Accounting Drawer – Accounting Primary Indexes • Year	Secondary Indexes/Attributes • •	File Marks	Page Marks ■ Page Mark 1 ■ Page Mark 2
📁 Accounting 　📂 Atlas Financial Report 　　📁 File (Year, Repeatable) 　　📁 New Mail 　　　📄New Mail 　　📁 Year – Year (Repeatable) 　　　📂 Core File 　　　📂 Folder by Month (Repeatable) 　　　　📄 Reports			

Legend:　🏠–Location　📁–Drawer　📂–File Type　📁–File　📂–Folder　📄–Document　*** Secured**

Accounting Drawer – Accounting Primary Indexes • Year	Secondary Indexes/Attributes • •	File Marks	Page Marks 🟪 Page Mark 1 ⬛ Page Mark 2

📇 Accounting
  📑 Account Receivable - Client
    🗄 File (Year, Repeatable)
     📁 New Mail
       📄New Mail
     📁 Batch Client Receipts Year
      📁 Folder by Month (Repeatable)
        📄 Batch Receipts
      📁 Finance Contracts
       📁 Folder by Month (Repeatable)
        📄 Contract
      📁 Client Refunds
       📁 Folder by Month (Repeatable)
        📄 Refund Checks			

Accounting Drawer – Accounting Primary Indexes • INS Payee Code • INS Payee Name	Secondary Indexes / Attributes	File Marks	Page Marks 🟪 Page Mark 1 ⬛ Page Mark 2

📇 Accounting
  📂 Accounts Payable – INS Payee
    🗄 File – (INS Payee Code, Payee Name)
      📁 New Mail
        📄 New Mail
      📁 Core File
        📄 Agency Contract
      📁 Folder by Year (Repeatable)
        📄 Carrier/Broker Statement - Jan
        📄 Sagitta AP on File - Jan			

Accounting Drawer – Accounting Primary Indexes • Vendor/Employee Code • Vendor/Employee Name	Secondary Indexes / Attributes	File Marks	Page Marks 🟪 Page Mark 1 ⬛ Page Mark 2

📒 Accounting
   🗂 Accounts Payable – Vendor/Employees
     🗃 File – VEN/EE Code, VEN/EE Name
    📁 New Mail
      📄 New Mail
    📁 Core File
      📄 Contract or Lease Agreement
    📁 Folder by Year (Repeatable)
      📄 Vendor Invoice
      📄 EE Exp Reimbursement*			

* Restricted to Chong Kenison & Managers only – AP Vendor

Accounting Drawer – Accounting Primary Indexes • Producer Code • Producer Name	Secondary Indexes / Attributes	File Marks	Page Marks 🟪 Page Mark 1 ⬛ Page Mark 2

📇 Accounting
  📑 Accounts Payable – Producer AP on File
    🗄 File – Producer Code, Producer Name
      📁 New Mail
        📄 New Mail
      📁 Folder by Year (Repeatable)
        📁 Folder by Month (Repeatable)
          📄 Docs by pay period			

Legend: 🏠 –Location 📇 –Drawer 📑 –File Type 🗄 –File 📁 –Folder 📄 –Document *** Secured**

Accounting Drawer – Accounting Primary Indexes - INS Payee Code - INS Payee Name	Secondary Indexes / Attributes Page Marks (Pre-defined)	File Marks	Page Marks 🟪 Page Mark 1 ⬛ Page Mark 2

📇 Accounting
  📑 Accounts Receivable – DB Carriers AR
    🗃 File – INS Payee Code, Payee Name
   📁 New Mail
    📄 New Mail
   📁 Folder by Year (Repeatable)
    📄 Carrier Statement - January			

Accounting Drawer – Bank Statements Primary Indexes	Secondary Indexes / Attributes	File Marks	Page Marks
• Bank Code • Bank Name	•		Page Mark 1 Page Mark 2
📇 Accounting 　🗂 Bank Statements 　　🗄 File (Bank Code, Bank Name) 　　　📁 New Mail 　　　　📄 New Mail 　　　📁 Folder by Year (Repeatable) 　　　　📄 Bank Statement - January			