




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. Please follow the instructions on the [Advancement website](#), under The UVA Hybrid Gift Processing Model section.

Department Procedure

Step	Action
1.	Log into CashPro. <div>  <p>If you have not set up CashPro, follow the instructions in the UVA Remote Deposit User Guide.</p> </div>
2.	Select Menu , Select Receipts , Select Remote Deposit , Select New Deposit .
3.	Select the Standard Deposit option, in the first drop down box labeled Accounting Groups.
4.	Enter the number of items to be deposited. <div>  <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.	Enter the deposit amount. <div>  <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 Start Capture button.
8.	Verify the amount recognized by the check scanner agrees with the amount deposited.

Step	Action
9.	Press complete on every deposit.
	<div>  <p>Press the Report View 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.
11.	Review the Ad Hoc Bank Transaction <div>  <p>See the Review Ad Hoc Bank Transaction QRG for more information.</p> </div>
12.	Retain the checks as required by Records Management guidelines .