Section	09	TREASURY	Effective Date	7/1/2015
Sub-section	02	Automated Receipting Applications (ARA's)	Revision Date	3/31/2015

BACKGROUND

State agencies employ Automated Receipting Applications (ARA's) to accelerate the receipt of payments, and to receive remittance information electronically. The ARA's utilize the following payment channels and payment methods:

Payment Channel	Payment Method
Internet	Electronic Payments (online credit/debit card and e-checks)
Paper Lockbox	Checks
POS - Remote Deposit Capture	Checks converted to ACH

POLICIES

1. Agencies must maximize the percentage of payments collected through ARA's. For most agencies, receiving 90% or more of their payments through ARA's is an achievable goal.
2. Whenever possible, agencies must convert existing ARA's to STAR receivables and standardized STAR-formatted remittance files.
3. Whenever possible, agencies must consolidate ARA's into an agency-level or agency/division-level application.
4. Agencies should accept payments at their business locations only when it is absolutely necessary.

PROCEDURES

Agencies should contact the Treasury Services Section in the State Controller's Office to convert remaining manual receipting applications to ARA's. Agencies may learn more about the State's Electronic Lockbox Services (aka E-Payments) on the web at: http://epayinfo.wisconsin.gov/