

RSO - DAILY GUIDE

Monday *	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none"> • RSO - Post all Invoices and Payments to QuickBooks by End of Day (EOD) • QB – Reconcile Banking Deposits and Bank Account • QB - Run Technician Commission Reports (Bi-Weekly most likely) 	<ul style="list-style-type: none"> • NO RSO or QB Activity 	<ul style="list-style-type: none"> • RSO – New customer setup • RSO – Routing Changes • RSO – Pricing Changes • QB – Customer Cancellations 	<ul style="list-style-type: none"> • RSO - Advance Route Schedule • RSO – Print Route Schedule • RSO - Generate Invoices • RSO - Print Invoices 	<ul style="list-style-type: none"> • RSO - Check in Technicians • RSO - End of Day Report • RSA - Complete all Web Invoices • RSO - Missed Stop Report • C.O.D. check-in • Inventory Reconciliation

RSO – RouteStar Online

RSA – RouteStar APP (technician APP)

QB - QuickBooks

* PREVIOUS WEEK INVOICES