Columbia University Finance Training

Making a Deposit Using Your RDC Scanner

The following job-aid details the steps to make a check deposit using your RDC scanner. After making the deposit using your RDC machine, enter the deposit details in the FinSys/FFE Cash Deposit module.

Preparing Checks for Deposit

- 1. Gather all check to be scanned.
- 2. Count the checks for "Number of items" and compute the expected total amount of your deposit. This amount is the "declared amount." This count should be verified and approved by the approver of the deposit.
- 3. Perform a quality check of all deposit items to ensure that the bottom of the checks are aligned and are facing the same direction, remove all staples, paper clips etc. and straighten any bent corners.

Making the Deposit

1. Log on to Bank of America CashPro Online https://cashproonline.bankofamerica.com.



- 2. Click the Receipts tab and Remote Deposit.
- 3. <u>Click the Create New Deposit link.</u> Remote Deposit



The New Deposit screen appears.

New Deposit	
Customer: Trustees of Columbia Univer Account group: Master	rsity in the City of New York Inc, The
Account group:*	Master 🔽
Account number:*	483043676762 - CU Remote Deposit: 🖌
Routing/transit number:	540040054
Currency:	USD
Deposit type:*	Simple
Number of items:	0
Declared amount:*	
	Start Capture Cancel

- 4. Confirm that the **Account number** is correct. Check deposits should be routed to the account ending with 6762 only.
- 5. Select the appropriate account group description from the **Account Group** drop down.
- 6. **Important:** In the **Number of Items** field, enter the **number of checks plus 1**. For example, if you have 20 checks, enter the number 21.
- 7. Enter the total amount of the deposit in the **Declared Amount** field.
- 8. Load items in the entry tray right side up and facing out, as pictured below. Place as many items as will comfortably fit into the scanner entry tray.



9. Click **Start Capture**. The checks are scanned and a virtual endorsement is printed on the back on each check.

The Deposit Item List screen appears.



Reviewing and Submitting the Deposit

The Deposit Item List screen allows you to verify if your deposit is correct and, if necessary, edit or delete the deposit. **Errors** will be noted with an attention symbol \triangle and must be corrected before you can complete the deposit.

eposit Item List ustomer: Trustees of Columbia L ccount group: Master eposit: 000004	Iniversity in the City of New York	inc, The				
Deposit Information (Open-I	Processing)					
Declared amount	1.00 Save		Current amount: 1.00	Balancing difference: 0	.00	
Assign Deposit	Edit Deposit Delete D	leposit				
Scanned Items (2/2)						
Errors T	Tasks	Status Y	Sequence 🝸	Post Amount Y	Item Type	Currency
	1			1.00	Credit Item - Virtual	ι
	🛃 🗶	Recognition Complete	1	1.00	Personal Check	ı
Displaying 1-2 of 2			All 5 10 20 50			1
Complete Add Iten	15 Return To Deposit	List				

- 1. Verify that the **Scanned Items** amount matches the **Number of Items** you entered on the New Deposit form.
 - If necessary, click Edit Deposit to correct errors or Delete Deposit to abort the deposit.
 - Click the X icon next to an item to delete it or click Add Items to add additional items.

Printing the Deposit Details

2. Click **Complete** to submit the deposit. The Deposit List screen appears displaying the deposit details with a Status of Received.

e Deposits R	eports Research	Administration								User	resources Hide tips
sit List											
mer: Trustees of Columbia	University in the City of New Y	ork Inc, The									
This Session 🗸											
t of Deposits											
elect Tasks	▼ Create Date ▼	Deposit Number 🔻	Account Group Y	Account Name	Assigned User ID Y	Amount Y	Number of Items Y	Status Y	Deposit ID 🝸	Currency T	Capture Source
63 🍠	11/06/17 03:32 PM	000004	Master	483043676762 - CU Remote Deposits	CZ2256	1.00	2/2	Received	3200071574688	USD	Scanner
playing 1-1 of 1				All 5	5 10 20 50						1

- Click Report View icon ⁶ from the Deposit List for the deposit you want to print. Or, select the checkbox (if available) next the deposit item you want to print and click the Report View button.
- 2. Print the deposit screen and retain printout with the batch. Scanned checks should be secured separately from checks that have not been scanned for at least one accounting period and a maximum of 60 days. The checks must then be shredded.

Getting Help

Refer to the <u>CashPro Online User Guide</u> for in-depth directions and troubleshooting guidance.

If you are having issues depositing checks, contact the Bank of America Technical Services Helpdesk for assistance at 888-589-3473.

Login to Cash Pro University

Cash Pro University provides a collection of documentation and web-based training for additional guidance and troubleshooting.

Login to <u>https://cashproonline.bankofamerica.com</u> and navigate to Cash Pro University (CPU).

After using the RDC Machine to make check deposits, Initiators must enter the deposit details in the **FinSys/FFE Cash Module** and Release the batch. Approvers must approve the deposit on the same day as the RDC machine deposit.

Entering an RDC Machine Deposit

- 1. Login to the FinSys/FFE Cash Module.
- 2. Select New.

Financial	Systems	> Ca	sh Module	>	Process	>	Open Items	
	COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK							
New		Proc	ess		Report		Help	
Cash -	Cash - Open Items							
Q				S	earch			
🔲 Ba	tch ID	De	partment		Depart	men	t Description	
No data	available	in table						
Count: 0	Page 1/1							

3. Select Departmental RDC Machine (checks only).

Campus:	Deposit Type:	
Morningside	\bigcirc Smart Safe (cash only)	various locations
Morningside	\bigcirc Departmental RDC Machine (checks only)	Department
Morningside	\bigcirc Cashier RDC Machine (checks only)	Cashier's office at 210 Kent

4. Click Next. The Cash Batch form appears.

Department, tou Ti	ansaction: 0001DTS0 Deposit Type: 34	13 - CUMC De	pt RDC (checks only)		
Batch Type	R - DEPARTMENTAL		RDC	Select RDC 000000098 - dummy	+1
Description			Deposit Date	0000000099 - dummy	
Entry Type	Receipt		Bank Type	Z000 - Concentration	~
Current Status	NEW		Next Action		
Enter a Note			Target Batch Total		
Note			Name		Date
Action	Supplemental Informat	ion	Name		Date
Batch Money Summa	ry				
Batch Total Amount	\$0.00		Total # of Transactions	0	
Batch Net Total Amoun	t \$0.00				
	\$0.00		Total # of Checks	0	
Check Total Amount					

5. Select the correct RDC from the dropdown (if applicable) and enter the Target Batch Total.

Using FinSys/FFE for RDC Check Deposit

6. Click the Add Item button from the bottom of the screen.

Add Item	Save	Save & Exit	Save & Release	Cancel
he Char	tStri	ng Select	or screen ap	pears.
Business Unit:				
Department:				
Project:				
Activity:				
Initiative:				
Segment:				
Site:				
Account:				

7. Enter the ChartString information for each ChartField and click **Next** from the bottom of the screen. The Item appears on the Cash Batch form.

# BU-Dept-Proj-Activity-Prog-Seg-Site-Acct ##### = blank	Description/Notes	Amount	Туре	No. of Checks	Debit or Credit	Delete
COLUM-1403102 -UR004948 -01 -00000-00000000 -4001 -11990	EZ2248	100	CHECK 🗸	3	Credit 🗸	
	Detailed description					

- 8. Enter the UNI of the employee making the deposit in the top **Description** field and a detailed description in the bottom **Notes** field.
- 9. Enter the Amount (equaling the Target Batch Total) of the deposit and No. of Checks.
- 10. Click **Save & Release** from the bottom of the screen.

Approving a Cash Deposit

1. Click the Process menu and select Items Awaiting Approval. The Cash - Items Awaiting Approval page appears.

Q		5	Search				
	Batch ID	Department	Department Description	Status	Modifie		
	R140310201	1403102	FHR Human Resources	PRELIMINARILY APPROVED	EZ2248		

- 2. Click the check box for the deposit you want to approve.
- 3. Click the **Approve** button from the bottom of the screen.

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View Approve Recall
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The Cash – Department Approval View appears.

Batch Identifier	R1403	n: 0001NV77 Deposit Type: 33	9 - MS Cashie	r RDC	(checks o	only)	0000000	016		
Description	Checks	10204			sit Date		000000	010		
Entry Type	Receipt				Type		(7000) (oncentratio		
Current Status	RELEAS					APPROVE		201		
		ED		Next	ACTION		AFFROV			
Enter a Note	note									
Note				Na	ame			D	ate	
Checks				ER	IC V. ZARE	TSKY (ez	2248)	2	017.11.09 11	:19
Action		Supplemental Information			Name			1	Date	
RELEASED (145)					ERIC V. Z	ARETSKY (ez2248)		2017.11.09 1	1:19
CREATED (143)					ERIC V. Z	ARETSKY (ez2248)		2017.11.09 1	1:19
Batch Money Summary										
Batch Total Amount	\$10	0.00	Total # of	Transa	actions	1				
Batch Net Total Amount	\$0.0	0								
Check Total Amount	\$100	1.00	Total # of	Check	s	10				
Cash Total Amount	\$0.0	0								
# BU-Dept-Proj-Activit	y-Prog-Se	g-Site-Acct ##### = blank	Description	/Note	15	Amount		Туре	No. of Checks	Debit or Credit
1 AGENC-1403102 -AG00	1022 -01 -	10175-00000000 -1037 -11990				\$100.00		СНЕСК	10	Credit

- 4. Enter a **Deposit Date**.
- 5. Click the Save & Continue button from the bottom of the screen.

Cancel Save & Continue

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COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK
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Columbia University Finance Training

Using FinSys/FFE for RDC Check Deposit

Printing the Deposit Information

- 1. Click the Process menu and select Released Items. The Cash Released Items page appears.
- 2. Click the check box for the deposit you want to view.

Cash - Released Items									
Q. Search									
	Batch ID	Department	Department Description	Status					
	R140310201	1403102	FHR Human Resources	READY FO ARC					
	R140310202	1403102	FHR Human Resources	READY FO ARC					
Coun	t: 2 Page 1/1		I						

3. Click the View button from the bottom of the screen.

V	iew	Recall	
1	C	1 D	

The Cash Deposit Report Detail View appears.

Batch Identifier	R140310204		RDC	0000000	000000016			
Description	Checks		Deposit Date					
Entry Type	Receipt		Bank Type Next Action		(Z000) Concentration			
Current Status	RELEASED				APPROVE			
Enter a Note	note							
Note			Name			Date		
Checks			ERIC V. ZARETSKY (ez2248)		20	2017.11.09 11:19		
Action	Supplemental I	nformation	Name		D	ate		
RELEASED (145)			ERIC V. ZARE	TSKY (ez2248)	20	017.11.09 1	1:19	
CREATED (143)			ERIC V. ZARE	TSKY (ez2248)	20	017.11.09 1	1:19	
Batch Money Summary								
Batch Total Amount	\$100.00	Total # of	Transactions	1				
Batch Net Total Amount	\$0.00							
Check Total Amount	\$100.00	Total # of	Total # of Checks		10			
Cash Total Amount	\$0.00							

- 4. Click **Print** from the upper right corner of the FinSys/FFE screen to print the deposit details.

 Print
 | Help
 Links
 Exit

 Print
 | Help
 Links
 Exit
- 5. Retain the printout and attach it to the batch.

Getting Help

For help using FinSys/FFE, please contact the Finance Service Center http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now https://columbia.service-now.com

Or, you can contact the Service Center by phone: (212) 854-2122