

Columbia University Finance Training

Making a Deposit Using Your RDC Scanner

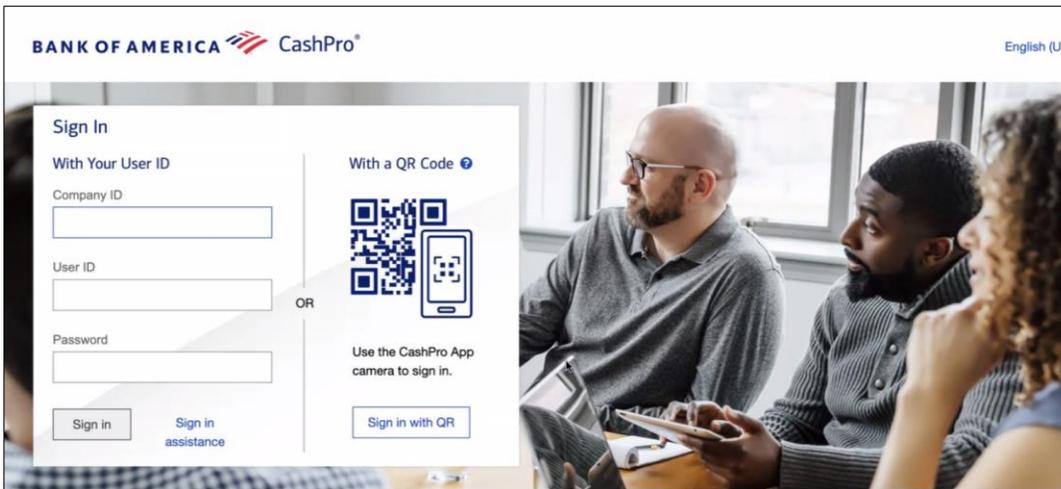
The following job-aid details the steps to make a check deposit using your RDC scanner. After making the deposit using your RDC machine, enter the deposit details in the FinSys/FFE Cash Deposit module.

Preparing Checks for Deposit

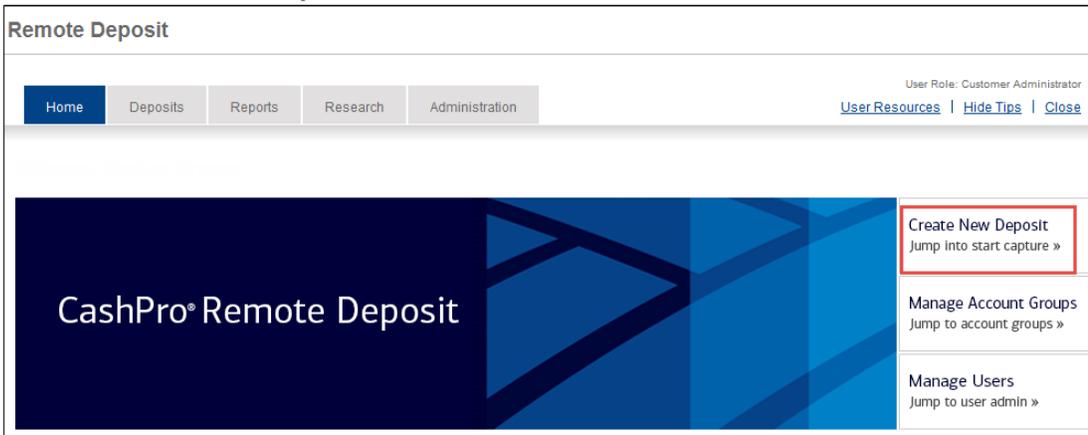
1. Gather all check to be scanned.
2. Count the checks for “Number of items” and compute the expected total amount of your deposit. This amount is the “declared amount.” This count should be verified and approved by the approver of the deposit.
3. Perform a quality check of all deposit items to ensure 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. Go to the Bank of America homepage, and the Businesses and Institutions tab, and log on to **Bank of America CashPro Online**.



2. Click the **Receipts** tab and **Remote Deposit**.
3. Click the **Create New Deposit** link.



The New Deposit screen appears.

New Deposit

Customer: Trustees of Columbia University in the City of New York Inc, The
Account group: Master

Account group.*: Master

Account number.*: 76762 - CU Remote Deposit

Routing/transit number: 54

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  and must be corrected before you can complete the deposit.

Deposit Item List

Customer: Trustees of Columbia University in the City of New York Inc, The
Account group: Master
Deposit: 00004

Deposit Information (Open-Processing)

Declared amount: 1.00 **Save** Current amount: 1.00 Balancing difference: 0.00

Assign Deposit **Edit Deposit** **Delete Deposit**

Scanned Items (2/2)

Errors	Tasks	Status	Sequence	Post Amount	Item Type	Currency
		Recognition Complete	1	1.00	Credit Item - Virtual	USD
	 			1.00	Personal Check	USD

Displaying 1-2 of 2 All 5 10 20 50

Complete **Add Items** **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.
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

The screenshot shows a web application interface for 'Deposit List'. At the top, there are navigation tabs: Home, Deposits, Reports, Research, and Administration. Below this, there's a header for 'Deposit List' and a customer name: 'Trustees of Columbia University in the City of New York Inc, The'. A dropdown menu 'For This Session' is visible. The main area contains a table titled 'List of Deposits' with columns: Select, Tasks, Create Date, Deposit Number, Account Group, Account Name, Assigned User ID, Amount, Number of Items, Status, Deposit ID, Currency, and Capture Source. A single deposit is listed with a status of 'Received'. Below the table, there are buttons: 'Create New Deposit', 'Select All', 'Clear', 'Refresh', and 'Report View'. The 'Report View' button is highlighted with a red box.

1. Click **Report View** icon ⁶⁸ 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

Login to Cash Pro University

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

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

Entering Deposit Details in the FinSys/FFE Cash Module

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

Search

Batch ID	Department	Department Description
No data available in table		

Count: 0 Page 1/1

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

Campus:	Deposit Type:	
Morningside	<input type="radio"/> Smart Safe (cash only)	various locations
Morningside	<input type="radio"/> Departmental RDC Machine (checks only)	Department
Morningside	<input type="radio"/> Cashier RDC Machine (checks only)	Cashier's office at 210 Kent

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

Cash Batch

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

Department: tbd Transaction: 0001DTS0 Deposit Type: 343 - CUM Dept RDC (checks only)

Batch Type	R - DEPARTMENTAL	RDC	Select RDC
Description		Deposit Date	0000000098 - dummy #1 0000000099 - dummy #2
Entry Type	Receipt	Bank Type	Z000 - Concentration
Current Status	NEW	Next Action	
Enter a Note		Target Batch Total	

Note	Name	Date
Action	Supplemental Information	Date

Batch Money Summary			
Batch Total Amount	\$0.00	Total # of Transactions	0
Batch Net Total Amount	\$0.00	Total # of Checks	0
Check Total Amount	\$0.00		
Cash Total Amount	\$0.00		

#	BU-Dept-Proj-Activity-Prog-Seg-Site-Acct	Description/Notes	Amount	Type	No. of Checks	Debit or Credit	Delete
	##### = blank						

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:	<input type="text"/>	
Department:	<input type="text"/>	
Project:	<input type="text"/>	
Activity:	<input type="text"/>	
Initiative:	<input type="text"/>	
Segment:	<input type="text"/>	
Site:	<input type="text"/>	
Account:	<input type="text"/>	

- 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 ##### =	Description/Notes	Amount	Type	No. of Checks	Debit or Credit	Delete
	COLUM- [redacted]	[redacted] Detailed description	100	CHECK	3	Credit	<input type="checkbox"/>

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

Approving a Cash Deposit

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

<input type="checkbox"/>	Batch ID	Department	Department Description	Status	Modified
<input checked="" type="checkbox"/>	R: [redacted]	14 [redacted]	[redacted]	PRELIMINARILY APPROVED	[redacted]

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

The Cash – Department Approval View appears.

Cash - Department Approval View

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

Batch Identifier	R1 [redacted] 4	RDC	000000 [redacted]
Description	Checks	Deposit Date	
Entry Type	Receipt	Bank Type	(Z000) Concentration
Current Status	RELEASED	Next Action	APPROVE
Enter a Note	note		

Note	Name	Date
Checks	[redacted]	2017.11.09 11:19

Action	Supplemental Information	Name	Date
RELEASED (145)		[redacted]	2017.11.09 11:19
CREATED (143)		[redacted]	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 ##### =	Description/Notes	Amount	Type	No. of Checks	Debit or Credit
1	[redacted]	[redacted]	\$100.00	CHECK	10	Credit

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

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.

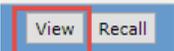
Cash - Released Items

Search

<input type="checkbox"/>	Batch ID	Department	Department Description	Status
<input checked="" type="checkbox"/>	R: [REDACTED] 1	1403102	F 00000000000000000000	READY FO ARC
<input type="checkbox"/>	R: [REDACTED] 2	1403102	F 00000000000000000000	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	R1 [REDACTED] 4	RDC	00000001
Description	Checks	Deposit Date	
Entry Type	Receipt	Bank Type	(Z000) Concentration
Current Status	RELEASED	Next Action	APPROVE
Enter a Note	note		

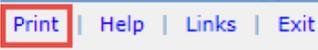
Note	Name	Date
Checks	[REDACTED]	2017.11.09 11:19

Action	Supplemental Information	Name	Date
RELEASED (145)		[REDACTED]	2017.11.09 11:19
CREATED (143)		[REDACTED]	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	[REDACTED]		\$100.00	CHECK	10	Credit

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



5. Retain the printout and attach it to the batch.

Getting Help

Nida Williams

Executive Director, Accounting and Business Management

615 West 131st Street, 6th Floor

(212) 854-5103

nw95@columbia.edu

Norman L Strong

Associate Director, Payments and Deposits

210 Kent Hall

(212) 854-3020

ns2312@columbia.edu

Joanne Hudson

Director, Accounting and Business Management

615 West 131st Street, 6th Floor

(212) 854-7931

jj358@columbia.edu