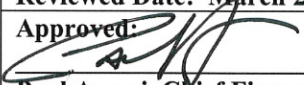





COBB COUNTY COMMUNITY SERVICES BOARD  
DOUGLAS COUNTY COMMUNITY SERVICES BOARD

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<b>Policy # 2516</b>	<b>Payment Posting</b>
<b>Origination Date: May 1997</b>	
<b>Revision Date: March 2004; March 11, 2008; April 2, 2009; August 16, 2010, November 20, 2014</b>	
<b>Reviewed Date: March 2005; March 15, 2006; March 9, 2007; Oct 16, 2013; October 17, 2016</b>	
<b>Approved:</b>	
 Paul Ascari, Chief Financial Officer	 Bryan G. Stephens, Interim Executive Director

**POLICY:**

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board to post each payment within 48 hours to the appropriate account and deposit the payments within 24 hrs. of receipt.

**PROCEDURE:**

1. A copy of each check is made and filed in mail log book. The live check is immediately given to the Accounting department for processing.
2. The Billing Clerk will post each payment to the corresponding client's account based on date of service. The payment is reflected as a credit to the client's account. If a payment cannot be applied to a specific balance, the payment is posted to the client's account which results in a credit balance. If the client leaves service, all credit balances will be returned to client.
3. To post a payment, the following steps are taken:
  - Billing AR/Menu
  - Payment Entry
  - Enter control amount
  - Enter control date
  - Go to payment maintenance enter deposit ID
  - Search by client name and date
  - Enter amount, contractual, and next action.
  - Click post when complete.
4. The Billing Clerk records the batch number and amount for each payer. The Billing Clerk balances the totals from the report against the deposit slip and the payment batch is closed.
5. The Billing Clerk charts the exact amount of the check and the breakdown of appropriate services so that accounting can post to the general ledger.