

Project Management Pack



▶ Project Management Pack is included in the [Proposal Kit Professional Bundle](#)



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Project Management Pack is an extensive library of material used to help manage your projects from start to finish. Project Management Pack also includes the Records Management Toolkit for developing a detailed records management program.

Project Management Pack is part of the [Proposal Kit Professional Bundle](#).

Records Inventory Worksheet

Department / Business Unit: Finance

Records Series ID / Unique ID	Records Series/Component Type	Title	Description	Location	Records Retention	Final Records	Frequency	Medium	Control Management Strategy	Enterprise Search	Security Level	Volume of Records
R-15	Accounts Receivable	Customer Invoices	Invoices - copies for payment, purchase orders, requisition for goods and services, invoice payable	Server A C:\Finance\Accounts Receivable\AR Invoices	Yes	Yes	Daily	Physical Paper / Electronic	Yes	N/A	High	12000
R-2	Accounts Receivable	Invoice Certificate	Invoice	Server A C:\Finance\Accounts Receivable\AR Invoices	Yes	Yes	Monthly	Physical Paper / Electronic	Yes	N/A	High	1000
R-3	Accounts Receivable	Vendor Agreement	Vendor Contract	Server A C:\Finance\Accounts Receivable\AR Invoices	Yes	Yes	Monthly	Physical Paper / Electronic	Yes	N/A	High	2000
R-4	Accounts Receivable	Bank Request	Bank Memorandum Authorization Request	Server A C:\Finance\Accounts Receivable\AR Invoices	Yes	Yes	Daily	Physical Paper / Electronic	Yes	N/A	High	1000
R-5	Accounts Receivable	Tax Exempt Certificate	Tax Exempt Certificate	Server A C:\Finance\Accounts Receivable\AR Invoices	Yes	Yes	Daily	Physical Paper / Electronic	Yes	N/A	High	100
R-6	Expendable Assets	Expendable Assets	Expendable Assets	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Monthly	Electronic	Yes	N/A	High	10000
R-7	Expendable Assets	Cash Receipts/Checks	Cash Receipts/Checks	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	10000
R-8	Expendable Assets	Entity Cash	Entity Cash Receipts/Checks/Checks	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	10000
R-9	Expendable Assets	Entity Cash Receipts	Entity Cash Receipts	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-10	Expendable Assets	Shipping and Post	Print-out checks/Checks, postage/ courier Accounts/Check receipts, register of postage, registration postage and receipt postage	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Monthly	Physical Paper / Electronic	Yes	N/A	High	100
R-11	Expendable Assets	Cash Report	Summary cash bases	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Monthly	Physical Paper / Electronic	Yes	N/A	High	100
R-12	Expendable Assets	Checklist Report	Checklist history	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Monthly	Electronic	Yes	N/A	High	100
R-13	Statements	Account Statements	Statements of accounts	Server A C:\Finance\Statements\AR Invoices	Yes	Yes	Monthly	Electronic	Yes	N/A	High	100
R-14	Statements	Account Payable Statements	Statements of accounts	Server A C:\Finance\Statements\AR Invoices	Yes	Yes	Monthly	Electronic	Yes	N/A	High	100
R-15	Records and Reports	Employee Salaries	Employee Salaries	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-16	Records and Reports	Benefit Codes	Copies of vouchers	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	1000
R-17	General Ledger	General Ledger	General and subsidiary ledger produced for the purpose of preparing and posting financial statements or published information	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Physical Paper / Electronic	Yes	N/A	High	1000
R-18	General Ledger	Checklist General Ledger	Checklist ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Physical Paper / Electronic	Yes	N/A	High	1000
R-19	General Ledger	General Ledger	Other ledger (contracts, bills, payables, etc)	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Physical Paper / Electronic	Yes	N/A	High	1000
R-20	General Ledger	General Ledger	Other ledger (contracts, bills, payables, etc)	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Physical Paper / Electronic	Yes	N/A	High	1000
R-21	Related Records	Related Records	Bank checks - ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Physical Paper / Electronic	Yes	N/A	High	100
R-22	Records	File Journals	Journal - print records for the listing of charges	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Physical Paper / Electronic	Yes	N/A	High	100
R-23	Records	Receipts/Adjustments	Journal - check	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Monthly	Physical Paper / Electronic	Yes	N/A	High	100
R-24	Records and Reports	Balance and Reconciliation	Year-end balance, reconciliation and statements to support ledger balances and report	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-25	Records and Reports	Salary and Related Records	Employee pay histories	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Physical Paper / Electronic	Yes	N/A	High	1000
R-26	Records and Reports	Salary and Related Records	Salary rate register	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Monthly	Physical Paper / Electronic	Yes	N/A	High	1000
R-27	Records and Reports	Salary and Related Records	Salary ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Monthly	Physical Paper / Electronic	Yes	N/A	High	1000
R-28	Records and Reports	Salary and Related Records	Salary ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Monthly	Physical Paper / Electronic	Yes	N/A	High	1000
R-29	Records and Reports	Records and Reports	Copies of invoices/Checks	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Monthly	Physical Paper / Electronic	Yes	N/A	High	1000
R-30	Records and Reports	Records and Reports	Copies of invoices/Checks	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	1000
R-31	Records and Reports	Records and Reports	Accounting Software	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	1000
R-32	Records and Reports	Records and Reports	Accounting Software	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	1000
R-33	Records and Reports	Records and Reports	Accounting Software	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	1000
R-34	Records and Reports	Records and Reports	Accounting Software	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	1000
R-35	Records and Reports	Records and Reports	Accounting Software	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	1000
R-36	Records and Reports	Records and Reports	Accounting Software	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	1000
R-37	Records and Reports	Records and Reports	Accounting Software	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	1000
R-38	Records and Reports	Records and Reports	Accounting Software	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	1000
R-39	Records and Reports	Records and Reports	Accounting Software	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	1000
R-40	Records and Reports	Records and Reports	Accounting Software	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	1000
R-41	Records and Reports	Records and Reports	Accounting Software	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Monthly	Physical Paper / Electronic	Yes	N/A	High	1000
R-42	Records and Reports	Records and Reports	Accounting Software	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Monthly	Physical Paper / Electronic	Yes	N/A	High	1000
R-43	Records and Reports	Records and Reports	Accounting Software	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Monthly	Physical Paper / Electronic	Yes	N/A	High	1000
R-44	Records and Reports	Records and Reports	Accounting Software	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Monthly	Physical Paper / Electronic	Yes	N/A	High	1000
R-45	Records and Reports	Records and Reports	Accounting Software	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Monthly	Physical Paper / Electronic	Yes	N/A	High	1000
R-46	Records and Reports	Records and Reports	Accounting Software	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Monthly	Physical Paper / Electronic	Yes	N/A	High	1000
R-47	Records and Reports	Records and Reports	Accounting Software	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Monthly	Physical Paper / Electronic	Yes	N/A	High	1000
R-48	Records and Reports	Records and Reports	Accounting Software	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Physical Paper / Electronic	Yes	N/A	High	1000
R-49	Records and Reports	Records and Reports	Accounting Software	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Physical Paper / Electronic	Yes	N/A	High	1000
R-50	Records and Reports	Records and Reports	Accounting Software	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Physical Paper / Electronic	Yes	N/A	High	1000
R-51	Records and Reports	Records and Reports	Accounting Software	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Physical Paper / Electronic	Yes	N/A	High	1000
R-52	Records and Reports	Records and Reports	Accounting Software	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Monthly	Physical Paper / Electronic	Yes	N/A	High	1000
R-53	Records and Reports	Records and Reports	Accounting Software	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Monthly	Physical Paper / Electronic	Yes	N/A	High	1000
Total: 300,000 400,000 100,000												



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