

Weekly and Monthly Accounting Packages

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Weekly and Monthly Accounting Packages

Weekly Package

The weekly package is to be scanned and emailed to the Accounting Department once per week on Tuesdays by noon. You will not be sending a weekly package to the accounting department moving forward.

Items to Include:

1. Non-RO Invoices that have been approved/initialled.
 - Any invoices that you have coded. This does not include invoices that you have posted into Repair Center.
2. Vendor Statements
 - Monthly statements that vendors email or email to the store showing money owed.
3. Deposit Book Logs
 - The deposit book logs from the previous week (Tuesday to Monday).
 - Copies of EFTs and bank deposit slips need to be included.
 - Individual SOP slips do not need to be scanned weekly, but the daily totals need to be balanced with the POS machine settlement report.
4. Parts Return Slips
 - Once the slips have been signed by a driver indicating that the part has been taken back to the vendor.

****NOTE: All these documents can be scanned and sent as a single document. It should be named SHOP DATE RANGE YEAR (Example: Fife Oct 17-Oct 23 2023)****

5. CARSTAR Mail
 - Let a member of the Accounting Department know what mail has come in and they will direct you accordingly.
 - Any mail that comes in that is not directly addressed to an employee at your shop. If you are unsure DO NOT OPEN IT!

Note: Failure to include the necessary documents may result in the Accounting Department sending multiple emails seeking missing documents!

Monthly Package

The monthly package is sent on the first Wednesday of each month. A courier company will send a driver to pick up the prepared package and deliver it to St James.

Make sure the package is prepared before the driver comes!

Items to Include:

1. Hard copies of all items that were scanned as a part of the Weekly Package.
 - If something has not been scanned over yet keep them separate from items that have been sent.
2. All invoices that have been posted into Repair Center.
 - Sorted alphabetically and by date.
3. Petty cash report.
4. Hard copies of any new employee information.
 - All employee related documents should be emailed to tanisv@carstarmanitoba.ca. But hard copies can be added to the monthly package for filing.
5. Any further documentation as requested by the Accounting Department.