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| --- | --- | --- | --- |
| **TITLE:** | AR-01 Auto Statement | | |
| **sop #:** | ADM-03 | **revision #:** | 1 |
| **EFFECTIVE DATE:** | May 21, 2020 | | |
| **OWNER:** | Ketan Bhai | | |

## REVIEWERS

|  |  |  |  |
| --- | --- | --- | --- |
| Name | tITLE | sIGNATURE | dATE |
| Ria Sarantakis | Accounts Payable Specialist | Signed | May 21, 2020 |

## APPROVER

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| Name | tITLE | sIGNATURE | dATE |
| Ria Sarantakis | Accounts Payable Specialist | Signed | May 21, 2020 |

# 1.0 purpose

To set up automated statements to the customers.

# 2.0 SCOPE

Covers process to setup auto statements for customers

# 3.0 equipment

N/A

# 4.0 definitions

|  |  |
| --- | --- |
| **Definition** | **Explanation** |
|  |  |

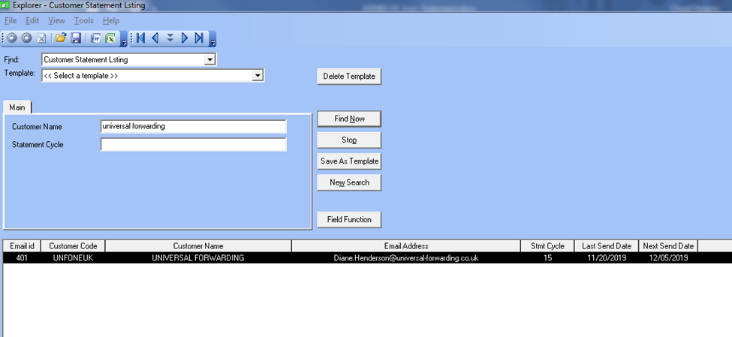
# 5.0 Responsibility

|  |  |
| --- | --- |
| **Responsibility** | **Activity** |
|  |  |

# 6.0 policy

## 6.1 GENERAL

1. Send email to Mark Gorelik (I.T.) advising him of the customer code in Epicor. The frequency of the auto statement. E.G. Monthly, Biweekly, Weekly and include the customers email address
2. Mark will set it up and send a confirmation email that it has been completed. If you need to check. Go to Explorer, under Customer statement listing and type in the customers’ name in the field as shown below and click find.



# 7.0 references

# 8.0 revision history

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| **Revision #** | **Revision Date** | **Description** |
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