PROCEDURES FOR DEPOSITS & CASH RECEIPTS FOR AGENCIES LOCATED OUTSIDE OF MONTGOMERY

FOR AGENCIES THAT INTEGRATE FROM AFNS TO CAS

The State Treasurer will determine the bank and bank account that the agency will use.

The State Treasurer will order deposit books for all agencies that make deposits into a treasury account.

[Day 1]

1. A Cash Receipt will need to be keyed into AFNS using AFNS coding.

[Day 2]

- The CR form will be emailed to your agency the following day with the CAS codes listed based on the crosswalk tables. This integrated CR will also load to the CAS SUSF for Comptroller processing.
- ❖ If the CR was entered into AFNS and your agency did not receive the form in the email, check for the Cash Receipt integration error report (CRIN). Any coding used on the CR must be on the crosswalk tables. Correct any errors and the CR will integrate to CAS the following day.
- The CR Batch Transmittal will also be emailed to your agency and will list all of the CRs entered into AFNS along with a total. This CR Batch Transmittal, the Deposit Ticket and the Cash Receipt forms need to be faxed to the State Treasurer based on the instructions below (for Comptroller processing).
- CR policy and procedures can be located in the Fiscal Policy and Procedures Manual Chapter 3 (located on the <u>Comptroller's Website</u> [http://comptroller.alabama.gov]).
- Fill out the Deposit Ticket. Prepare the following: Deposit Ticket (3 copies), Endorsed Check(s), Cash Receipt Batch
 Transmittal, and Cash Receipt Forms (three signed copies of the Cash Receipt Forms [Comptroller, Treasurer,
 Department]).

[Day 1 or 2]

First step is to go to the Bank. Give them the **Deposit Tickets** and **Endorsed Check(s)**. They will certify the Deposit Ticket and give 2 copies back to you.

[Day 2]

- Next, fax information to the State Treasury Fax Number (334) 242-4242 [RSA Union, 6th Floor, Room 676]. Fax the following information:
 - CR Batch Transmittal
 - Deposit Ticket
 - 3 SIGNED copies of **Cash Receipt form** [Comptroller, Treasurer, Department]
 - ❖ Put your Agency name and Agency number on the **Deposit Ticket**. This will assist them if they have any problems or questions. You can use a stamp or you can write this information. The contact person's name can also be written on the deposit ticket, but it is not required. The Treasurer's Office has begun providing each agency with personalized deposit tickets and these should be used instead. Contact the Treasurer's Office if you have not received the new personalized deposit tickets for your agency.

State Treasury accepts cash receipts from: 9:00 to 11:30 AM 1:00 to 2:00 PM

❖ Be sure to fax these forms to the Treasurer's Office the same day they are printed.

NOTE: All Cash Receipts are dated in CAS the next working day after taking to the State Treasury except when it is a 'HOT RECEIPT'. Hot Receipts will be deposited and dated the current date.