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112 - PAPERWORK FLOWCHART

Here We Illustrate the way paperwork flows through the office

paper chase There are several metal paper bins on the upper shelf that are labeled as follows: (Please pass your cursor over the following Bin names to obtain a description of what they're for. Incoming Pending Go Away Legal Tax   OPENING MAIL   Open the mail and place it in the incoming bin.   Bills, Return Merchandise Authorization (RMA), open all 1st, remove all the trash (ads, inserts, etc.)   unless corp. letter that is time sensitive for the post mark date, general not really needed... Then throw it away.   Keep return envelopes such as for Visa, Qwest, etc.   - Take invoice statement, use the return envelop as a "paper clip. - Any piece of paper with account numbers or important numbers should be shredded to avoid identity theft. - Remove all trash from mail, if you are unsure about something in the envelope then leave it with the bill.   Question: "When you open the mail how do you sort?" Answer: "OK, when I open the mail, I look at it and I differentiate between invoices (bills to 303) and RMAs. I generally open the entire envelope, and then I remove all the trash meaning inserts, ads, and flyers - all the stuff not relevant to paying bills and throw away. See Figure 1 – Paper Flow below for a connectional perspective of controlling the flow of paper into 303 computers Corporation; more on this later.   Figure 1 Paper Flow

Paper that is pertinent to the shop will arrive in different varieties. It can be submitted by a tech, arrive in the mail or attached to a shipment, it can be emailed, or dropped into SCANZONE. Either way, it is important to understand the path a paper takes within the shop so it gets assimilated properly.

Basic concept is, the document gets scanned and entered into scanzone. It will be either one of the below documents 303 Billing Reference can help to clarify this information.
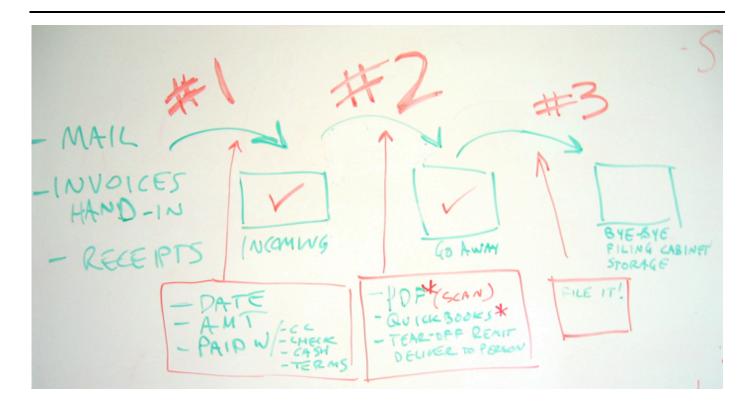
PACKING_SLIPS
BANKCARD&STATEMENT
PRODUCT_INVOICES
OFFICE_EXPENSES

All documents MUST be scanned into SCANZONE. The *only* exception is if the document was generated on the computer already. It may then be PDF'd into SCANZONE .

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112 - PAPERWORK FLOWCHART (cont')