Overview

This QRG is designed to walk Remote Deposit Scanner users through scanning checks and entering expenditure credit deposits in CashPro.

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 expenditure credits. An Expenditure Credit is incidental non-recurring expenditure transaction that either originated from a previous transaction where the payment is being returned or reimbursement expenditures paid where another organization agreed to share the cost. If the check you received is for new revenue to the university, use the Scanning Revenue Deposits and Entering into CashPro QRG.   If you are unsure if your deposit is an expenditure credit , please review the Recording and Depsoting Expenditure Credits (FIN-050).

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.

By the end of this QRG, users will be able to enter a revenue deposit that was scanned into CashPro.

NOTE	If you do not have a RDS scanner, you will need to send the check to the appropriate office based on the driver worktag used on the original transaction. Send the check(s) to: **Designated** & **Gift**: Send to Cashier's Office (use this form). **Grant**: Send to Office of Sponsored Programs (P.O. Box 400195) with the FDM worktags charged on the original transaction

Scanning Expenditure Credits and Entering into CashPro Procedure

1. Log into CashPro.

NOTE	If you have not set up CashPro, you can find more information on the Utilize Remote Deposit Service (RDS) page.

2. Select **Menu.**
3. Select **Receipts.**
4. Select **Remote Deposit.**
5. Select **New Deposit.**
6. Select the Expenditure Credit option, in the first drop-down menu labeled Accounting Groups.

NOTE	Make sure to select the option that does says Expenditure Credit. If it does not say Expenditure Credit it is likely the revenue deposit option.

7. Enter the number of items to be deposited.

HINT	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 slip.

8. Enter the deposit amount.

NOTE	CashPro does not give a total amount. You will have to total the amount yourself to enter if you have more than one check.

9. Put the checks in the scanner with the back of the check facing toward the center of the check scanner and the front of the check facing outwards.
10. Select the **Start Capture** button when you see the amber light.
11. Verify the amount recognized by the check scanner agrees with the amount deposited.
12. Click **Complete** on every deposit.

NOTE	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.

13. Log out of CashPro.
14. Review the Ad Hoc Bank Transaction.

NOTE	Workday will automatically send an Ad Hoc Bank Transaction to your department's designated Cost Center Deposit Specialist for review/update/approval. See the Review Ad Hoc Bank Transaction QRG for more information.

15. Retain the checks as required by Records Management guidelines.

NOTE	It is best practice to attach a scan of the checks that are included in the deposit to the Ad Hoc Bank Transaction and dispose of the original checks. To find more information on how to find the check images in CashPro, click HERE.

You have successfully completed this task.