SOP Reference #: SOP-AC007

Operation/Task:	Accounting – Invoicing Postage on Lettershop Jobs		Equipment:	N/A	
Owner:	Controller	Date Prepared: Revision History:	6/12/15 See last page	Department Responsibilities:	

ALERTS (see below):   Critical Step ◆   Quality Check ☑   Tip ☺   Team Safety ✚

Purpose: This SOP/work instruction documents procedures for invoicing postage on Lettershop jobs.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1	◆	• All Lettershop jobs have postage reconciled on the pre-bill. • Verify expense by checking product verification sheet and mailing statements in job and make adjustments if needed on the pre-bill and in the system. • Check to see where product mails from to see if outside vendor was used for foreign mailing and additional charges should be charged. • Verify that the postage usage matches the system and is recorded on the pre-bill correctly. • Check for customer cash advances and put that on the customer advance line for postage on the pre-bill. • Any remaining balance not prepaid should be added to invoice and any overpayment should be credited from the invoice. • Update job detail in spreadsheet to track independently. The spreadsheet is currently located in \\Zeus\Acct\Postage\Daily Control\Postage YYYY.xls. Put an X in the closed line after processing postage expense on postage worksheet. • Drop off jobs at CSR's in-boxes.		

Notes:

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format		6/12/15
Rev 2	Change the owner of the SOP to Controller.	Ryan Olson	1/07/16
Rev 3	Removed header page, updated gray header bar, changed font	Cristi Oakvik	3/31/21