



THE SNOW MILLIONAIRE MASTERY *Intensive*

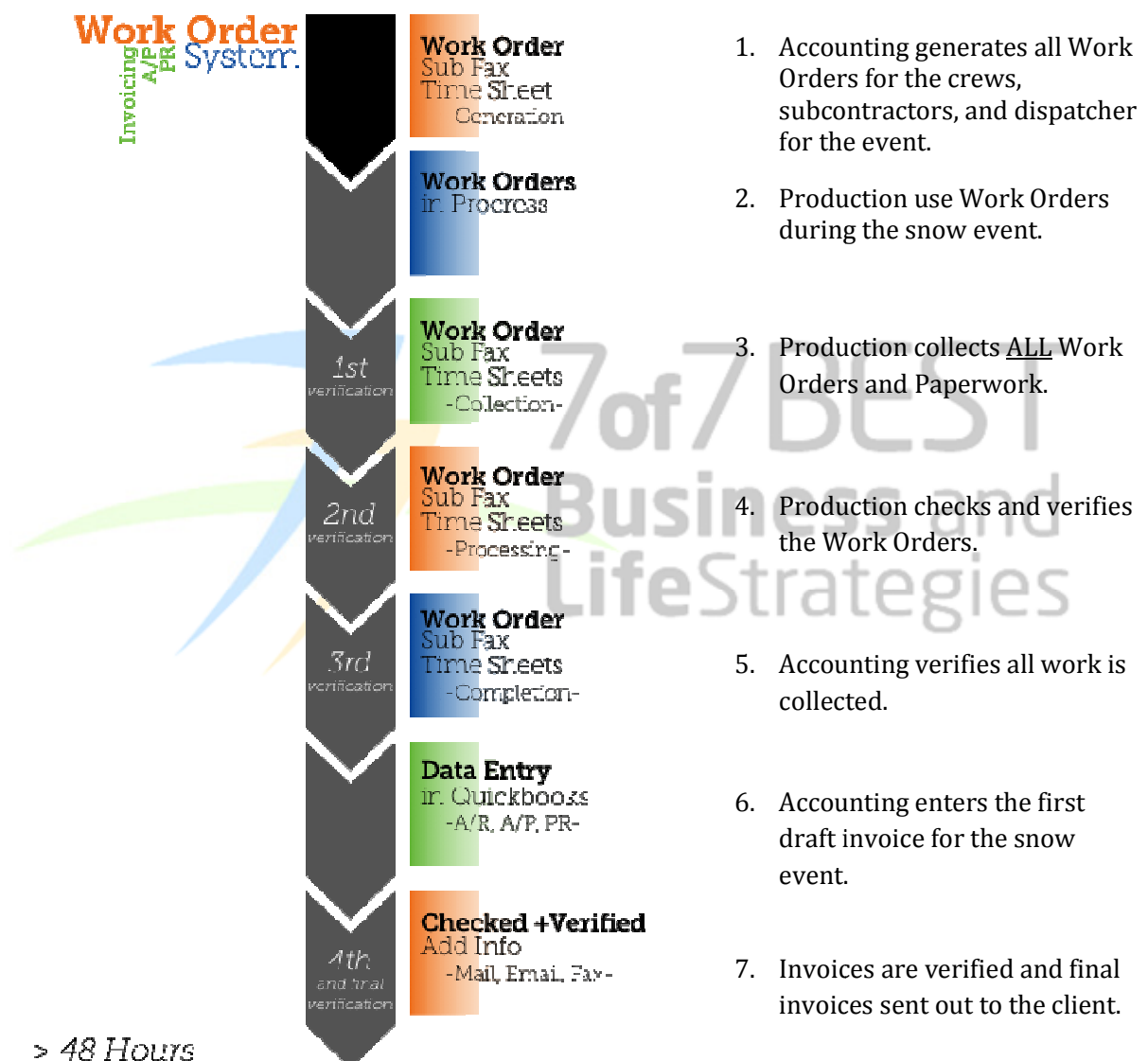
WORK ORDER / INVOICE FLOW MODULE

This summary is the last module of the Snow Intensive and this is where the Production Department will be working and collaborating with the Accounting Department.

The integration of the departments occurs between Production and Accounting and also between Sales and Accounting.

- Accounting is integrated with Production by preparing and generating all paperwork needed for Production before the snow event.
- Production is integrated with Accounting by collecting all the paperwork from the crews and dispatcher. Production also verifies the paperwork before submitting the complete snow event packet to Accounting.
- The Sales Department is integrated with Accounting by giving the billing information to Accounting. Accounting completes the invoicing with the billing information and its integration with Production's work order summaries.

A Flow Chart Flow of the Work Order System will help us understand the flow of the work orders from generation to invoicing.





I. Work Order Module

One of the most important ways for a company to help Productions do their work in the field easily, consistently and effectively and also help Accounting complete their work quickly and accurately with invoicing, payroll, and payables is with the generation, use, and processing of work orders.

Accounting generates and creates all the paperwork for each event. This paperwork covers the work orders for the crews, time sheets for the subcontractors, and the summary sheets to track the work. Generating the work orders and the tracking sheets helps Accounting know what they will also expect back from Production.

Production uses the work order paperwork for its crews, subcontractors, and management to help them document their work. Also – and most importantly – the collection and verification of this work before it is returned to Accounting.



a. Route Sheets

The Route Sheet is a summary sheet that is attached to all the work orders. The sheet will help the crews with what sites to do, their addresses, and the order in which to do the work. It may also contain the workers and their time worked.

b. Work Orders

These work orders will help the production team know what work has to be done and is a quick and efficient way to record what was done. Work orders will help the crews with giving them the tools to know their routes, to know what work to be done at each site, and a way to record what is done.

c. Production Tracking Event Sheet

This sheet will help the Production keep track of what paperwork was generated before an event. This helps production with the organization so nothing is missed on the schedule. Just as important for Production will be the collection of the work. This sheet helps management keep track of the collection of all work orders for all sites.



II. Invoicing Module

Invoicing is the culmination of the work completed at the end of a snow event. Let's face it... getting an invoice to the client as quickly as possible is the top priority task of the Accounting Department. And this will happen if and only if the information gathered by Production and given to Accounting is accurate and is complete.

Integration also happens with Sales and Accounting. The Contract Packet and the A/R Parameter Sheet comes from Sales. And the Pre Season like work that Accounting does in the preparation invoicing. The preparation is the set up of item codes in your software and the invoice flow to make sure that the time between Accounting receiving the work orders and the time invoices are sent is less than a week.

a. Summary Sheet

The Summary Sheet is a single sheet with just the summary of all the work orders completed for each event and each



site. All the work orders of the single site are attached as back-up.

b. QuickBooks and Items Codes

Item codes are creation of codes in QuickBooks that help invoicing for quick data entry. Items codes, description of the work, and dollar amounts come from the A/R Parameter Sheet. This prepares the input of work orders quick, easily, and accurately.

c. Invoicing Flow

Invoicing Flow is the way work orders flow from Production into the Accounting Department. The importance of consistent invoice flow keeps the Accounting Department moving the work orders through data entry, final verification, sent out, and filed properly. And most importantly... we know where in the process the invoices are.

So let's dive in and see how this all fits together when applied to your business.