

QB Procedures:	Client	Consultant	Version:	Date
DTS Encoding	Triple A Dexter Trucking Services	SPCG, INC.	16.001	March 20, 2016

## Sales Orders

To do this tasks:

1. Go to **Customers** menu and click **Sales Orders**.

2.Fill in the following data: (Manually)

<b>Customer:Job</b>	Name of customer
<b>Class</b>	Plate No. / GTS No.
<b>Date</b>	Date of DTS Form
<b>DTS:</b>	DTS No.
<b>Item</b>	Service Rendered
<b>Class</b>	Plate No. / GTS No
<b>Shipment No.</b>	Shipment Number
<b>Origin:</b>	Origin of the Truck
<b>Destination:</b>	Destination of the Truck
<b>Driver:</b>	Truck Driver
<b>Helper</b>	Name of the Helper
<b>Amount</b>	Price of the Service

3. Fill in the Following Date based on the suppliers Billing:

**Gas Slip #:**  
**Charge Invoice #:**  
**Price/Liters:**  
**Amount:**  
**Sales Invoice:**  
**PCV:**

4. Click **Save & Close** button to close window.

QB Procedures:	Client	Consultant	Version:	Date
Charge Invoice - Collection	Triple A Dexter Trucking Services	SPCG, INC.	16.001	March 20, 2016

## CREATE CHARGE INVOICE

To do this tasks:

1. Go to **Customers** menu and click **Create Invoices**.
2. Type Customer's Name.
3. **Available Sales Orders** will appear
4. **Check [ / ]** All transactions and click **OK**.
5. **Create Invoice Based On Sales Order/s** will pop up.
6. Choose **Create invoice for all of the Sales Order(s)** and click **OK**.
7. Select Transactions based on the **Shipment Number**.

**NOTE: Type Zero (0) in To Invoiced Columns** if NOT applicable to the Transaction.  
**Type One (1) in To Invoiced Columns** if applicable to the Transaction. .

8. Click **Save and Close**

## RECEIVE PAYMENTS

To do this tasks:

1. Go to **Customers** menu and click **Receive Payments**.
2. Fill in the following data:

A/R Account	Scroll down and Select A/R Account
Receive From	Name of customer
Date	Date of the Payment
Amount	Amount received
Reference	Reference/Check Number
Payment method	Cash/Check
Memo	Memorandon/Explanation
Reference/Check #	OR# or CR #
3. Click **Save & Close** button to close window.

QB Procedures:		Client	Consultant	Version:	Date
Statement of Account		Triple A Dexter Trucking Services	SPCG, INC.	16.001	March 20, 2016
<div><div><div><div>SOA GENERATION</div><div>To do this tasks:</div><div><div><div>1. Go to the <b>Customers</b> menu and click <b>Create Statements</b>.</div><div>2. <b>Select Statement Options</b><div><div>Statement Date</div><div>Statement Period From/To</div><div>All open transaction as of</div></div><div><div>the date of the statement</div><div>period covered to be included in the report</div><div>all transactions up to the statement date</div></div></div><div><div>3. <b>Select Customer</b><div><div>All Customers</div><div>Multiple Customers</div><div>One customer</div></div><div><div>all existing customers</div><div>two or more customers</div><div>single customer only</div></div></div><div><div>Preferred Send Method</div><div>E-mail, Mail of For Delivery</div></div><div><div>4. <b>Select Additional Options</b><div><div>Show invoice item details on statements</div><div>Print statements by billing address zip code</div><div>Print due date on transaction</div><div>Do not create statements:<div><div>with a zero balance</div><div>with a balance less than</div><div>with no account activity</div></div></div><div><div>to show details</div><div>print statements of customer with the same address</div><div>to show due dates</div><div>no outstanding balance</div><div>set minimum amount</div><div>no transactions</div></div></div></div><div>5. Click <b>Assess Finance Charges</b> &amp; select <b>Yes</b>.</div></div></div><div><div>6. Indicate the following<div><div>Annual Interest Rate</div><div>Minimum Finance Charge</div><div>Grace Period</div><div>Finance Charge Account</div></div><div><div>interest rate per year</div><div>min. amount of penalty</div><div># of days allowed after the due date to delay payment</div><div>finance charge account title</div></div></div><div>7. Click <b>OK</b>.</div><div>8. Click <b>Print</b> to print statements or <b>E-mail</b> to e-mail the statements.</div><div>9. Click <b>Close</b> to close window.</div></div></div></div></div></div></div>					

QB Procedures:	Client	Consultant	Version:	Date
Cash/Check Voucher	Triple A Dexter Trucking Services	SPCG, INC.	16.001	March 20, 2016

## NOTE: Direct Payments...

### WRITE CHECKS

#### Expenses

To do this tasks:

1. Go to the **Banking** menu and click **Write Checks**.
2. Click the **Bank Account** drop-down arrow and select your checking account.  
(Example: **Revolving Fund - Bank**)
3. Click the **Pay to the Order of** drop-down arrow and select the payee.
4. Enter the amount of the check in the **Pesos (P)** field.

**NOTE:** If you leave this field blank, the amounts you enter in the detailed area of the check will automatically be totaled and displayed here.

5. Type **No.** Based on the Check Number #.  
**Note: Cash Voucher number must be encoded in the Memo**
6. Choose **Date** based on the Transaction date.
7. Type the **Account** name of the Transaction under the Expenses.  
(Example: Trip Allowances – Expenses)
8. Enter the **Amount** of the Petty Cash Voucher in the Amount
9. Type the Driver's name in the **Customer:Job** to determine the Driver/s of the said transaction/s.
10. Make sure to uncheck the **Billable** column.
11. Type **Class** of the Transaction based in the DTS and Plate #.
12. Click **Save & Close** button to close window.

## INVENTORIES without Requisition Slip...

### WRITE CHECKS

#### Items

To do this tasks:

1. Go to the Banking menu and click Write Checks.
2. Click the Items on the middle right side of **EXPENSES TAB**.
3. Click the **Pay to the Order of** drop-down arrow and select the payee.
4. Enter the amount of the check in the **Pesos (P)** field.

**NOTE:** If you leave this field blank, the amounts you enter in the detail area of the check will automatically be totaled and displayed here.

5. Type **No.** Based on the Petty Cash Voucher/Cash Voucher #.
6. Chose **Date** based on the Transaction date.
7. Fill up the following data:

Item	Item/s that are purchased
Qty	Quantity to be Purchased
Cost	Cost / Price of the Item purchased
Site	Inventory Site of the Item
Class	Department/Division
5. Click Save & Close button to close window.

**NOTE:** QB Encoder must ensure that the Encoding of Check/Cash Voucher have exact Information for future references and it must be encoded right after the approving of Check/Cash Voucher.

(P 3000 below – Petty Cash Voucher)  
(P 3001 above – Check/Cash Voucher)

QB Procedures:	Client	Consultant	Version:	Date
<b>Gas Slip - Purchasing</b>	Triple A Dexter Trucking Services	SPCG, INC.	16.001	March 20, 2016

## Gas Slip Preparation

To do this tasks:

- Go to **Vendors** menu and click **Create Purchase Orders**.
- Fill up the following data:

Templae	Choose a template and select <b>Purchase Order for Fuel</b> on the upper right corner
Vendor	Name of the Gasoline Station/Vendor
Class	GTS and Plate #:
Date	Date of The Transaction/Gas Slip
PO #	Gas Slip #.
Item	Name of the Item

(If Item/s are in used – Non Inventory Parts)  
(If Item/s are not used – Inventory Parts)

Qty	Quantity to be Purchase
Rate	Price per U/M of the Item
Class	GTS and Plate #:
- Click **Save & Close** button to close window

## Gas Slip Receiving of Charge Invoice

To do this tasks:

- Go to **Home**.
- Click **Receive Inventory** drop-down arrow and select **Receive Inventory with Bill** or **Receive Inventory without Bill**.

(NOTE: With Bill or Without Bill are based on the delivery if there are Invoice or Delivery Receipt.)
- Click the **Vendor** drop-down arrow and click the vendor from whom you received the items.

If there are open purchase orders for this vendor, QuickBooks asks if you want to receive against them.
- Click **Yes** in the **Open PO's Exist** window.
- In the **Open Purchase Orders** window, select relevant purchase order that contains items you're receiving, and then click **OK**.
- In the **Enter Bill / Create Item Receipts** window, make any necessary changes to the line items, change the quantity or cost as per actual delivery.

Note: (1) **Enter Bill** window if you select **Receive Inventory with Bill**  
(2) **Create Item Receipts** window if you select **Receive Inventory without Bill**
- Click **Save & Close** to close the window.

**NOTE: Purchase Orders must be encoded right after the approving of Purchase Requisition Slip/Gas Slip.**

QB Procedures:	Client	Consultant	Version:	Date
Purchasing – Item/Inventory	Triple A Dexter Trucking Services	SPCG, INC.	16.001	March 20, 2016

## PO PREPARATION – Inventory/Non inventory Parts (with Requisition Slip)

To do this tasks:

- Go to **Vendors** menu and click **Create Purchase Orders**.
- Fill up the following data:

Vendor	Name of the Supplier
Class	Division/Department
Date	Date of P.O
PO #	QB will automatically generate the #
PR #	Purchase Requisition #
Item	Name of the Item
Qty	Quantity to be Purchase
Class	Division/Department
Rate	Price per unit of the Item
- Click **Save & Close** button to close window

## Inventory/Non inventory Parts Receiving

To do this tasks:

- Go to **Home**.
- Click **Receive Inventory** drop-down arrow and select **Receive Inventory with Bill** or **Receive Inventory without Bill**.  
  

**(NOTE: With Bill or Without Bill are based on the delivery if there are Invoice or Delivery Receipt.)**
- Click the **Vendor** drop-down arrow and click the vendor from whom you received the items.  
  

If there are open purchase orders for this vendor, QuickBooks asks if you want to receive against them.
- Click **Yes** in the **Open PO's Exist** window.
- In the **Open Purchase Orders** window, select relevant purchase order that contains items you're receiving, and then click **OK**.
- In the **Enter Bill / Create Item Receipts** window, make any necessary changes to the line items, change the quantity or cost as per actual delivery.  
  

**Note: (1) Enter Bill window if you select Receive Inventory with Bill  
(2) Create Item Receipts window if you select Receive Inventory without Bill**
- Click **Save & Close** to close the window.

**NOTE: Purchase Orders must be encoded right after the approving of Purchase Requisition Slip/Gas Slip.**

QB Procedures:	Client	Consultant	Version:	Date
Adding of List	Triple A Dexter Trucking Services	SPCG, INC.	16.001	March 20, 2016

## CLASS

To do this tasks:

1. Go to LIST menu.
2. Click CLASS list
3. Click the CLASS button on the lower left of the system.
4. Click NEW.
5. Type the Following details:
 

Class Name	Name of the Class/Department (example: DTS No.)
[/] Check Subclass of	Scroll down the subclass and choose a subclass if any.

**NOTE: (If Class Error/Correction)**

1. Go to List
2. Click Class List
3. Right Click the Class
4. Click Edit and Change the Class to its correct account
5. Click OK.

## ITEMS

To do this tasks:

1. Go to **LIST** menu.
2. Click **Item List** list
3. Click the **Item** on the lower left in the system.
4. Click **NEW**.
5. Type the Following details:
 

<b>Type</b>	Type of Item if service, Inventory or Non Inventory <b>(NOTE: Read the explanation on the right side)</b>
<b>Item Name</b>	Name of the Class/Department
<b>[/] Check Subitem of</b>	Scroll down the subitem and choose a subitem if any.
<b>U/M</b>	Unit or Measure of the Item
<b>Rate</b>	Price Rate
<b>Account</b>	Scroll down the account and choose Sales - Income

**NOTE: (If Item/s Error/Correction)**

1. Go to List
2. Click Item List
3. Right Click the Item/s
4. Click Edit and Change the Item/s to its correct account
5. Click OK.



QB Procedures:	Client Triple A Dexter Trucking Services	Consultant SPCG, INC.	Version: 16.001	Date March 20, 2016
<div>Additional User Access</div> <div><h2>USER</h2><p>To do this tasks:</p><ol style="list-style-type: none"><li>1. Go to <b>Company menu</b>.</li><li>2. Click <b>USER</b> list</li><li>3. Click the <b>Set Up Users and Roles</b>.</li><li>4. Type the <b>Admin Password</b> and Click <b>OK</b></li><li>5. Click <b>New</b></li><li>6. Type New <b>User Name</b> and <b>Password (Optional)</b></li><li>7. Choose <b>Available Roles</b> of the Staff. (Example: Accounts Payable : If the Staff is In Charge of Accounts Payable)</li><li>8. Click <b>Add&gt;&gt;</b> and <b>OK</b></li></ol></div>				

Process Name:	Client	Consultant	Version:	Date
Purchase Acceptance - Guidelines	Triple A Dexter Trucking Services	SPCG, INC.	16.001	March 20, 2016
If...	Goods	If...	Services	
To do this tasks:		To do this tasks:		
1. Verify each item in the sDR against P.O.		1. Requestor or expert should inspect for completeness of the job done by the provider.		
2. Ask delivery-in-charge for all items in the delivery area.		2. Verify each item in the PSR against the P.O.		
3. Vouch each item against DR as to the following:		3. Vouch each item in the PSR against expected output as to the following:		
a. Item specification		a. Quality test		
b. Quantity		b. Completeness		
c. Condition		c. Specifications		
4. If discrepancy exist, indicate the discrepancy in the sDR and have it conformed by the delivery in-charge.		4. If discrepancy exist, indicate such in the PSR and have it conformed by the providers representative.		
NOTE: If no sDR, the AR shall replace the same.		NOTE: If no PSR, the AR shall replace the same.		
5. Upon acceptance, sign DR and secure the delivered items in the warehouse or storeroom.		5. Upon acceptance, secure the item and signature of requestor or expert on the PSR or AR.		

QB Procedures:	Client	Consultant	Version:	Date
<b>Payables</b>	Triple A Dexter Trucking Services	SPCG, INC.	16.001	March 20, 2016

## ENTER BILL – Payables

### Expenses...

To do this tasks:

1. Go to **Vendors** and click **Enter Bills**.
2. Fill up the following data:
 

Vendor	Name of the supplier
Class	Division/Department
Date	Date of the Bill
Ref #	Invoice/Bill #
Account	Account title of the expense (Example: Light Expenses)
Memo	Memorandum/Explanantion if any
Amount	Billing/Invoice AmOunt

**NOTE:** If you leave this field blank, the amounts you enter in the detailed area of the check will automatically be totaled and displayed here.
3. Type the **Account** name of the Transaction under the Expenses.  
(Example: Light and Water – Expenses)
4. Enter the **Amount** of the Check Voucher in the Amount
5. Type **Class** of the Transaction based in the DTS and Plate #.
6. Click **Save & Close** button to close window.

### PAY BILL

1. Go to **Vendors** menu and click **Pay Bill**.
2. Select the Bills that you want to pay.

Note: You can show bills either by  
             Due on or before      enter the due date  
             Show all bills         to show all bills

## ENTER BILL – Payables

### Items without Purchase Requisition...

To do this tasks:

1. Go to **Vendors** and click **Enter Bills**.
2. Click the **ITEMS TAB** on the middle right side of **EXPENSES TAB**.
3. Click the **Pay to the Order of** drop-down arrow and select the payee.
4. Enter the amount of the check in the **Pesos (P)** field.  
  

**NOTE:** If you leave this field blank, the amounts you enter in the detail area of the check will automatically be totaled and displayed here.
5. Type **No.** Based on the Charge Invoice/Bill #.
6. Choose **Date** based on the Transaction date.
7. Fill up the following data:
 

Item	Item/s that are purchased
Qty	Quantity to be Purchased
Cost	Cost / Price of the Item purchased
Site	Inventory Site of the Item
Class	Department/Division
5. Click **Save & Close** button to close window.

3. Set any **discount** or **credits** that you want to apply to the bill.
4. Click the **Payment Method** drop-down arrow and choose **Check &** select **Assign check number** .
5. Click the **Payment Account** drop-down arrow and choose the account from which you want to pay the bills.
6. Click the **Pay Selected Bills** button to record the bill payment.

QB Procedures:	Client	Consultant	Version:	Date
Bank Deposit	Triple A Dexter Trucking Services	SPCG, INC.	16.001	March 20, 2016

## RECORD DEPOSITS

To do this tasks:

1. Go to the **Banking** menu and click **Make Deposits**.
2. **Payments to Deposit** window will pop up.
3. Click the **View Payment Method Type** drop-down arrow and select **Cash and Check**.
4. Select Payments to Deposits and click **OK**.
5. To get cash back from the deposit indicate the
 

Cash back goes to	account where you want the money to go e.g. Petty Cash Fund
Cash back memo	purpose/usage of the money e.g. emergency purchases
Cash back amount	amount of cash
6. Click **Save & Close** button to close window.

QB Procedures:	Client	Consultant	Version:	Date
Bank Reconciliation	Triple A Dexter Trucking Services	SPCG, INC.	16.001	March 20, 2016
<p><b>BANK RECONCILIATION</b></p> <p>To do this tasks:</p> <ol style="list-style-type: none"> <li>1. Go to <b>Banking</b> menu and click <b>Reconcile</b>.</li> <li>2. Select an <b>Account</b> to reconcile, <b>Statement Date</b>, &amp; enter the <b>Ending Balance</b> from the bank account statement</li> <li>3. Enter any <b>Service Charge</b> or <b>Interest Earned</b>.</li> <li>4. Click <b>Continue</b>.</li> <li>5. Compare Bank Statement with QB &amp; select <b>Checks and Payments &amp; Deposits and Other Credits</b> you want to marked cleared</li> <li>6. Click <b>Reconcile Now</b>.</li> <li>7. In the <b>Select Reconciliation Report</b> window, select <b>Both</b> &amp; then click <b>Display</b>.</li> <li>8. Click <b>OK</b> at the message that QuickBooks displays.</li> <li>9. Examine the two reports and then close the report windows.</li> </ol>				

QB Procedures:	Client	Consultant	Version:	Date
<b>Inventory Transfer</b>	Triple A Dexter Trucking Services	SPCG, INC.	16.001	March 20, 2016

## STOCK TRANSFER

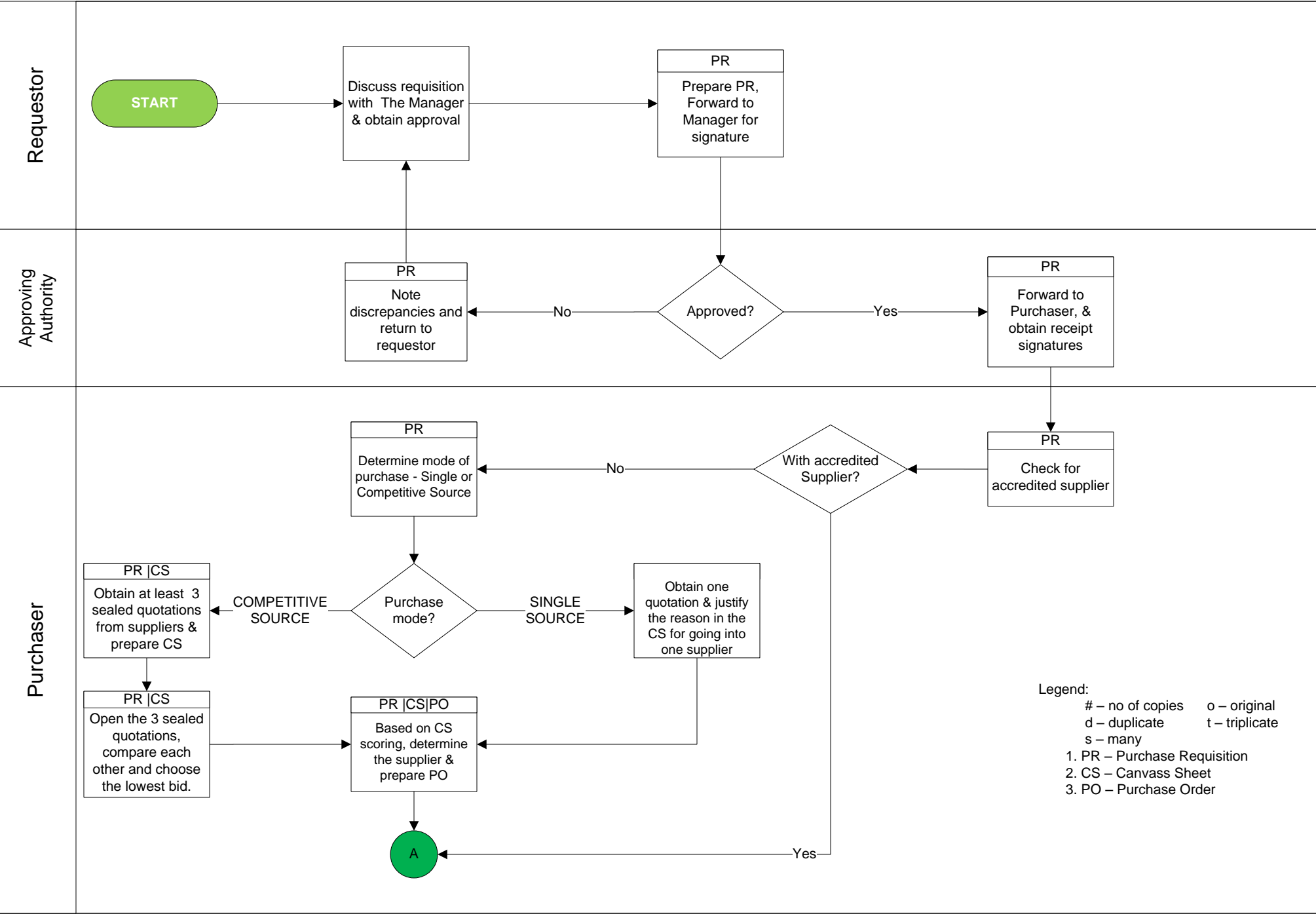
To do this tasks:

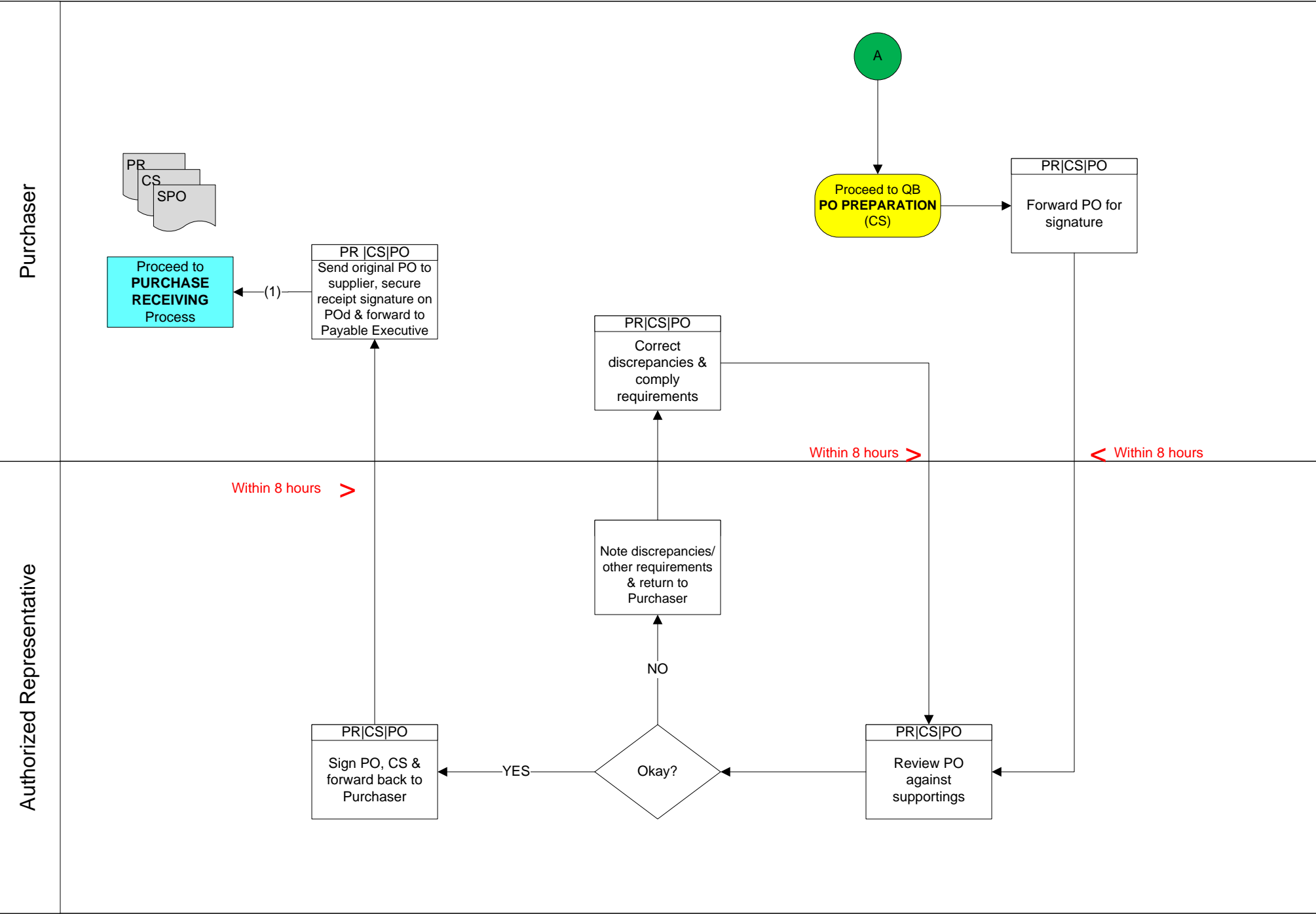
1. Go to **Vendors** menu and click **Inventory Activities**.
2. Click **Transfer Inventory** to open window form.
3. From the received Stock Transfer Form (STF), fill in the following data:

Date:	Should be the date of STF
Reference No.:	Should be the STF number prefixed with STF
Class:	Department/Division
Transfer From:	The site where it is to be taken from
Transfer To:	The site where it is going to move or transfer
Item:	Items to transfer
Quantity to Transfer:	Quantity to transfer
Memo:	Leave as blank for validation purposes

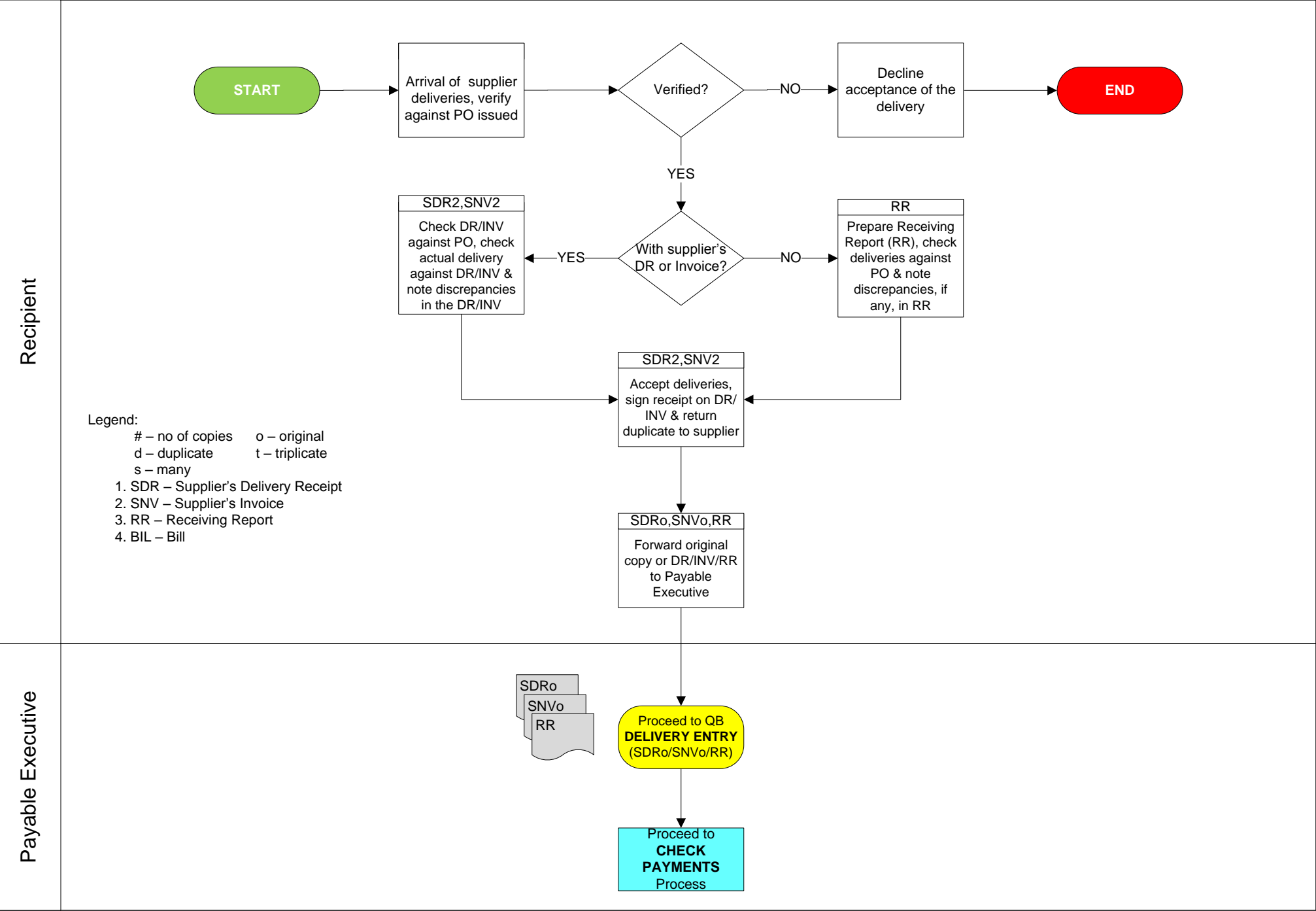
4. Click **Save & Close** to close the window.

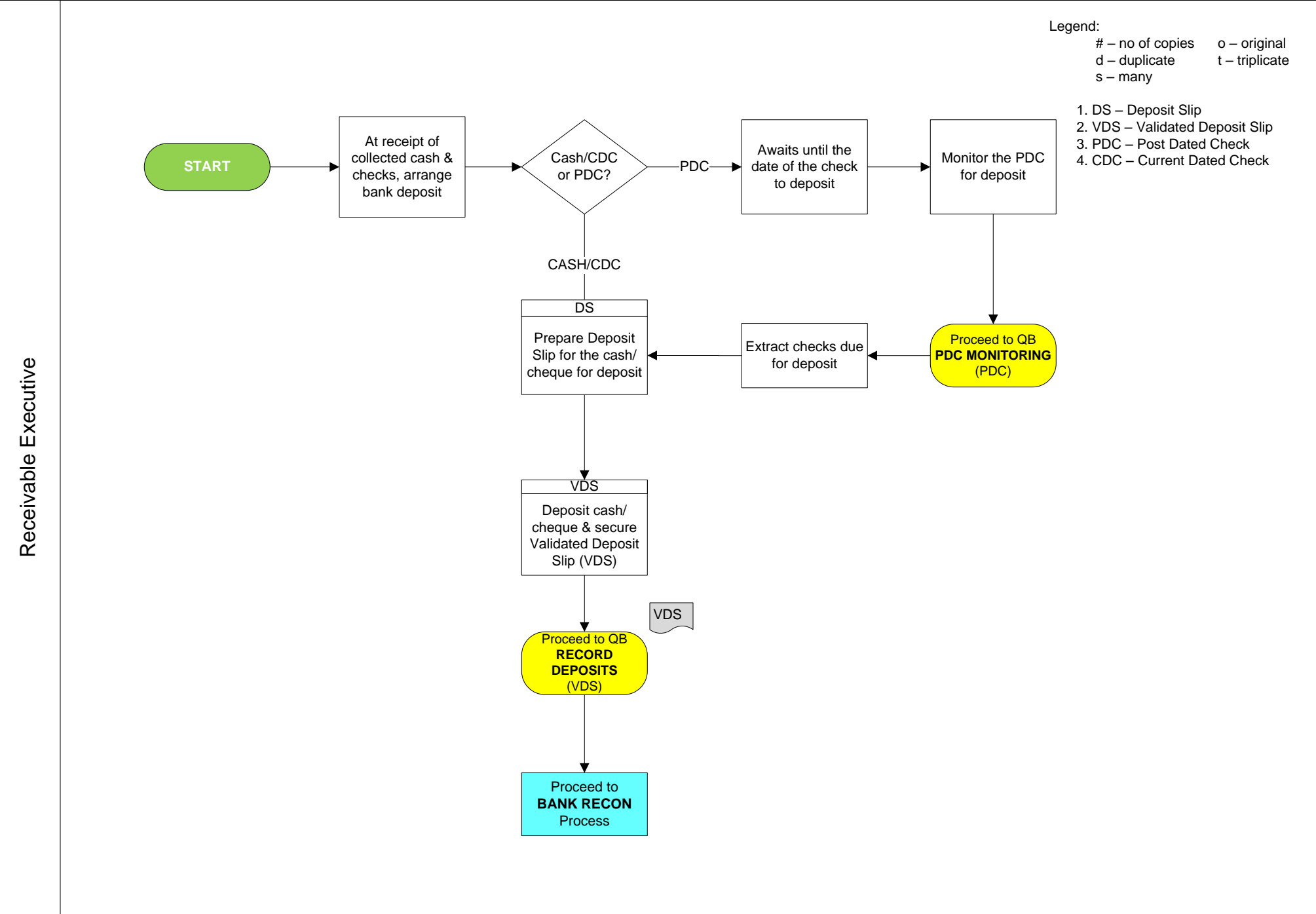
**NOTE:** Inventory Transfer must be done if there is Stock Transfer Form/Logbook.

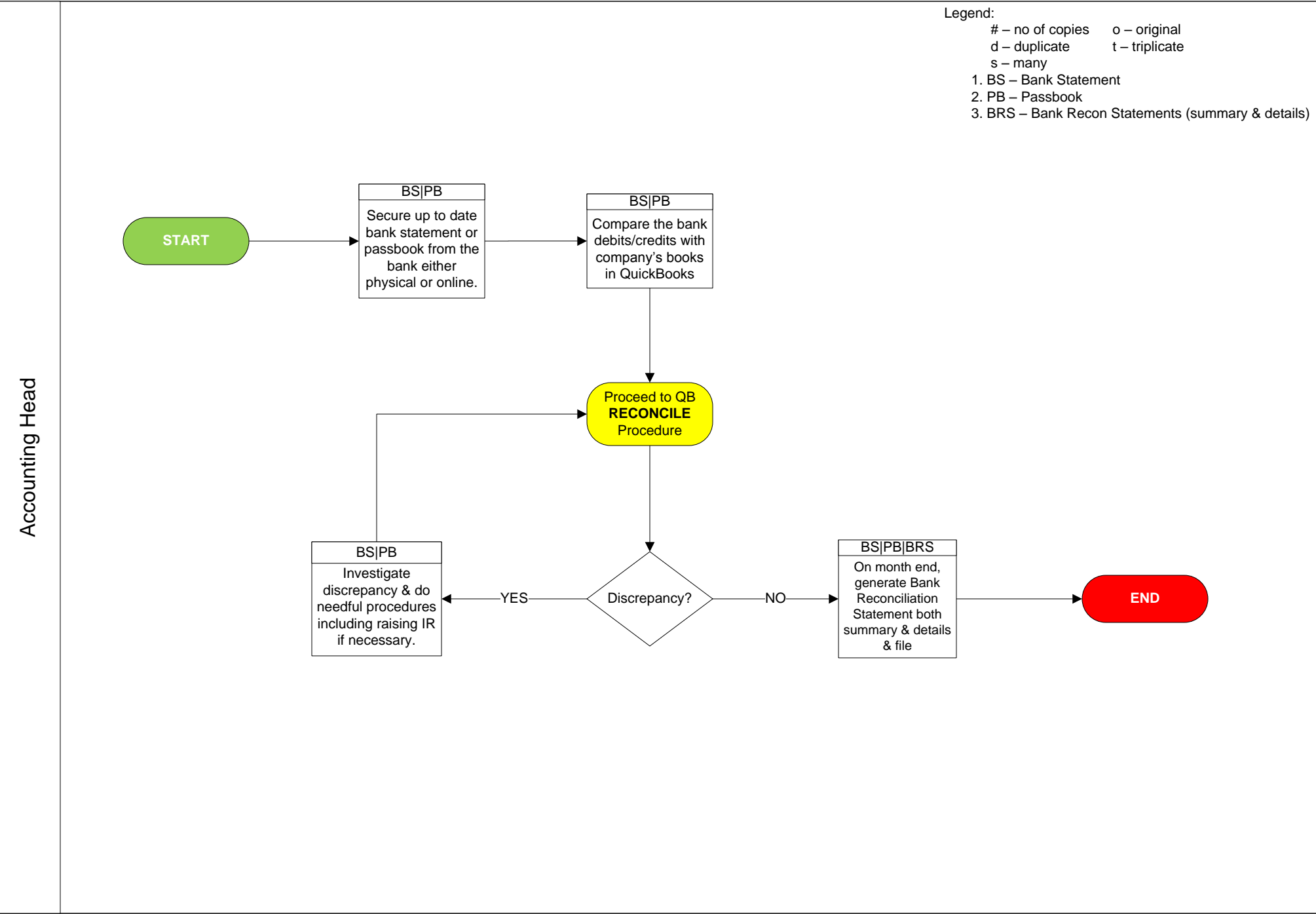












QB Procedures:	Client	Consultant	Version:	Date
Inventory Adjustment	Triple A Dexter Trucking Services	SPCG, INC.	16.001	March 20, 2016

## INVENTORY ADJUSTMENT

To do this tasks:

1. Go to **Vendors** menu and click **Inventory Activities**.
2. Click **Adjust Quantity and Value on Hand** to open window for inventory adjustment.

From the received Incident Report (IR), fill in the window form:

3. Keep the **Adjustment Type** in **Quantity** and the **Date** to be the IR date.
4. On the **Adjustment Account** indicate Account Title: Suspensions for suspending this adjustment under Warehouseman accountability subject to later's final charging.
5. Indicate the **Inventory Site** to which site it is adjusted, **Reference No.** should be the IR No., the **Customer: Job** to be the Warehouseman name (if none, add new) and the **Class** to be the Operation Division.
6. Start adjusting the inventory by indicating the items on the column **Item** and quantity on the **Quantity Difference**.

Note: Be careful not to **MISTAKENLY** enter adjustment quantity in the **New Quantity** column. Otherwise, it may cause huge adjustments.

7. Indicate in the **Memo** under "pending submission of incident report" and then click **Save & Close** button to close window.

QB Procedures:	Client	Consultant	Version:	Date
Verifying the Stock	Triple A Dexter Trucking Services	SPCG, INC.	16.001	March 20, 2016

**VERIFY**

To do this tasks:

- 1. Go to the **Reports** menu and click **Inventory**.
- 2. Select **Quantity on Hand by Site**.

QB Procedures:	Client	Consultant	Version:	Date
Restoring of Back up File	Triple A Dexter Trucking Services	SPCG, INC.	16.001	March 20, 2016

**BACK UP**

To do this tasks:

- 1. Click **Open** or **Restore an existing company**
- 2. Select **Restore a back up copy** and click **Next**
- 3. Select **Local Backup** and click **Next**
- 4. Choose the **Back up File** you want to Open and Click **Open**
- 5. Click **Next** and Save the file to **Company Folder**