

# QuickBooks procedures for A&A branches.

## Backing up

Every evening make a backup using the icon provided.

## Monthly reporting

At the start of each month, export to excel and send to the accountant and MD these reports for the previous month:

1. Monthly Sales: Go to Report – Sales – Sales by item summary Customer Ageing. Summary: Go to report – Customers & Receivables A/R Ageing Summary.
2. Profit & Loss – Go to Report – Company and financial – Profit & Loss standard.
3. VAT report: Go to Report VAT – VAT details.
4. Balance sheet – Go to report – Company and financial – Balance sheet standard.

Note: Please make sure that you run the report on the right dates you need.

## Pricelist update

- A. Make sure that your USD prices are the same as on the website.
- B. In the evening, after making the last sale, do this:
  - i. QB log in as admin, single user.
  - ii. File > Export > Lists to IIF files
  - iii. Select Item list, OK - see pic below
  - iv. Call the file Items.IIF and save it to the desktop
  - v. Attach-send it to the MD.
- C. Next morning, before you make the first sale, do this:
  - i. QB log in as admin, single user.
  - ii. File > Backup, Backup to the desktop
  - iii. File > Import > IIF files
  - iv. Select the IIF file you received from me, OK
  - v. Watch the screen for any error message - if you received one:
    - a. Report to the MD
    - b. Restore the backup you made in C-ii. with File > Restore

