Date job was completed

Sub, Fum, P.R., C.L., other - Enter treating amount in proper category when completed

At the beginning of each month, all jobs that have not been completed should be brought forward as a beginning backlog for the month.

As jobs are completed, enter completion date and highlight. Backlog is then the jobs that are not highlighted.

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