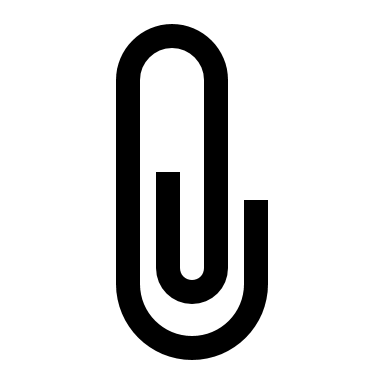
**Procedures and Steps into Quickbooks Guide**

**Accounts Receivables:**

1. Save check image from “Chase Account” as a PDF file on your desktop under the customer’s folder- payment- save it with the date of payment as the name file ***ex: if the paid on 01/01/17 it should be saved as 010117***
2. Enter payment in the receive payments Icon on the home page
3. Select the company and job that payment is being applies to
4. Enter exact date as the date of ***Deposit***
5. Make sure account receivables account on the top is selected
6. Upload check image on the attached ******Icon
7. Post payment, print and attach to copy of the check and file in the binder
8. Immediately Make the deposit after receiving the payment

**Deposit:**

1. On the task bar on the top of the screen select Banking
2. Make Deposit
3. Select the payment that was received
4. Click ok
5. Make sure it has chase account and deposit selected
6. Enter same exact date as the deposit into the account
7. Save and close

**How to Enter a Cashed Check but payment was applied to the customer:**

Enter payment the same as the accounts receivables steps. The only thing that changes are the following:

1. Instead of selecting ***Check*** Select the ***Cash*** instead
2. Enter check number in the reference section
3. When making the deposit, select the “Cash/Petty Bank Account” instead of Web Chase

**How to Enter a Cashed Check but payment *WAS NOT* applied to the customer: *Note we only do this process if we need to add more money into the petty cash account/cash account and or the customer issues a 1099.***

1. Go to Create Sales receipts
2. Do not enter customer job “leave it Blank”
3. Enter the date
4. On sales number enter the initials of the company and check number – EXAMPLE BRI1224- BRI means Britannica and 1224 is the check number
5. Select Cash
6. Print and Post payment
7. File copy of check in a **CASHED CHECKS** folder or binder
8. Immediately create the deposit- Same Steps as a regular deposit ***EXCEPT*** the Following:

* After selecting the payment on the deposit screen, it takes you to the deposit screen. Make sure you select the “***CASH” BANK ACCOUNT***, enter date and
* create deposit.

**How to Enter Checks That were deposited into Chase but not applied until Renato approves where it needs to be applied:**

* Enter the same was as above EXCEPT the following:

#5 – Select **CHECK** #7-File in the **Chase** Binder #8 Select **CHASE BANK ACCOUNT**

**How to Enter Cash Receipts -**

\*\*\*Should Be done Every ***Friday or Monday***\*\* Be consistent with the day of the week unless your off and need to do the following day

\*There are 2 ways to do this\*

1. Go into charts of account
2. Select the Cash/Petty Cash Bank account
3. Double click
4. It will take you into the petty cash register
5. Enter the total for the week for each expense type per line for ***EXAMPLE***: Gas $240 for the week in one line, Transportation totaling $50 for the week should be in the next line. Vendor could be the same as expense type unless it’s a vendor we utilize constantly.

Second Option\*

1. Go into Write Check
2. Select Petty Cash Bank Account
3. Check number should be cash
4. Vendor should be the same as expense type unless it’s a vendor we utilize constantly
5. Enter date
6. Enter total
7. Choose the right expense account and total
8. Select the Job that it is assigned to by Project Manager
9. We select billable only if we are billing the client (***EXAMPLE***: FLIGHTS)

(YES, each Project Managers, Subs, Drivers must write on the envelope or receipts to which job it is being assigned to)

**Entering a Budget for a Job:**

1. Go to company on the task bar on top
2. Got to Planning and Budgeting- Set up Budget
3. Select current year- select Profit and loss and then next
4. Select Customer Job
5. Create budget from scratch
6. Enter amount per month and if there are some months that are “0” then enter ZERO

\*Same process goes for entering a budget for the Company except of selecting “Customer job” Select the first option “No Additional Criteria” \*

|  |  |
| --- | --- |
| Make purchase using cash | *Petty Cash Register* |
| Make purchase using credit card | *Enter credit card charges* |
| Make purchase using check | *Write check* |
| Make purchase using Debit Card | *Write check; Check # = “Debit”* |
| Record payment of shipping/postage fees | *Write Check; Check # = “Fees”; Expense Account = “shipping fees”* |
| Record payment of credit card fees | *Write Check; Check # = “Fees”; Expense Account = “credit card fees”* |
| Record bill | *Enter Bills* |
| Pay Bill | *Pay Bills* |
| Create invoice | *Create Invoice* |
| Receive payment for invoice | *Receive Payments* |
| Issue refund to client | *Refunds & Credits* |
| Issue credit to client | *Refunds & Credits* |
| Reimburse employee for expenses | *Write Check* |
| Reimburse employee for mileage | *Write Check* |
| Record time activities | *Enter Time* |
| Set up bank account with no balance | *Chart of Accounts > Account > New > Banking* |
| Set up bank account with opening balance | *Chart of Accounts > Account > New > Bank > click “Enter Opening Balance”* |
| Transfer money between bank accounts | *Banking > Transfer Funds* |
| Record sales tax received | *Manage Sales Tax* |
| Record sales tax paid | *Manage Sales Tax* |
| Void transaction paid | *Open transaction > Right click and select “Void”* |
| Void transaction received | *Open transaction > Right click and select “Void”* |
| Make deposit | *Banking > Make Deposits* |

**BANK FEEDS**

Bank feeds must be downloaded once a week, some will automatically be processed with the correct account type. Other must be reviewed, assign the vender and account type.

Once that is done you can batch.

Deposits will either match or must be matched to an existing transaction. Not entered

**New Job Procedure**

Project Manager needs to fill out a new job form that includes projected budget attached to the estimate. This form must be handed in a timely manner to Office Administration.

Office Administration Should create new project and Customer if needed.

And follow the Enter Budget for Jobs Steps.

Create new folders and Subfolders in the computer and office folders and Binders.

Folders and Subfolders for Customers should be created as follows

-Top floors Designs

-Customers

* Administration (Contains Certificate of Insurance, Scanned Budget form, Contracts and a saved Estimate, Blueprints)
* Statements
* Jobs (Creates Subfolders for large projects with their address as their file name. We should be saving their excel spread sheets in this folder
* Create another subfolder in each job named checks. This is where we will save a copy of the checks payments towards that job

**ATM Withdrawals and Receipts**

Each day we *MUST receive* an envelope with all the receipts and have the breakdown on the envelope between cash and credit card including the amount of the withdrawal. If Cash was given to someone as a form of a payment, we must receive the information on the envelope as well.

If we do not receive receipts in a petty cash envelope daily the account will automatically **freeze!!!! UNTIL WE CONTINUOUSLY FOLLOW THE NEW PROTOCOL THIS ACTION WILL BE ENFORCED UNTIL FURTHER NOTICE!!!**