PROCEDURES FOR DEPOSITS & CASH RECEIPTS
FOR AGENCIES LOCATED IN MONTGOMERY

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** needs to be gem-clipped to the top of the CR Forms to be brought to the Treasurer's Office (for Comptroller processing). Be sure to take these forms to the Treasurer's Office the same day they are printed.
- CR policy and procedures can be located in the Fiscal Policy and Procedures Manual – Chapter 3 (located on the Comptroller's Website [http://comptroller.alabama.gov]).

2. Fill out the **Deposit Ticket**. Take along with you 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 stop is 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]

- Second stop is the State Treasury. RSA Union, 6th Floor, Room 676 - Cash Management.
  Give them the **Deposit Ticket** and the **CR Batch Transmittal** gem-clipped to the top of the **Cash Receipt Forms**. State Treasury will stamp the forms and give back a copy of the **Cash Receipt Form** for your department records.

  - 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

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.