

## **Receiving and Processing of Subscription Payments for Sister Papers**

When a customer pays for a subscription to a sister paper at your location:

- A. Circulation manager accepts payment and records the subscriber's information, ex. name, address, phone number, etc.
- B. Circulation manager informs the bookkeeper at that location via written receipt, of the amount. The bookkeeper will make a Cash entry on the Cash screen in Snap for the amount of the subscription payment, crediting the sister paper's Circulation Account Number.
- C. The account numbers for our cluster are:

Sentinel	019-034495
Spencer	028-941042
Oldham	041-963089
Henry	005-890235
- D. Cash is included in the deposit at the receiving location and balances to the Cash Report entered by the bookkeeper.
- E. Receiving location will advise the Circulation Department at the sister paper via phone call, fax, or email (we probably need an Excel spreadsheet) of the subscriber's master file information & payment information so the subscription can be entered into Interlink.
- F. The payment is posted in Interlink to the subscriber's acct. resulting in a disparity between your deposit and the Interlink Payment Report. The Payment Report will be long the amount deposited at the receiving location but will balance after month end transmissions to central office.