**This Week:**

-Assign one person to look into quickbooks (can you write a module, connect scanner)

-One person to look if there can be a connection from excel to quickbooks

-One person to look at alternative software solutions

Summary of meeting notes:

During this meeting we asked about how the invoice process works, as well as presenting our main solution and some alternatives to Jon. Furthermore, we finalized the priority list in terms of functionality and features that the new software should solve.

Meeting Notes:

**Understanding invoice**

How the invoice should work:

1. Create an order
2. Scan everything that is going into the truck for that order
3. Keep track of any food not distributed when truck returns
4. Once the employees are finalizing the order, then an invoice is created.

This would allow for multiple simultaneous distributions, since the trucks can only take what is currently in storage.

He wants the finalization of the invoice to actually deduct from the inventory. So once an invoice is finalized and submitted, then at this point the inventory can be updated.

**Elaborating on Handifox**

We mentioned that Handifox has non-profit organizations already working with them

Handifox currently gives an option to generate an invoice after scanning all the boxes. When the invoice is sent through then it deducts values from inventory. GWCFB can hold off on immediately sending the invoice until the trucks return.

He is ok with purchasing small android tablets to run the application.

We also mentioned that Handifox allows for UPC generation, in which they can print out the UPC and paste it on their inventory items.

From what he explored and understands he likes Handifox and what it can provide for them

* He likes the fact that they work with other nonprofits

**Presented the idea of alternative solution Food Bank Manager software**

Shalini has demos which we will let him know how they go

He is open to this idea and wants us to definitely take a look into it

**Finalizing priority list**

1. Reducing human error. Move to a more efficient system that simplifies and automates the process to naturally reduce human error
2. How efficient is the process
   1. How much time will it save him in terms of processing and reporting

*Features*

1. Scan based system to eliminate use of paper (what causes errors)
   1. Less manual work needed to be done

**Other questions**

How many items in Quickbooks?

* List of active items -> 200 items
  + Number is higher because they might have multiple of the exact same item, but from different sources.
* List of inactive items