



Remote Deposit Services UVA User Guide

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Purpose

In accordance with policy [FIN-016](#), UVA departments should no longer accept cash except with public facing transactions and instances which have received written approval from Treasury Management.

Bank of America Remote Deposit Services (RDS) allows departments to scan checks remotely from their workstations which improves the efficiency and safety of depositing.

If taking e-checks or credit cards would improve the process for your area now that cash can no longer be accepted, please contact [Payment Card Services](#).

Policy or Other Underlying Requirements

[FIN – 016: Receiving and Depositing Cash & Other Monetary Instruments](#)

[FIN – 021: Internal Controls](#)

[FIN – 037: Governance and Compliance Requirements for Payment Card Activities](#)

Definitions

Remote Deposit: The process of using a desktop scanner to deposit checks to a bank account from a departmental workstation.

RDS: Remote Deposit Services

Please Note - Important Information

Gifts

The Remote Deposit Services process is **NOT** to be used for processing gift/donor checks. Gift/Donor checks should be processed in the same manner they have been processed. Gift/Donor checks need to be sent to Gift Processing Services at Alumni Hall.

Foundations

The Remote Deposit Services process is **NOT** to be used for processing foundation checks. Departments need to continue to deliver the checks to the appropriate area. Transfer checks from foundations need to be sent to Gift Accounting at the Office of University Advancement.

Getting Started

Complete and review the following to get setup with a Remote Deposit Scanner:

- [Required Training](#)
- [UVA Remote Deposit Scanner User Setup](#)
- [Bank of America Remote Deposit Scanner User Setup](#)

Required Training

The Cost Center Deposit Specialist role is required to approve Ad Hoc Bank Transactions. If you do not already have the Cost Center Deposit Specialist role, complete the [Workday Training](#) for Cost Center Deposit Specialist (screenshot of list selection below).

COST CENTER DEPOSIT SPECIALIST

Receive Ad Hoc Bank Transactions (AHBT) in my Workday inbox to record revenue deposits or expenditure credits; review and update FDM worktags for AHBT.

- Review Ad Hoc Bank Transactions
- Edit Ad Hoc Bank Transactions

Required Training

- [Introduction to Workday Financials \(prerequisite\)](#)
- [Ad Hoc Bank Transactions](#)

UVA Remote Deposit Services User Setup

Step	Action
1.	Complete RDS Request Form
2.	Assign a Location Code (Finance Operations).
3.	Assign access to CashPro (Treasury).
4.	Send email to departmental user with necessary information (Bank of America).
5.	Send check scanner to department (Treasury).

Bank of America CashPro User Setup

Actions Required with Emails from Bank of America

Step	Action
1.	Follow New User Login Instructions.
2.	Install Digital Certificate.

Note: RDS is not compatible with IE10. If you are using IE10, you will need to install the digital certificate using Firefox instead of Internet Explorer.

CashPro Login Information

What	Where
CashPro Company ID	uovirg02
Employee User IDs	Computing ID followed by boa Example: dlh5bdboa

Review Ad Hoc Bank Transactions

The Cost Center Deposit Specialist will automatically receive an approval request when a deposit has been confirmed by the bank. The process for reviewing and approving the Ad Hoc Bank Transaction is detailed here: [Review Ad Hoc Bank Transaction \(QRG\)](#).

CashPro Link, Support, & User's Guide

What	Where
CashPro Login Link	https://cashproonline.bankofamerica.com
CashPro Online Technical Support	1-888-589-3473
Bank of America Remote Deposit Service Help	1-888-367-2521
CashPro User Guide	CashPro User Guide

Websites to add as trusted sites

Websites
*.bankofamerica.com
Cashproonline.bankofamerica.com
Cashporonlineca.bankofamerica.com

[How to add a website as a trusted site](#)

Making Changes

If your department needs to change or add a depositor, email treasury@virginia.edu.

Quick Reference Guides

[Standard Revenue Deposits](#)

[Expenditure Credits](#)

Records Management

Please contact [Records Management](#) for information and training.

Retention Requirements

- The routing and account numbers on personal checks are considered highly sensitive data.
- Checks must be retained :
 - Behind 2 locks - locked cabinet in a locked room; a person can be considered a lock. If checks are behind 2 locks, check redaction of routing and bank information is not required.
 - For 3 closed fiscal years unless the check relates to a sponsored program.
 - For 5 closed fiscal years if the check relates to a sponsored program.
- No check images or reports containing any check information should be downloaded from Bank of America's CashPro system.

Record Series information for RM3

Record Schedule/Series Number:	102-012082
Record Series Name:	State and Local Funds Financial Records
Record Series Description:	All financial records involving state and/or local funds managed through the University. Includes travel, reimbursements, surplus, financial reports, receipts, purchase orders, shipping, receiving, vouchers, checks, work orders, order forms, etc.
Disposition Description:	Destroy after 3 closed fiscal years
RM3 Required:	Yes
Sensitivity:	Moderately Sensitive
Schedule Category:	Fiscal
Official Record Keeper:	Any Office Employee

Off-site Storage

If you need to store checks off site during the required record retention period, contact [Records Management](#) for information and training.

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