



Remote Deposit Services UVA User Guide

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Purpose

In accordance with policy [FIN-016](#), UVA departments should no longer accept cash except with public facing transactions and instances which have received written approval from Treasury Management.

Bank of America Remote Deposit Services (RDS) allows departments to scan checks remotely from their workstations which improves the efficiency and safety of depositing.

If taking e-checks or credit cards would improve the process for your area now that cash can no longer be accepted, see [Payment Card Services](#).

Policy or Other Underlying Requirements

[FIN - 016: Receiving and Depositing Cash & Other Monetary Instruments](#)

[FIN - 021: Internal Controls](#)

[FIN - 037: Governance and Compliance Requirements for Payment Card Activities](#)

Definitions

Remote Deposit: The process of using a desktop scanner to deposit checks to a bank account from a departmental workstation.

RDS: Remote Deposit Services

Please Note - Important Information

Gifts

The Remote Deposit Services process is **NOT** to be used for processing gift/donor checks. Gift/Donor checks should be processed in the same manner they have been processed. Gift/Donor checks need to be sent to Gift Processing. You can find more information on this [Advancement website](#), under Services Offered, the Hybrid Gift Processing Model drop down.

Foundations

The Remote Deposit Services process is **NOT** to be used for processing foundation checks. Departments need to continue to deliver the checks to the appropriate area. Transfer checks from foundations need to be sent to Gift Accounting at the Office of University Advancement.

Getting Started

Review the following to get setup with a Remote Deposit Scanner:

- [Bank of America Remote Deposit Scanner User Setup](#)

UVA Remote Deposit Services User Setup

Complete the [Remote Deposit Scanner Request](#) online.

Bank of America CashPro User Setup

Actions Required with Emails from Bank of America

Step	Action
1.	Follow New User Login Instructions.
2.	Install Digital Certificate.

Note: RDS is not compatible with IE10. If you are using IE10, you will need to install the digital certificate using Firefox instead of Internet Explorer.

CashPro Login Information

What	Where
CashPro Company ID	uovirg02
Employee User IDs	Computing ID followed by boa Example: dlh5bdboa

CashPro Link, Support, & User's Guide

What	Where
CashPro Login Link	https://cashproonline.bankofamerica.com
CashPro Online Technical Support	1-888-589-3473
Bank of America Remote Deposit Service Help	1-888-367-2521
CashPro User Guide	CashPro User Guide

Websites to add as trusted sites

Websites
*.bankofamerica.com
Cashproonline.bankofamerica.com
Cashporonlineca.bankofamerica.com

[How to add a website as a trusted site](#)

Making Changes

If your department needs to change or add a depositor, send an [email](#) to AskFinance.

Review Ad Hoc Bank Transactions in Workday

The Cost Center Deposit Specialist will automatically receive an approval request when a deposit has been confirmed by the bank. The process for reviewing and approving the Ad Hoc Bank Transaction is detailed here: [Review Ad Hoc Bank Transaction \(QRG\)](#).

Quick Reference Guides

[*Standard Revenue Deposits*](#)

[*Expenditure Credits*](#)

Records Management

It is best practice to attach a scan of the checks that are included in the deposit to the Ad Hoc Bank Transaction and dispose of the original checks. To find more information on how to find the check images in CashPro, click [HERE](#).

Please contact [Records Management](#) for information and training.

Updated: April 2024

