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TO: WHOM IT MAY CONCERN

FROM: Jack Doane
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DATE: July 11, 2012

SUBJECT: FRMS AFNS CAS CHARGES

For many years ISD has not printed agency invoices that totaled less than \$5.00 because it was not cost effective to produce these invoices and process payments for them. With the implementation of the new ISD billing system in October 2011, the cost of creating invoices and sending them to agencies decreased. The decision was made that all charges would be included and invoices created even if the invoice total was less than \$5.00.

Currently if a customer receives one of these invoices (less than \$5.00 total due for the month) and chooses not to pay it at that time, no past due notice is sent. However, a past due notice will be sent once the total due for the fiscal year reaches more than \$5.00 or the end of the fiscal year arrives.

Since customers did not previously always receive invoices that contained small charges such as AFNS CAS charges, they were not aware of what these charges were. Now that agencies are seeing these small amounts, ISD is receiving calls asking us what these charges are for and what they mean. Usually these charges are for transactions entered into the Central Accounting System by the comptroller's office on behalf of the agency. These transactions often record JV's for the CAFR Statement, trial balances, money transfers and other financial information. Some of these transactions are EFT settlement JV's that are processed each month when funds are transferred to colleges and universities.

If you require additional information, please e-mail jan.holden@isd.alabama.gov.