

HOT CASH RECEIPTS IN CAS PROCEDURES TO FOLLOW...FOR INTEGRATING AGENCIES

**** AGENCIES SHOULD BE ABLE TO DEMONSTRATE NEED FOR RECEIPT TO BE PROCESSED AS HOT, OTHERWISE NORMAL PROCESSING OF CASH RECEIPT WILL OCCUR.**

SCENARIO #1:

Deposit has been made at the bank and the Cash Receipt is being keyed into AFNS on day 1 but it must be accepted in CAS on day 2. The following steps can be followed:

- (1) Key CR on day 1 into AFNS with an 'H' in the fifth position of the CR number (Example: XAGCHH000001). This will allow the CR to integrate to CAS in a separate CAS batch than other Cash Receipts keyed by your agency on this date. CR Forms and Batch Transmittal will still be emailed to the agencies.
- (2) Print/Sign emailed AFNS CR forms (3 copies needed) and CR Batch Transmittal.
- (3) Bring to Treasury on day 2 – Give them the *Deposit Ticket* and the *CR Batch Transmittal* gem-clipped to the top of the *Cash Receipt Forms*.
- (4) If hot receipt must be processed in morning, get the Comptroller's copy of the CR stamped by the Treasury and take to Room 278 by 10:00 a.m. to be processed in CAS. Otherwise, leave the 2 copies with the Treasury and the CR will be processed in CAS that afternoon.

SCENARIO #2:

Deposit has been made at the bank and the Cash Receipt must be 'Accepted' in CAS today (day 1) – and has not been entered into AFNS. The following steps can be followed:

- (1) Key CR into AFNS using a designated batch number (666666, 777777, 888888, or 999999) to prevent the CR from printing/being emailed or going to CAS.
- (2) Type a hard copy of CR form (3 copies needed) using CAS coding. Obtain signatures as required. Write '**HOT**' in large, red letters on CR.
- (3) Bring to Treasury on day 1. Give them the *Deposit Ticket* gem-clipped to the top of the *Cash Receipt Forms*. If hot receipt must be processed in morning, get the Comptroller's copy of the CR stamped by the Treasury and take to Room 278 by 10:00 a.m. to be manually keyed and processed in CAS. Otherwise, leave 2 copies with the Treasury and the CR will be keyed & processed in CAS that afternoon.

See the following CR keyed into AFNS with Batch Number:

ACTION: S SCREEN: SUSF USERID: AFNS										
FUNCTION:					ORG:					
D O C U M E N T S U S P E N S E										
S	BATCH		DOCUMENT					LAST		PROCESS
E	-----		-----					DATE		
L	TYPE	AGCY	NUMBER	TYPE	AGCY	NUMBER	STAT	APPRV	DATE	USER (YYMMDD)

	CR	010	999999	CR	AGC	XAGC1234567				

AFNS BATCH NUMBERS - IF AGENCY KEYS IN CR WITH 999999, 888888, 777777 OR 666666 IN THE BATCH FIELD - SYSTEM WILL NOT PICK UP AND SEND TO CAS or EMAIL CR FORM/TRANSMITTAL TO AGENCY.