

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 My Tasks. 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 **My Tasks** icon.



2. Select the relevant **Ad Hoc Bank Transaction** item to review.

 <p>NOTE</p>	<p>The data that auto-populates on the My Tasks item will come from the Ad Hoc Bank Transaction template associated with the 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 with the type of transaction. This should not be updated.
 - **Reference** - will auto-populate with your CashPro location code. This should not be updated.
 - **Journal Source** - will auto-populate with Ad Hoc Bank Transaction. This should not be updated.


 <p>NOTE</p>	<p>External Reference field is optional.</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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 NOTE	Some units have chosen to have Revenue/Spend Category remain blank, instead choosing to default the Ledger Account. If you are unsure how to proceed when this happens, you will need to reach out to someone in your school/unit’s fiscal department.
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- **Amount**– will auto-populate.


 NOTE	If the deposit is going to more than one set of FDM worktags, you can add another line to split the amount. The total amount of all the lines must equal the Transaction Amount in the Ad Hoc Bank Transaction Details section above.
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- **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. Review and change, as necessary. This field is required before approving.
- **Cost Center** - will auto-populate. Review and change, as necessary. This field is required before approving.
- **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 on the original transaction.
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	<p>All fields not mentioned above are optional. Tax and Attachments tabs and Comments section are optional.</p>
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6. Click **Approve** to approve the request.

	<p>Expenditure Credits will route for approval. Deposits (Merchant Deposits or Department Deposits) will post as revenue as soon as you click Approve.</p>
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You have successfully completed this task. It will now be routed based on the workflow.