WISCONSIN ACCOUNTING MANUAL
Department of Administration – State Controller's Office

Section	09	TREASURY	Effective Date	10/1/2015
Sub-section	01	Cash Deposits	Revision Date	03/27/2017
SAM Ref	6-1			

BACKGROUND

Per Section 20.906, Wisconsin Statutes, moneys collected or received by a state agency must be deposited in or transmitted to the state treasury at least once a week.

POLICIES

1. Agencies who receive moneys daily must make daily deposits.
2. Receipts in excess of $10,000 should be deposited immediately.
3. Agencies who receive only nominal amounts may accumulate their receipts until they total $100 before making a deposit.
4. In order to maintain accurate daily cash balances by Statutory Fund, deposit transactions must be processed in STAR on the day the deposit is posted to the bank account.
5. Agencies must not interface general ledger transactions that debit or credit cash via GL_INT_001. Interfaced deposit transactions must use the Cash Receipts interface – AR_INT_002.
6. Agencies should never check the "Complete" checkbox and process Regular Cash Deposits. The State Controller's Office must independently determine that the cash has been deposited to the underlying bank account before the cash receipt may be processed.
7. Agencies must convert existing paper lockbox or electronic lockbox (aka e-pay) applications to STAR A/R applications wherever possible.

PROCEDURES

Please see the [Regular Cash Deposit (Direct Journal Entry) Job Aid](#).

Entering the Regular Cash Deposit
Regular Cash Deposits must be entered online with the following required values:

PS Screen Input Screen	PS Input Field Label	Required Value
Totals	Bank Code	US022 should be used on all online or interfaced cash deposits.
Totals	Bank Account	1166 should be used on all cash deposits.
Totals	Deposit Type	Must match payments received - only 1 type per deposit
Totals	Count	Enter the number of individual payments (i.e. 50 checks are in the deposit)
Totals	Received	The date the deposit will be made to the bank account
Payments	Payment ID	If this payment is part of a pre-established PS A/R application, enter the PS Payment ID, otherwise enter an identifying number – i.e. 000001 for the entire deposit.
Payments	Journal Directly or Payment Predictor	Place a check mark in Journal Directly unless you have already established an open receivable that this payment

Section	09	TREASURY	Effective Date	10/1/2015
Sub-section	01	Cash Deposits	Revision Date	03/27/2017
SAM Ref	6-1			

		will be applied to.

Cash Transactions

In STAR, only one Business Unit may be associated with each bank account. And, each G/L cash account must be associated with a bank account. Since the State of Wisconsin has centralized its cash management operations, a single cash concentration bank account is used for deposits across all agencies. In order to accommodate this, a statewide cash management business unit "99900" has been associated with the state's cash concentration bank account in STAR. Once the credit line is entered on the Accounting Entries page, and the "lightning bolt" is selected, the cash transaction will automatically be created corresponding to the Business Unit in the credit line. In addition, a cash debit and offsetting cash credit are recorded to Business Unit 99900. These cash offset transactions are not shown on the Accounting Entries page, but they will appear on the group of G/L transactions for the deposit.

Processing the Regular Cash Deposit

Agencies should not process Regular Cash Deposits in STAR. Once the transaction has been entered, they should send an email to the Cash Receipts functional email address. The email must contain the Business Unit, Deposit ID and Dollar Amount. The State Controller's Office will then match the deposit received in the bank account with the STAR Regular Deposit, and check the "Complete" check box:

This process flow ensures the accuracy of the State's cash balances as reported within STAR.