









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. The requirements for recording expenditure credits in the Integrated System has not changed, so departments will deposit the checks(s) and the cashiering office will record the expenditure credits into the system.

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.
<p>The journal entry for expenditure credits is done by the cashier's office from the information on the Expenditure Credit Form and not by the department making the deposit.</p>	
12.	<p>Fill out the Expenditure Credit Form.</p> <div data-bbox="321 499 1433 646" style="border: 1px solid black; padding: 5px;">  <p>Be sure to use the expenditure type in which the original funds were processed. Do NOT use "Other" unless that was the original expenditure type used.</p> </div>
13.	<p>Type RDS Deposit - your Org number in the From line of the Expenditure Credit form.</p> <div data-bbox="402 751 1247 1035" style="border: 1px solid black; padding: 10px;">  <div style="text-align: right; margin-bottom: 5px;">Save Form</div> <p style="text-align: center;">Expenditure Credit Form</p> <p style="text-align: center;"><input checked="" type="checkbox"/> Original <input type="checkbox"/> Correction <small>See directions below for correction forms.</small></p> <p>Cashier's Office Carruthers Hall</p> <p>From: <u>RDS Deposit - 31670</u> <small>(Department/Activity)</small></p> <p><u>PO Box 400200</u> <small>(Complete Messenger Mail Address)</small></p> <p>Receipt #: _____ Submitted by: <u>Danielle Hancock</u></p> </div>
14.	Complete the Expenditure Credit Cover Letter .
15.	<p>Email the form & cover letter to the Cashiering Office (SFS-cashiers@virginia.edu).</p> <div data-bbox="284 1245 1474 1392" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">  <p>If the expenditure credit is crediting a G_ Award, copy osp-postaward@virginia.edu on the email with the attached Expenditure Credit Form.</p> </div> <div data-bbox="284 1444 1474 1591" style="border: 1px solid black; padding: 5px;">  <p>Do NOT include any backup documentation in the email. Backup documentation, including the scanned check should be maintained by the department.</p> </div>

Cashier's Office Procedure

Step	Action
1.	Enter a Cost Transfer. -Credit the departmental PTAO.
2.	Enter a GL Journal.
3.	Reconcile the RDS Expenditure Credit Clearing Project (999004). -Contact departments whose string did not clear properly each month