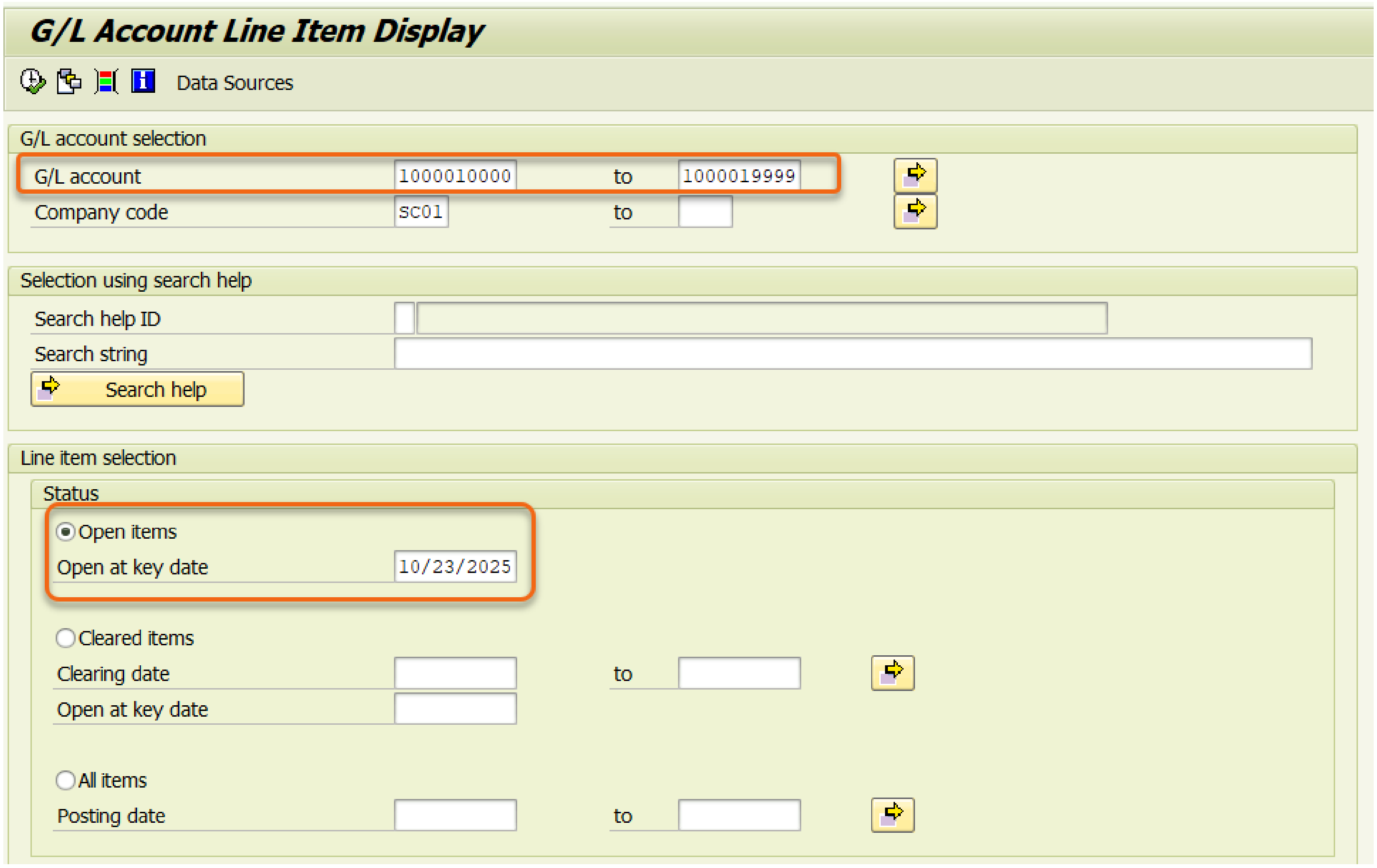
Clearing Undeposited Cash Balances

The Comptroller General's Office periodically reaches out to agencies regarding Undeposited Cash account balances.

Funds are first deposited into the agency specific undeposited G/L accounts and then verified by the STO. Once verified by the STO, they are moved to the correct bank specific G/L account and the cash is then available to be spent.

Funds remaining in the Undeposited Cash account mean the STO has not been able to match your bank deposit or the agency has not completed the transaction.

The Undeposited Cash G/L accounts – 100001XXXX, should continually be reviewed by agencies using transaction **FBL3N**.



Any documents > 30 days old should be researched to determine if these are duplicate postings that should be reversed or if these documents should be cleared in a deposit.

If it is found that any of these documents need to be reversed, transaction code FB08 should be used to reverse each document.