UVAFinance

# 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.

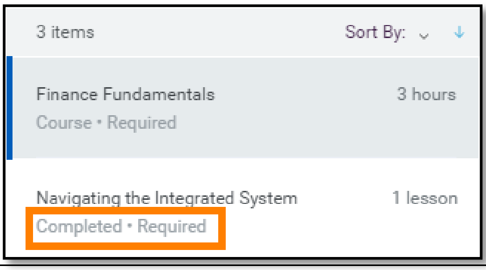
# Getting Started

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

GL specialist responsibility is required to complete the GL Journals. If you do not already have GL Specialist, complete the following steps:

| Step | Action |
|---|---|
| **1.** | Request GL Specialist responsibility in ESHARP.<br>**HINT** It can take time to get through all the levels of approval, so complete the ESHARP request as soon as possible. |
| **2.** | Enroll in the GL Specialist Learning Program. |
| **3.** | Complete the 3 courses in the learning program.<br>**NOTE** If you have already completed any of the courses, you do not need to repeat those courses. In a Workday learning program, it should say completed under the name of any courses that you have already completed.<br><br>3 items Sort By:<br>Finance Fundamentals 3 hours<br>Course • Required<br>Navigating the Integrated System 1 lesson<br>Completed • Required<br>How to complete a learning program. |
| **4.** | Email foc-training@virginia.edu after you have completed all 3 courses. Include the name of the learning program you completed. |

# UVA Remote Deposit Services User Setup

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td><b>1.</b></td><td>Send email to Linda Vannatta & Cameron Beasley with the information below (copy & paste chart into email):
<table>
<tr><th colspan="2">Remote Deposit Scanner Request</th></tr>
<tr><td>Name of Depositor & Computing ID</td><td></td></tr>
<tr><td>Name of Backup Depositor & Computing ID</td><td></td></tr>
<tr><td>Name of Department & Org</td><td></td></tr>
<tr><td>How are you currently making deposits?</td><td></td></tr>
<tr><td>If all your deposits go to a single GL string, what is it?</td><td></td></tr>
<tr><td>Who is doing the journal entries related to your deposits?</td><td></td></tr>
<tr><td>How are you currently doing Expenditure Credits?</td><td></td></tr>
<tr><td>In which building & room are you located?</td><td></td></tr>
<tr><td>If there is another department with whom you may want to share a check scanner, list the Department, Org, & Contact Person.</td><td></td></tr>
<tr><td>Do you have a check scanner that is not being used?</td><td></td></tr>
<tr><td>Messenger Mail Address for check scanner delivery</td><td></td></tr>
<tr><td>In what instances do you receive cash payments?</td><td></td></tr>
</table>
</td></tr>
<tr><td><b>2.</b></td><td>Assign a Location Code (Finance Operations).</td></tr>
<tr><td><b>3.</b></td><td>Assign access to CashPro (Treasury).</td></tr>
<tr><td><b>4.</b></td><td>Send email to departmental user with necessary information (Bank of America).</td></tr>
<tr><td><b>5.</b></td><td>Send check scanner to department (Treasury).</td></tr>
</table>

# 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<br>Example: dlh5bdboa |

### *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 Linda Vannatta & Cameron Beasley.

## 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.

Updated: February 2020