



Store
 Month/Year

		Pawndex Menu	Pawndex Number	Distribution	
				Store Manager	Deliver to Josh
Reindex Files <i>Prior to running this function, exit out of Pawndex on all computers at the store and restart the Pawndex on a single computer only; At bottom of screen, enter "0" for all; Read Warning Messages and ensure all other computers are not running pawndex</i>		7.8.1.2.1	PAWN070	X	
Open Pawn Report - MUST BE RUN PRIOR TO START OF BUSINESS <i>Don't change the default date; Print output option</i>		8.7.1.1	PAWN024		X
Shop Activity Report <i>1st of month to last day of month; enter through remaining fields; Yes when asked if this is correct</i>		8.7.3	PAWN151		X
Employee Production Report <i>1st of month to last day of month; blank for ALL clerks, No when asked to reduce dollars by trade</i>		8.7.4.1	PAWN161		X
Cash Transactions Report <i>1st of month to last day of month; ALL cash drawers; enter through remaining fields; Print output option</i>		3.8.7.1	PAWN087		X
Unpulled Pawns Report <i>Date should be 28 days prior to today's date; Yes when asked to ignore date notified; Print output option</i>		8.2.5	PAWN133	X	X
Layaways to Pull Report <i>45 days of not payment activity</i>		2.5.8.3	PAWN081	X	X
Sales Listing - ePayments <i>1st of month to last day of month; For Clerk - BLANK; For Sale Type - SALE; Paid by = E</i>		2.8.3	PAWN247		X
Sales Returns <i>1st of month to last day of month; Printer output option</i>		2.8.4.1	PAWN531		X
Inventory by Category Summary <i>Don't change the default date; Print output option</i>		5.8.7.3	PAWN1079		X
Inventory Aging Report <i>Change aging brackets to 60, 120, 180, 365; Printer output option</i>		5.8.7.2	PAWN047		X
Patriot Act - Auto Download / Import / Report <i>Note - this task mat take up to 10 minutes to complete</i>		8.1.4.2.1	PAWN284	X	
IRS Cash Payments Report - \$10,000 in Aggregate Cash Payments <i>1st of month to last day of month; Totals greater than 10,000; A for aggregate totals; C for cash only payments; A for all</i>		8.1.4.4	PAWN152	X	X
IRS Cash Payments Report - \$2,500 in Single Cash Payments <i>1st of month to last day of month; Totals greater than 2,500; S for single transaction; C for cash only payments; A for all</i>		8.1.4.4	PAWN152	X	X
Copy of Reserve Log <i>Legible copy of entire reserve log for month</i>		N/A	N/A		X
Guns In Shop Report <i>Used by store to conduct physical inventory of every firearm in the store</i>		4.8.3	PAWN033	X	
List of Missing Firearms <i>After physical inventory has been conducted with the Guns In Shop Report, List of Missing Firearms completed and faxed to Josh by 5th of month</i>		N/A	ccpawm.com		X
Jewelry Inventory <i>Using the barcode scanner, physical inventory for JEWEL category; Copy of the exception report and List of Missing Jewelry faxed to Josh by 5th of month</i>		5.7.2.8.3	PAWN160	X	
List of Missing Jewelry <i>After physical inventory has been conducted; Copy of the exception report and List of Missing Jewelry faxed to Josh by 5th of month</i>		N/A	ccpawm.com		X

Additional Monthly Activities		Employee Initials	Date Complete
<i>These tasks should be completed by the 3rd working day of the month; Employee who completes task initial and date; Send copy of this page to Josh when complete.</i>			
Update Profit Sharing Goals <i>Review, update and communicate Monthly and Quarterly Profit Sharing figures with entire store</i>			
Replace Air Filters <i>Replace all accessible air filters for the HVAC systems in store</i>			
Replace Bad Light Bulbs <i>Replace all burnt out light bulbs; If more than bulb is bad contact Josh</i>			
Archive Previous Month's Paperwork <i>Organize and store daily paperwork from previous month</i>			
Supplies Verification <i>Review supplies inventory to determine if orders should be placed (Pawn Tickets, 4473 Forms, Fingerprint Cards, Business Cards, Sharpies, etc.)</i>			

Date Created - 3/7/13
 Last Updated - 11/4/16