

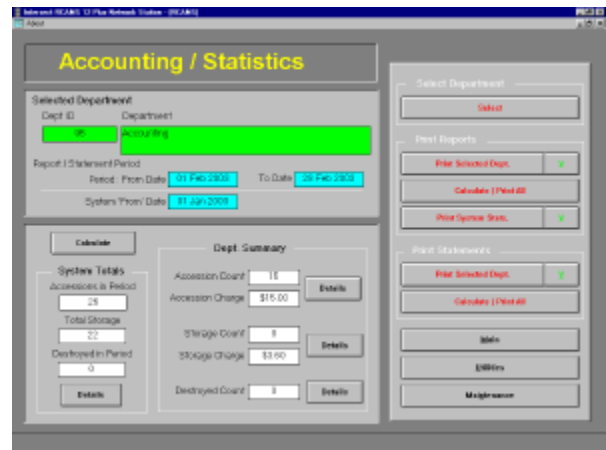
New Accounting / Statistics Module for Intersect's *Records Control and Management System (RCAMS)*

A new Accounting / Statistics module adds a comprehensive statistics, accounting, and reporting capability to Intersect Systems' *Records Control and Management System*.

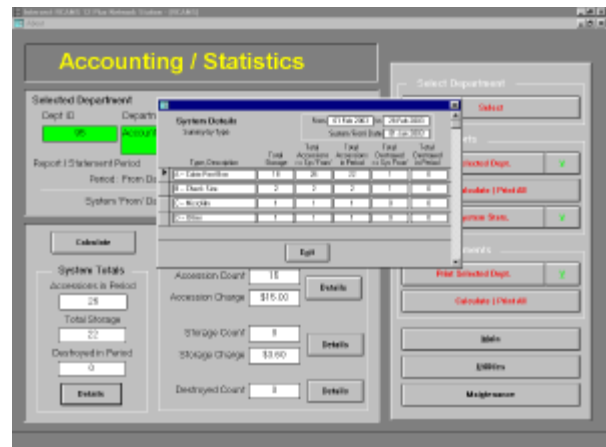
Developed at the request of several Intersect customers currently using RCAMS, and with capabilities and functions based on suggestions from RCAMS users, the new Accounting / Statistics module is designed to meet two needs:

1. *Record and report activity in the records center – both overall for the RCAMS system, and individually by departments or divisions. The Accounting / Statistics module captures all records transactions in RCAMS – storage spaces used, records accessions, document destruction – and provides a flexible set of reports the user can access through easy point-and-click operations to either view the reports on-screen, or print the reports. Each department can receive a periodic statement documenting space used and activity.*
2. *Allow records center costs to be allocated to various departments or divisions based on storage space used, and on activity determined by records containers accessed. A statement of costs for storage and accessions can be calculated for each Department and printed periodically – monthly, quarterly, annually, or for any period desired.*

The Accounting / Statistics module is not only easy to configure and use, it is also flexible. The records manager can specify charges for storage and accession for each type of container defined for the system, and these standard charges can be used for all departments, or charges can be modified for specific departments – to provide a high-volume user with a discount, for instance. The charges can also be turned off for any department, or overall, if only the statistics functions are desired.



Accounting / Statistics Control Screen



Activity and Charge summaries can be viewed on-screen, or printed

Print System and Department Summary Activity Reports and Statements

System Activity Summary 14 Mar 2003						
Main Records Center						
Organization Name						
Period Covered: 01 Feb 2003 to 28 Feb 2003						
System 'From' Date: 01 Jan 2003						
Type	Description	Total Storage	Total Accessions Since 'From'	Accessions During Period	Total Destroyed Since 'From'	Destroyed During Period
A.	Cubic Foot Box	18	26	22	1	0
B.	Check Size	2	2	2	1	0
C.	Microfilm	1	1	1	0	0
D.	Other	1	1	1	0	0
Totals		22	30	26	0	0

Print Summary Reports for storage and accessions for each department or for the entire records system, as well as department Statements listing storage and accession activity and charges, for any period -- monthly, quarterly, annually, year-to-date – or for any other period you specify.

Statement -- Records Storage and Access Charges								
Statement Date: 14 Mar 2003								
Statement For: Accounting / Dept. 95								
Period Covered: 01 Feb 2003 to 28 Feb 2003								
Type	Description	Storage / Chg. / Ma.	Charge / Accession	Storage Total	Storage Charge	Accessions Total	Accessions Charge	Dest. Total
A.	Cubic Foot Box	\$0.50	\$1.00	8	\$3.00	15	\$15.00	0
B.	Check Size	\$0.35	\$1.00	1	\$0.35	0	\$0.00	0
C.	Microfilm	\$0.25	\$1.00	1	\$0.25	0	\$0.00	0
D.	Other	\$1.00	\$1.00	0	\$0.00	0	\$0.00	0
Total Counts and Charges				8	\$3.00	15	\$15.00	0
Total Amount Due							\$18.00	

The Accounting / Statistics Module features easy-to-use functions for creating accounts and setting charges for storage and accessions

Standard charges for storage and accessions for each type of container that the user defines can be set or changed from the RCAMS Utilities screen. There is no limit to the types of containers that can be defined, and the list can be added to as desired.

As each department or division account is created, the standard charges for storage and accessions will automatically be set up by default for each container type. The user can modify the charges for individual departments if desired – to provide discounts to high-volume users, for instance.

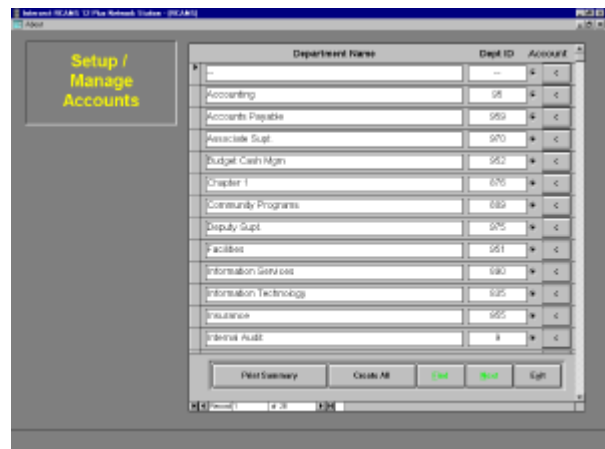
The charges can also be zeroed for departments for which no charges are to be assessed.



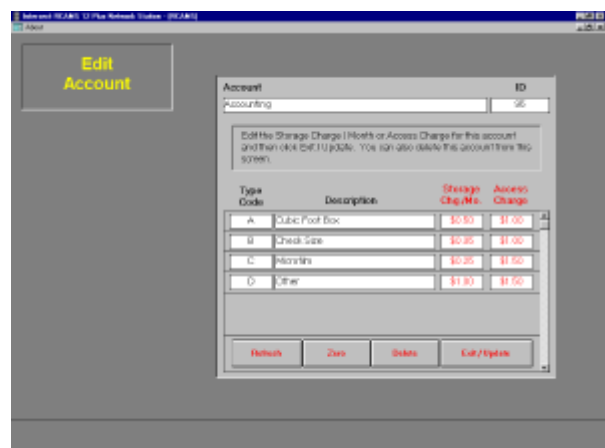
RCAMS will automatically create accounts for all departments entered in the system. As an alternative, RCAMS can create accounts for only selected departments. In the illustration, the filled-in "dot" between the *Dept ID* and *Account* columns indicates the departments for which an account has been created.

When an account has been created, all subsequent transactions by that department – storage space used, and records accessions – are logged and can be used for generating reports.

Clicking on the button in the *Account* column for any department listed will open an account editing screen for the department (see following illustration).



The account charges for any department can be modified at any time. All subsequent transactions will be reported at the new charge rate.



For more information about Intersect Systems Inc. software for retention schedule development and management, or software for records management, contact Intersect at (972) 641-7747, or e-mail Intersect at newintel@newintel.com.

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