**CFO Memo Regarding Third Party System Deposits**

To All Chief Financial Officers,

 Attached is the flat file layout for Third Party System Deposits to the Fiscal Agent Bank. This interface is appropriate only for those agencies where deposits are made to the fiscal agent bank through a third party system and need to be recorded in SHARE. The interface will upload the deposits into Cash Management and create the associated Journal Entries. The State Treasurer's Office will still need to validate the deposits and they must be approved by the Department of Finance and Administration's Financial Control Division before they can be posted in the SHARE system.

**The creation of the Third Party System Deposits to the Fiscal Agent Bank should be coordinated with your agency's information technology staff.** No particular naming convention is required, but please include your Business Unit number (Agency num + 00) and "Third Party Deposits" in your file name so we may differentiate between other files being submitted.

 **Please note: Most agencies will not need to use this particular interface.**