**Who accesses QuickBooks software?**

Bookkeeper - processes financials

Executive director - oversight over operations

**How invoice is created(math involved)**

Lists item #, quantity of item - created for each distribution

Tracks total pounds and value of food distributed

Invoice signed off at distribution location

Invoices created in Quickbooks

**Scanning system ideally used to connect directly to inventory**

-can create invoice and immediately deduct quantity

-deduct and add to inventory

-bar codes printed on sticker, each palette identified with sticker

-issues with space shortage leading to inaccurate numbers -> identification numbers confusing

-check if item exists in inventory -> create purchase order -> receive inventory w/ bill -> pay bill through contra account

-pre-emptively create item code if item doesn’t exist

-designated label printed

**Contra** - internal account with no absolute holding (clearing account)

Receive payment to holding account until the journal entry to clear it out

Donations received free

**How they create new codes**

Manually generated codes + already generated codes

TEFAP sometimes already assigned (6 digit codes)

subcategories - trade medigation, bonus, cares

Manual assign - state inventory, food purchased on own,

**If you’re ever gone, is there anyone else capable of using the technology?**

No one, staff too limited

Would have to developed a standard operating procedure for new process