AutoPilotOffice: Office In A Box

(Procedure & Policy Manuals)

"How To Go From Working 12 Hr Days To 4 Hr Days in 7 Days Or Less…Guaranteed"

Now, you too can have access to these simple <u>business systems</u> and get results fast.

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ACCOUNTING & RECORDKEEPING

Distribute Mail

1. Get the mail from the mailbox. Distribute it to the appropriate Manager. As the Admin becomes familiar with the mail more action can be taken. The Manger will train on this as it occurs.

2. When in doubt about how to distribute the mail, place it in the Marketing Manager's inbox.

3. Mail should not be opened unless instructed by a Manager.

Track Petty Cash

1. Go to the ATM and withdraw cash. Place cash in Petty Cash envelope.

2. As you use the cash, write "Petty Cash" on back of receipt and place receipts back in same envelope.

3. Bookkeeper will enter all transactions and reconcile this account.

4. There is no need to create the ledger sheet. Bookkeeper will use the receipts.

Document Expense Reimbursements

1. These should be put in the accordion for the month in which they occurred.
2. Bookkeeper will need to make a special entry in QuickBooks for these transactions.

File and Maintain Daily Receipts

1. Print receipts from purchases online and place them in Admin's Inbox. There should be two (2) manila folders used to hold bills from vendors and one matching small white envelope to hold any small loose receipts from various purchase.

   A. One manila for the each bank account
   B. One small white envelope to hold any small receipts for this account associated with that bank account
   C. One manila for each credit card statement
   D. One small white envelop to hold any small receipts for this credit card account

2. Receipts from regular day-to-day purchases are placed in the Admin's Inbox.

3. All of these items should be filed on in Paper Tiger in the appropriate month for that specific bank account and that specific month. The blue plastic accordion should be titled Record Keeping (keywords include bookkeeper, receipts, statements, invoices, bills, deposits, ATM receipts, teller receipts, bookkeeper pack).

4. Each company should have its own accordion.

Recordkeeping

1. Refunds and Exchanges
2. Refunds: 3 Types
3. Money (cash, credit card, debit card)
4. All refunds will process in a timely manner.
5. Cash Refunds
6. Fill out Refunds / Exchange form completely
7. Return merchandise
8. Provide receipts of the transaction to Office Manager

Credit Card/ Debit Card

1. Fill out Refunds / Exchange form completely
2. Return merchandise
3. Provide receipts of the transaction to Office Manager
4. Schedule follow up to verify the statements support the transaction at months end.
5. Schedule follow up for items that **do not** show up on statement until the issue can be closed.

Enter Deposits

1. In QuickBooks
2. Deposits will be made on an As Required Basis, usually everyday.
3. Copy back and front of monetary instruments
4. Fill out bank deposit slip
5. Carry make the deposit at the bank
6. Return deposit slip to office
7. Attach the bank deposit slip to the check copies and file.

Pay Bills/Write Checks

1. Bills will be paid at the beginning of the month unless otherwise specified.
2. Open QuickBooks
3. Close the Learning screen and QuickBooks will be the screen behind it.
4. Under the Navigator Menu
5. Select Vendor

6. On the map to the right, select Pay Bills or Write Checks depending on what you need to do at the time label

7. Fill in the check with information

8. Memo Section: Enter Account number in this field

9. Tab down to the stub

10. Fill in as many of the fields as possible

11. Be sure to enter the **Class.**

Enter Bills

1. Bills will be entered as often as needed. Unless otherwise specified.

2. Open QuickBooks

3. Close the Learning screen and QuickBooks will be the screen behind it.

4. Under the Navigator Menu On the map to the right, select Enter Bills label

5. Select Vendor Fill in the check with information Fill in the check with information

6. Memo Section: Enter Account number in this field Tab down to the stub

7. Memo Section - Enter Account number in this field

8. Tab down to the stub and fill in as many of the fields as possible

9. Be sure to enter the **Class.**

Preparing for CPA and Bookkeeper Monthly Visit

1. This should be done on the last day of the month in preparation for the bookkeeper's visit the first week of the following month.

2. Ensure all statements, receipts, etc… are filed weekly into the appropriate folders from the record keeping basket to avoid having to do a mass filing at the end of the month. **Note:** To help with the filing process, a list of credit/bank card numbers for each employee is in the Bookkeeping - Matrix 1 hanging file.

3. Bookkeeping files are FPM and Matrix. Each business has twelve (12) hanging folders {one for each month of the year} with two (2) nested manila folders inside. One (1) folder for credit transactions and one (1) folder for checking/cash transactions. SunTrust has twelve (12) folders manila folders inside its hanging file due to it not being a high volume business at this time.
   - Checking folder will contain bank statements for all accounts. Also in the file, is an envelope for small items such as receipts to keep them from getting lost.
   - Credit folder will contain bank statements for lines of credit, credit card statements, etc. Also in the file, is an envelope for small items such as receipts to keep them from getting lost.

File Papers: Filing System Tips

1. Read through all of the daily Paper Tiger Tips that are displayed when you first open the program. They have helpful information.

2. When filing, do not have more than one hanging file folder out at once.
   This will limit the chance of accidentally dropping an entire file(s) and scattered papers that would need to be re-filed.

3. The appearance of the files must remain neat. Therefore, always take papers out of the hanging folder and tap on the sides and bottom to straighten the papers.

4. Use 5-cut hanging file folders. There should be five (5) tabs spaced evenly apart so that you can look at all of the file numbers when you look into the cabinet.

5. The tab is placed on the interior backside of the folder NOT the front.

6. Any pouches or pockets in the file folders should appear on the inside of the hanging file folders.

7. Make sure numbers are in sequential order.

8. Each location needs to have five (5) empty folders at all times so that we can quickly insert new files.

9. If you are going to use nested manila folders, make sure you use a different cut size so that is does not block the file number on the outside folder.

10. Using a pencil, as papers are being filed, lightly mark the location number on the bottom left corner of the paper. Example, CODES: "R" - Reference Folder, "I" - Invoice, "AR"-Archive.

11. To avoid filing papers in the wrong folder, ALWAYS look in each folder to see if there are other similar papers with the same account number or account name. Statements should be in date order with the most recent at the top.

12. Lift the folder up, but do not take it completely out of the file, then insert the papers into the folder. After you have inserted the paper, drop the folder back in place.

13. If a file is too large, transfer materials to a box bottom folder and create nested folders to file "like" or "similar" information together.

Desk Trays

Deposits

This is for any money received in the mail or given to you that you would need to deposit at the bank. If for some reason you can not make the deposit on the same day, then put it in your permanent folder titled Deposits to Be Made then lock your drawers. Make the deposit the next business day.

Shred

Please shred all documents in this bin each day. In fact, shred all documents with any personal info and SSN's.

Recycle

Outgoing

For mail that needs to be mailed or faxes that need to be faxed.

Recordkeeping, Chart of Accounts & Tax Preparation

1. Documents that need to be filed in the Bookkeeper folders in date order with the most recent on the top. This will also include things like receipts from purchases, receipts that teller gives after you make deposits, ATM slips, money, transactions that need to be entered into QuickBooks or just filed. The bookkeeper will do most of the entry for now. All you would have to enter would be the Tenant rents or other money received…since you make the deposits.
2. Bank statements in front of file (Matrix bank statement, PayPal statement and Advanta statement). Use the closing date as the date for filing.

To File

Things that need to be re-filed in one of the supply towers, shelves or filing cabinet

In Box

Projects that you need to FAT (File, Act on or Toss), incoming mail that you need to open and process

Action Needed Folders

Admin uses these for projects according to Paper Tiger.

Permanent Folders

File Index

Please print the browser for "Office Action" and put it in this folder. I also put a manila folder in here with your time sheet, blank ones and your mileage. Each Friday, please complete the time sheet; calculate your hours and mileage. On Thursdays when the bills are paid, you can write a check to yourself for the mileage.

Pay

As bills come in the mail and you open them, just drop them in this folder. Thursday is the day you will actually write out checks for one of the managers to sign.

Deposits to be Made

If for some reason, you were not able to go to the bank, then each day before you leave, just place the items in this folder out of plain site and lock your drawers. Make the deposit the next business day. If it is a personal check from someone, then tell one of the managers right away. We will RUN this to the bank ourselves (smile).

Discuss

Data Entry

Permanent Folders in USE

Pay	List of bills to pay, Chart of Accounts
Calendar Entry	Not is use at this time (2-1-06)
Call	Not is use at this time (2-1-06)
Calls Expected	Not is use at this time (2-1-06)
Data Entry	Holds contact information that should be entered or updated in ACT
Discuss	Holds items that you were not able to resolve without more assistance
Errands	Not is use at this time (2-1-06)
Write	Not is use at this time (2-1-06)
Read	Not is use at this time (2-1-06)
Deposit To Be Made	Holds deposits that need to be done on the next business day

Set Up Your Filing System

4 Drawer File Cabinet: Black

- Drawer 1 - Reference
- Drawer 2 – Reference
- Drawer 3 - ½ will hold Reference
- Drawer 3 - ½ of this will hold Files
- Drawer 4 Holds Bookkeeping record, company checks

Archive Closed Transactions

Purpose: To remove inactive files from circulation.

Track Mileage & Expenses

1. Log Miles on all cars on the first day of the year.

2. On the last day of the year, log the mileage.

3. Calculate the difference and submit this to the CPA.

Make Bank Deposits

1. Prepare items before leaving for lunch.
2. These should be deposited after lunch time.

Make Trip to Post Office

1. Prepare items before leaving for lunch.
3. These should be deposited after lunch time.

Refunds and Exchanges

Three Types of Refunds

1. Money (cash, credit card, debit card).

2. All refunds will process in a timely manner.

Cash Refunds

1. Fill out Refunds / Exchange form completely

2. Return merchandise

3. Provide receipts of the transaction to Admin and note in which specific account the money should be deposited.

Credit Card/ Debit Card

1. Fill out Refunds / Exchange form completely.

2. Return merchandise

3. Provide receipts of the transaction to Admin and note in which specific account the money should be deposited.

4. In ACT, schedule a follow up task to verify the statements support the transaction at months end.

5. In ACT, schedule a follow up task for items that do not show up on statement until the issue can be closed.

6. Review the credit card for the credit or look for the check in the mail.

Complete and Mail Rebates

1. Complete rebate documentation and mail.

2. In ACT, schedule the approximate arrival date for the rebate/refund check.