TIME YIELDS TREASURE, LTD

Operations Software Procedure Manual

JANUARY 1, 2020

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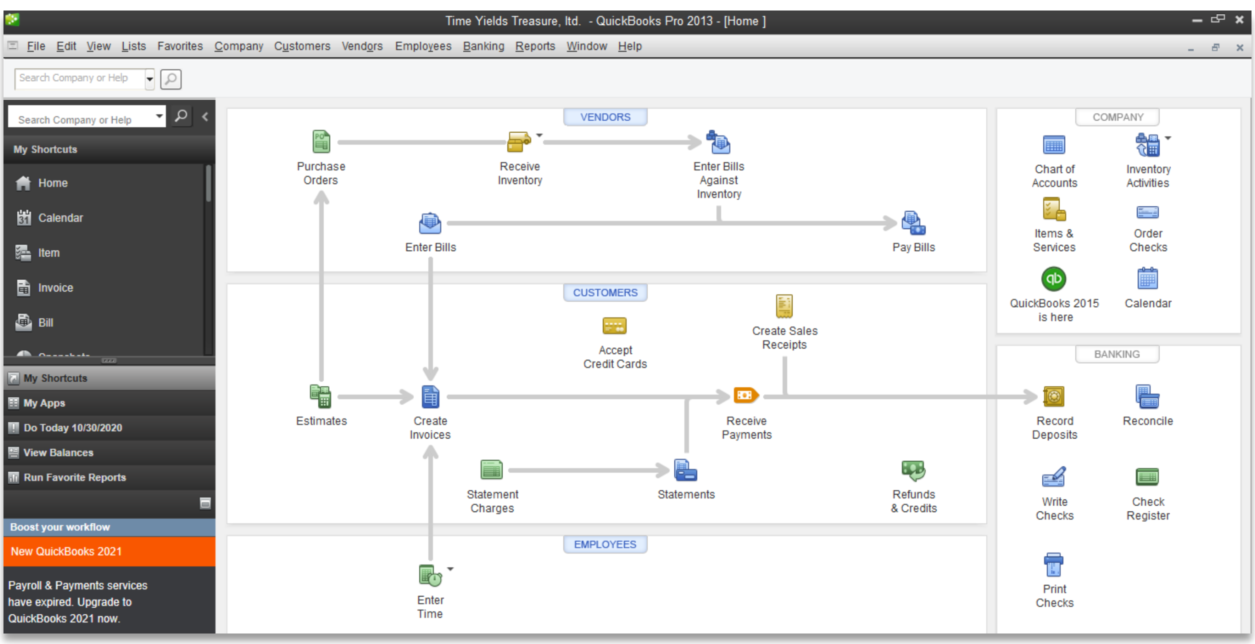
This organization uses Intuit, QuickBooks® (QB) for all bookkeeping and accounting needs. This manual will refer to Quickbooks® as QB throughout the rest of this document. Accounting clerks will need to use QB to input purchase orders, receipts, invoices, and record banking transactions such as deposits and payments. It will be used by accounting and finance and only after training on the system is completed which includes reading and signing off on this manual. All other departments will need to work with an accounting representative to access QB. All other access is unauthorized and strictly forbidden.

Introduction to Quickbooks®

QuickBooks® (QB) Has a desktop start page which consists of the following elements:

- Black left side menu (customizable) for shortcut navigation.
- Grey toolbar at the top for reporting, entry of master file data (such as Vendor and Customer files) and other company specific data
- Functional sections for Vendor, Customer, Employee, Banking and Company
- Icons within each section to navigate the functionality

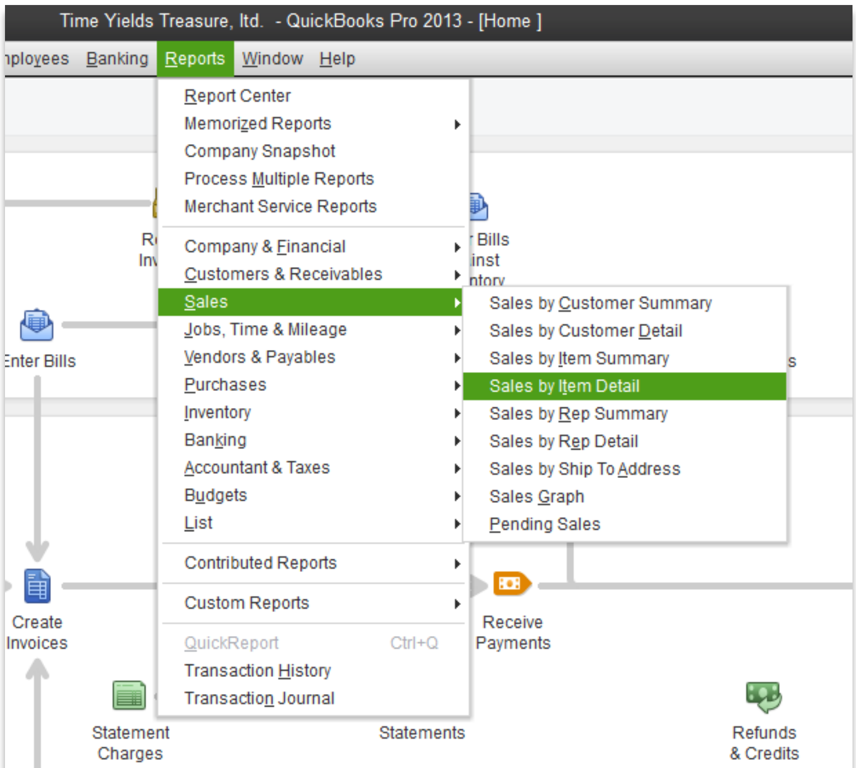


Quickbooks desktop: Most functions can be access using the icons shown here.

NOTE: Most of the day-to-day workflow will be completed using the functional section icons from the desktop. The black navigation menu on the left can be customized to your specific job function if desired but it will not be introduced here as part of your daily workflow. How to customize this menu is provided in Appendix A of this document if desired.

Navigating the Desktop

Clicking on each heading on the grey toolbar will cause a drop-down menu to be displayed. Additional options will be accessible by clicking on the individual items in the menu. This will display even more detailed options in a tree-like structure as you navigate through the menu options.

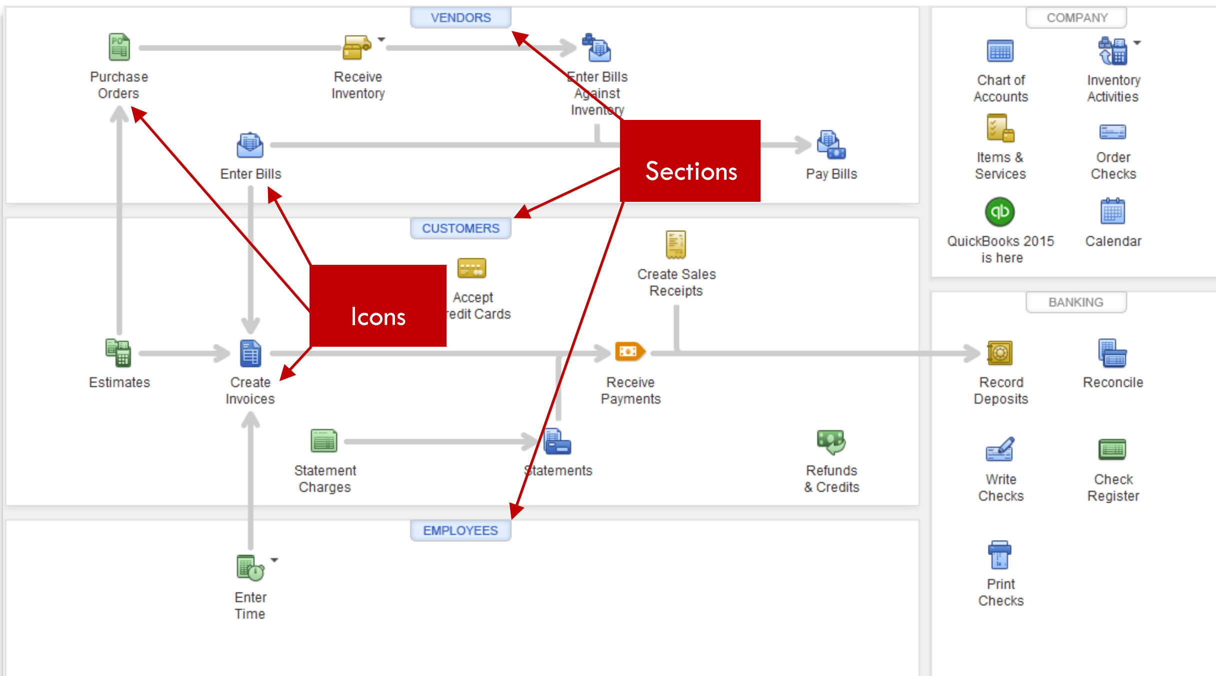


Drop down menus can be used to access functions not typically needed in day-to-day operations.

Try It: 1. Click on the [Reports] heading on the grey toolbar at the top. 2. Slide the cursor down with your mouse to the [Sales] item in the menu. 3. Slide your cursor over to the right to [Sales by Item Detail] item in the menu to the right. *This is how you navigate the desktop menus.

Functional Sections

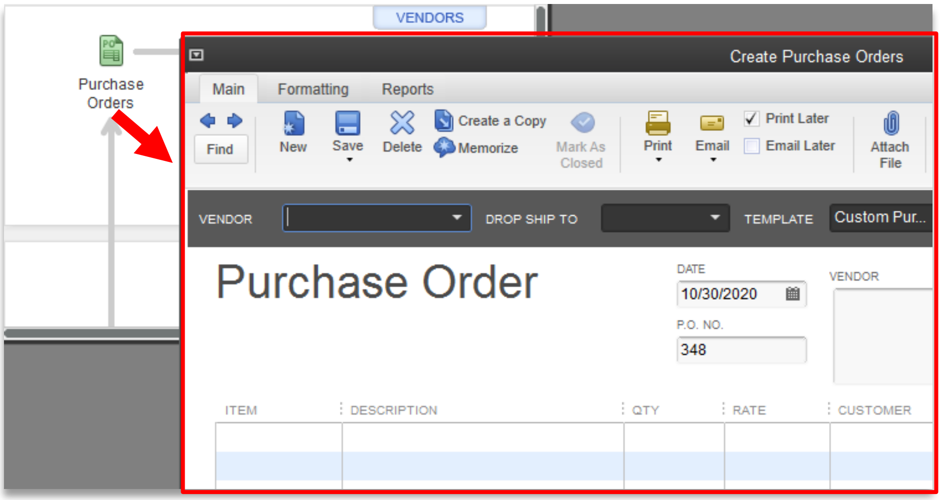
Most of the day-to-day workflow will be completed using the functional section icons from the desktop. Accessing each function can be accomplished by clicking on each icon 1X. This will access each module and open a screen or set of screens for data entry.



The QB desktop is used for navigation to each module according to the requirements of your job duties.

- Sections are labeled according to role, such as EMPLOYEES, VENDORS or CUSTOMERS.
- Icons are labeled according to their function, such as Purchase Orders, Enter Bills or Create Invoices.

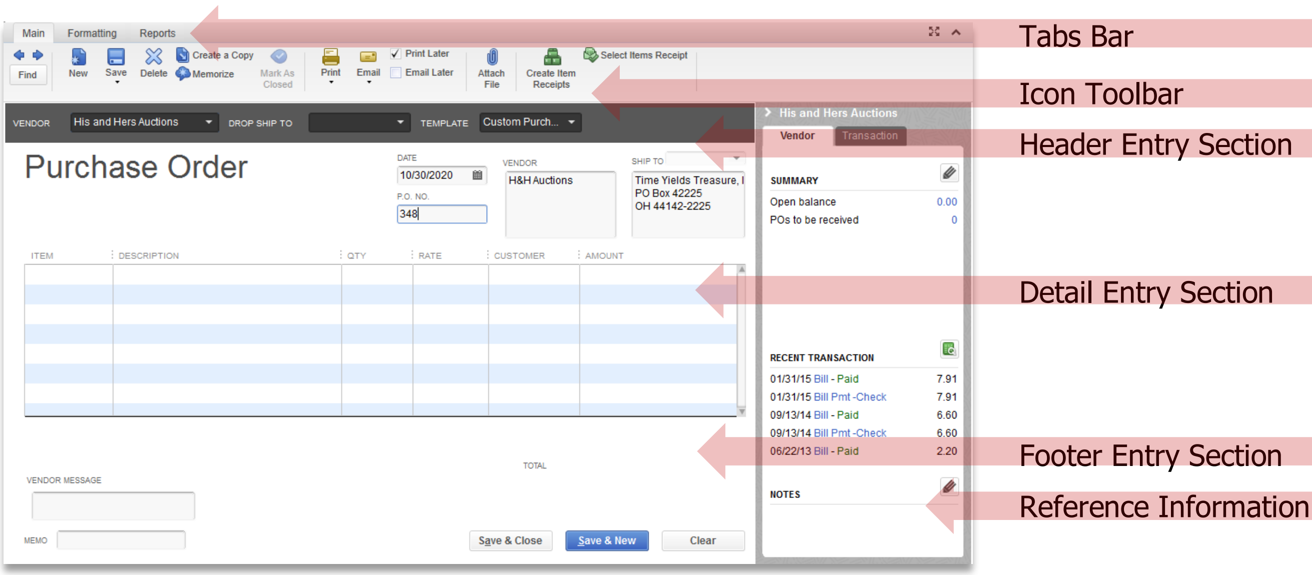
Clicking on each module icon once will access each module and open a screen or set of screens for data entry.



Try It: 1. Click on the Purchase Order icon from the desktop in the VENDOR section. You need to only click it once. *This is how you open a module in the QB application.

Data Entry Screens

Each data entry screen is unique to its function but there are some commonalities to each. Below is the Purchase Order entry screen. Let's take a look at some common features.



Tabs Bar – labeled [Main], [Formatting] and [Reports] which allows for additional shortcut and navigation options.

Icon Toolbar – Contains icons for functions within the module such as saving or deleting.

Header Entry Section – for entering data about the vendor, customer, or employee.

Detail Entry Section – for entering the data about the related transaction.

Footer Entry Section – for entering summary data for the customer, vendor or employee.

Reference Information window – includes a tab for vendor, customer or employee summary information and recent transactions. NOTE: Transaction tab is not used by this organization.

NOTE: Data entered may include:

- Drop down entry areas
- Free text areas
- Some data will be populated automatically as data entry is completed.

Purchase Orders

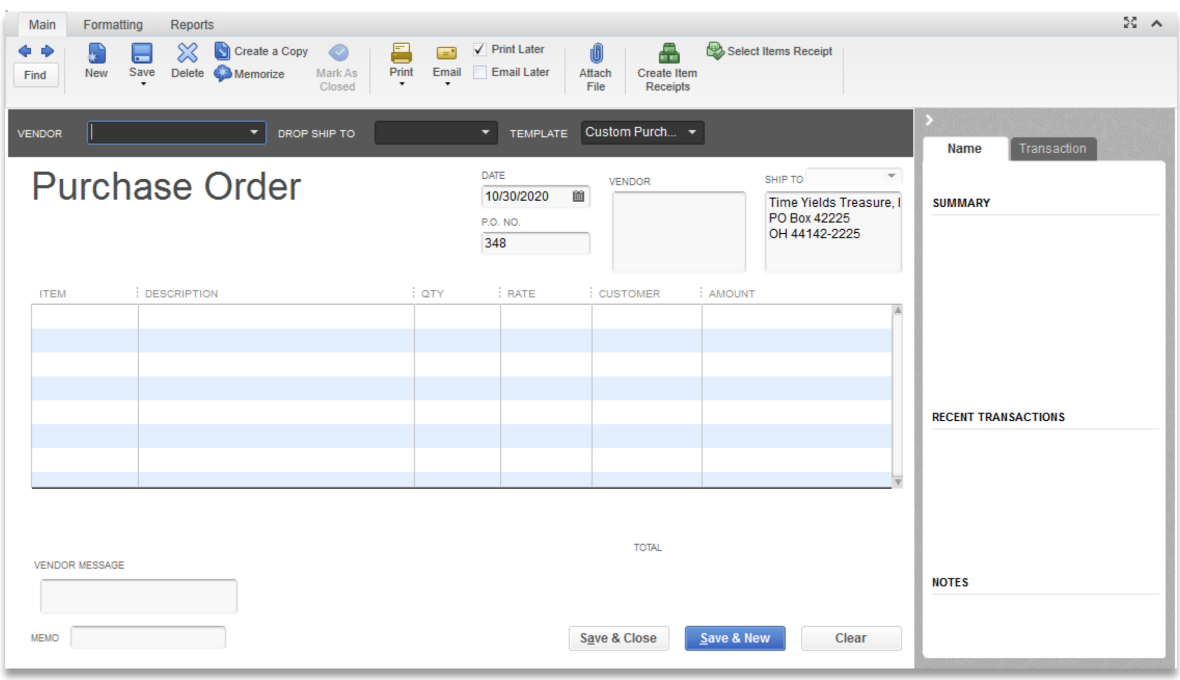
If you are responsible for entering Purchase Orders on behalf of this organization, you will need to use the QB Purchase Orders module. Purchase orders will go to a non-posting account called "Purchase Orders Account" that does not affect the balance sheet or income statement. Purchase Orders will require the following:

- Purchase orders are for entering inventory items only. Other purchased items such as services or expenses will be entered in the Enter Bills module unless they are part of an estimate.
- Copy of the approved purchase order form **– OR –**
- Electronic version of an estimate initiated by Sales staff (See Estimates section)
- Authorization number assigned by the Accounting Supervisor, unless you are preauthorized to make the purchase according to your role and company policy.
- See the *General Operations Manual* or your Supervisor for any questions regarding purchasing.

Entering a PO

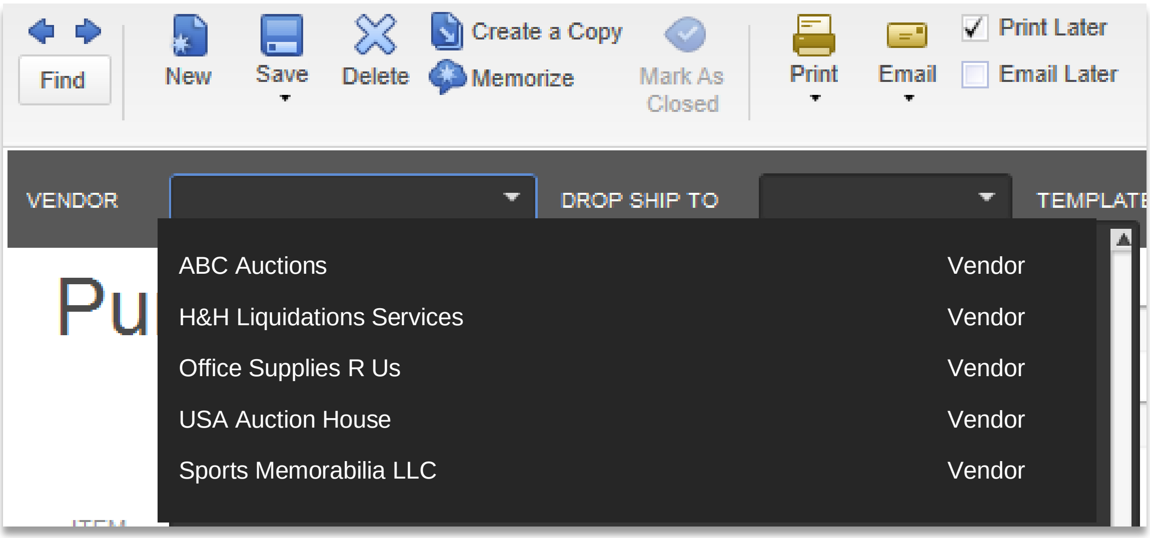
Use the following steps to enter a purchase order.

1. From the QB desktop, click the Purchase Orders Icon to open the entry screen.



2. Choose a VENDOR from the drop-down list.

- You can start typing the vendor name to shorten up the list with the first few characters.

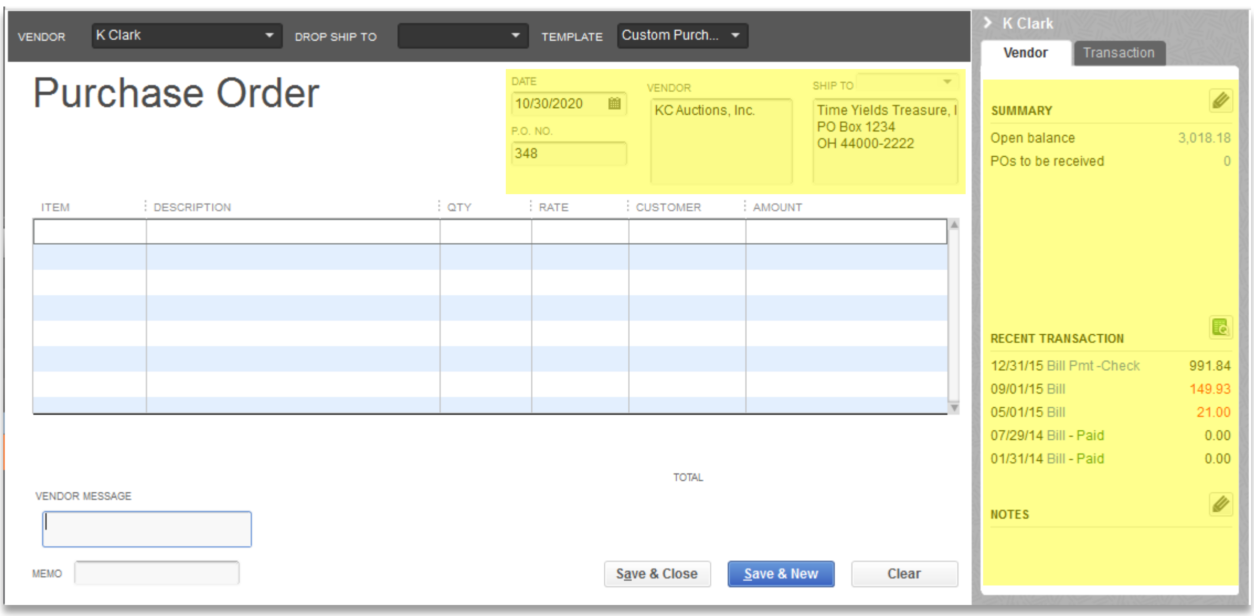


- If the vendor does not exist, continue to enter the full name of the vendor and press the **[Tab]** key.
  - A box will appear stating the vendor does not exist.
  - Choose **[Quick Add]**.

NOTE: New vendors will need to be approved. Continue to enter the Purchase Order for the new vendor and be sure to notify your supervisor. Do not pay the vendor until the appropriate approval is obtained. For more details, See the *General Operations Manual*.

Notice once the vendor is entered several entry fields **auto-populate**, or fill in automatically. This is, in part, because there is a vendor set up in the vendor files. These vendor files are maintained through the gray toolbar at the top. They include things like addresses and terms of payment. This is part of the Vendor Approval Process.

Date, PO No, and Ship To also auto-populate. Please be aware that the data in these fields can be modified even though they have been populated.



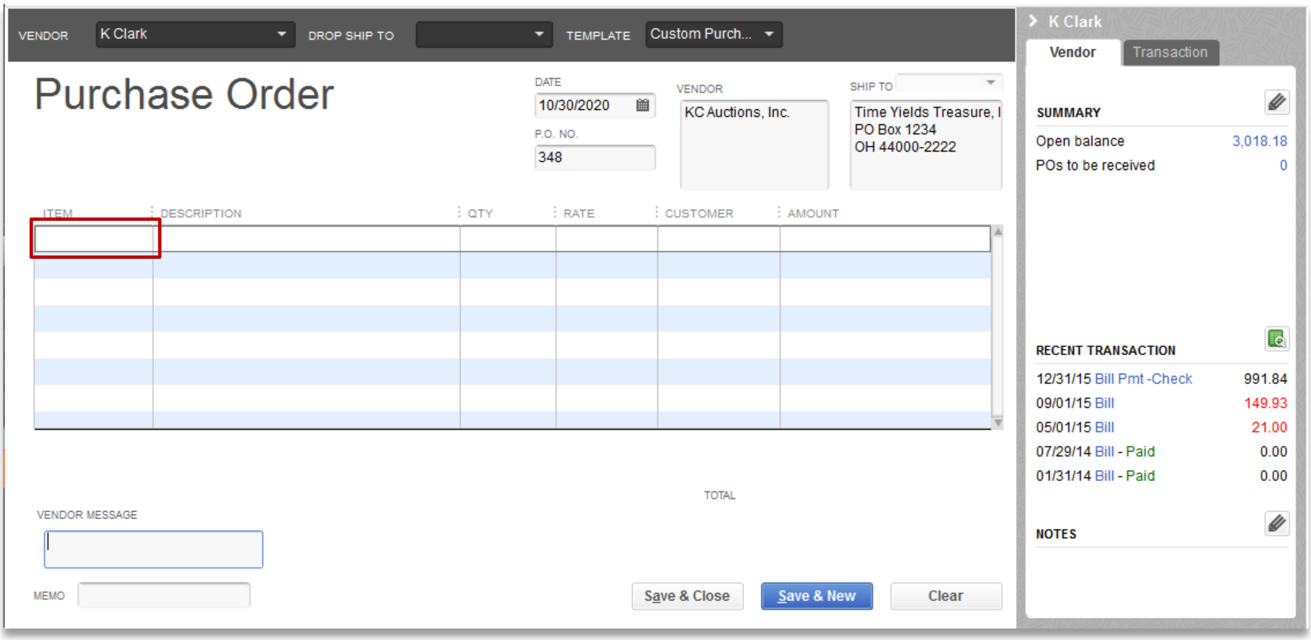
Auto-populated fields are shown highlighted above.

Also notice there is vendor summary information populated on the right in the **Reference Information Section**. Use this information for decision making according to company policy. For instance, recall there is a limit on how much we can owe certain types of vendors. This is where you would find that kind of information. There are other places to find these details. However, be aware that it is shown here for your reference. Speak with your supervisor or see the *General Operations Manual* for more details.

Purchase Order Detail

Lets' start entering the detail items of this Purchase Order.

Purchase Order detail is driven by **Item Code**. Each item code will point the purchase to the appropriate account, which means that choosing the appropriate item is especially important.



3. Choose an **ITEM** from the drop-down list at the first line in the list in the **Details Section**.

- This organization uses a numbering system for inventory items.
- Items can be searched using the drop-down menu in this field.

Items can be added on demand, but care should be take to ensure that it is not already there. You will also need to code the new item to the correct account. For more information, see the Item Coding Section of this manual.