

Date: June 18, 2008

To: Agency Addressed (No. 14, 2007-08)

From: Douglas A. Darling, Director
Division of Accounting & Auditing
Department of Financial Services

Subject: Zero Treasury Receipts

The “Zero Treasury Receipt” process will change for all agencies effective Monday, June 23, 2008. Agencies will no longer be required to submit the Debit and Credit Form (Zero Treasury Receipt) confirmations via fax or through the Treasury website when preparing accounting corrections to bank deposits.

To prepare the accounting for the bank deposit, enter the Treasury Receipt deposit information as normal. Please complete the steps below on the FLAIR Treasury Receipt Processing screen.

- Enter a “T” (Transmit) in the Action field if the summary line for an agency deposit amount equals \$0.00.
- A successful deposit entry will immediately update the status of the deposit to “V” (Deposit verified by Treasury).
- The deposit cannot be updated to “D” (Delete) status by the agency user **once it is in “V” status**.
- A correction may be made to the verified deposit, if prior to the daily Treasury Closing process (3:00 pm), the deposit status is changed by the Treasury to “R” (Rejected by the Treasury). Contact Blair Horton in the Bureau of Funds Management at (850) 413-2768 to request the deposit status change.

Please contact Blair at the number listed above or Blair.Horton@myfloridacfo.com if you have any questions.