**1-** What document initiates the sales process?

In the sales department the sales process is initiated with the receipt of a customer order indicating the type and quantity of merchandise is being requested. This is the point, the customer order is not in a standard format and may not be a physical document. If the customer is also a business entity, the order is usually a copy of the customer’s purchase order.

The bill of lading (BOL), the shipping clerk would transfers custody of the goods, the packing slip and two copies of the BOL to the carrier then performs the following tasks, such as, records of the shipment in the shipping logs, sends the shipping notice to the billing department as proof of shipment and files one copy each of the BOL and the shipping document.

Hall. J. A., & Hall, J.A.(2015).Information technology auditing. (4th ed., pp. 388)

**2-** The packing slip is a document that describes the contents of the order. It lists what items are in the package being shipped to the customer. The packing slip is shipped with the items to the customer so when the customer receives the package, they know what items are in the package. Sometimes not all items will be included in one package so the packing slip lets the customer know that another package will be coming with the remaining items. The shipping notice is a document that informs the billing department that the customer’s order has been filled and shipped (Hall, 2016, p.621). Once the customer’s package has left the warehouse, the shipping notice being given to the billing department initiates the billing process. The items shipped is recognized as the goods and services being completed and now the customer has to pay for those goods and services. The shipping notice contains date of shipment, the items and quantities that were shipped, the carrier, and shipping costs, also known as the freight charges. The bill of lading (BOL) is a formal contract between the seller and the shipping company that transports the goods to the customer (Hall, 2016, p.608). This contract explains that the shipping company is liable for the items and are responsible for shipping the items. If they do not hold up to their part of the contract by not shipping the goods to the customer, they will be held accountable, meaning they will have to pay the seller for any lost revenue. The bill of lading ultimately ensures that the customer will receive their items so that the seller can receive payment. The bill of lading protects the seller. Additionally, the bill of lading lets the carrier know what items they are shipping so that they can give the seller a receipt stating that the items were shipped to the customer. The packing slip, shipping notice, and bill of lading are related. The shipping clerk receives the physical items from the warehouse and verifies the order for correctness by reconciling the physical items against the stock release and packing slip. This is an important control as it is where the shipping clerk can detect any errors before shipment. The shipping clerk then packs the items and attaches the packing slip to the box. The shipping clerk prepares the bill of lading to let the carrier know the items that they are transporting and shipping. The shipping clerk transfers the custody of the items to the carrier and gives a copy of the bill of lading to the carrier. Lastly, the shipping clerk completes the shipping notice for the items being sent to the customers. The completed shipping notice is given to the billing department as proof of shipment so that they can request payment from the customer. The shipping clerk also records the shipment in the shipping log and files the copies of the bill of lading and shipping documents to complete the sales process.

**3-** Automation is the creation of technology and its application in order to control and monitor the production and delivery of various goods and services. It performs tasks that were previously performed by humans. Automation is being used in several areas such as manufacturing, transport, utilities, defense, facilities, operations and lately, information technology.

Automation can be performed in many ways in various industries. For example, in the information technology domain, a software script can test a software product and produce a report. There are also various software tools available in the market which can generate code for an application. The users only need to configure the tool and define the process. In other industries, automation is greatly improving productivity, saving time and cutting costs.

Automation is evolving quickly and business intelligence in applications is a new form of high-quality automation. In the technology domain, the impact of automation is increasing rapidly, both in the software/hardware and machine layer. However, despite advances in automation, some manual intervention is always advised, even if the tool can perform most of the tasks.

Billing of lading is a formal contract between the seller and the shipping company (carrier) to transport the goods to the customer

A bill of lading is a legal document that details goods being transported from a shipper or seller to the recipient via freight carrier. The B/L will include various information including the type of goods included in the shipment, the number of shipping units, the destination address for the transaction, and the carrier name. This document should always be included in a transaction involving shipped products because it acts as a transport document.

The B/L should be frequently signed at various points throughout the delivery process. First, it will be signed by the seller, or the people who is shipping the goods. It will also be signed by a representative of the shipping company. Then, when the package is delivered, the B/L will be signed by the recipient.

This important document protects the seller, the shipper, and the recipient. It helps ensure that all the products are successfully delivered. If there is a problem, the B/L can help you figure out where the problem occurred. In fact, if a claim is filed for compensation related to the goods, a B/L must be provided.

The document may be negotiable or non-negotiable. When a B/L is negotiable, it is often used for credit transactions; it could be used as a letter of credit. It can be bought, sold, or traded. It can even be used as collateral on which to borrow money.

Bottom of Form

 **Please reply each individual person in 50 or 150 words Please include additional examples of adjusting entries. Remember, that responses such as "great post" or "I agree" do not**

* **Here is an example how to answer each person**

You have a great response. I like how you gave ways to self motivate yourself and then explained why this would work personally for you. This shows you have a good understanding of what self motivation is and how you can improve on it. I am also someone who struggles with achieving balance so I am going to try and work on that as well. Overall, you have successfully found ways to improve your self-motivation skills.

Great Job!