

## DIRECT CODING OF CASH RECEIPTS

Banking transactions that are not posted to departmental suspense accounts in IRIS are considered to be “direct coded”. Agencies may want to consider whether or not they have receipts for subaccounts that may benefit from being directly coded. An agency may only direct code a cash receipt to the fund 1004, IRIS does not support direct posting cash receipts for any funds other than the general fund.

Treasury’s subaccount list is your potential universe for all deposits and grant receipts to consider. You can find this listing at:

<http://treasury.dor.alaska.gov/CashManagement.aspx>

On this file the IRIS Debit and IRIS Credit sections tell you where Treasury’s system is currently programmed to put these transactions in IRIS. Templates ending in “000” or “999” indicate the item is coded to an agency suspense account.

Click on the Subaccount List link, and filter for your department to identify your list of subaccounts. These are the subaccounts that may be considered set up for direct coding.

When you have identified the subaccounts that are candidates for direct coding – i.e., for deposits that go to static COA elements you can submit requests for direct coding to Cash Management. These requests must be in the form of an IRIS accounting template document – see the Cash Management website <http://treasury.dor.alaska.gov/Cash-Management.aspx> for a Blank Accounting Template.

Please leave the Accounting Template field blank as that will be assigned by Treasury. Put the subaccount number and description in the Name and Description fields. The first department number will go into the header record of the transactions, and since these will all be CRs created by Treasury, the department will be 04, your department will go in the DEPT\_CD field, in column O, which will populate the accounting line of your deposit transaction. Other required fields are:

1. Y for Active templates
2. Fund
3. Revenue Source, Department Revenue, Object or BSA – please include only one of these
4. Department
5. Unit
6. Appropriation Unit

Any other fields are optional for your use.

Agencies are encouraged to have all debits and credits for a single subaccount be assigned using the same accounting template in IRIS. Direct coding is a very complicated process that is time consuming and treasury does not have the resources required to make changes to accounting templates each fiscal year, ideally only static accounting elements qualify for direct coding.

One of the more complicated aspects of this process is fund. Each bank account has a specific IRIS fund class associated with it. Direct coding can only occur to a fund using the same fund class as the bank account it is deposited into. For example, with a very few exceptions, most State agencies make their daily deposits in bank accounts with a fund class of 8001, or the GeFONSI Treasurer’s Pool. That means

any fund with the fund class 8001 can be used to direct post deposits that are made to those accounts. Treasury is not able to post these revenues to other funds due to limitations of the IRIS system. For example, Permanent Fund Dividend revenues for IRIS fund 1050, the PFD fund, have a fund class code of 8002. Deposits made to their KeyBank account have a fund class of 8001, and cannot be posted directly to the PFD fund. Instead, they must continue to post to the Department of Revenue suspense account, and be manually cleared by agency personnel. If you submit requests for direct posting, and the fund does not share the fund class with the bank account your receipts are made to, your deposits to this subaccount will continue to be posted to your departmental suspense account.

Another consideration is that revenues and department revenue codes must work together with appropriations for recording revenues. If a given revenue code does not have budget within that appropriation, you will not be able to post revenues there. Please talk to your Department representative at Division of Finance if you have questions with regard to this issue.

Cash Management would be happy to assist if you have any questions about direct coding, or meet with you if you want to go over your agencies depository activity in more depth. Also, please note that this process relates to all banking activity, not just deposits, but also grant draws, credit card revenues and fees, as well as expenditure activity for some agencies.