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CASH RECEIPTS USER MANUAL

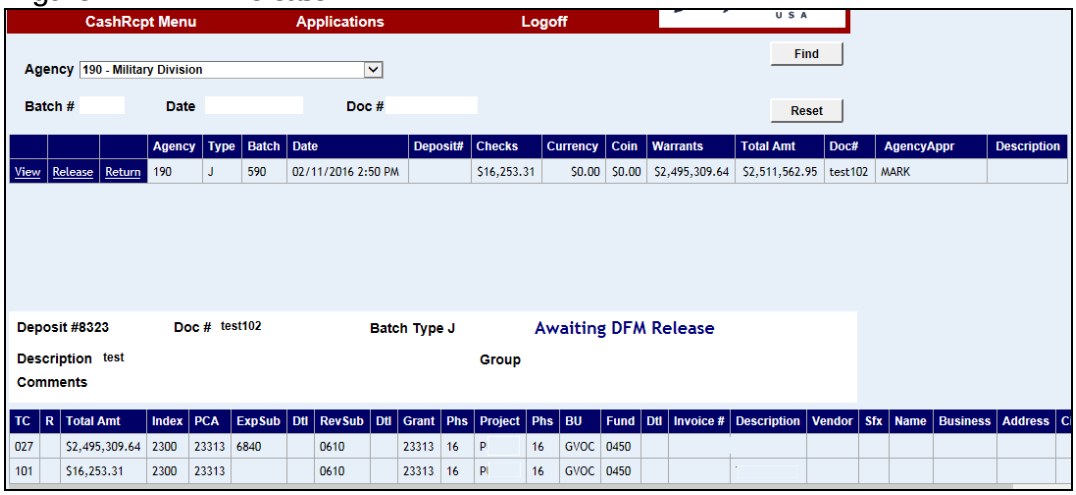
STATE TREASURER'S OFFICE RELEASE AND DEPARTMENT OF FINANCIAL MANAGEMENT RELEASE

DFM RELEASE

The Department of Financial Management will review certain agency deposits and release them to the State Treasurer's Office.

1. By default deposits from all agencies are displayed. Select a specific agency from the **Agency** drop down menu, if desired.

Figure 1 - DFM Release

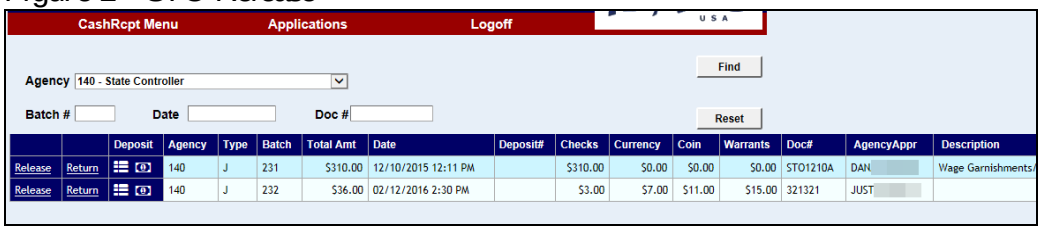


2. Click **View** to view the deposit transaction grid.
3. Click **Release** to release the deposit to the State Treasurer's Office (STO). An e-mail notification will be automatically sent to STO approvers.
4. Click **Return** to return a deposit to an agency. Enter notes to explain the reason for the return and click **Return**. An e-mail notification will be automatically sent to the last approver in the agency.

STO RELEASE

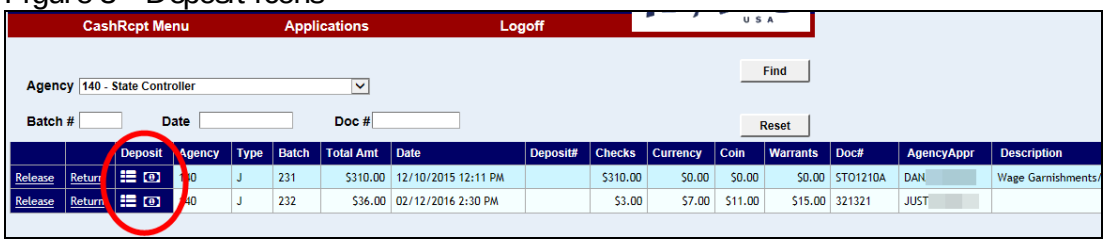
The State Treasurer's Office (STO) can release deposits, print copies of the deposit and copies of the deposits that are checks only, or return a deposit to an agency.

Figure 2 - STO Release



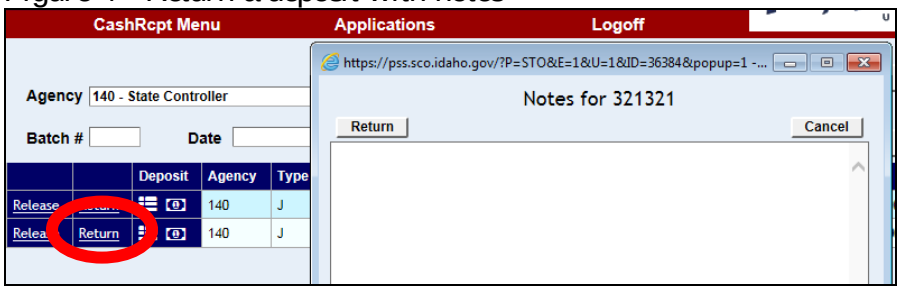
1. By default deposits from all agencies are displayed. Select a specific agency from the **Agency** drop down menu, if desired.
2. The list of deposits can be sorted by clicking a column header, e.g., **Type** (batch type), **Batch** (batch number), **Total Amt**, **Date**, etc.
3. Click the two **Deposit** icons to view the deposits for a batch.
   a. Click the first icon to view and/or print *all* deposit amounts and types.
   b. Click the second icon to view and/or print only the amounts from *checks*.

Figure 3 - Deposit icons



4. Either release the deposit to STARS or return it to the agency.
   a. Click **Release** to release the deposit to STARS.
   b. Click **Return** to return a deposit to an agency. Enter notes to explain the reason for the return and click **Return**. An e-mail notification will be automatically sent to the last approver in the agency.

Figure 4 - Return a deposit with notes



UNDO A RELEASED DOCUMENT BEFORE IT IS SENT TO STARS

After a deposit is released, but not yet sent to STARS, you can still undo the release in order to return it to an agency. Click **Unrelease**, and then click **OK**. Then click **Return** to return the deposit to an agency.

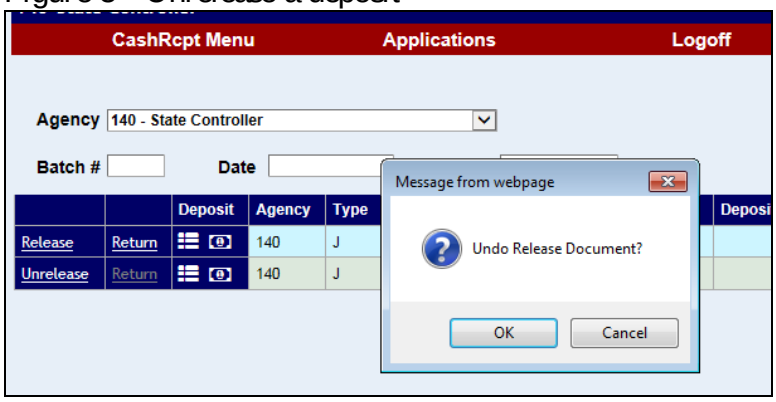



Figure 5 - Unrelease a deposit