



ONE ANDREWS CIRCLE  
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## BALANCING REPORT ENSURES ACCURACY

The Media Type Comparison Report compares monthly activity (new adds and circulation of stored items) to the data entry/billing and inventory data base. Obviously, if the inventory and warehouse storage are out of balance with the data base, there could be a problem. It is **very important** to reconcile the report **every month** following these steps:

1. "Finish" all work orders.
2. For vault storage, enter peaks.
3. Run "collect" (under invoicing menu.)
4. Run Media Type Comparison report (under invoicing/reports/media comparison.) Run "all customers."
5. Look for asterisks indicating an imbalance between warehouse storage and the billing/invoicing data base. (**NOTE:** There will always be an imbalance in rotational types or bulk storage, so ignore these.)
6. Enter any data base adjustments using the "Adjust" menu choice under invoicing.
7. Unfinish affected work orders and enter any corrections.
8. Make any new item corrections to the data base.

9. Rescan necessary items in the warehouse and download to the system.

10. Recollect as in 3 above.

11. Rerun the Media Type Comparison Report selecting only the customers with asterisks.

12. Upon completion and a clean report, print invoices.

Everyone involved -- drivers, warehouse workers, and administrative personnel -- should be responsible for ensuring that media types are accurately assigned.

If a work order, for example, instructs a driver to pick up letter legal boxes, and check boxes are picked up, the variance should be noted on the work order. Failing to make the corrections will cause an imbalance on the Media Type Comparison Report. The same is true of warehouse personnel. They have to scan boxes into the correct media type location or you will produce invoicing errors.

The following examples illustrate some of the situations you may encounter. The bold italicized headings (***Last Month, This Month***) represent the billing (work order) side of the report. Open Batches, Main File represent data entry/ warehouse activities.

**PROBLEM #1** [Please note arrows - ↓ - denote the columns affected.] - In this sample, a work order has been entered for 11 new LL's. However, there is no data entry for these boxes, nor have they been put on the shelf.

Customer - 03222	Media Type	<i>Last Month</i>	<i>This Month</i>	Open Batches	Main File	Total
	* DEPT: 000000000000001		↓			↓
	LL	0.0	11.0	0.0	0.0	0.0*
		0.0	11.0	0.0	0.0	0.0

**SOLUTION** - The boxes may have come in on the last day of the billing month and the data entry has not been keyed in yet. After keying in the data and scanning the boxes onto the shelf, the media type comparison report should look like the following.

Customer - 03222	Media Type	<i>Last Month</i>	<i>This Month</i>	Open Batches	Main File	Total
	* DEPT: 000000000000001					
	LL	0.0	11.0	11.0	0.0	11.0
	* Subtotal*	0.0	11.0	11.0	0.0	11.0

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