







### 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 <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.   | Choose the <b>Expenditure Credit</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; 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 <b>Start Capture</b> 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-top: 20px;">  <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> |  |

| 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 <a href="#">Expenditure Credit Form</a>.</p> <div data-bbox="323 499 1433 648" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  <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> <div data-bbox="284 695 1474 829" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  <p>If the expenditure credit is crediting a G_ Award, copy <a href="mailto:osp-postaward@virginia.edu">osp-postaward@virginia.edu</a> on the email with the attached Expenditure Credit Form.</p> </div> |