

J. Daily Report/ Paid Invoices

- a. Take Daily Report from Nederland and Baytown
- b. Put Nederland first
- c. Put the week's worth of Daily Deposit Reports behind the Nederland Daily Report
- d. Put Baytown Daily Report next
- e. Scan in the New2001 database / Daily Deposit
- f. Open In Basket
- g. Highlight the document(s) to work with
- h. Choose Index
- i. In Folder Screen highlight Daily Report
- j. In Document Type Screen highlight Daily Report
- k. Click Okay
- l. Fill in date (weekending date)
- m. Ctrl+S to save index
- n. When all are done, close

Each invoice will have a credit card or check copy.

- a. On the copy of check /credit card write invoice number and client ID
- b. Keep all single pages together
- c. If more than one page per invoice – make separate stacks (2pages, 3pages or more)
- d. Scan in New2001 database / Checks
- e. Scan single pages first
- f. Choose Multiple Documents / pages per document 1
- g. Choose Start
- h. When all are scanned, close
- i. Take all multiple page documents and change the Multiple Documents / pages per document to 2
- j. Scan all the 2 page documents
- k. Do the same as above for the 3 pages or more stacks
- l. Close
- m. Open In Basket / choose Checks
- n. Highlight checks to work with
- o. Choose Index
- p. In Folder Screen highlight Checks
- q. In Document Type Screen highlight Checks
- r. Click Okay
- s. Fill in Date, invoice number(s) [put all invoice numbers listed on credit card/check copies] and Client ID number
- t. Ctrl+S to save the index
- u. When all are done, close