

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Wrenn Air Monthly Invoice Processing	Page : 1 of 1	Date : 05/17/06 Revision :
Author:	Katherine C. Smith	

ADM-PROC-ACCT-WRENN AIR

Purpose: Giles Chemical Corporation and Giles Chemical Industries pay a monthly fee for incidental use of Wrenn Air – plane, used for business purposes.

Procedure:

CSR/Receptionist will process Wrenn Air Invoices after CSR receives notification from the Controller that the previous month has been closed.

1. Log into Dynamics
2. Go into Wrenn Air
3. CSR will enter two orders for item code: TBM700. One order will be for GILESCHE – item code – TBM700 – price \$22,000.00 and the other for GILESCHEIND – item code – TBM700 – price \$2,000.00. Both will be dated for the 1st of every month.
4. Batch ID will be example: (JMD80CB050606_1)
5. Pull up batch id.
6. Print Batch List, once printed verify that all amounts are right.
7. Transfer batch to Invoices.
8. Before printing invoices, you will need 4 different colors of paper (Orange, Blue, Pink and Yellow). Paper is located in the right hand side of the Receptionist Desk. You will need one color of each to make 2 sets.
9. Load colored paper into the 3rd drawer on the Saltex Main printer.
10. Inform other CSR's not to print while the colored paper is in the drawer.
11. Once all copies of the invoices have printed, the Blue and Pink go to the Controller, the Yellow in the GCC unpaid AR misc "W" folder.
12. Post Batch. Print first two reports and cancel the rest.
13. Inform the Lead CSR that you printed two invoices – she updates invoicing spreadsheet daily.
14. File the Orange copy of the invoice and the posting reports in the "08" (Wrenn Air) binder located behind the AR/AP Clerk.
15. Make sure to mark off the month invoiced on the Wrenn Invoicing sheet, located with the colored paper.

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ADM-PROC-ACCT-WRENN AIR
TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
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