Overview

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 new revenue. If the check you received is reimbursements coming from previous University transactions, use the RDS for Expenditure Credit QRG.

If the check you received is a gift/donation, do **NOT** scan the check. Transfer checks from Foundations need to be sent to Gift Accounting in the Office of University Advancement and donor checks need to be sent to Gift Processing Services at Alumni Hall. Departments need to send these checks to appropriate areas via interoffice mail or deliver them in-person.

Department Procedure

Step	Action
1.	Log into CashPro. HINT: If you have not set up CashPro, follow the instructions in the UVA Remote Deposit User Guide.
2.	Select **Menu**, Select **Receipts**, Select **Remote Deposit**, Select **New Deposit**.
3.	Select the **Standard Deposit** option, in the first drop down box labeled Accounting Groups.
4.	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 deposit slip.
5.	Enter the deposit amount. NOTE: Cash Pro does not give a total amount. You will have to total the amount yourself to enter if you have more than one check.
6.	Put the checks in the check scanner with the back of the check facing toward the center of the check scanner/the front of the check facing outwards.
7.	Look for the amber light. Then s the **Start Capture** button.
8.	Verify the amount recognized by the check scanner agrees with the amount deposited.

Step	Action
9.	Press 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.
10.	Log out of CashPro.
11.	Approve the Ad Hoc Bank Transaction in Workday. An approval will arrive in the Workday inbox of the Cost Center Deposit Specialist. Review the Ad Hoc Bank Transaction for accuracy and select Approve at the bottom of the page. NOTE: The FDM worktag(s) can be edited manually as needed before approval.
12.	Retain the checks as required by Records Management guidelines.