|  |  |  |  |
| --- | --- | --- | --- |
| **TITLE:** | AR-01 Auto Statement | | |
| **sop #:** | IT-03 | **revision #:** | 2 |
| **EFFECTIVE DATE:** | May 31, 2020 | | |
| **OWNER:** | Tamalur Shaikh | | |

## REVIEWERS

|  |  |  |  |
| --- | --- | --- | --- |
| Name | tITLE | sIGNATURE | dATE |
| Tamalur Shaikh | Int .NET Enterprise Web Portal Developer | Not Signed | January 01, 0001 |
| Student05 | Test User | Not Signed | January 01, 0001 |

## APPROVER

|  |  |  |  |
| --- | --- | --- | --- |
| Name | tITLE | sIGNATURE | dATE |
| Elhadj Diallo | Business Intelligence Developer and Analyst | Not Signed | January 01, 0001 |

# 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** |
|  |  |

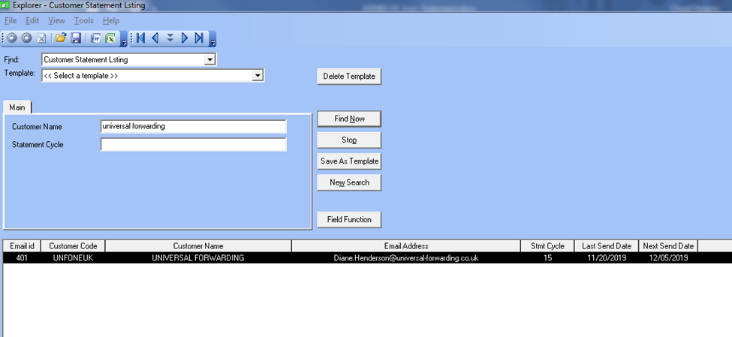
# 5.0 Responsibility

|  |  |
| --- | --- |
| **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

|  |  |  |
| --- | --- | --- |
| **Revision #** | **Revision Date** | **Description** |
| 1 | May 31, 2020 |  |
| 2 | May 31, 2020 |  |