



UPDATE

ONE ANDREWS CIRCLE
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INVOICING PROCEDURES

Finish All Work Orders For The Month.

Work orders should be finished on a daily basis. However, any unfinished work orders should be finished prior to resuming the billing process.

Print The Unfinished Work Order Report. (I-R-W).

If any work order(s) cannot be finished during the current billing month, select Work Order/Edit (W-E) and change the billing month to the following month. Only finished work orders are included in the monthly invoicing. To invoice and close the month without finishing or moving any unfinished work orders to the next month means you will lose the revenue contained in the unfinished work orders.

Print the Peak Report (I-R-P) [Optional- only affects those records centers that store tapes or other rotational items.]

Audit this report with the vault for all rotational accounts. Insure the ending monthly balance matches what is in storage at the end of the billing month. Any changes to rotational retention should be made through the Peak Report section of the software by individual customer number. Some changes that may be required are end-of-month balance or daily totals.

Enter The "Peaks" Into The Corporate Keeper® (I-M) for all rotational accounts

through Modify_Retention (I-M). You must manually key in all peaks from the Peak Report.

Collect Charges For Invoicing (I-C).

This process "collects" all activity from finished work orders and the rotational peaks you have manually entered into retention. Included will be new boxes, destruction, permanent withdrawals, etc. Under ideal circumstances, you would only be required to run this process once. The first time you collect will create the invoicing file for audit against the inventory file—Media Type Comparison Report. (See the April 1996 *ASi Newsletter* which explains the Media Type Comparison Report in detail.) Should you be required to make any changes or corrections to the Media Type Comparison Report, you will be required to collect a second time.

Print The Media Type Comparison Report (I-R-M).

Verify accuracy of the invoicing file versus the inventory file. Note: There should be NO asterisks (*) for hard copy retention; however, you will have asterisks on this report for rotational retention. The first column on the left represents prior month retention; the second column on the left represents prior month retention and current month billing activity. The three columns on the right represent data entry by customer/record