



REMOTE DEPOSIT PROCESS

Scan the check using the Remote Deposit Scanner and process the deposit in CashPro.

Workday automatically generates an Ad Hoc Bank Transaction (AHBT) using the location code on the bank statement and the AHBT Template.

Revenue posts to the Ledger as soon as the AHBT is approved.

Expenditure Credits post after secondary approval is completed.

[Revenue Deposit QRG](#)
[Expenditure Credit QRG](#)

1 SCAN CHECK

3 AHBT CREATED

5 TRANSACTION POSTS



2 INTEGRATE IN WORKDAY

4 CCDS REVIEW

6 CORRECTIONS

At **1pm** the day **AFTER** the deposit is made, the bank statement with deposit integrates into Workday .

AHBT is routed to the Cost Center Deposit Specialist (CCDS) for review and approval. If multiple Cost Center Deposit Specialists are listed on the Cost Center, only one has to approve. Once it is approved, the AHBT will no longer be available in the other Cost Center Deposit Specialist's Workday inbox.

Cost Center Deposit Specialists can edit the FDM worktags before approving.

Need to make a correction to an AHBT - use an Accounting Journal.

[Account Journal QRG](#)

[AHBT QRG](#)