

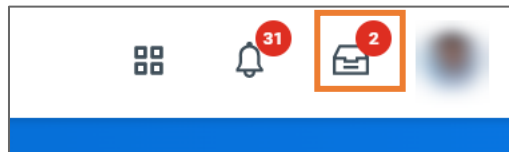
Review Ad Hoc Bank Transaction with Expenditure Credit Overview

This Quick Reference Guide (QRG) is designed to walk a **Cost Center Deposit Specialist** through the process of reviewing an **Ad Hoc Bank Transaction** to record an Expenditure Credit, a Department Deposit, or a Merchant Account. This process begins with either a remote deposit (using a Remote Deposit Scanner and CashPro) or with a deposit taken to the bank (using a location code on the deposit ticket). Once the deposit is recorded at the university, Workday will automatically send the **Ad Hoc Bank Transaction** to your Workday inbox. This is an overnight process, so you will not be able to complete the **Ad Hoc Bank Transaction** the same day as the deposit. By the end of this QRG, you will be able to successfully make any additions, changes, or corrections to the **Ad Hoc Bank Transaction** to post the revenue to the correct FDM values.


Procedure

On the Workday **Home** screen:


1. Click the **Inbox** icon.



2. Select the relevant **Ad Hoc Bank Transaction** inbox item to review under the **Actions** tab.

 NOTE	<p>The data that auto-populates on the inbox task will come from the Ad Hoc Bank Transaction template associated with their Bank of America (BoA) location code or Merchant Account ID, including the FDM worktags.</p>
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3. Review the following required fields under the **Ad Hoc Bank Transaction Information** section:
 - **Memo** – will auto-populate. This can be updated as needed.
4. Review the following required fields under the **Ad Hoc Bank Transaction Details** section:
 - **Purpose** – will auto-populate. This should not be updated.
 - **Journal Source** - will auto-populate. This should not be updated.

 NOTE	<p>Reference and External Reference fields are optional. Reference will auto-populate with your CashPro location code.</p>
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At the bottom of the page:


Under the **Ad Hoc Bank Transactions Lines** tab:

5. Review the following required fields:
 - **Company** – will auto-populate.
 - **Revenue/Spend Category** – will auto-populate. Review and change the Revenue/Spend Category as necessary.

 NOTE	The default Revenue/Spend Category for an expenditure credit is Expenditure Credit Default (SC0623) . You must change it to the Spend Category used on the original transaction. You will receive an error if Expenditure Credit Default (SC0623) is on the line when you approve.
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- **Amount**– will auto-populate.
- **Memo** – type a short description of the line item. Shows on the credit side of the accounting journal.
- **Gift/Grant/Designated/Project** - will auto-populate. Review and change as necessary.
- **Fund** - will auto-populate based **Gift/Grant/Designated/Project** selected.
- **Cost Center** - will auto-populate. Review and change as necessary.
- **Additional Worktags** - will auto-populate. Review and add/change as necessary.

 NOTE	For an Expenditure Credit , the FDM values in the Ad Hoc Bank Transaction Lines should match the FDM values used in the original transaction.
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 NOTE	All fields not mentioned above are optional. Tax and Attachments tabs and Comments section are optional.
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6. Click **Approve** to approve the request.

You have successfully completed this task. It will now be routed based on the workflow.