SECTION:	VIII Treasury and Cash Management	**EFFECTIVE DATE:**	July 1, 2006
SUB-SECTION:	1 – Automatic Cash Receipts	**REVISION DATE:**	November 1, 2006
SUBJECT:	Policy and Procedures	**PAGE:**	1 of 1

INTRODUCTION

The State Controller's Office (SCO) has the ability to automatically generate cash receipt documents and upload them into WiSMART based on the cash deposits made into the state's bank accounts. The credit transactions on the CR document are based on the bank account where the cash deposit is made. The cash receipts are uploaded pre-approved, and therefore, they do not need to be manually approved by agency or SCO staff.

Agencies are encouraged to maximize their use of the Automatic Cash Receipt process. A description of the process is below. Questions about the process should be referred to the Cash Management Operations Unit within the State Controller's Office.

PROCESS DESCRIPTION

The SCO establishes a separate bank account for each agency receipting application. Each paper lockbox or electronic lockbox (credit/debit card or eCheck) application has at least one unique bank account for deposits.

Each business day, the SCO receives a data file from the bank of the amounts deposited into each individual bank account. Based on the bank account number, the SCO assigns a WiSMART accounting string to the deposit amount. The SCO can distribute each deposit into as many as three separate accounting strings. However, the distribution must be made based on a predetermined allocation percentage.

A cash receipt document is created and uploaded into WiSMART pre-approved. The CR can be pre-approved because the amount of the cash receipt will always agree with the cash deposit made to the bank account. The document numbering scheme for the automatic cash receipt process is as follows:

CR 370 CC1TI63016G

Doc No. Scheme	*Description*
CR 370	Document type – agency number
CC1TI	CC = Credit card deposit through the treasury interface; other prefixes include LB for lockbox and AC for Automated Clearing House. 1TI = "Treasury Interface"
6301	Organization code that is entered into the accounting string
6G	Unique numbering created by the SCO

Agencies can perform more detailed accounting distributions based on data they receive through their business application. The automatic cash receipt can initially be entered to a non-budget clearing appropriation, and a subsequent JR document can be used to distribute the accounting. These accounting distributions should be made at least monthly.