

Standard Operating Procedure

DONATION ORDERS

Dole & Bailey, Inc.

Implementation Date: 10/26/2023

- **PURPOSE:** For donation orders to be entered at \$0 as a sale, and the tracking will be done according to the IRS standards on separate accounts if the donations exceed \$250 per year

1. Account set up –

If an organization is expected to receive more than \$250 worth of donations in a year, that client needs to be set up as its own account in Provisions. Please have the organization fill out the D&B Donation Request Form found on the Employee Portal so we can keep the Federal Tax ID number on file. For proper Charitable Donation Account set up, in the Parameters Tab of Customer Master, under Customer Type, select C for Charitable Donations. The salesperson should be 90.

The screenshot shows the 'Customer Master File' window in the Provisions software. The window has a title bar 'File Maintenance for Customer Master File' and a menu bar with 'Default' and 'Additional'. Below the menu bar is a toolbar with icons for 'Exit', 'Clear', 'Write', 'Delete', and navigation arrows. The main area is divided into five tabs: '1 General Information', '2 A/R Sales Information', '3 Credit Information', '4 Parameters' (which is highlighted in yellow), and '5 Custom Data'. The 'Parameters' tab contains several fields: 'Ship Via Code' (OT), 'Truck Route' (69), 'Stop Number' (0), 'Delivery Time' (empty), 'FOB Code' (DLVD), 'No. of Invoices' (2), 'Price Class Flag' (PriceClass), 'Price Class Code' (00), 'Price Cls Customer' (empty), 'Order Type' (C), 'Region Code' (empty), 'Outside Salesperson' (90), 'Inside Salesperson' (90), 'Account Manager' (01), 'Default Ship-to Code' (empty), 'Price Sheet Format' (empty), 'Chain Store Code' (empty), 'Days to Keep Guide' (0), 'Customer Priority' (9), 'Auto Misc. Charge' (empty), 'Minimum Item Markup' (.00), and 'Customer Type' (20). The 'Customer Code' is 31122 and the 'Name' is LOVIN' SPOONFULS. The 'Last Maintained' date is 10/26/23.

2. Order entry –

Whether you are utilizing the house donation account (18684) or a customer specific donation account, when entering lines on the order, enter the cost at \$0. (You will get a warning that the price is below cost on the line, this is ok to say YES to continue).

Item Number:	<input type="text" value="UGH1190B08"/>	<input type="button" value="Rem"/>	<input type="button" value="Prices"/>	Price:	<input type="text" value="0.00"/>	Market Cost:	<input type="text" value="25.3375"/>
Description 1:	<input type="text" value="BEEF TNDRL0IN STK CC 8Z UG"/>		<input type="text" value="AA"/>			Market GP%:	<input type="text" value="-2533.75"/>
Description 2:	<input type="text" value="BRZ 1190B 20/CS"/>						<input type="button" value="Okay"/>
# of Pieces:	<input type="text"/>	Qty. Order:	<input type="text" value="1.00"/>	U/M:	<input type="text" value="EA"/>		
On Hand:	<input type="text" value="11.50"/>	Avail:	<input type="text" value="7.50"/>	<input type="button" value="Loc"/>	<input type="button" value="Res"/>		
Location:	<input type="text" value="010749D08"/>	Weight:	<input type="text" value="0.5000"/>	Dept:	<input type="text" value="8"/>	Size:	<input type="text"/>
Brand:	<input type="text"/>	Gross Weight:	<input type="text" value="0.0000"/>				
<input type="button" value="C.O.O.L. Compliance"/>				<input type="button" value="Contract"/>	<input type="text"/>		
						<input type="button" value="View Lots"/>	<input type="button" value="Weight/Lot"/>
						<input type="button" value="Sub"/>	

—Discounts—

Base:

Addl 1:

Addl 2:

—Line Totals—

Extension:

Margin: