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 or a Revenue Deposit (a Department Deposit or a Merchant Account Deposit).

This process begins with one of the following: a remote deposit (using a Remote Deposit Scanner and CashPro), a deposit taken to the bank (using a location code on the deposit ticket), or a deposit from a Merchant account (revenue from Credit Card or ACH payment using a MID number). Once the deposit is recorded on a university bank statement, Workday will automatically send the **Ad Hoc Bank Transaction** to the Cost Center Despoist Specialist's Workday My Tasks (Inbox). This is an overnight process for remote deposits and bank deposits, so you will not be able to complete the **Ad Hoc Bank Transaction** the same day as the deposit. It can take up to 4 days for credit card payments to fully process and the **Ad Hoc Bank Transaction** created.

If you are reviewing an Ad Hoc Bank Transaction from a remote deposit or the bank, it is important to make sure that you know if it is a revenue depsoit (new revenue to the university) or an expenditure credit (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 you are unsure, please review the [Recording and Depsoting Expenditure Credits (FIN-050)](#).

⚠️ CAUTION	Only use select the **Deny** button if you are sure Ad Hoc Bank Transaction does not belong to your Cost Center.
	If you are not sure if the Ad Hoc Bank Transaction belongs to your Cost Center, type a comment & select **Send Back**.

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 or expenditure credit to the correct FDM values.

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Revenue Deposit Procedure

On the Workday **Home** screen:

1. Click the **My Tasks** icon.

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

NOTE	The data that auto-populates on the Ad Hoc Bank Transactions will come from the Ad Hoc Bank Transaction Template associated with the Bank of America (BoA) location code (from CashPro Account Group) or Merchant Account ID, including the FDM worktags. Click HERE for information on how to find the Ad Hoc Bank Transaction Template in Workday.

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 or your Merchant ID number. This should not be updated.
   - **Journal Source** - will auto-populate with Ad Hoc Bank Transaction. This should not be updated.

NOTE	**External Reference** field is optional.

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.

CAUTION	Some units have chosen to have **Revenue/Spend Category** remain blank, instead choosing to default the Ledger Account to 2400 for Merchant Accounts because it is unclear where the deposit should go when the AHBT comes in. If you submit an Ad Hoc Bank Transaction with Ledger Account 2400, *you **must** do an Accounting Journal to move the transaction to the correct Revenue Category and Ledger Account* when that information is available. 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.

- **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.

- **Memo** – Type a short description of the line-item deposit. Shows on the credit side of the accounting journal. *This line memo is important for audit purposes and should be clear, concise, and accurate.*
- **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.

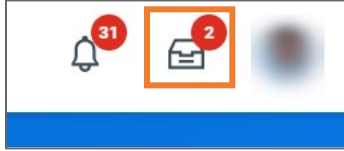|	
NOTE	All fields not mentioned above are optional. **Tax** and **Comments** section are optional. For the **Attachments** tabs: It is best practice to attach the image of the check(s) or the deposit slip in the **Attachments** tab. Click HERE for information on where to find the image of scanned checks in CashPro.

6. Click **Approve** to approve the request.

NOTE	**Revenue Deposits** (Merchant Deposits or Department Deposits) will post as revenue as soon as you click **Approve**. There is no further approval.

You have successfully completed this task.

Expenditure Credit Procedure

On the Workday **Home** screen:

7. Click the **My Tasks** icon.

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

NOTE	The data that auto-populates on the Ad Hoc Bank Transactions will come from the Ad Hoc Bank Transaction Template associated with the Bank of America (BoA) location code (from CashPro Account Group) or Merchant Account ID, including the FDM worktags. Click HERE for information on how to find the Ad Hoc Bank Transaction Template in Workday.

9. Review the following required fields under the **Ad Hoc Bank Transaction Information** section:
   - **Memo** – will auto-populate. This can be updated as needed.

10. Review the following required fields under the **Ad Hoc Bank Transaction Details** section:
    - **Purpose** – will auto-populate with Expenditure Credit. 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.

NOTE	**External Reference** field is optional.

At the bottom of the page:

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

11. Review the following required fields:
    - **Company** – will auto-populate.
    - **Revenue/Spend Category** – will auto-populate. Review and change the **Revenue/Spend Category** to the **Spend Category** that was used on the original transaction.

CAUTION	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.
	Expenditure credits should **NOT** use a Revenue Category (RCXXXX) or a Revenue Ledger Account (4XXX).

- **Amount–** will auto-populate.

	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.

- **Memo** – Type a short description of the line-item deposit. Shows on the credit side of the accounting journal. This line memo is important for audit purposes.

	If you are using **6033 Ledger Account** for an Expenditure Credit Ad Hoc Bank Transaction, enter the Purchase Order (PO) number & Supplier Invoice number in the memo line.

- **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.

	For an **Expenditure Credit**, the FDM values in the Ad Hoc Bank Transaction Lines should match the FDM values used on the original transaction. If you do not ensure that **ALL** FDM Worktags match the original transaction including the spend category, the charges will not offset as they should.

	All fields not mentioned above are optional. **Tax** and **Comments** section are optional. For the **Attachments** tabs: It is best practice to attach the image of the check(s) or the deposit slip in the **Attachments** tab. Click [HERE](#) for information on where to find the image of scanned checks in CashPro.

12. Click **Approve** to approve the request.

	Expenditure Credits route for approval.

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