SOP Reference #: DP028

Operation/Task:	**CNTBYMN**				Equipment:	**PC – Quadient Inspire Designer**	
Owner:	DP Manager		**Date Created:**	7/21/14	**Department:**	Data Processing	
			Revision History:	See last page			

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

Purpose: This SOP/work instruction describes the process to create the CNTBYMN data for accounting to use when invoicing.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		For ALL DP jobs that include data and mail, run a CNTBYMN report	For the majority of all jobs in DP, the Post Presort Helper program has this built in and will automatically run.	It will automatically run when prompted
2		If a job cannot be run with Post Presort Helper, run it the manual way	Either run F:\CV1\5664234\BATCH_FILES\cntbymn.bat or Load workflow in production mode ..\..\GMC_TEMPLATE\MASTER_WFD\CNTBYMN_BATCH.wfd for all jobs except EDDM. For EDDM jobs load..\..\GMC_TEMPLATE\MASTER_WFD\CNTBYMN_BATCH_EDDM.wfd	Ensures the most current program is used to generate the tax report needed by accounting when invoicing.
3		Update Workflow Parameters.	By answering the batch file prompts or browse to load the final data file which is use for the report and update job number. If job will have multiple drops, update the OUTPUT_NAME_MODIFIER with a drop indicator.	Ensures correct job is used and that the report files will be named by job number and drop for accounting
4	☑	Verify report file	Browse to the 'O' drive and open report file created. Check that report file is named correctly and has the correct quantity.	Ensures that the report was run and named correct so accounting has the necessary report files for tax purposed.
Notes:				

Definitions:

Revision History	Description of Changes	Requested by	Date

Rev 1	Revised SOP to new format	Kathy Osterberg	7/21/14
Rev 2	Added verbiage about running it through Post Presort Helper	Kathy Osterberg	6/24/15
Rev 3	Lead and Manager review for relevancy. Replaced GMC reference with Quadient Inspire Designer; updated to current SOP format.	Kathy Osterberg	2/21

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