





Operation/Task:	Research Development Expenses			Equipment:	N/A
Owner:	Accounts Receivable Manager	Date Prepared:	6/12/15	Department Responsibilities:	
		Revision History:	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

Purpose: This SOP/work instruction documents procedures for research and development expenses.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
		Open Jobs	<ul style="list-style-type: none"> Accounting will open all R&D jobs using ENPOINTE as the Sales Rep and Product Code: R & D EXP. This will aid in year-end reporting. 	<ul style="list-style-type: none"> Research and Development jobs are opened to capture the cost accrued during the testing of new equipment. The following procedure is for tracking R&D processes for tax purposes. R&D expenses will be tracked in PrintStream.
		Job Description	<ul style="list-style-type: none"> The following information should also be included in the job description: <ul style="list-style-type: none"> Project Title Summary of Project Description of Research Required Criteria to qualify for R&D credit Employees involved in the research and development phase will log time, charge materials and enter purchases to job. 	
		Approval	<ul style="list-style-type: none"> All R&D Prebills are approved by the Chief Financial Officer or Controller 	
		Invoice	<ul style="list-style-type: none"> When research and development is complete, Accounting will: <ul style="list-style-type: none"> Close the job, Print a job cost report, And create an invoice for \$0.00 that itemizes the cost of job materials and purchases as well as the sales tax for those materials and purchases. 	

Notes:

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format	Jan Hemmelgarn	6/12/15
Rev 2	Added Revision History table	Jan Hemmelgarn	8/1/16
Rev 3	Updated gray header bar, changed owner to Accounts Receivable Manager, changed GLS reference to ENPOINTE	Cristi Oakvik	3/9/21
Rev 4	Changed Operation/Task title.	Cristi Oakvik	4/29/21

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Rev. Date 4/20