

## S2K Daily Checklist

The following checklist has been provided as a suggested guideline for your daily work flow. This checklist will help you navigate through your daily tasks in Series2K:

### DAILY RECONCILIATION

- ☐ Review sales data, not-setup items and missing department sales
- ☐ Verify receipts and make adjustments, as necessary
- ☐ Check that margins for fuel and c-store are in line
- ☐ Check fuel inventory over/short amounts for missing invoices or incorrect reconciliation dates
- ☐ Reconcile Payouts and House Accounts (If Applicable)
- ☐ Upload receipts or documents as needed and approve the day

### FUEL INVOICES

- ☐ Create any fuel invoices as necessary (if applicable)
- ☐ Check fuel invoices for accuracy: gallons, dollars, and add-ons.
- ☐ Approve, Post (if Applicable) and Print invoices after reviewing that they are correct

### NON-FUEL INVOICES

- ☐ Enter deliveries for the day with handheld or manually in S2K
- ☐ Review and reconcile all deliveries
- ☐ Review EDI invoices, check for cost changes and update new items, make sure balanced
- ☐ Approve all invoices when complete and Post to Accounting (If Applicable)
- ☐ Create "Inventory Adjustment" invoices to account for any merchandise waste items

### PRICEBOOK/PENDING PRICEBOOK CHANGES

- ☐ Add new items using Quick Add Item Button
- ☐ Make Price Changes on Items using the Quick Price Change tool or the Pricebook
- ☐ Send changes to the register via Pending Pricebook Changes

## **PROMOTIONS**

- ☐ Review, edit and create promotions, as needed
- ☐ Publish over any updated or new promotions