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## Chapter 1:

# Getting Started - Installation

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### Overview:

Welcome to your new model for developing accounting policies and procedures! The disk contains an assemblage of data files containing information related to policies and procedures indicative of those that should exist in any business environment. Since the disk only contains data files, the installation process creates a folder on your hard drive and copies all of the files into it for ease of use.

It is much easier to edit than to create. This is the purpose of providing you with this package of tools. We're sure you will find the many valuable tools we have put at your disposal will help you produce more solid, understandable and workable policies and procedures. With this package you will do the job faster and with more confidence about the development process. You will also have much more confidence in your finished product.

*We compressed the files using WinZip Self-Extractor®. The computer will:*

- complete the setup of a folder on your hard drive named **C:\POLYPROC**;
- change directories on the hard drive to **POLYPROC**; and
- copy all files on the CD into that folder.
- the system will then notify you of completion of the installation process.

### To install:

1. Insert CD into Drive D (or your CD-ROM drive).
2. Select [Start, Run] from the Windows desktop.
3. Select Browse and choose the [D:\] drive containing the CD.

4. Four separate files corresponding to specific product files have replaced *Polyproc.exe*; i.e., *Poly7865.exe* opens AO-7865. Highlight the [.exe] file that contains the part number you ordered and select [OK].
5. Select [OK] again if a [Run] dialog box appears.
6. Follow the instructions that come up on your screen for unzipping and installing the files on your hard drive. If you wish to install **POLYPROC**<sup>®</sup> on a file server, contact us at 866-688-9472 to discuss a site license.
7. When prompted for a password, enter the code from the protective CD sleeve in which the **POLYPROC**<sup>®</sup> CD was delivered. When inputting the password, use the number keys across the top of your keyboard, not your 10-key pad. Passwords are also case sensitive. (**Hint:** Type the password into a Word document first for accuracy. Then highlight password being careful only to highlight characters, do [Ctrl C], go to unzip process and do [Ctrl V].)
8. Select [Unzip]. The files for the product you purchased will install on your selected hard drive in a directory entitled “Polyproc.”
9. Return the CD to its original protective sleeve, place the CD sleeve back in the **POLYPROC**<sup>®</sup> carton and store it in a safe recoverable place.

**Congratulations!** Installation is complete. Store your disk in a safe place. If you need additional copies for multiple users or a site license, please contact us using the “Getting in Touch with Us” section of this manual. Continue reading.

**SPECIAL ALERT:**

For Best Results, select **Times New Roman** and **12 point** for your font when working with **POLYPROC**. Select this font before opening any **POLYPROC** files. If your word processor defaults to Courier or Helvetica, please note they do not function well with **POLYPROC**. We recommend you change the Normal Style in documents to a true type font, i.e., Times New Roman.



**TIP: Files to Print First** - Use your word processing software to print the following files first. Place them in a 3-ring binder as a reference manual for you and your development team. **Do not**

*skip this step for any reason as it will help you avoid false starts, delays and unnecessary calls for help.*

✓	Filename	Content Description
	README.DOC	Information on recent updates
	TABL_CON.DOC & INDEXALP.DOC	Cross-references of filenames to procedures
	SUMMARY.DOC	Theory and structure background for team members
	BUDGET.XLS	Project planning tool
	CONTROL.DOC	Project status reporting tool
	TOP_MGT.DOC	Endorsement and Cover memos for manual
	TEMPLATE.DOC	Formatted style page for policies & procedures
	REGISTER.DOC	Register your purchase to keep up to date on future additions, revisions and releases

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## Chapter 2:

# Opening a File

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### Overview:

Read **Chapter 1 Tip: Files to Print First** above and print those files using the instructions in this section. ***Do not skip this step for any reason as it will help you avoid false starts, delays and unnecessary calls for help.***

There are two options available for developing policies & procedures with this product:

1. Edit a policy & procedure set that came with the software;
2. Write your policy and/or procedure from scratch.

Either way you have a style **Template** available for use in dressing up your written prose for the policies and procedures user/reader.

## To Open a File:

▽ **Note:** The files are located in a directory titled **polyproc** in the root directory of your hard drive (usually designated as **c:\**).

1. Open Windows.
2. Next, open your *word processing* software (that did not come with this product).
3. In the upper left-hand corner of the dialog box you will see Microsoft Word™ or the name of your software.
4. On the next line of the dialog box find the word **File**. Select (click on) **File** using your mouse.

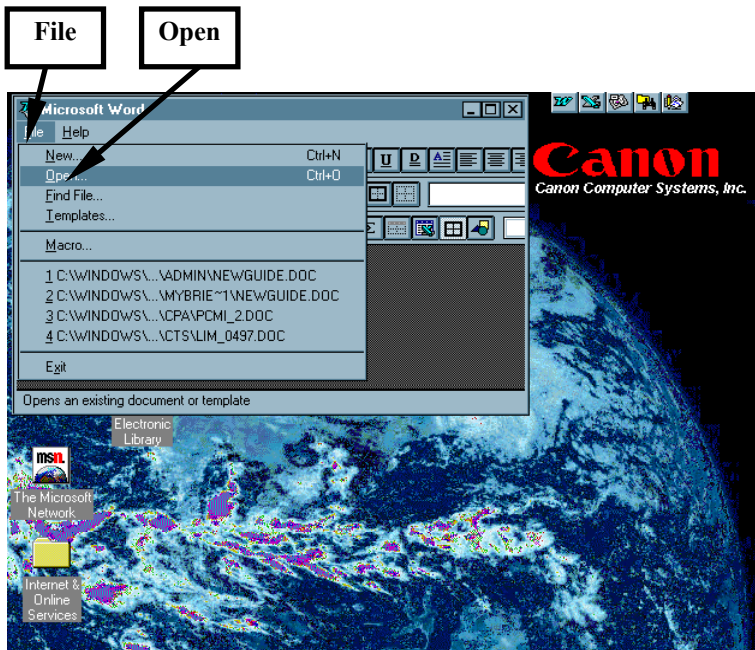


Figure 1

- Next select **Open** from the **File** menu.

A dialog box will open on your screen similar to the box below:

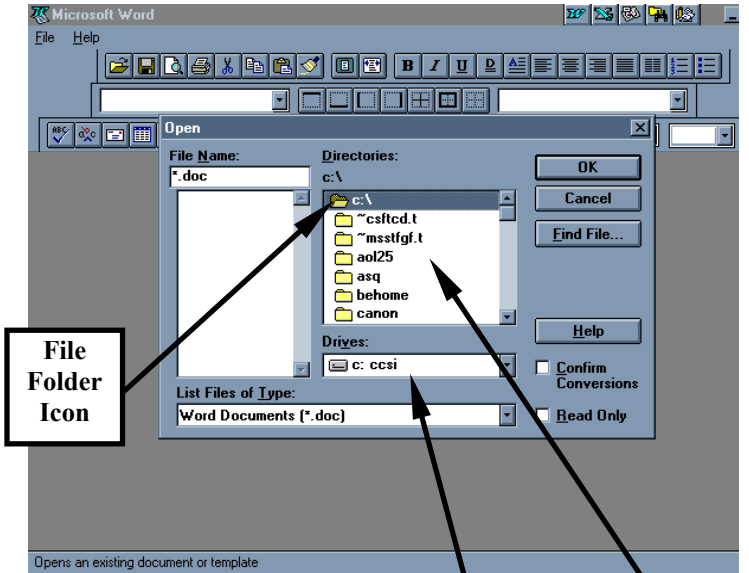


Figure 2

Drive

Directory

In the dialog box there are several labeled rectangular boxes containing lines of text.

- First select the hard drive, usually c:, in the **Drives**: box.
- Next look at the rectangular box labeled **Directories**.
- Find and select (double click) the c:\ root directory.

**HINT:** Selection is confirmed when the file folder icon “opens”.

**TIP for Windows 95:** If you cannot see [c:\] in the **Directories**: box, double click on the first listing in this box. Repeat this step until the c:\ directory shows up. Then double click on the c:\ directory to open its folder.

9. Next use your mouse to scan your directories and find the directory labeled **polyproc**. This directory should be located in the root directory of your hard drive: **c:\polyproc**.
10. Use your mouse to select (double click) the **polyproc** directory to open its folder.

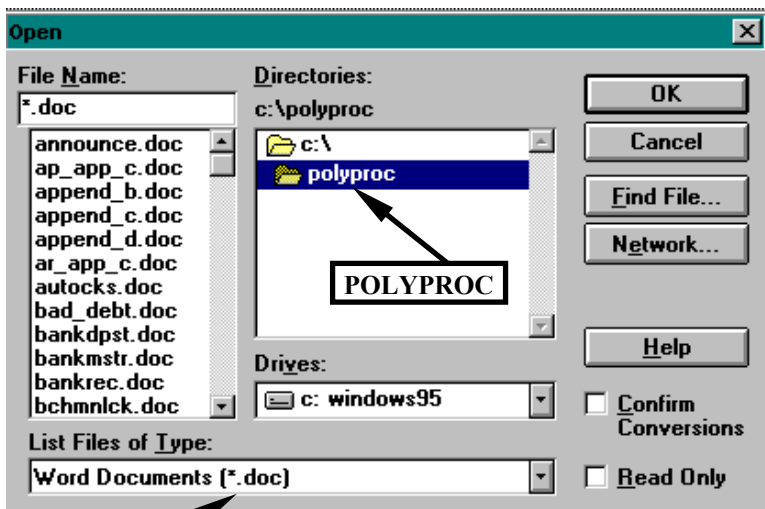


Figure 3

11. Now look at the rectangular box labeled **File Name**: in the screen shown above. In this box you will find some text similar to the following:

**\*.doc**

- ▽ **Note:** Your software will probably limit its search for files to only those files created by it. It limits its search by causing only those files with the appropriate filename extension to show up on your screen during the **File|Open** command. The filename extension is designated by the three characters to the right of the decimal point in the file name.

**Hint:** The characters (“ \*.\* ”) are called wild card characters. When “ \* ” is used to the right of the decimal, all files located in the selected directory will be displayed. When “\*.doc” is used, only the “.doc” files will be displayed. Since some of the files delivered with this package have a different extension (the information to the right of the decimal), you will need to substitute the wild card “ \* ” to the right of the decimal to gain access to those files. You may do this by selecting “All Files (\*.\*)” in the “List Files of Type:” box.

12. Find the file named **Template.doc**.

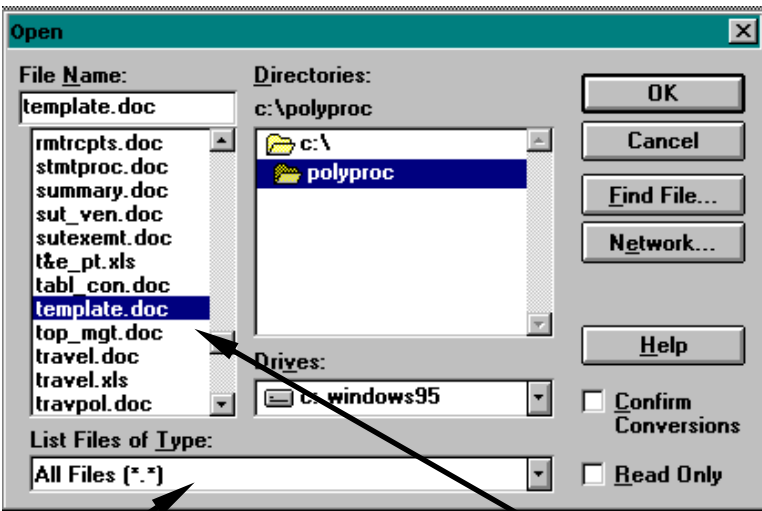


Figure 4

13. Next use your mouse to select (double click) the **Template.doc** file. This will open the **Template.doc** file on your screen.



14. Next view the screen showing the **Template.doc** file open but looking rather empty.

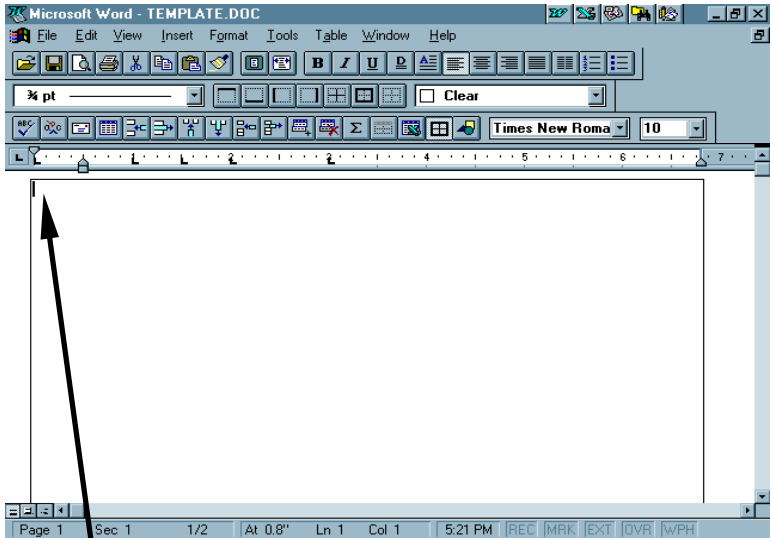



Figure 5

**Blinking  
Cursor**

 **CAUTION:** NEVER work with the **Template** file without protecting it from accidental saves or automatic saves. ALWAYS open the **Template** file and immediately perform a **File|Save As** command (and re-name the file) before working with it.

- 15. Immediately save this file using the **File|Save As** option from your software menu.

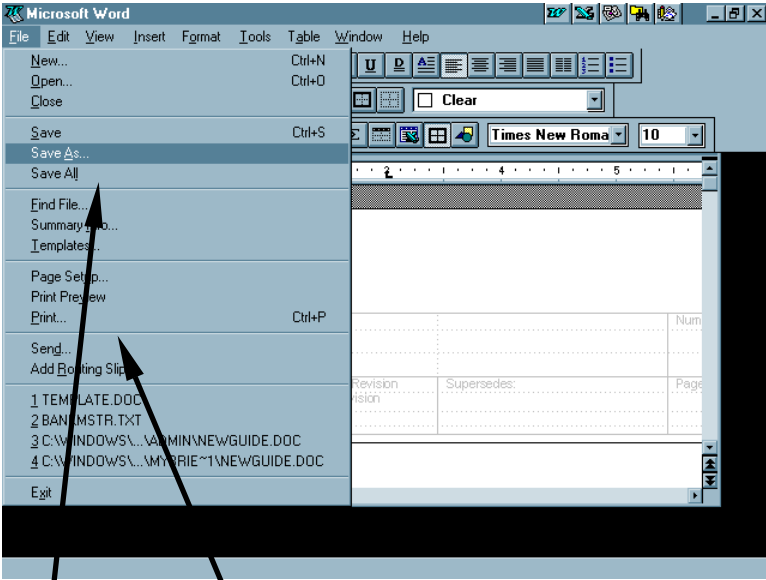


Figure 6

**Save As...**

**Print Preview**

16. Next view the **Template** file in the **File|Print Preview** mode to view the header and footer. Note this menu selection is visible in the pull down menu in Figure 6 above.

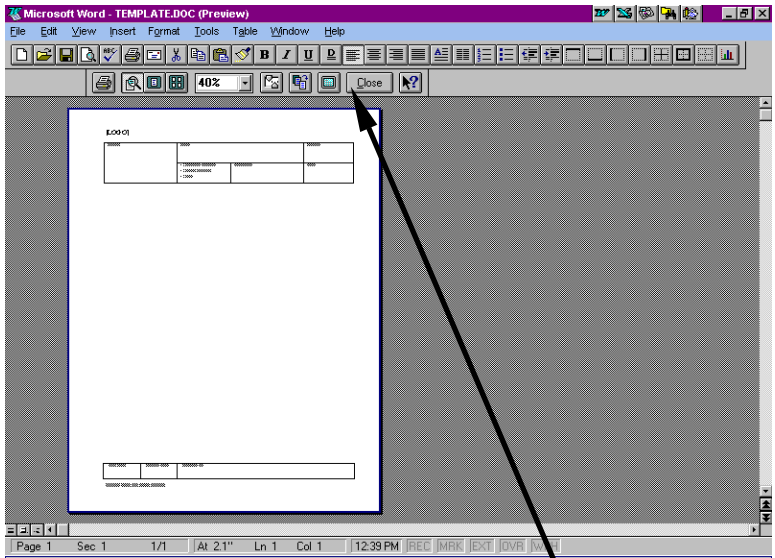


Figure 7

**Close**

17. Now select **C**lose from the menu to close the **Print Preview** screen and return to an editable view of the file.

- 18. Next select **View**Hheader and Footer from the menu as in Figure 8 below.

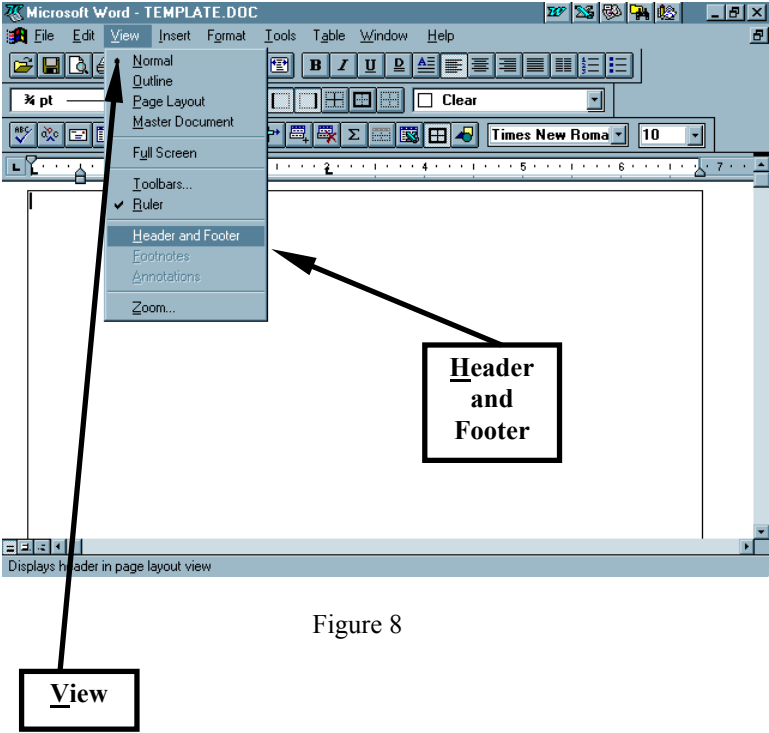


Figure 8

19. Refer to Figure 9 for a view of the Header and Footer. Note the detail located in the Header and Footer. It is designed to be typed in using the Header and Footer data available in the word (\*.doc) files located in the c:\polyproc directory (more on this in Chapter 4).

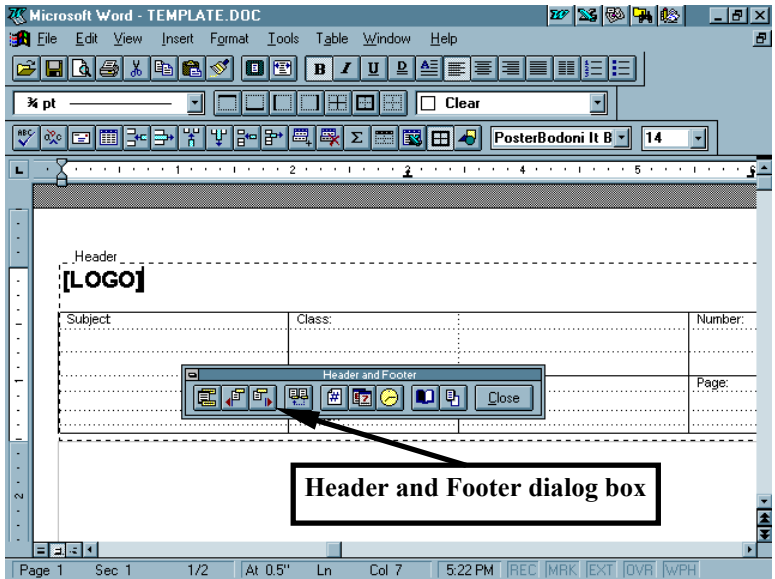


Figure 9

20. Press the [PgDn] key on your keyboard and page down to the bottom of the **Template** to view the footer or select the related button on the Header and Footer dialog box.

**TIP:** The **Template** file is designed to enable you to move quickly to the editing and production mode in developing your policies and procedures.

21. You may scan and paste your company LOGO into this file (the **Template.doc** file) and save the file in this customized form for future use in all of your policies and procedures work. The **Template** is designed to provide ease of access to this important information by all users. It adds a certain degree of authority to the documentation and increases the credibility of the policies and procedures developer. Please give careful consideration to using

this or another template of your choice for all policy and procedure documentation.



**CAUTION:** NEVER work with the **Template** file without protecting it from accidental saves or automatic saves. ALWAYS open the **Template** file and immediately perform a **File|Save As** command (and re-name the file) before working with it.



**TIP:** Consider saving the **template.doc** as a **.dot** file after you have inserted your company logo. Then, by selecting **File|New**, you may access and use the template without risking overwriting of the template.

22. If you have not already done so, save the file using **File|Save As** from the menu and use a new file name of your choice (may we suggest **tmplate9**).



**Important:** We will refer to the **Template** file in later sections of this documentation as “[**Your Template**]”. Substitute the name you gave this file in the instructions that follow whenever we refer to [**Your Template**].



**Hint:** Have [**Your Template**] open when you proceed to the next section titled “Opening a Second File”.

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## Chapter 3:

### Opening a Second File

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1. While [**Your Template**] file (developed in **Chapter 2:**) is still open on your screen, **Open** a second file from the **polyproc** directory; e.g. **bankmstr.doc**.

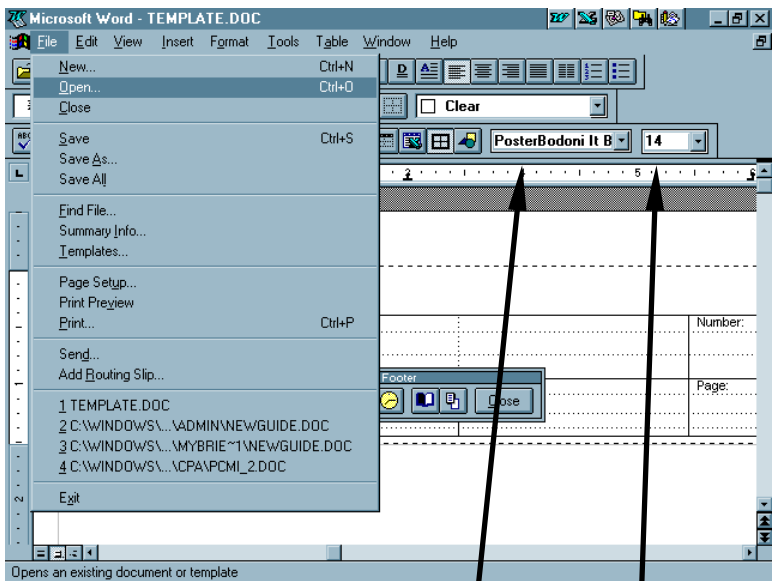


Figure 10

#### **SPECIAL ALERT:**

For Best Results, be sure to select **Times New Roman** and **12 point** for your font when working with **POLYPROC**. Select this font before opening any **POLYPROC** files. If your word processor defaults to Courier or Helvetica, please note, they are not true type fonts and will not function well with **POLYPROC**. We recommend you change the Normal Style in your word processor to a true type font like Times New Roman.

- Note the highlighted file below called **bankmstr.doc**. Select this file to open.

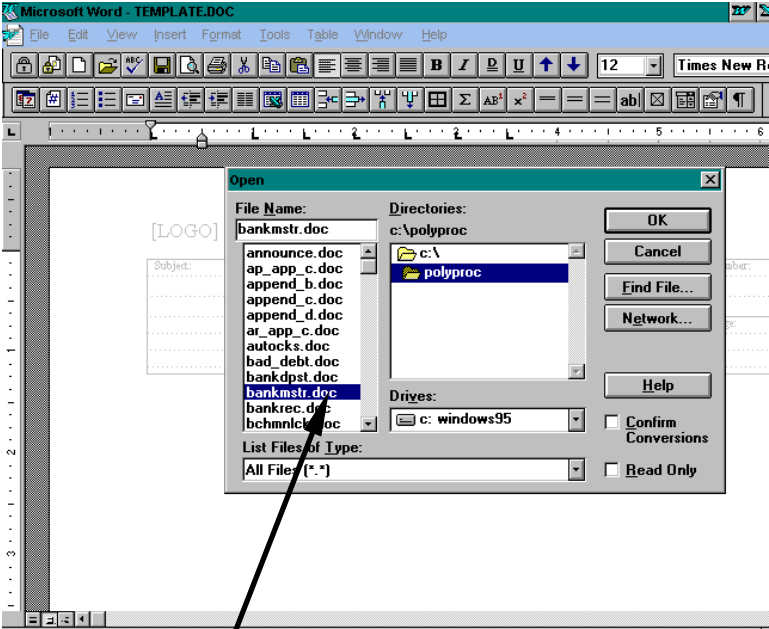


Figure 11

bankmstr.doc



Note the layout of the file contains all information needed to build a policy and procedure set (including the Header and Footer information) into [Your Template] file.

- 3. Page down through the file to see its layout.

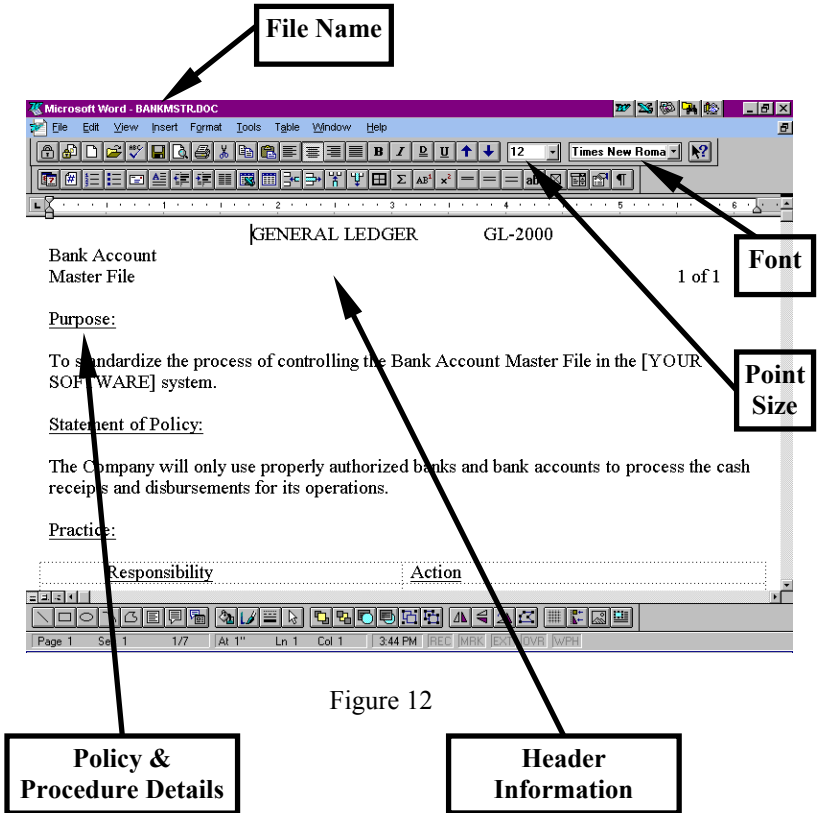


Figure 12

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## Chapter 4:

# Copying Data Between Files


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### Overview:

Now we are ready to add content to the template. In this section, you will learn how to copy and paste the content into **[Your Template]**, using one of the many policy or procedure files in **Polyproc**.


 **TIP:** Please take the time to execute on your computer the instructions that follow, as we demonstrate the ease with which you can build a complete procedure set. Once you have mastered the basic copy and paste routine and moving between two open files, you will delight in the simplicity of these tools.

Two files are currently open: the **bankmstr.doc** and **[Your Template]** files. The **bankmstr.doc** file should be in view on your screen similar to the screen shown on the previous page while **[Your Template]** is not currently visible.

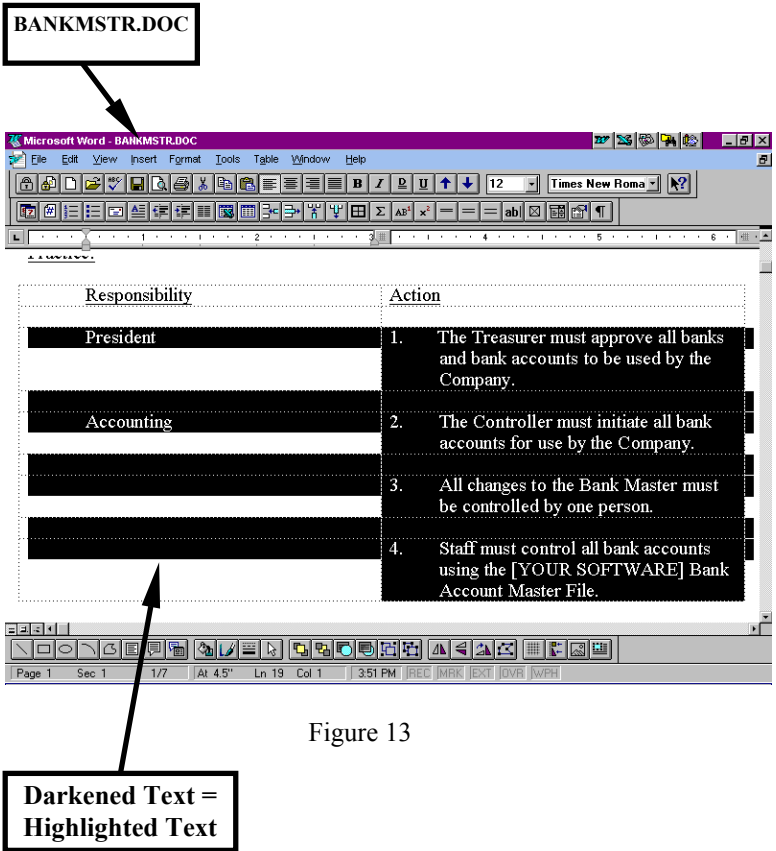
 **Hint:** We will use the **Window** option from the menu of your software to jump between the open files. While doing so, we will **C**opy text from one file (**bankmstr.doc**) and **P**aste it to the other **[Your Template]** file.

To **C**opy from the **bankmstr.doc** file to **[Your Template]** file, use your mouse and the left mouse button to select (*click & drag* to highlight) some text.

1. Point your mouse at the letter “P” in the word “Purpose:”.
2. Next click and drag your mouse down the page through the line which begins “Procedure Coordinator:”.
3. Then release the mouse button.

 **Hint:** This action should darken the selected text.

Your screen should look similar to Figure 13 below.



4. Next select Edit|Copy from the menu.

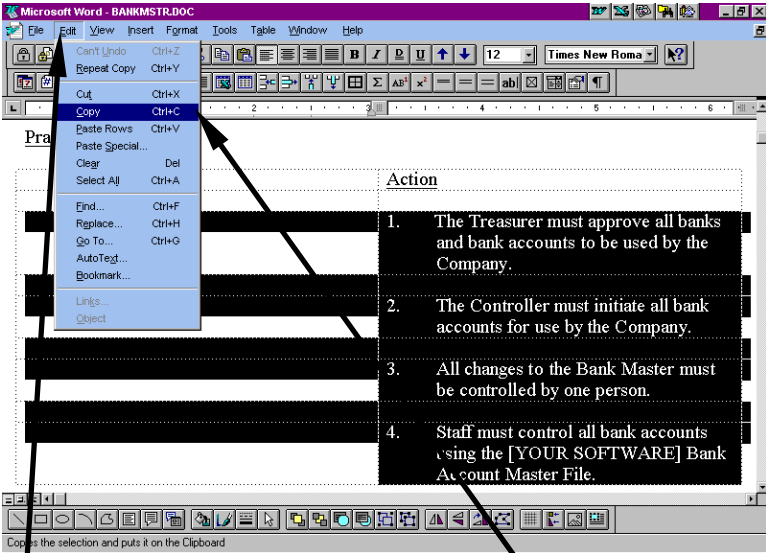


Figure 14

Edit

Copy

- 5. Now select **Window** from the menu and select **[Your Template]** file.

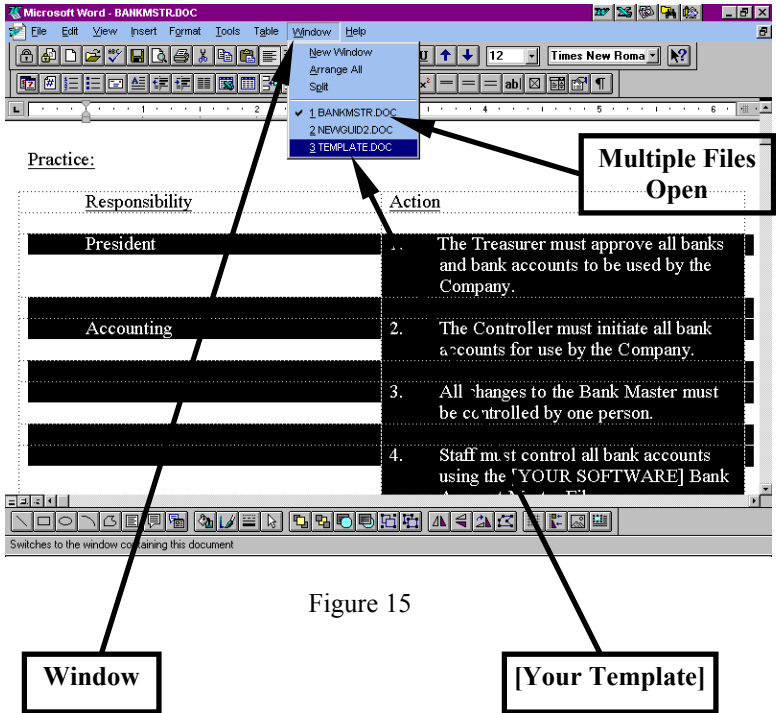


Figure 15

**Hint:** The checkmark in the **Window** pulldown menu indicates which file is currently active. This will help you keep track of which open file is currently modifiable.

Note the change in the file name listed at the top left of your screen to **[Your Template]** file. In the prior step it was **bankmstr.doc**. Now it should be **[Your Template]**.

6. Next use your mouse to select the top left field position where you would like the copy process to begin inserting data from the **bankmstr.doc** file into **[Your Template]** file.

Note the location of the Blinking Cursor approximately 1/4” in length in Figure 16 below.

7. Next select **Edit|Paste** from the menu.

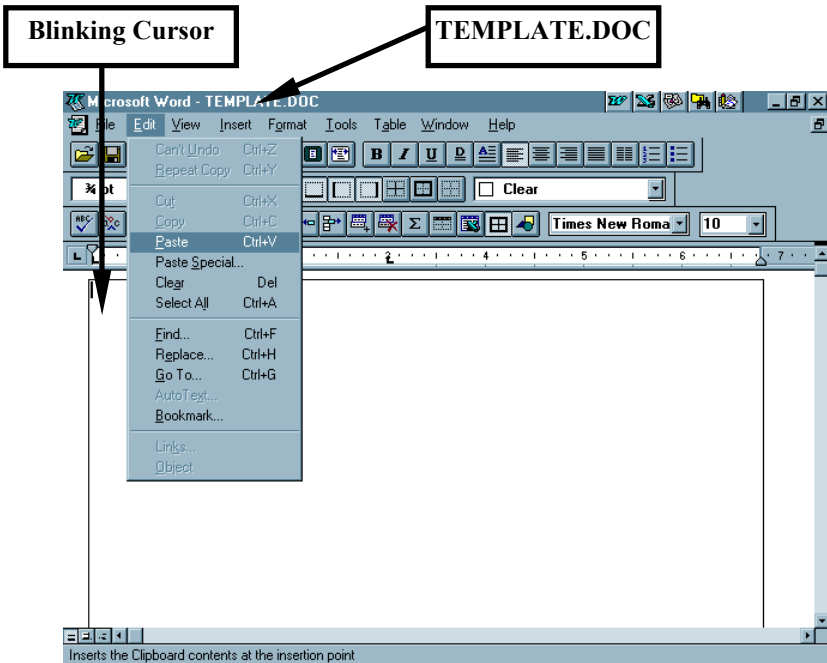


Figure 16

8. Now observe how the information from the **Bankmstr.doc** file pasted into **[Your Template]**.

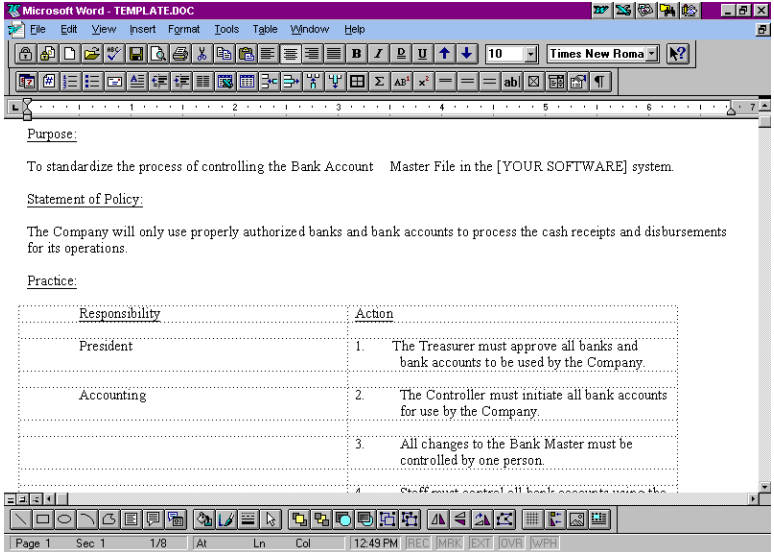


Figure 17

9. Next perform a **File|Print Preview** and look at how the information you just copied into [**Your Template**] looks on the page. (See Figure 6 on Page 9.)
10. Select the **C**lose button near the top of the **Print Preview** screen to return to the editing mode.

### Setting up the Header and Footer in [**Your Template**]:

11. Select **Window|Arrange All** to show the two files simultaneously on the monitor. See Figure 18 for a view of the **Window|Arrange All** menu item.

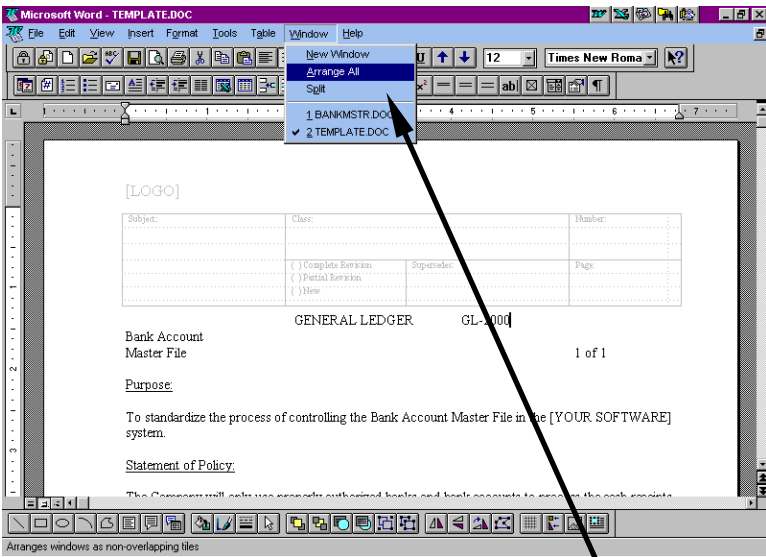


Figure 18

**ArrangeAll**



- Click on [**Your Template**] file to activate it if it is not already activated (Bright).

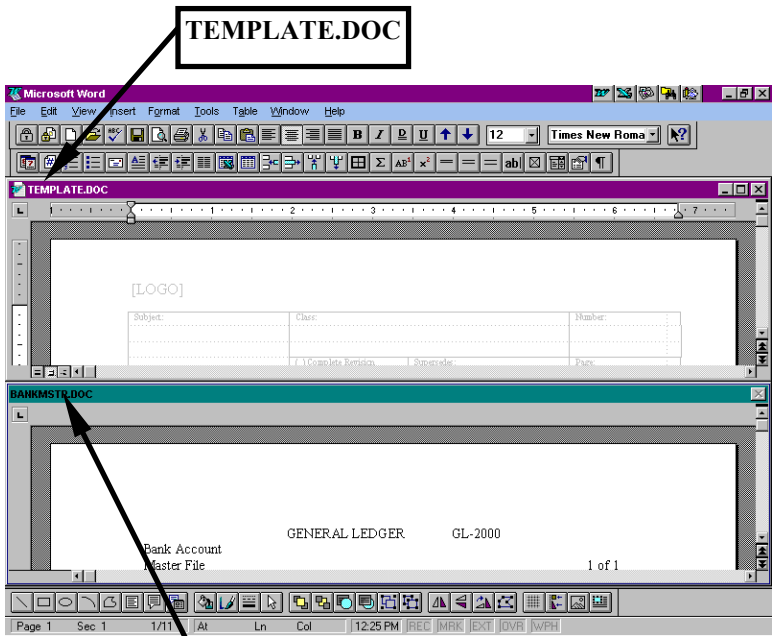


Figure 19

**BANKMSTR.DOC**

13. Next select **View|Header and Footer** to edit the Header and Footer.
14. Next type the Header and Footer information from the **Bankmstr.doc** file into **[Your Template]** file.

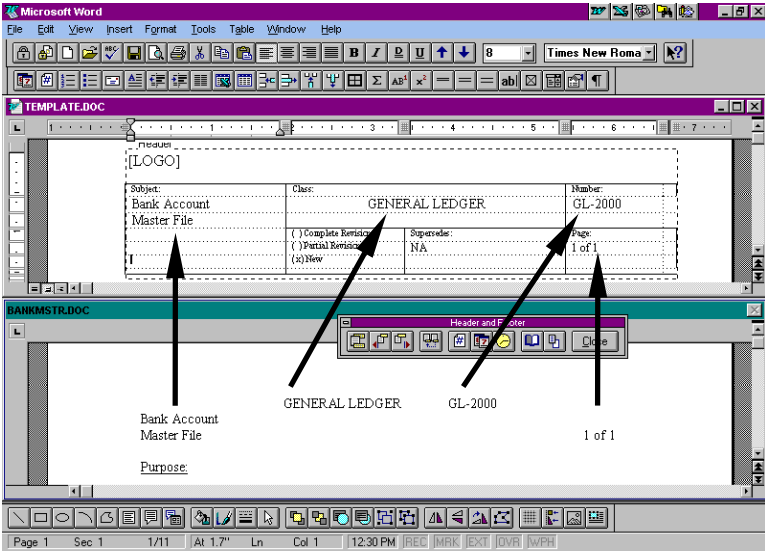


Figure 20

Once this is done for the first page, the Header and Footer information will carry over to all other pages in **[Your Template]** file.

15. Proceed to copy all other pages of information from the **bankmstr.doc** file to **[Your Template]** file in the same manner as described above.



**CAUTION:** NEVER work with the **Template** file without protecting it from accidental saves or automatic saves. ALWAYS open the **Template** file and immediately perform a **File|Save As** command (and re-name the file) before working with it.

## Chapter 5:

# Modifying the Policies and Procedures

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### Introduction:

Most of the files contained in this package are data files and may be modified in any way you wish to suit the needs of your company. Although they may be quite useable in their current form, these procedures were written in a generic format using specific accounting/business jargon. Things probably run different in your company requiring some modification of the procedures.


To modify files for your company, select a procedure from **APPENDIX B: INDEX**.


Open a file and edit it to fit your needs by changing the steps and sequences of the procedures. You may also wish to change the titling, numbering, etc., to the policies and procedures. Nothing is sacred in these policies and procedures. You can even create totally new policies and procedures using the Template as your starting point.

Refer to the other sections of this manual above and the **Summary.doc** file (see **Chapter 1, Tip: Files to Print First**) describing the use of the **Template** to formalize your work for release to others

Remember, it is much easier to edit than to create, thus, our purpose of providing you with this package of tools. We're sure you will find the many valuable tools we have put at your disposal will help you produce more solid, understandable and workable policies and procedures. With this package you will do the job faster and with more confidence about the development process. You will also have much more confidence in your finished product.

Don't expect to use all of the information provided here right away. As in most software, it takes many uses to gain the full potential of the resource. Keep working with it. Keep exploring. If you need something that does not appear to be available in this package, give us a call. We are working on additional policies and procedures constantly and we welcome your suggestions.

 **TIP:** Consider using Hypertext to define terminology you use in your policies and procedures and connect your Glossary of Terms to them.

 **TIP:** Consider putting your manual on-line.

The benefits include:

- Less paper
- Ease of distribution
- Ease of access
- Ease of updates

The drawbacks include:

- Staff may not be satisfied with a paperless system. They may make desk copies of the on-line material. Thus, when you update the policies and procedures that you put on-line, you should require the destruction of old desk copies.
- On-line access must be simple. Provide for hot key access to avoid excess "screen hopping".

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## Chapter 6:

### Other Tools

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#### Introduction:

The following documents/spreadsheets (Tools) are available to assist you with your project. Some of them are only available in certain versions of this product. The tools and their availability are shown in the next table. If you did not purchase a product containing a tool that you need, please contact us through the registration form or order form included in this package or see “**Getting in Touch with Us**” in the **Introduction: About This Manual** section to this user’s guide.

Tools	Found in				Description
	A R	A P	P R	A C T	
W_9_ltr.doc	✓	✓	✓	✓	Request letter for vendors to provide your company with W-9 information.
T&E_pt.xls		✓	✓	✓	Travel and expense report
Travel.xls		✓	✓	✓	Travel policy statement regarding commuting time versus compensable travel time.
Rec_prof.xls	✓	✓	✓	✓	Bank reconciliation and proof of cash.
Exempt.xls			✓	✓	FLSA employee exempt status charts for Administrative, Executives, Professionals, Outside salespeople, and Computer related occupations.
(continued)					

AR=Accounts Receivable, AP=Accounts Payable, PR=Payroll, ACT=Accounting

Tools	Found in				Description
	A R	A P	P R	A C T	
(continued) Garn_ws.xls			✓	✓	Garnishment template for calculating limits on amounts available for multiple garnishments and setting the priority of payment.
Gross_up.xls			✓	✓	Gross up of bonuses requested where only the net pay is provided.
Bad_debt.doc	✓	✓	✓	✓	Collection letter using a 1099-C with references to IRC sec. 166.
Confid.doc	✓	✓	✓	✓	Commitment letter of competence, integrity, objectivity and confidentiality
Budget.xls	✓	✓	✓	✓	Spreadsheet planner for your procedures' development process
Pos.doc		✓		✓	Purchase requisition Purchase order
Farprtng.doc				✓	Fixed asset transaction request

AR=Accounts Receivable, AP=Accounts Payable, PR=Payroll, ACT=Accounting

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## Glossary

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**alt key**

Use the [**Alt**] key in combination with the underlined letter of the menu item if you wish to use key strokes rather than the mouse. Review your *word processing* software documentation for additional guidance.

**click**

The action of pressing the mouse button once, then releasing.

**dialog box**

In Microsoft Windows applications (such as File|Open), a window that appears in response to some action, requesting or displaying additional information.

**double-click**

Process activating a menu or button by pressing the left mouse button twice in rapid succession, while the mouse pointer (on the monitor) remains stationary over the item you wish to select or activate.

**icon**

A visual representation of an object or action. In Microsoft Windows, each application is represented by an icon.

**list box**

In Microsoft Windows applications (such as MS-Word), a box that contains a list of items. When the list contains more items than will fit in the box, a scroll bar facilitates moving to different parts of the list.

**outline control**

In Microsoft Windows applications (such as MS-Excel), a list box where related items are grouped together. A group of items can be seen only by the group title (collapsed), or items can be displayed individually (expanded). Icons by items in the outline tell if there are collapsed items associated with it.

**scroll bar**

A device that appears at the right and/or bottom edge of a list box or window to facilitate viewing different areas.

**select**

See Double-click above.

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## POLYPROC License Agreement:

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### POLYPROC POLICIES AND PROCEDURES PROGRAM LICENSE AGREEMENT AND LIMITED WARRANTY

**1. NOTICE:** We are willing to license the Product titled *POLYPROC* to you only on the condition that you accept all of the terms contained in this License Agreement. Please read this License Agreement carefully before opening the sealed disk package. By opening this disk package, you agree to be bound by the terms of this Agreement and you agree to use the Product and accompanying items only upon the terms and conditions of this License. **IF YOU DO NOT ACCEPT THESE TERMS AND CONDITIONS, WE ARE UNWILLING TO LICENSE THE PRODUCT TO YOU, AND YOU SHOULD NOT OPEN THE SEALED DISK PACKAGE. IN SUCH CASE YOU MAY THEN PROMPTLY RETURN THE UNOPENED DISK PACKAGE AND ALL OTHER MATERIAL IN THIS PACKAGE TO YOUR DEALER.** IF YOU HAVE ANY PROBLEMS WITH THE PROGRAM OR IF YOU HAVE ANY QUESTIONS CONCERNING THIS LICENSE AGREEMENT, CONTACT CUSTOMER SERVICE AT 913-888-9472.

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**4. YOU MAY NOT:** Use the Product on more than one computer, terminal or workstation at the same time. Make copies of the documentation, printed materials accompanying the Product, packaging, container or wording thereon, or product markings accompanying the Product, or make copies of the Product itself except as provided above. Use the Product in a network or other multi-user arrangement or on an electronic bulletin board system or other remote access arrangement without paying the applicable license fees.

**5. NO ASSIGNMENT AND OTHER RESTRICTIONS:** You may not rent, lend, lease, license, sublicense or otherwise transfer the Product. The



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**6. LIMITED WARRANTY:** MH warrants, to the original buyer only, that the media upon which the Product is recorded shall be free from defects in materials and workmanship under normal use and service for a period of 30 days from the date you acquired the media from us or our authorized dealer. **(a) Media:** If the media fails to conform to this warranty, you may, as your sole and exclusive remedy, obtain a replacement free of charge if you return the defective disk to us with a dated proof of purchase. **(b) Performance:** The Product in this package will materially conform to the documentation that accompanies it. If the Product fails to operate in accordance with this warranty, you may, as your sole and exclusive remedy, return the Product and the documentation to MH, along with a dated proof of purchase, specifying the problem, and we will provide you with a new disk containing the Product or a full refund at our election.

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## Appendix B:

# Index of Policies, Procedures and FileNames

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This section contains a listing of the policies and procedures found on the various products we provide. They are subtitled near the left margin of the page under the **SECTION** identification. Below the **SECTION** ID you will find three columns as follows:

SUBJECT	FILENAME	NUMBER
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**FILENAME** refers to the name of the file where you can find the procedures listed under **SUBJECT** in this index. This is your cross-reference between the procedure names and the filenames. these files will be located in the POLYPROC folder on your hard drive upon installation.

To select a procedure for editing or printing, review this index and choose a procedure you are interested in. Next locate the filename of the procedure using this index. Then follow the instructions in the various chapters of this manual to open, edit, save and print the procedures.

- ▽ **Note:** Check the “Readme” file for recent additions made after publishing this guide. Also, the most current and complete listing of available procedures and tools will be found in the following two files: *Tabl\_con.doc* and *Indexalp.doc*. You should have printed these files, among others, while working in Chapter 1 of this manual. Refer to them to ensure you find all your available resources.

<u>SUBJECT</u>	<u>FILENAME</u>	<u>NUMBER</u>
<u>SECTION I - GENERAL LEDGER</u>		
Chart of Accounts	CHART_UP	GL-1000
Chart of Accounts Maintenance	CHART_UP	GL-1100
Chart of Accounts Updates	CHART_UP	GL-1110
Chart of Accounts Design Theory	CHART_UP	GL-1120
Bank Account Master File	BANKMSTR	GL-2000
Bank Account Master File Maintenance	BANKMSTR	GL-2100
Assigning Bank Master Numbers	BANKMSTR	GL-2110
Cash Position	CASHPOSI	GL-3000
Cash Position Report Preparation	CASHPOSI	GL-3100
Cash-in-Bank Reconciliation	BANKREC	GL-4000
Cash-in-Bank Reconciliation Procedure	BANKREC	GL-4100
Prepare Bank Statements for Reconciliation	BANKREC	GL-4110
Bank Reconciliation and General Ledger Proof	BANKREC	GL-4120
Bank Reconciliation Form	REC_PROF. XLS	GL-4121
Journal Entries	JRNLNTRY	GL-5000
Journal Entry Procedure	JRNLNTRY	GL-5100
Journal Entry Form	JIFORMXLS	GL-5101
Petty Cash	PETTYCSH	GL-6000
Petty Cash Releases	PETTYCSH	GL-6100
Petty Cash Reconciliation Form	PETTYREC	GL-6101

<u>S U B J E C T</u>	<u>FILENAME</u>	<u>NUMBER</u>
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SECTION II - CREDIT AND ACCOUNTS RECEIVABLE

CREDIT

Extending Credit	CREDIT	CT-1000
Processing Credit Applications - Department	CREDIT	CT-1100
Processing Credit Applications - Desk	CREDIT	CT-1110
Chart of Reports and Letters	CREDIT	CT-1110
Credit Policy Statement	CTPOLICY	CT-1110
Credit Application Form	CT_APP	CT-1111
Financial Analysis of Customer Financial Data	ANALYSIS. XLS	CT-1112
Credit Recommendation Report	CTRECRPT	CT-1113
Commitment Letter	CTCOMMIT	CT-1114
Denial/Alternative Payment Plan Letter	CT_DENY	CT-1115

COLLECTIONS

Collection of Outstanding Accounts	COLLECT	CT-2000
Handling Collection Issues	COLLECT	CT-2100
Customer Contact Log	CONTACT	CT-2101
Dunning Notice Letter	DUNNING	CT-2102
Follow-up Letter of Commitments	COMMIT	CT-2103
Warning of Pending Credit Hold	CTHOLD	CT-2104
Warning of Cancellation of Credit Terms	CTCANCEL	CT-2105
Notice-Start of Formal Collection Process	LEGLCOLL	CT-2106

<u>S U B J E C T</u>	<u>FILENAME</u>	<u>NUMBER</u>
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COLLECTIONS (Cont.)

Customer Master File	CUSTMSTR	AR-1000
Customer Master File Maintenance	CUSTMSTR	AR-1100
Customer Number Assignment	CUSTMSTR	AR-1110
Customer Invoicing and Reports	STMTPROC	AR-2000
Customer Invoicing - Departmental	STMTPROC	AR-2100
Manual Billings	STMTPROC	AR-2110
Invoicing - Desk Procedure	STMTPROC	AR-2150
Cash Receipts	CSHRCPTS	AR-3000
Cash Receipts Processing	CSHRCPTS	AR-3100
Customer Receipts Processing	CUSTRCPT	AR-3110
Cash Receipts Entry Form	CSHRECFM	AR-3120
Cash Receipts Log	CSHLOG	AR-3130
Prepare Bank Deposit	BANKDPST	AR-3140
Reconcile Bank Deposits	BANKDPST	AR-3150
Bank Deposit Variance	BANKDPST	AR-3160
Cash Receipts Reports	CRRPTFLG	AR-3170
Clear Cash Receipts Suspension	CRCORREC	AR-3190
Regional Cash Receipts	RMTRCPTS	AR-3200
Regional Cash Receipts Process	RMTCSHPR	AR-3210
Regional Cash Receipts Entry	RMTENTRY	AR-3220
Miscellaneous Cash Receipts	MISCRCPT	AR-3400
Cash Receipts Exception Handling Form	CRSUSPxls	
Partner Statement Processing	PTNRSTMT	AR-4100
Wire Transfer Receipts	WIRERCPT	AR-5000
Wire Transfer Receipt Processing	WIRERCPT	AR-5100
Wire Transfer Deposit Form Use	WIRINFRM	AR-5110

<u>S U B J E C T</u>	<u>FILENAME</u>	<u>NUMBER</u>
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SECTION III - PURCHASING AND ACCOUNTS PAYABLE

PURCHASING

Procurement	POS	PO-1000
Purchase Requisitions of Products or Services	POS	PO-1100
Purchase Requisition	PURCHREQ	PO-1101
Purchase Order Processing	POS	PO-1110
Purchase Order	PURCHORD	PO-1111

ACCOUNTS PAYABLE

Purchase Order Tracking	POS	PO-1120
Accounts Payable Processing	INVPROC	AP-1000
Payment Request Processing	INVPROC	AP-1100
Payment Request Review	INVPROC	AP-1110
Payment Request Batching	INVPROC	AP-1120
Vendor Master File	VENDMSTR	AP-2000
Vendor Master File Maintenance	VENDMSTR	AP-2100
Vendor Master Update Requests	VMMFORM	AP-2110
Vendor Number Assignment	VENDNUM	AP-2120
Vendor Insurance	VENDINS	AP-2200
Initiate Vendor Insurance Summary Form	VNDRCERT	AP-2210
Process Vendor Insurance Certificate	VNDRCERT	AP-2220
Vendor Insurance Invoice Review	VNDRINS	AP-2230
Cash Disbursements	MANLCHEK	AP-3000
Automated Check Processing	AUTOCKS	AP-3100
Voucher Adjustments	AUTOCKS	AP-3110
Automated Check Printing	AUTOCKS	AP-3120

<u>S U B J E C T</u>	<u>FILENAME</u>	<u>NUMBER</u>
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ACCOUNTS PAYABLE (Cont.)

Manual Check Disbursements	WRIMNLCK	AP-3200
Producing Manual Checks	WRIMNLCK	AP-3210
Batch Manual Checks	BCHMNLCK	AP-3220
Check Signing Requirements	CKSIG	AP-3400
Prepare Checks for Signature	AUTOCKS	AP-3500
Vendor Invoice Filing	INVFILE	AP-4100

SECTION IV - FIXED ASSETS

Fixed Asset Accountability	FAOVRVW	FA-1000
Fixed Asset Procurement	FAPROCUR	FA-2000
Fixed Asset Procurement Procedure	FAPROCUR	FA-2100
Fixed Asset Marking and Inventory	FAINVMRK	FA-3000
Fixed Asset Marking and Inventory Procedure	FAINVMRK	FA-3100
Fixed Asset Reporting	FARPRTNG	FA-4000
Fixed Asset Reporting Procedure	FARPRTNG	FA-4100

<u>S U B J E C T</u>	<u>FILENAME</u>	<u>NUMBER</u>
<u>SECTION V - PAYROLL AND GARNISHMENTS</u>		
Employee Determination	PAYROLL	PR-1100
Employee Payroll Processing	PAYROLL	PR-1200
Processing Salaried Payroll	PAYROLL	PR-1210
Processing Hourly Payroll	PAYROLL	PR-1220
Employee Compensable Waiting Time	PAYROLL	PR-1300
Employee Overtime Determination:		
Employee Non-exempt Worker	PAYROLL	PR-1400
Employee Exempt Worker	PAYROLL	PR-1500
FLSA White-Collar Exemption Test (5 Charts)	EXEMPT.XLS	PR-1501
Paycheck Distribution	PAYROLL	PR-1600
Paycheck Compensable Travel Time	PAYROLL	PR-1700
Travel Time - Is It Compensable?	TRAVEL.XLS	PR-1700
Travel Advances	PAYROLL	PR-1800
Expense Report Form	T&E_PT.XLS	PR-1801
Garnishments and Child Support Orders	PAYROLL	PR-2000
Garnishments Form	GARN_WS.XLS	PR-2001
Family & Medical Leave:		
Approval of Leave Time	PAYROLL	PR-2100
Unpaid Leave Deductions	PAYROLL	PR-2200



<u>S U B J E C T</u>	<u>FILENAME</u>	<u>NUMBER</u>
<u>SECTION VI - TRAVEL</u>		
Travel	TRAVPOL	EE-5000
Booking Your Trip	TRAVPOL	EE-5100
International Travel	TRAVPOL	EE-5200
Domestic Travel	TRAVPOL	EE-5300
Rental Car	TRAVPOL	EE-5310
Other Transportation	TRAVPOL	EE-5320
Lodging	TRAVPOL	EE-5330
Meals and Entertainment	TRAVPOL	EE-5340
Telephone Usage	TRAVPOL	EE-5350
Travel Insurance	TRAVPOL	EE-5360
Expense Reporting	TRAVPOL	EE-5400
Payment Methods	TRAVPOL	EE-5410
Non-reimbursable Expenses	TRAVPOL	EE-5420
Expense Report Form Instructions	TRAVPOL	EE-5430
Personal/Vacation Time	TRAVPOL	EE-5500
Guest Travel Authorization	TRAVPOL	EE-5510
General Travel Safety Tips	TRAVPOL	EE-5600
Tips for Travel Under Increased Security Initiatives	TRAVSEC	

<u>S U B J E C T</u>	<u>FILENAME</u>	<u>NUMBER</u>
GLOSSARY OF TERMS	GLOSSARY	Appendix A
EXHIBIT CROSS-REFERENCE	APPENDB	Appendix B
PROCESS FLOW DIAGRAMS		Appendix C
Accounts Payable	AP_APP_C	
Accounts Receivable	AR_APP_C	
Credit Acceptance and Customer Set-up	CT_APP_C	
Taxation of Transactions (Office 97 only)	TAXATION OF TRANS-ACTIONS 97	
FORMS & LETTERS		Appendix D
Project Administration:		
Quick Start	QUIKSTRT	
Readme File	README	
Executive Summary - Project Structure, Layout and Oversight Plan	SUMMARY	
Steering Team Response Control	CONTROL	
Introduction Letters To/From Top Management	TOP_MGT	
Announcement Letter To Staff	ANNOUNCE	
Project Time & Cost Budget	BUDGETXLS	
Style Template Layout for Policies & Procedures	TEMPLATE	
Master Layout for Policies & Procedures	PROCSTR	
Useful Letters:		
Commitment Letter to Company	COMITMNT	
Sales & Use Tax Liability Letter	SUT_VEN	
Sales Tax Exempt Letter	SUTEXEMT	
Request for Form W-9	W_9_LTR	
Useful Letters (Cont.):		

Bad Debt 1099-C Letter	BAD_DEBT
Supplemental Pay Gross-up Calculations	GROSS_UP.XLS

## Useful Spreadsheets:

Financial Analysis of Financial Data	ANALYSIS.XLS	
Bad Debt Write Off Analysis	BDWRTOFF.XLS	
Bank Reconciliation Form	REC_PROF.XLS	GL-4121
FLSA White-Collar Exemption Test (5 Charts)	EXEMPT.XLS	
Expense Report Form	T&E_PT.XLS	PR-1801
Early Pay Discounts - Determining the Value	EARLYPAY.XLS	
Supplemental Pay Gross-up Calculations	GROSS_UP.XLS	
Garnishment Calculations Worksheet	GARN_WS.XLS	PR-2001

## SALES &amp; USE TAX

Taxing the Transaction	SLSUSTAX	SU-1000
Determining Tax On Sales - Sales Department	SLSUSTAX	SU-1100
Determining Tax On Sales - A/R Department	SLSUSTAX	SU-1200
Determining Tax On Purchases - Requisitioning	SLSUSTAX	SU-1300
Determining Tax On Purchases - Purchasing	SLSUSTAX	SU-1400
Determining Tax On Purchases - A/P Department	SLSUSTAX	SU-1500
Sales Tax Analysis Matrix	SALESTAX.XLS	SU-1401
Drop Shipments	DROPSHIP.XLS	SU-1402
Multistate Jurisdiction Form	MULTISTATE	

EXEMPTIO  
N CERT.PDF