

### Overview

Bank of America Remote Deposit Services (RDS) allow departments to scan checks remotely from their workstations.

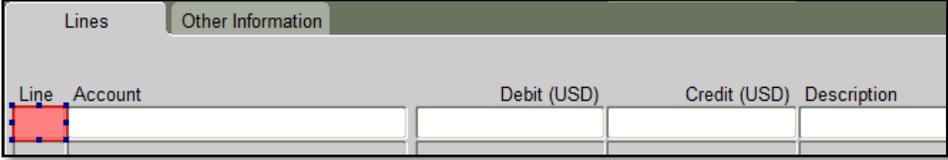
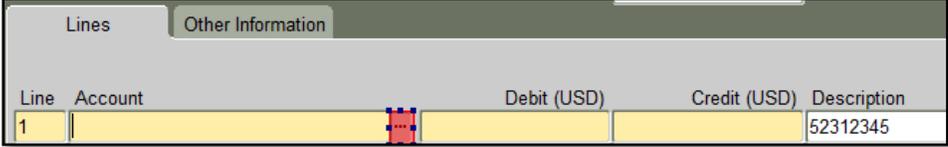
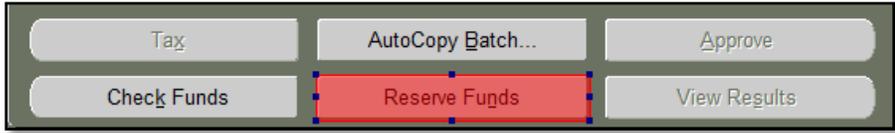
This procedure is for departments who receive checks that are new revenue. If the check you received is reimbursements coming from previous University transactions, use the [RDS for Expenditure Credit QRG](#).

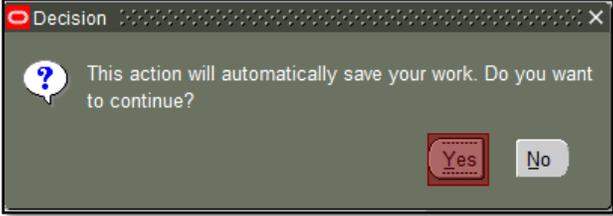
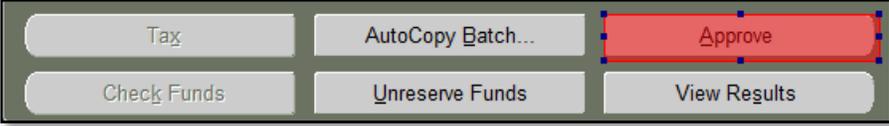
If the check you received is a gift/donation, do **NOT** scan the check. Transfer checks from Foundations need to be sent to Gift Accounting in the Office of University Advancement and donor checks need to be sent to Gift Processing Services at Alumni Hall. Departments need to send these checks to appropriate areas via interoffice mail or deliver them in-person.

### Department Procedure

Step	Action
1.	<p>Log into CashPro.</p> <div style="border: 1px solid black; padding: 5px; display: flex; align-items: center;">  <p>If you have not set up CashPro, follow the instructions in the <a href="#">UVA Remote Deposit User Guide</a>.</p> </div>
2.	Select <b>Menu</b> , Select <b>Receipts</b> , Select <b>Remote Deposit</b> , Select <b>New Deposit</b> .
3.	Select the <b>Standard Deposit</b> 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; display: flex; align-items: center;">  <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; display: flex; align-items: center;">  <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.	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.
7.	Look for the amber light. Then s the <b>Start Capture</b> button.
8.	Verify the amount recognized by the check scanner agrees with the amount deposited.

Step	Action
9.	Press complete on every deposit.
	<div data-bbox="175 331 1446 432" style="border: 1px solid black; padding: 5px;">  <p>Press the <b>Report View</b> 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>
10.	Log out of CashPro.
	<div data-bbox="175 583 1446 663" style="border: 1px solid black; padding: 5px;">  <p>If the funds you are depositing is going into a single string GL account (not a clearing account), skip to step 33.</p> </div>
11.	<p>Go to UVA GL Specialist → General Ledger → Journals → Enter.</p> <div data-bbox="488 747 841 953" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <ul style="list-style-type: none"> <li>▲ UVA GL Specialist <ul style="list-style-type: none"> <li>GL ADI</li> <li>▲ General Ledger <ul style="list-style-type: none"> <li>▲ Journals <ul style="list-style-type: none"> <li><span style="border: 2px solid orange; padding: 2px;">Enter</span></li> </ul> </li> </ul> </li> </ul> </li> </ul> </div>
12.	Select <b>New Journal</b> .
13.	<p>Enter <b>Journal</b> name using the following naming convention:</p> <p>AA(Unit Prefix)-Computing ID- DD-MMM-YYYY Deposit Control Number &amp; Description</p> <p>Ex. FI-DLH5BD 17-JUL-2019 #5XX12345 Deposit Conference Fees</p> <div data-bbox="293 1276 1500 1377" style="border: 1px solid black; padding: 5px; margin-top: 10px;">  <p>The deposit number is included in the endorsement that the check scanner sprays on the back of each check.</p> </div>
14.	Enter only the Deposit Control Number (same as above) in the <b>Description</b> field.
15.	<p>Select UVA Receipts in the <b>Category</b> field. Select <b>OK</b>.</p> <div data-bbox="293 1564 1490 1665" style="border: 1px solid black; padding: 5px; margin-top: 10px;">  <p>Type UVA R after the wildcard (%) to get a smaller list.</p> </div>
16.	Enter the total amount of the transaction into the <b>Control Total</b> field.

Step	Action
17.	<p>Select in the <b>Line</b> field. Enter the line number to start the Debit line.</p>  <div data-bbox="295 453 1500 533" style="border: 1px solid black; padding: 5px;">  <p>Always use the clearing account GL String.</p> </div>
18.	<p>Select the Account <b>List of Values (LOV)</b>.</p> 
19.	<p>Select on the UVA Alias <b>LOV</b> button.</p>
20.	<p>Select the correct alias for your org and bank deposit location. Select <b>OK</b>.</p> <div data-bbox="295 947 1489 1062" style="border: 1px solid black; padding: 5px;">  <p>You should receive your alias when you are set up in CashPro. If you do not know your alias, please <a href="#">email</a> Linda Vannatta &amp; Cameron Beasley.</p> </div>
21.	<p>Select <b>OK</b> in the Accounting Flexfield form. The GL string will populate from the alias.</p>
22.	<p>Enter the amount of the deposit in the <b>Debit</b> field.</p>
23.	<p>Select in the <b>Line</b> field below. Enter the line number to start the Credit line.</p>
24.	<p>Select the <b>LOV</b> in the Account field.</p>
25.	<p>Select <b>OK</b> in the Accounting Flexfield form.</p>
26.	<p>Enter the GL String for the account where the revenue should be credited. Select <b>OK</b>.</p>
27.	<p>Enter the credit amount in the Credit field.</p>
28.	<p>Select the <b>Reserve Funds</b> button.</p> 

Step	Action
29.	Select <b>Yes</b> in the decision window. 
30.	Select <b>OK</b> in the Forms window.
31.	Select <b>OK</b> in the Note window.
32.	Select <b>Approve</b> . 
33.	Retain the checks as required by <a href="#">Records Management guidelines</a> .