Deposit & AHBT Knowledge Enhancement Session

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UVAFinance

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SESSION PURPOSE

Improve understanding
of the big picture

Decrease frustration

Maximize efficiency and
accuracy

Agenda

Remote Deposit Scanning (RDS) setup

RDS & Ad Hoc Bank Transaction (AHBT) Process

Reporting

Noteworthy Information

Resources

Q & A

Remote Deposit Scanning (RDS) Setup

1. Initiating RDS Process - Submit online RDS request form to Treasury with default Foundation Data Model (FDM) String (string of Worktags). Treasury assigns Location Code(s) and Bank Reconciliation Specialist sets up the Workday AHBT Template.

2. Location Code(s) – Dept. Deposit (cash/check revenue) or Expenditure Credit (refund)

3. Cost Center Manager (CCM) assigns 1+ Cost Center Depository Specialist (CCDS) – can be done in conjunction with #1.

4. Treasury grants the access to Bank of America CashPro online banking system.

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Looking up Location Codes & Assigned CCDS(s)

Find Ad Hoc Bank Transaction Template - With Default FDM Worktags

Purpose Department Deposit
Expenditure Credit Deposit

288 items

Ad Hoc Bank Transaction Template	Template Name	Memo	Purpose	Revenue/Spend Category	Ledger Account	Company	Designated	Fund	Cost Center	Business Unit
Southwest Virginia Higher Education Center - 181 Expenditure Credit Deposit	181 Expenditure Credit Deposit	181 Expenditure Credit Deposit	Expenditure Credit Deposit	Expenditure Credit Default (SC0623)	2400:Deposit Liabilities	Southwest Virginia Higher Education Center	DN001219 SW-Education and General	FD008 Unrestricted SWVHEC General Fund (State 02948)	CC1025 SW-General Administration	
Southwest Virginia Higher Education Center - 581 Department Deposit	581 Department Deposit	581 Department Deposit	Department Deposit	Sales and Services (RC0050)	4600:Nonauxiliary Sales and Services	Southwest Virginia Higher Education Center	DN001219 SW-Education and General	FD008 Unrestricted SWVHEC General Fund (State 02948)	CC1025 SW-General Administration	
The Rector & Visitors of the University of Virginia - 079- FI - Lawson Generalist Loan	079- FI - Lawson Generalist Loan	079- FI - Lawson Generalist Loan	Department Deposit		2403:Deposits-Student Loans	The Rector & Visitors of the University of Virginia	DN001543 IN-Lawson Generalist Loan	FD027 Restricted Institutional Student Loan Fund	CC0923 IN-SFS-Financial Aid	BU31 IN-Institutional

Ledger Account	Company	Designated	Fund	Cost Center	Business Unit	Function	Program	Activity	Assignee	Cost Center Deposit Specialist
2400:Deposit Liabilities	Southwest Virginia Higher Education Center	DN001219 SW-Education and General	FD008 Unrestricted SWVHEC General Fund (State 02948)	CC1025 SW-General Administration		FN017 Academic Support Information Technology				Alicia Smeltzer [C] Deborah Jane Hensley [C]
4600:Nonauxiliary Sales and Services	Southwest Virginia Higher Education Center	DN001219 SW-Education and General	FD008 Unrestricted SWVHEC General Fund (State 02948)	CC1025 SW-General Administration		FN017 Academic Support Information Technology				Alicia Smeltzer [C] Deborah Jane Hensley [C]

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CCDS Security Role Requests in Workday
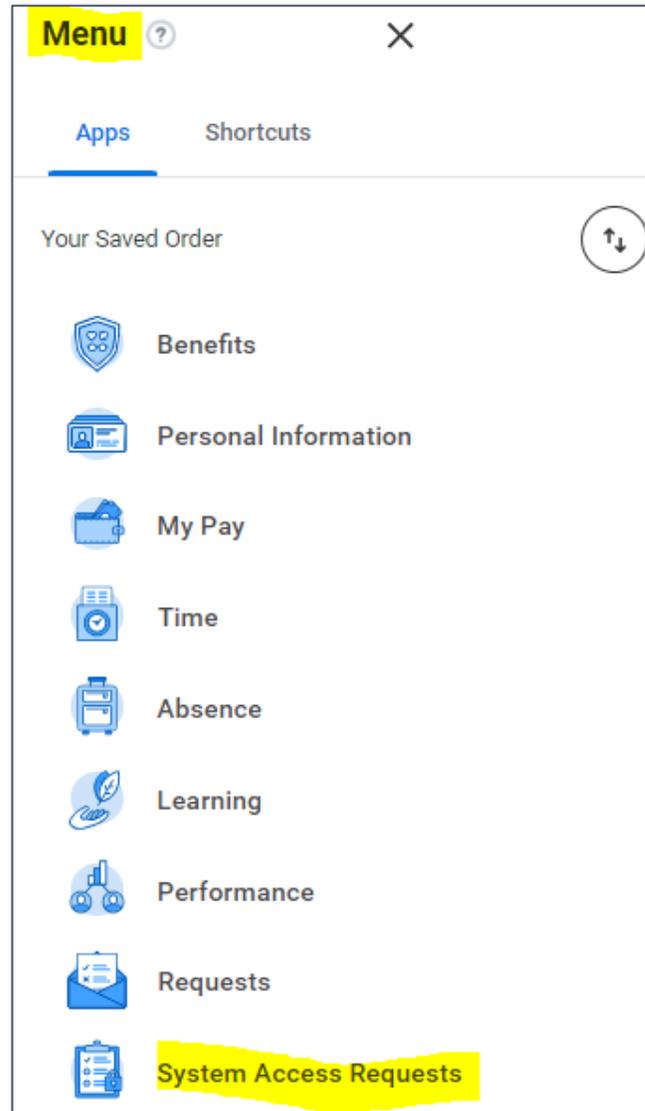
Request Cost Center Depository Specialist and Deposit Specialist roles in Workday. Both roles needed so AHBT routes successfully.

RDS & AHBT Process

Scanner and BOA CashPro used to process any revenue or expenditure credit checks.	→	Deposit will show on the bank statement in Workday the next business day.	→	Deposit transaction is Auto Reconciled and Workday generates the AHBT based on location code or MID.	→
AHBT routes to the CCDS(s) for review.	→	Once AHBT is fully approved, the credit is recorded on the Ledger Acct.	→	If correction is needed, enter an Accounting Journal.	

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RDS & AHBT Process

Scanner and BOA CashPro used to process any revenue or expenditure credit checks.

- Location codes are tied to the individual's CashPro login (the person who processes the deposit in CashPro).
- Different location code for revenue deposits and one for expenditure credits, if Cost Center requested access to both types of transactions.
- Each location code has its own AHBT template.
- Based on the selection CCDS makes in CashPro (revenue deposit or expenditure credit), that location code's AHBT template is used.
- Tips for the scanning process in the Bank of America RDS Guide.
- Scanning checks should only be used for dept. revenue deposits and expenditure credits – not for gifts or grants. Gifts go to Advancement & check related to a grant goes to SOM Office of Grants/Contracts or OSP.

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RDS & AHBT Process

Deposit will show on the bank statement in Workday the following business day.

- Deposit shows on the bank statement for the deposit date, which does not integrate into Workday until next business day at 1:00 pm.
- Once integrated, the bank statement is auto reconciled and AHBT's are generated.
- Example:
  - 1/23/24 - You scan a check
  - 1/23/24 - Date of Bank Statement that will show the deposit.
  - 1/24/24 - The 1/23/24 bank statement will be available after 1:00 p.m. in Workday

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RDS & AHBT Process

AHBT routes to the CCDS(s) for review.

- AHBT routes to the CCDS(s) for review.
- The CCDS can edit the Worktags in the FDM String and add attachments. Attachments can be added to AHBT at any time, even after approval.
- If more than one CCDS assigned, only one needs to review the AHBT and other CCDS's inbox item is removed.
- If CC Manager has not assigned the CCDS role, AHBT sits idle.
- Only click Deny on the AHBT if the transaction does not belong to your Cost Center.
- If you are not sure if transaction belongs to your Cost Center, comment & click Send Back or email AskFinance.

Records Management – Attach an image of scanned check(s) to AHBT for record retention (deposit detail report available in CashPro). 30-60 days after deposit or the Account Certification is done, dispose of paper check in Confidential Shredding Box. Record retention for checks is 3 closed fiscal years.

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AHBT Template – Revenue Deposit Example

Ad hoc Bank Transaction Template   The Rector & Visitors of the University of Virginia - 568 - UVA Bookstore

∨ Ad Hoc Bank Transaction Information

Company	The Rector & Visitors of the University of Virginia
Template Name	568 - UVA Bookstore
Memo	568 - UVA Bookstore
Purpose	Department Deposit
Status	Approved
Display Account Set	(empty)

∨ Accounting Options

Exclude Bank Account Worktag on Lines	Yes
Eliminate Foreign Exchange Gain or Loss	No

∨ Ad Hoc Bank Transaction Line Defaults

Company	(empty)
Revenue/Spend Category	Auxiliary Sales and Services Other (RC0054)
Ledger Account	4500:Auxiliary Sales and Services
Assign Worktags from Bank Statement Line	No
Gift	(empty)
Grant	(empty)
Designated	DN000050 BU-Auxiliary Operations Local
Project	(empty)
Fund	FD090 Unrestricted Local Fund-Auxiliary
Cost Center	CC0221 BU-BK-Central Grounds
Function	FN050 Stores and Shops (Aux)
Program	(empty)
Additional Worktags	Business Unit: BU08 BU-Bookstores
Interworktag Affiliates	(empty)
Journal Source	(empty)
Line Memo	(empty)

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AHBT Template – Expenditure Credit Example

Ad hoc Bank Transaction Template The Rector & Visitors of the University of Virginia - 102 UVA Library Expenditure Credit Deposit •••

⌄ Ad Hoc Bank Transaction Information

Company	The Rector & Visitors of the University of Virginia
Template Name	102 UVA Library Expenditure Credit Deposit
Memo	102 UVA Library Expenditure Credit Deposit
Purpose	Expenditure Credit Deposit
Status	Approved
Display Account Set	(empty)

⌄ Accounting Options

Exclude Bank Account Worktag on Lines	Yes
Eliminate Foreign Exchange Gain or Loss	No

- For Expenditure Credits, the default Revenue/<u>Spend Category</u> is always <u>SC0623</u> with Ledger 2400.

- Each time you get an Expenditure Credit AHBT to review, make sure to change the FDM worktags to match the original expenditure including the Spend Category.

⌄ Ad Hoc Bank Transaction Line Defaults

Company	The Rector & Visitors of the University of Virginia
Revenue/Spend Category	Expenditure Credit Default (SC0623)
Ledger Account	2400:Deposit Liabilities
Assign Worktags from Bank Statement Line	No
Gift	(empty)
Grant	(empty)
Designated	DN000104 LB-Local Operations
Project	(empty)
Fund	FD002 Unrestricted Local Fund
Cost Center	CC0679 LB-Finance
Function	FN014 Libraries
Program	(empty)
Additional Worktags	Business Unit: BU29 PV-Academic Admin
Interworktag Affiliates	(empty)
Journal Source	Ad Hoc Bank Transaction
Line Memo	(empty)

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AHBT Example

View Ad Hoc Bank Transaction

Ad Hoc Bank Transaction 🔍   **Status** **Approved**   Ad Hoc Bank Transaction Number   **AHBT-80201**

∨ Ad Hoc Bank Transaction Information

Company	The Rector & Visitors of the University of Virginia
Display Account Set	Standard
Bank Account	UVA Depository Account 5749
Currency	USD
Date	01/19/2024
Memo	568 - UVA Bookstore
Deposit	Yes

∨ Ad Hoc Bank Transaction Details

Transaction Amount	38.36
Tax Amount	0.00
Purpose	Department Deposit
Reference	000056800000
External Reference	(empty)
Journal Source	Ad Hoc Bank Transaction
Created by Auto Reconciliation	Yes

∨ Accounting Options

Exclude Bank Account Worktag on Lines	Yes
Eliminate Foreign Exchange Gain or Loss	No

> If using Ledger 6033 for Capital Equipment, include PO and Supplier Invoice #'s in Memo comment below.

Ad Hoc Bank Transaction Lines   Reconciliation Information   Business Process

Ad Hoc Bank Transaction Lines 1 item

Company	Revenue/Spend Category	Ledger Account	Amount	Tax	Memo	Gift	Grant	Designated	Project
The Rector & Visitors of the University of Virginia	Auxiliary Sales and Services Other (RC0054)	4500:Auxiliary Sales and Services	38.36	Tax Applicability Tax Code				DN000050 BU-Auxiliary Operations Local	

RDS & AHBT Process

Once AHBT is approved, the credit is recorded on the Ledger Acct.

- A revenue deposit AHBT is usually approved as soon as the CCDS submits the AHBT. Expenditure Credit deposits usually have additional approvers after CCDS.
- The revenue/expenditure credit will not show in the Worktags until the AHBT is approved.
- A transaction can be reconciled on the bank statement, even if AHBT is not approved – Auto Recon generates the AHBT.

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RDS & AHBT Process

If correction is needed, enter an Accounting Journal.

- Once an AHBT is approved, the only way to make changes is to create an Accounting Journal in Workday.
- You must have the Accountant security role in Workday in order to create an Accounting Journal.

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Department Revenue Deposit on Bank Statement showing Location Code:

94 of 643 items

Bank Statement Line	Bank Account	Bank Statement	Statement Line Date	Type Code	Statement Line Amount	Debit/Credit	Currency	Reference Number	Addenda	Reconciliation Status	Auto Reconciled by Rule
🔍	UVA Depository Account 5749	UVA Depository Account 5749: 01/16/2024	01/16/2024	187 Cash Letter Credit	�	CR	USD	0000**056800**000		Reconciled	**568 - UVA Bookstore**

Expenditure Credit Deposit on Bank Statement showing Expenditure Credit Location Code:

99 items

Bank Statement Line	Bank Account	Bank Statement	Statement Line Date	Type Code	Statement Line Amount	Debit/Credit	Currency	Reference Number	Addenda	Reconciliation Status	Auto Reconciled by Rule
🔍	UVA Depository Account 5749	UVA Depository Account 5749: 01/08/2024	01/08/2024	187 Cash Letter Credit	▬	CR	USD	000000000**168**		Reconciled	**168 Expenditure Credit**

Merchant Deposit on Bank Statement showing Merchant ID (MID):

5699 items

Bank Statement Line	Bank Account	Bank Statement	Statement Line Date	Type Code	Statement Line Amount	Debit/Credit	Currency	Reference Number	Addenda	Reconciliation Status	Auto Reconciled by Rule
🔍	UVA Merchant Account 5794	UVA Merchant Account 5794: 01/18/2024	01/18/2024	165 Preauthorized ACH Credit	▬	CR	USD	**8000141039**	ELAVON MER SVCS DES:MERCH DEP ID:8000141039INDN:UVA BOOKSTOR0000000000 CO ID:9990100039 CCD	Reconciled	**8000141039 - Bookstore**

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Reporting Option #1 – Find AHBT's in WD

Filter the Memo column

Reporting Option #2 - QlikSense

Reporting Option #3 – Statement of Net Position

Statement of Net Position (SNP)

Details

72 items

Ledger Account	The Rector & Visitors of the University of Virginia	The Rector & Visitors of the University of Virginia Eliminations	The Rector & Visitors of the University of Virginia Total	Total
ASSETS				
Current assets				
Cash and cash equivalents	24,000.00	0	24,000.00	24,000.00
1004:Petty Change Clearing	24,000.00	0	24,000.00	24,000.00
Short-term investments	2,380,467.99	0	2,380,467.99	2,380,467.99
Appropriations available	0	0	0	0
Accounts receivable, net	215,810.10	0	215,810.10	215,810.10
1301:Accounts Receivable, Student Accounts	215,810.10	0	215,810.10	215,810.10

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Noteworthy Information

- Bank Chargeback – Deposit pulled back by BOA. AHBT routed with documentation attached. Cost Center contacts payer to send new payment.

- Scanning multiple checks – Shows as a total bank statement line.

- For Merchant (credit card/online) deposits – email AskFinance for the form to request setup for Merchant transactions and get a Merchant ID (MID).

- CCDS should request access to Payment Insider (formerly Merchant Connect).

- No Merchant AMEX distinction, all Merchant deposits grouped together in a batch each day by Elavon (Visa, Mastercard & Discover) MID.

- AskFinance email generates Salesforce case. UVAFinance uses Salesforce to assign & manage inquiries. Survey when case closed, helps UVAFinance management evaluate customer service.

Resources

- Remote Deposit Scanner Request Form & Quick Reference Guides (QRG's):

https://uvafinance.virginia.edu/treasury-management/banking-cash-management-treasury-management/utilize-remote-deposit-services-rds

- AHBT & RDS Training, FAQ's, Forms & Policies:

https://uvafinance.virginia.edu/treasury-management/banking-cash-management

- Oracle PTAEO to Workday FDM String Crosswalks & Worktag information/forms:

https://uvafinance.virginia.edu/workday-financials/fdm-worktags

- Journal Entry QRG:

https://uvafinance.virginia.edu/resources/create-accounting-journal-qrg

- Merchant ID Request Form:

Not online, email AskFinance to request a form to get a MID

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Questions

Thank you for attending!

- Kristie Sojka – keh3j@virginia.edu
- Danielle Hancock – dlh5bd@virginia.edu

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Post Session Follow Up/FAQ's

- Ledger 2400 is on some AHBT Templates, but when reviewing FDM String, <u>do not leave 2400</u>. Enter a Revenue Category and the ledger will default to the correct revenue ledger acct.

- The **Trial Balance** is another Ledger Report, like the **Statement of Net Position**, to see all activity on ledger accts used by Cost Center.

- The location code is tied to the person's CashPro login and the Account Group they select. Whoever logs into CashPro to process the scanned checks, their location code AHBT Template is used by Workday to generate the AHBT that is routed to CCDS.

- Old deposit bags and deposit slips can be returned to UVA Treasury with a note saying no longer needed.

- See Records Management website: https://recordsmanagement.virginia.edu/general-records-management (open the file called Workday Financial Guidance)

- It is fine to attach an image of a personal check to the AHBT. Nothing has to be redacted because WD is designed for sensitive data.

- Scanner takes image of front and back of a check. If doing deposit by BOA Mobile App, have to take pictures of front and back of check.

- Can get check image from CashPro using the Deposit Details by Acct Report. Download a pdf image of check and attach to AHBT, then delete the pdf file from computer hard drive/shared drive. At minimum attach image of front of check. See FAQ

- Best practice is to shred paper check 30-60 days after depositing or after Account Certification is done.

- You do not need to attach any Payment Insider reports to the AHBT for credit card transaction (auditors will get the information from Payment Insider), but you can if you would like to or your approver wants to see the breakdown.

- Cash deposits should have the deposit slip attached to the AHBT.

- Do not scan gift or grant checks. Forward to Advancement, OSP or School of Medicine Grants and Contracts.

- If using 6033 ledger acct, enter PO# & Supplier Invoice# in Memo section of AHBT.

- Need to change frequently paying customers who use checks to electronic payments, email AskFinance to request that set up.

- If you selected the wrong Account Group in CashPro and the AHBT comes in with the wrong purpose (ex. Department deposit instead of Expenditure Credit), you can adjust the AHBT as if it were the correct purpose and add a memo stating the correct purpose and that the incorrect purpose was entered.