

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

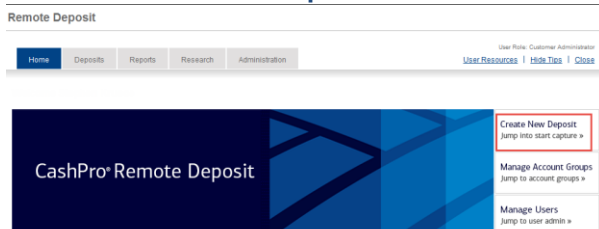
1. Gather all check to be scanned.
2. Count the checks for “Number of items” and compute the expected total amount of your deposit. This amount is the “declared amount.” This count should be verified and approved by the approver of the deposit.
3. Perform a quality check of all deposit items to ensure 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. Click the **Create New Deposit** link.



The New Deposit screen appears.


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.

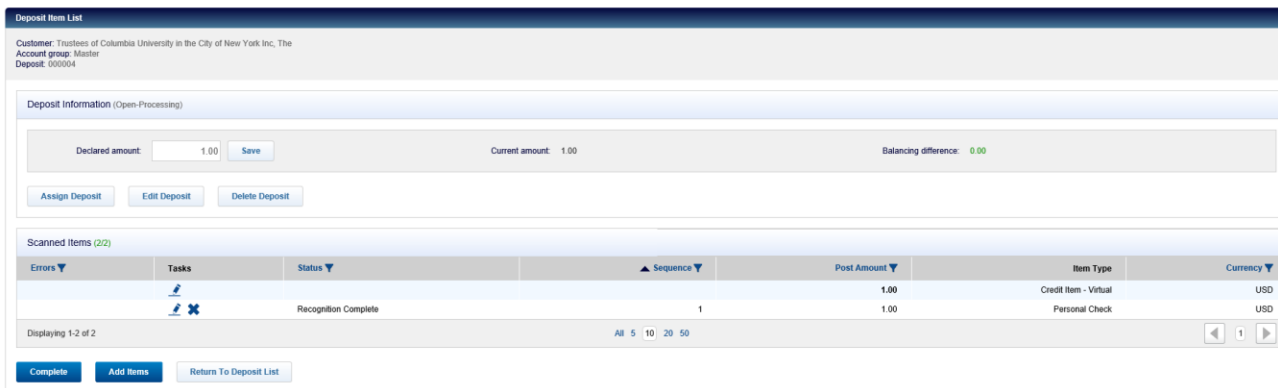


9. Click **Start Capture**. The checks are scanned and a virtual endorsement is printed on the back on each check.
The Deposit Item List screen appears.

Reviewing and Submitting the Deposit

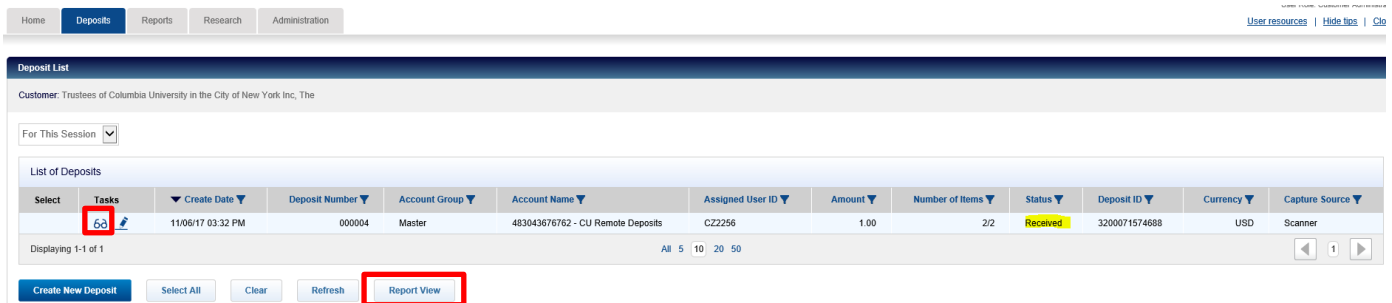
The Deposit Item List screen allows you to verify if your deposit is correct and, if necessary, edit or delete the deposit.


Errors will be noted with an attention symbol  and must be corrected before you can complete the deposit.



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

Printing the Deposit Details



1. Click **Report View** icon  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 [CashPro Online User Guide](#) 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 <https://cashproonline.bankofamerica.com> 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 > Cash Module > Process > Open Items

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

New Process Report Help

Cash - Open Items

3. Select **Departmental RDC Machine (checks only)**.

Cash Batch

Please print the Batch ID on the back of each check.

Batch Type: **R - DEPARTMENTAL** (highlighted with a red box)

Deposit Date: **0000000000 - Summary #1** (highlighted with a red box)

Bank Type: **0000 - Concentration** (highlighted with a red box)

Next Action: **APPROVE** (highlighted with a red box)

Target Batch Total: **0.00** (highlighted with a red box)

4. Click **Next**. The Cash Batch form appears.

Cash Batch

Batch Money Summary

Batch Total Amount: \$0.00

Batch Net Total Amount: \$0.00

Check Total Amount: \$0.00

Cash Total Amount: \$0.00

Total # of Transactions: 0

Total # of Checks: 0

Add Item Save Save & Exit Save & Release Cancel

5. Select the correct **RDC** from the dropdown (if applicable) and enter the **Target Batch Total**.
6. Click the **Add Item** button from the bottom of the screen.

Add Item Save Save & Exit Save & Release Cancel

The ChartString Selector screen appears.

Business Unit:

Department:

Project:

Activity:

Initiative:

Segment:

Site:

Account:

7. Enter the ChartString information for each field and click **Next** from the bottom of the screen. The Item appears on the Cash Batch form.
8. Enter the **Amount** (equaling the Target Batch Total) of the deposit and **No. of Checks**.
9. 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.

	Batch ID	Department	Department Description	Status	Modified
<input checked="" type="checkbox"/>	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.

View **Approve** Recall

The Cash – Department Approval View appears.

Cash - Department Approval View

Department: 1403102 Transaction: 0001NV77 Deposit Type: 339 - MS Cashier RDC (checks only)

Batch Identifier: R140310204

Description: Checks

Entry Type: Receipt

Current Status: RELEASED

Enter a Note: note

Batch Money Summary

Batch Total Amount: \$100.00

Batch Net Total Amount: \$0.00

Check Total Amount: \$100.00

Cash Total Amount: \$0.00

Total # of Transactions: 1

Total # of Checks: 10

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

Cancel **Save & Continue**

Printing the Deposit Information

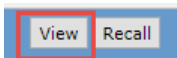
1. Click the **Process** menu and select **Released Items**. The Cash - Released Items page appears.
2. Click the check box for the deposit you want to view.

Cash - Released Items

<input type="checkbox"/>	Batch ID	Department	Department Description	Status
<input checked="" type="checkbox"/>	R140310201	1403102	FHR Human Resources	READY FO ARC
<input type="checkbox"/>	R140310202	1403102	FHR Human Resources	READY FO ARC

Count: 2 Page 1/1

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



The Cash Deposit Report Detail View appears.

Cash - Department Approval View

Department: 1403102 Transaction: 0001NV77 Deposit Type: 339 - MS Cashier RDC (checks only)						
Batch Identifier	R140310204	RDC	0000000016			
Description	Checks	Deposit Date				
Entry Type	Receipt	Bank Type	(2000) Concentration			
Current Status	RELEASED	Next Action	APPROVE			
Enter a Note	note					
Note						
Checks	Name	Date				
	ERIC V. ZARETSKY (ez2248)	2017.11.09 11:19				
Action	Supplemental Information	Name	Date			
RELEASED (145)		ERIC V. ZARETSKY (ez2248)	2017.11.09 11:19			
CREATED (143)		ERIC V. ZARETSKY (ez2248)	2017.11.09 11:19			
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 Checks	10			
Cash Total Amount	\$0.00					
#	BU-Dept Proj Activity Prog Seg Site Acct ##### - blank	Description/Notes	Amount	Type	No. of Checks	Debit or Credit
1	AGENC-1403102 - AG001022 - 01 - 10175-00000000 - 1037 - 11990		\$100.00	CHECK	10	Credit

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

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