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Input – All lines leading into Pre-Processor are inputs. Each instance of input is referred to as a "batch".

Automatic – Inputs termed automatic actually mean that there is functionality built into Pre-Processor to specifically handle the data source. Some inputs are pulled directly from another system's database or data file. Some others are stored within Pre-Processor, and may require manual updating to reconcile with business changes that arise month-to-month.

Semi-manual – Inputs termed semi-manual mean that there are data files supplied. Pre-Processor is customised to import the individual formats of each of these data files. Some manual keying is required month-to-month.

Manual – Inputs termed manual require manual keying. New invoices for new services and/or new suppliers need to have the appropriate setup of Supplier, Service Type, Service and Batch Type. There is a degree of reuse in that data from previously entered invoices can be reused for entering new invoices of the same service and supplier. Example: Electricity bills.

There are 2 variations of the manual input batch - Single and multi-manual. Multi-manual caters for invoices with several services.

Preliminary (early) revenue refers to the ability to reprice a third-party service. Currently used for data services where price depends on usage bands.

Another way to think of these inputs (slight generalisation, there way be exceptions):

Automatic – Services originate from within VicTrack.

Semi-manual – Services provided by third-party. Volume and recurrence of transactions warrant data files.

Manual – Services/products provided by third-party. One-off or low volume or low recurrence.