

Accounting Drawer – Accounting	Secondary Indexes/Attributes	File Marks	Page Marks
Primary Indexes	•		Page Mark 1
• Year	•		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:



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















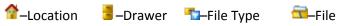


Accounting Drawer – Accounting Primary Indexes • Vendor/Employee Code • Vendor/Employee Name	Secondary Indexes / Attributes	File Marks	Page Marks Page Mark 1 Page Mark 2
Accounting Accounts Payable – Vendor/Employees File – VEN/EE Code, VEN/EE Name New Mail New Mail Core File Contract or Lease Agreement Folder by Year (Repeatable) Vendor Invoice EE Exp Reimbursement*			

^{*} Restricted to Chong Kenison & Managers only – AP Vendor















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















Accounting Drawer – Accounting	Secondary Indexes / Attributes	File Marks	Page Marks
Primary Indexes	•		Page Mark 1
INS Payee Code	Page Marks (Pre-defined)		Page Mark 2
INS Payee Name			
Accounting			
Accounts Receivable – DB Carriers AR			
🙃 File – INS Payee Code, Payee Name			
📵 New Mail			
New Mail			
Folder by Year (Repeatable)			
Carrier Statement - January			

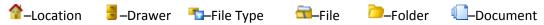














Accounting Drawer – Bank Statements Primary Indexes Bank Code Bank Name	Secondary Indexes / Attributes •	File Marks	Page Marks Page Mark 1 Page Mark 2
Accounting Bank Statements File (Bank Code, Bank Name) New Mail New Mail Folder by Year (Repeatable) Bank Statement - January			













