

ACCOUNT AUDITS

ACCOUNT AUDIT INSTRUCTIONS

1. On a monthly basis run “U Account Audit” (From LSTMNU or Reports / Lists).
2. If any accounts are listed on the report, please mail or FAX the following information to Softech, Inc.
 - a. The account audit report *only*

MAIL OR FAX TO:

Softech, Inc.

**28104 Orchard Lake Road
Suite 100**

Farmington Hills, MI 48334

Attn: Audit Department

Phone 866-549-8702

Fax 248-855-2170