SOP Reference #: SOP-AC004

Operation/Task:	Cash Receipts				Equipment:	N/A
Owner:	Accounts Receivables Manager	Date Prepared: Revision History:	6/12/15 See last page	Department Responsibilities:		

ALERTS (see below):   Critical Step ◆   Quality Check ☑   Tip ☺   Team Safety ✚

Purpose: This SOP/work instruction documents procedures for cash receipts.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1	◆	The process of Cash Receipts is to apply Cash to open job invoices or postage invoices. The cash is received as wires, by credit card or physical check(s).	Daily reports are received from the bank and physical checks are received in the mail. These reports are printed out by the Collections – A/R Assistant who determines the account # and which invoices to apply the cash to. The account #'s are written on the backup received.	To clear outstanding invoices from the ENPOINTE Accounts Receivable or Postage Due.
2		PrintStream Cash Receipt Module	Click on new batch. Change the Bank Account according to what kind of batch you are doing. Use the Cash Collateral account (default) for Wires, Lockboxes and Mail deposits. Use the Credit Cards account for Credit Card Deposits. This is a different bank account.	
3		A/R Receipts	Enter $ into A/R Suspense; apply to invoices. Sometimes Cash is left on the account (COA).	
4		Postage Receipts	Enter $ into Postage Suspense; apply to postage job(s). If job is not listed, go to job mark and unmark job. Then click on the postage allocation tab, job should be listed. Sometimes Cash is not applied and is left as Postage Suspense.	
5		Update Spreadsheet	V:\ACQUISITION&PAYMENT\DAILYCONTROL\BANKYYYY.	
6		Transfer from Postage to A/R or Transfer from A/R to Postage. Credit Memo's & Adjustments	Miscellaneous Adjustments to move $.	

Notes:

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format	Jan Hemmelgarn	6/12/15
Rev 2	Added Revision History table	Jan Hemmelgarn	8/1/16
Rev 3	Updated the gray header box, changed owner to Accounts Receivable Manager, changed GLS reference to ENPOINTE	Cristi Oakvik	3/9/21
Rev 4	Changed Operation/Task title	Cristi Oakvik	4/29/21

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Rev. Date 4/20