

	<b>Payment Services</b>	<b>SOP Name</b>	Monetary Receipts
		<b>Revision #</b>	0001
		<b>Implementation Date</b>	06/15/2018
		<b>Last Reviewed/Update Date</b>	February, 2020
<b>SOP Owner</b>	Dianna Walmsley	<b>Approval</b>	<i>Stacey White</i>

## Standard Operating Procedure

### **1. Purpose**

To ensure that all monies received by AEC are posted to the proper General Ledger Account and are deposited in the Bank.

### **2. Scope**

This SOP applies to all monetary receipts by AEC – Cash, Checks and Credit Card payments.

### **3. Procedure**

Money received by AEC Member Specialists is balanced each day with coupons received by the Members. These coupons are posted to the appropriate Member accounts and the totals posted to accounts are balanced to the totals received. Amounts are accumulated into bank deposits with one copy of a deposit slip sent to the bank, one copy filed with the daily coupons and one copy filed in a control book.

When the Member accounts are posted, the General Ledger is updated with the new receipts. Balancing the receipts with the posts ensures that all receipts are in the General Ledger.

The following steps will be followed to verify payments that are posted into the general ledger account:

- A) Before balancing Member Specialists will pull payment type totals for their batch in Orbit.
- B) Batch balance will then be completed. Posting any over and shorts on this screen. Once totals have been entered Member Specialist is to submit.
- C) Member Specialist is to verify that the CMB balance matches the Orbit Balance.
- D) Member Specialist is to series post in CMB in order to complete process for the general ledger account.

### **4. References**

Orbit Cashier Training Handbook

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My signature above indicates that I have received this SOP, and I understand that I am encouraged to discuss any concerns with my supervisor.