



# Memo

**Date:** 4/29/2015

**To:** All Agencies

**Cc:**

**From:** Treasurer's Office

**Subject:** Deposit/Cash Receipt document requirements in New AFIS

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## Cash Receipt (CR) Based Document System Inputs:

- **Document ID:** Due to an established internal system, we are requesting all agencies continue with the document numbering convention of "Dxxxxxx" (Document ID beginning with a D, and consisting of no more than 8 characters in length). On a CR document in New AFIS, by entering "D" in the Document ID field and selecting the auto numbering feature, a unique ID will generate that meets these requirements. Agencies that are generating CR based documents by way of an interface or batch process are exempt from this requirement.

We are working towards the implementation of an updated internal system which will remove the need for this restriction in the future.

- **Record Date (Header Section of CR based document):** Agencies are required to leave the "Record Date" blank on all CR based documents, this field will be updated with the date the document is approved/processed.
- **Payment Types and Required Information (Vendor Section of CR based document):** Please double check all entries for the payment types in AFIS, i.e. cash, checks etc. If the actual deposit types do not match the totals by payment type entered on the CR based document, then the document will be rejected. Here are some additional requirements, by payment type:
  - **Cash** – The amount of cash attributable to coins does not need to be separately recorded, as long as the payment is correctly classified as a payment type of Cash. No additional identifying information needs to be entered or attached.
  - **Check, Money Order, Cashier's Check** – AFIS will require a **Check/EFT number** and **Check Date**; however, it is okay to consolidate multiple payments received, under one Vendor Line, for each of these respective payment types. No attachment for this payment type is needed.
  - **Direct Deposit** – Use for deposits made to an external bank. No additional identifying information needs to be completed, but attach validated deposit slip and bank receipt.
  - **Credit Card/ Debit Card** – Do not use. Select Wire Transfer payment type.
  - **EFT** – Do not use. Select Wire Transfer payment type.

- **Wire Transfer** - The wire ID will be required for deposits of wires. This number will be included on the faxes sent to the agencies and should be included in the **Wire Transfer Number** field in AFIS along with the **Wire Transfer Date** which will be the date the money was received at the bank.

**CR Based Document Submission and Form Delivery to the Treasurer's Office:**

- CR based documents should not be approved by the Department (Agency) Approver, until these documents are ready for the Treasurer's Office to review (i.e. the monies should be at the bank, or will shortly be delivered to the Treasurer's Office).
- We are requiring all agencies to continue with the current practice of bringing the deposit document to the Treasurer's Office along with the same backup currently required. For New AFIS this will be the Cash Receipt form (1<sup>st</sup> page only) along with cash (2 deposit slips), checks (2 deposit slips), validated direct deposit slips, wire printout. These requirements will change in the future as we work towards a paperless solution.
- Any deposit that includes cash will require 2 printouts of the Cash Receipt form (1<sup>st</sup> page only). We will be initialing the cash amount on one of the copies as proof of receipt that the treasurer's office took receipt of that amount of cash. The initialed page will be given back to the agency at the time of receipt.
- Refer to your Cash Receipts training guide for instructions on printing the Cash Receipt form.

**Validation of CR Based Documents Approved for the Day:**

- Agencies will not receive "validated" deposit copies any longer. Agencies can either review all approved CR based documents for the day, after 3:30 pm, on the Document Catalog, or view reports the following business day.