






Overview

The remote deposit system (RDS) with Bank of America allows departments to deposit checks from their office. The RDS system also allows departments to deposit expenditure credits directly to the bank using a different procedure than depositing non-expenditure credit checks. Once the check is deposited, the Cost Center Deposit Specialist will receive an Ad Hoc Bank Transaction to review/update/approve.

Department Procedure

Step	Action
1.	<p>Log into CashPro.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">  <p>If you have not set up CashPro, follow the instructions in the UVA Remote Deposit User Guide.</p> </div>
2.	Select Menu , Select Receipts , Select Remote Deposit , Select New Deposit .
3.	Choose the Expenditure Credit option, in the first drop down box labeled Accounting Groups.
4.	<p>Enter the number of items to be deposited.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">  <p>Remember that the number of items to be deposited is one more than the number of checks in the deposit to account for the virtual deposit slip.</p> </div>
5.	<p>Enter the deposit amount.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">  <p>Cash Pro does not give a total amount. You will have to total the amount yourself to enter if you have more than one check.</p> </div>
6.	Look for the amber light. Then s the Start Capture button.
7.	Verify the amount recognized by the check scanner agrees with the amount deposited.
8.	Put the checks in the check scanner with the back of the check facing toward the center of the check scanner/the front of the check facing outwards.
9.	Verify the amount recognized by the check scanner agrees with the amount deposited.
10.	Press complete on every deposit.
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;">  <p>Press the Report View button for a printable report that does not contain sensitive data. You should NOT print or email anything with routing or account numbers.</p> </div>	

Step	Action
11.	Log out of CashPro.
Workday will automatically send an Ad Hoc Bank Transaction to your department's designated Cost Center Deposit Specialist for review/update/approval.	
12.	Review the Ad Hoc Bank Transaction
<div data-bbox="285 499 418 596" style="border: 1px solid black; padding: 5px; display: inline-block;">  NOTE </div> <div data-bbox="418 499 1523 596" style="border: 1px solid black; padding: 5px; display: inline-block; margin-left: 10px;"> See the Review Ad Hoc Bank Transaction QRG for more information. </div>	

If you do not have a RDS scanner, you will need to send the check to the appropriate office based on the driver worktag used on the original transaction. Send the check(s) to:

- **Designated & Gift:** Send to Cashier's Office (use [this form](#)).
- **Grant:** Send to Office of Sponsored Programs (P.O. Box 400195) with the FDM worktags charged on the original transaction