

ASTO DEPOSIT PROCEDURES

Deposit requests should include a completed ASTO Deposit Form spreadsheet. This applies to CR, CRWP, and CACR AZ360 documents.

- The ASTO Deposit Form spreadsheet can be found on our website (<https://www.aztreasury.gov/forms>) under the Agency Deposits section.
- Instructions on how to complete the form are in the section **II. ASTO Deposit Form Instructions** below.
- Excel lines can be adjusted (deleted or added) on the spreadsheet, as needed.
- Verify the AZ360 CR total and bank transaction total are equal and email the spreadsheet to agencydeposit@aztreasury.gov.

For one-to-one AZ360 to bank deposit, an email of the required information is acceptable in lieu of ASTO Deposit Form. See section **III. One AZ360 CR or CR Equivalent to One Bank Transaction** below.

Cash, coin and check is accepted for deposit at the Treasurer's Office. See section **V. Cash, Coin and Check Deposit Process** for further information.

All documents should be approved in AZ360 before sending to the Treasurer's Office for final approval, or it will cause a delay in processing for the agency.

Documents in AZ360 are only approved when deposit has been processed by bank. If funds are yet to be processed by bank, the emailed request will be pending and rereviewed the following business day.

I. Emailing Instructions:

- When emailing the form, please enter your three-character agency code in the subject line of the email.
- If the request is an urgent federal wire, please enter "Federal" at the beginning of the subject line.
- If the request is urgent and needs to be deposited the same day as the request is sent, please enter "Urgent" or "Same Day" at the beginning of the subject line.

II. ASTO Deposit Form Instructions

- 1) Enter your Agency's AZ360 Code in cell B2. This will identify the agency in AZ360 and bank deposit.

- 2) Complete the spreadsheet -
 - a) **AZ360 Document ID** is the document information for review in AZ360. This can be one amount or multiple amounts, each on its own row.
 - b) **AZ360 Document Amount** is the document total amount in AZ360.
 - c) **Bank Deposit Amount** is the amount processed by the bank. This can be one amount or multiple amounts, each on its own row.
 - d) **Approximate Bank Deposit Date** is when the deposit was processed by the bank. This will vary by deposit type:
For these deposit types, use an **approximate** date:
 - Drop off at our office / armored courier pickup
 - o Use date bag was dropped off at our office
 - or
 - o Use date armored courier picked up from agency's office
 - Night drop or ATM deposit
For these deposit types, use the **actual** date:
 - Deposit at financial institution with teller – *use date on deposit receipt.*
 - Remote deposit into 0985 – *use date deposit was completed in CashPro.*
 - Remote deposit into agency account – *this will appear on Treasury Bank Statement, use 'As Of' date.*
 - Treasurer's Office Bank Statements – use 'As Of' date, not 'Generated' date.
 - Wires – use *Wire Date*
 - e) **Wire ID (not required)** is found on the wire notification emails.
 - This is a number issued by the Treasurer's Office system and included in the wire notification email.
 - It is not a required field, as not all deposits receive a wire notification email.
 - It is helpful to note in this field when the deposit is a bank bag by stating "bank bag", "cash/checks" or similar.

- 3) Verify the Totals match, AZ360 Document Amount (column b) and Bank Deposit Amount (column c).

III. **One AZ360 CR or CR Equivalent to One Bank Transaction:**

IV. For one AZ360 CR to one bank transaction, the agency can email the required information in the body of the email. Required information is Agency, AZ360 Document ID, AZ360 and Bank Deposit Amount, Approximate Bank Deposit Date.

Example:

Agency	AZ360 Document ID	Deposit Amount	Approximate Bank Deposit Date
TRA	D230TEST	\$123.00	9/15/2022

IV. **Multiple AZ360 CR or CR Equivalent to Multiple Bank Transactions:**

V. For multiple AZ360 CR's to multiple bank transactions, one AZ360 CR to multiple bank transactions, or multiple AZ360 CR's to one bank transaction, the agency is **required** to complete and submit ASTO Deposit Form spreadsheet.

Examples:

One AZ360 document to One Bank

Multiple AZ360 Document(s) to Multiple Bank Deposit(s) Breakdown				
AZ360 Agency Code:	TRA			All fields in blue are required elements.
AZ360 Document ID	AZ360 Document Amount	Bank Deposit Amount	Approximate Bank Deposit Date	Wire ID (not required)
DEXAMPLE1	\$1,200.00	\$1,200.00	9/15/2022	BANK BAG
Total	\$1,200.00	\$1,200.00		

One AZ360 document to Multiple Bank Deposits:

Multiple AZ360 Document(s) to Multiple Bank Deposit(s) Breakdown				
AZ360 Agency Code:	TRA			All fields in blue are required elements.
AZ360 Document ID	AZ360 Document Amount	Bank Deposit Amount	Approximate Bank Deposit Date	Wire ID (not required)
DEXAMPLE1	\$129,975.00	\$28,936.00	2/7/2023	
		\$66,609.00	2/7/2023	
		\$4,627.00	2/7/2023	
		\$29,803.00	2/7/2023	
Total	\$129,975.00	\$129,975.00		

Multiple AZ360 documents to One Bank Deposit:

Multiple AZ360 Document(s) to Multiple Bank Deposit(s) Breakdown				
AZ360 Agency Code:	TRA		All fields in blue are required elements.	
AZ360 Document ID	AZ360 Document Amount	Bank Deposit Amount	Approximate Bank Deposit Date	Wire ID (not required)
DEXAMPLE1	\$28,936.00	\$129,975.00	2/7/2023	
DEXAMPLE2	\$66,609.00			
DEXAMPLE3	\$4,627.00			
DEXAMPLE4	\$29,803.00			
Total	\$129,975.00	\$129,975.00		

Multiple AZ360 documents to Multiple Bank Deposits:

Multiple AZ360 Document(s) to Multiple Bank Deposit(s) Breakdown				
AZ360 Agency Code:	TRA		All fields in blue are required elements.	
AZ360 Document ID	AZ360 Document Amount	Bank Deposit Amount	Approximate Bank Deposit Date	Wire ID (not required)
DEXAMPLE1	\$1,750.00	\$4,000.00	2/7/2023	
DEXAMPLE2	\$3,250.00	\$3,500.00	2/1/2023	
DEXAMPLE3	\$4,500.00	\$1,000.00	2/3/2023	
DEXAMPLE4		\$1,000.00	2/6/2023	
Total	\$9,500.00	\$9,500.00		

V. Cash, Coin and Check Deposit Process

Cash, coin and check deposits delivered to the Treasurer's Office are required to be prepared in a sealed bank bag to be deposited.

- The information on the front of the bank bag will need to be completed.
- Include the original deposit slip with your agency's location number in the bag.
- Only one deposit per bag; one deposit slip is considered a deposit.
- The deposit can be all cash and coin, all check or mixed. Cash and check do not need to be separated.
- The adhesive cover strip from the bank bag should be retained by the agency as a record of the bag number.
- For the AZ360 CR document, the Payment Type is not verified by the Treasurer's Office. The agency may select any type.
 - We recommend the agency enter the bank bag number in AZ360 for reference.
- *Paper AZ360 CR document headers are no longer accepted, as the Treasurer's Office will not be handling cash, coin and check directly. Once bag has been delivered, email the AZ360 CR information as mentioned in sections **III. One AZ360 CR or CR Equivalent to One Bank Transaction** or **IV. Multiple AZ360 CR or CR Equivalent to Multiple Bank Transactions** above.*

Once the bag is delivered to our office for deposit, the agency will complete and sign our Armored Courier log.

- Bags received by 3 P.M. will be retrieved by Armored Courier same day.
- Bags received after 3 P.M. will be retrieved by Armored Courier next business day.

The AZ360 CR document will be approved once the funds have been deposited at the bank, normally the next business day but is not a guarantee.

To order bank bags, please email banksupplies@aztreasury.gov. A limited quantity of bank bags are also available to be picked up from our office.

If you have any questions with this process or would like a PDF copy of the bank bag packaging instructions, please email agencydeposit@aztreasury.gov.